

30 JUNE 2003

Maintenance

MUNITIONS OPERATIONS



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
http://www.e-publishing.af.mil

OPR: 319 MXS/MXMW
(Mr Thomas D. Johnston)

Certified by: 319 ARW/CC (Col Marshall Sabol)
Pages: 29
Distribution: F

This instruction implements AFI21-201, Management and Maintenance of Non-Nuclear Munitions, outlining procedures for accountability, issue, turn-in, inventory, account validation, control, and requirements forecasting of conventional munitions assets managed by FV4659. Procedures implemented in this instruction are in addition to those contained in AFI 23-111, GFAFBI 31-101, AFMAN 91-201, AFCAT 21-209 Vol. 1, AFI 21-201, and TO 11A-1-10. This publication requires the collection and/or maintenance of information protected by the Privacy Act of 1974. The authority to collect and/or maintain the records prescribed in this publication is Title 10, United States Code, 8013, Secretary of the Air Force Privacy Act system of records notice F036 AETC R, Student Records, applies Forms and documents affected by the Privacy Act will have appropriate Privacy Act Statements. The reporting requirements in this instruction are exempt from licensing according to Air Force Instruction (AFI) 37-124, paragraphs 2.11.3., 2.11.5., and 2.11.10, The Information Collections and Reports (ICR) Management Program; Controlling Internal Public, and Interagency Air Force Information Collections. Maintain and dispose of all records created as a result of prescribed processes in accordance with AFMAN 37-139, Records Disposition Schedule. This guide applies to all units assigned, attached, or tenant to Grand Forks AFB, with a supported munitions commitment. It is the responsibility of all unit commanders, custody account custodians, and munitions services contractor to ensure compliance with procedures outlined in this guide.

1. General and Administrative. 3
2. Shelf and Service Life Management. 3
3. Munitions Forecasting and Allocations. 3
4. AF FORM 68, Munitions Authorization Record. 4
5. Munitions Issue Requests. 5
6. Muniton Expenditure Requests. 7
7. Turn-ins. 7
8. Storage, Security, and Transportation. 9

9. Custody Account Inventory 10

10. Documentation and Forms. 12

11. Mobility. 13

12. Customer Support Hours. 13

13. Ammunition Losses/Damages. 13

14. Unique Local Requirements. 14

15. Scrap and Brass. 14

16. Suspended and Restricted Munitions. 14

17. Deviations. 15

Attachment 1— GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION 16

Attachment 2— ADJUSTED STOCK LEVEL 18

Attachment 3— CONSUMPTION ISSUE (TIME CHANGE) 20

Attachment 4— CUSTODY ACCOUNT ISSUE 21

Attachment 5— CUSTODY ACCOUNT EXPENDITURE 22

Attachment 6— CUSTODY, CONSUMPTION, AND FOUND-ON-BASE TURN-IN 23

Attachment 7— TIME CHANGE (DIFM) TURN-IN 24

Attachment 8— COURTESY STORAGE AGREEMENT 25

Attachment 9— EXAMPLE OF RESTRICTED OR SUSPENDED MUNITIONS LETTER 28

1. General and Administrative.

1.1. Background. Munitions are pilferable and potentially dangerous in the wrong hands. Therefore all individuals and organizations that physically control, possess, store, and maintain munitions must manage, protect and account for these resources until expended, consumed, turned in, or removed from Air Force stock. Strict accountability and control must be maintained.

1.2. Responsibilities. Individual responsibilities are set forth in AFI 23-111, AFI 21-201, and AFMAN 91-201.

2. Shelf and Service Life Management.

2.1. General. It is the responsibility of all users to monitor shelf and service life expiration dates if applicable for munitions issued to their account. Refer to the item technical order and TO 11A-1-10 for shelf/service life limits. When an item reaches shelf/service life limits, follow the turn in guidance in paragraph 7.

2.2. Shelf Life. The length of time an item can remain in storage under prescribed packaging and storage conditions. Expiration date for shelf life on items with month and year listed is last day of the month.

2.3. Service Life. Length of time an item can remain installed in operating configuration or in actual usage. Expiration date for service life will be the last day of expiration month regardless of actual expiration date. Service life will not exceed shelf life of an item.

3. Munitions Forecasting and Allocations.

3.1. General. The annual munitions forecast is the primary vehicle to request and allocate munitions required for training and operational needs. It is the single most important report submitted and its accuracy cannot be over emphasized. Commanders of using organizations must properly forecast munitions. Even small errors can result in long delays and possible mission impairment.

3.2. Munitions Funding. Munitions funding is appropriated at congressional level based on each service's combined forecast. If funding does not meet the overall requirements, then HQ USAF must determine where the cuts are made, and by what percentage. They must also determine the total allocation for each MAJCOM based on the MAJCOMs mission. The overall percentage cut may be 20%, but some MAJCOMs may receive 100% of their forecast and some only 60%. The MAJCOM must then determine the allocation for each base by mission requirements.

3.3. Time Change Forecasts. Forecasts for time change requirements are submitted, as outlined in TO 00-20-9.

3.3.1. The time change forecast must be provided to the Munitions Accountable Systems Officer (MASO)/Munitions Services Contractor (MSC) not later than 1 July for the following calendar year. If the forecast is for the entire 319th Air Refueling Wing, it must have an attachment reflecting quantities by organization. The forecast will be used for requisition and establishment of stock levels and to ensure organizations do not exceed the total forecast.

3.3.2. Although TO 00-20-9 and AFI 21-201 allows stocking one of each type item per type aircraft supported, this may not satisfy emergencies requirements. Forecasts for inadvertent firing or breakage are not submitted. If a level must be established for inadvertent firing or breakage to satisfy emergency requests, this will be accomplished by filling out an AF Form 1996, *Adjusted*

Stock Level (Attachment 2). The MASO and the Ammunitions Control Point, Hill AFB must approve the form.

3.4. Non-nuclear Munitions Forecast. Submission requirements are IAW AFI 21-201, Chapter 13.

3.5. Supplemental Requests. Submission requirements will be provided by OO-ALC/WM, in conjunction with HQ USAF/ILMW and HQ USAF/XORW. The submission will be made on an AF Form 1996, *Adjusted Stock Level (Attachment 2)*.

4. AF FORM 68, Munitions Authorization Record.

4.1. General. Unit commanders use the AF Form 68, to delegate authority to certify munitions issue or expenditure, and to identify those individuals authorized to receipt for munitions assets issued to their organization. Whenever submitting an AF Form 68, ensure you use the current revision; failure to do so will result in the AF Form 68 being rejected.

4.1.1. Personnel authorized to certify issue/expenditure requests (Pt II) cannot receipt for munitions.

4.1.2. AF Form 68, is reaccomplished:

4.1.2.1. When the unit commander changes.

4.1.2.2. When the primary custodian changes.

4.1.2.3. As determined by unit commanders.

4.1.2.4. At least 45 days prior to the primary custodians release from duty, to appoint a new primary.

4.1.2.5. Annually (1 year from original date).

4.1.2.6. As directed by the MASO.

4.1.3. Unit commanders must sign the AF Form 68, (Pt IV), except when:

4.1.3.1. An alternate is acting as commander and appointed on special orders (a copy of the special order must be provided to the MASO).

4.1.3.2. The unit commander elects to designate, by formal letter to the MASO, a representative to sign on his or her behalf. It is recommended that the designated individual be the person who assumes responsibility in the commander's absence.

4.2. The organization requiring munitions support will prepare the AF Form 68.

4.2.1. The AF Form 68 must contain original payroll signatures of all delegated personnel (blue or black ink only).

4.2.2. Submit form to 319 MXS/MXMW for approval.

4.2.3. AF Form 68 will not be accepted if it contains corrections, pen/ink changes, alterations, or changes to the form.

4.2.4. The primary custodian will schedule personnel for mandatory responsibility briefing.

4.2.5. Only one primary custodian may be assigned per customer account regardless of the number of forms used. Each AF Form 68 will:

4.2.5.1. Have one original filled out entirely, front and back, with all appropriate information and signatures.

4.2.5.2. Contain the same customer account code.

4.2.5.3. Be numbered on the top right corner on the outside of the border (page 1 of 3, page 2 of 3, etc.).

4.2.6. The squadron commander signs the AF Form 68 for squadron level accounts. The applicable commander signs group-level and wing-level accounts. Acting commanders at any level must be on official orders to sign. A copy of the orders must be provided to the MASO when submitting the AF Form 68.

4.3. Changes. The only changes that can be made to the AF Form 68 are deletions of the individual's authorizations.

4.3.1. The unit commander will notify the MASO in writing of authorization withdrawal, except for the primary custodian, which requires a new AF Form 68. In an emergency, the unit commander may make notification verbally with a written follow-up within 24 hours.

4.3.2. The MASO may cancel authorization of any individual who fails to comply with required publications.

4.4. Responsibility Briefings. Personnel authorized to receipt for munitions on the AF Form 68, (Pt III), are required to attend a munitions responsibility briefing prior to assuming the required duties.

4.4.1. Personnel cannot sign for munitions until they are briefed. Personnel who do not attend the briefing within 30 days will be removed from the AF Form 68. Alternate custodians must be able to assume duties for the account if the primary is unavailable to carry out custodial duties.

4.4.2. Unit commanders must receive a commander's responsibility briefing. The primary custodian is responsible for scheduling the briefing and coordinating the time and place with Munitions Operations. This action must take place within 30 days of the dated AF Form 68.

5. Munitions Issue Requests.

5.1. General. Munitions will not be issued until all documentation has been prepared and required inspections have been completed. Munitions will be issued as required in a combat environment with documentation processed as soon as possible.

5.1.1. All requests for munitions must be prepared on an AF Form 2005, **Issue/Turn-in Request**, and be typed or legibly hand-scribed in dark blue or black ink, with an original and one copy.

5.1.1.1. Alterations to the AF Form 2005, are not permissible and will be disapproved. Munitions Operations reserves the right to disapprove any request if it is determined to be illegible.

5.1.1.2. Whiteout is not authorized, and if used, document will be returned.

5.1.2. AF Forms 2005, must be signed in Block A by the organization commander or a designated representative reflected on the AF Form 68, (Pt II). AF Forms 2005, with an unauthorized signature will be disapproved.

5.1.3. Telephone, intercom, or radio requests for munitions are not authorized.

5.1.4. All issue requests will be presented to the MASO 5 duty days prior to the assets being needed, enabling munitions managers to effectively schedule workloads. Issue requests submitted less than 5 duty days prior to the assets being needed will be signed in Block A by the organizational commander, or follow emergency issue procedures in AFI 21-201, paragraph 23.4.

5.1.5. The Munitions Inspection Section will notify the requester when the asset is ready to be picked up and signed for. If the assets are not signed for within 24 hours after notification, without justification for delay, the assets will be turned in. The requesting organization must reaccomplish the issue with the commander's justification.

5.2. Consumption Issues. Consumption issues will be limited to those munitions needed for immediate installation (includes life support), which loses their identity when installed for end-item repair. Using activities will submit certified AF Form 2005 to Munitions Operations with an original and one copy ([Attachment 3](#)).

5.3. Custody Issues. Custody issues are issues of munitions to an organization for training, operations, and mobility. These assets do not lose their identity and are maintained by the custodian until expended or turned in. Custody issued assets may be courtesy stored if secure facilities or adequate storage space is not available at the organization, based on the approved courtesy storage agreement. Using activities will submit certified AF Form 2005 to Munitions Operations with an original and one copy ([Attachment 4](#)).

5.4. Due-In-From-Maintenance (DIFM) Issues. DIFM issues are for those munitions needed for immediate installation (CAD/PAD and of expendability, recoverability, reparability category [ERRC] code XD2). This type issue requires a like-item to be turned in within 15 days after receipt of issue. Using activities will submit certified AF Form 2005 for consumption issue to Munitions Operations with an original and one copy ([Attachment 3](#)).

5.4.1. Time change items, regardless of ERRC code, are issued and controlled using DIFM procedures.

5.4.2. Issue requests will be submitted to Munitions Operations not earlier than 60 days but no later than 45 days prior to the upcoming quarter, using the AFTO Form 223, *Time Change Requirements Forecast*, as justification for requisition.

5.4.3. All requests not meeting the minimum 45 day time frame must be supported by a letter of justification signed by the applicable group commander responsible for the submission of the AF Form 2005.

5.4.4. When scheduled change dates are revised, the primary custodian will prepare a letter stating the reason for the revised change date and have it signed by the group commander, and then sent to Munitions Operations. Munitions will not be released earlier than the scheduled date without this letter.

5.4.5. The primary custodian has the responsibility for coordinating release of time change requests no earlier than seven days prior to time change phase dates. This action is required to avoid issuing assets and starting the 15-day DIFM control for an item where installation is delayed or canceled.

5.5. Emergency Issues. An emergency issue is an unforeseen requirement preventing a unit from performing its mission when the munitions item is to be installed/consumed within 12 hours of issue. Guidelines for emergency issues are set forth in AFI 21-201.

5.6. Signing for Property. Active duty personnel will present DD Form 2AF, *Armed Forces Identification Card*. DoD civilian employees will present AF Form 354, *Civilian Identification Card*. Once determination is made that the individual is an authorized representative of the commander (listed on the AF Form 68, Pt III), the property will be released.

5.6.1. The individual will verify property being received. Check the NSN, lot number, condition code, and quantity before receipt. If both the issue document and property match, place the date, time, and payroll signature on the issue document.

5.6.2. If changes have occurred to documents (quantity, lot number, etc.) the document will not be signed and the recipient will notify MASO/MSC immediately.

5.6.3. Responsibility for safety, security, and accounting for munitions from the time of issue remains with the using organization. This includes lot number integrity.

5.7. Pick-up. All munitions will be picked up by the using organization. Personnel picking up property will be listed on the AF Form 68, (Pt III), other than the commander, only they are authorized to receipt for assets.

6. Munition Expenditure Requests.

6.1. Munitions Expenditure Requests. Expenditure transactions are processed to relieve accountability for those assets consumed in training, contingency, or a bonafide emergency. This type transaction only applies to those assets issued to a custody account. In addition to AFI 21-201, the following applies:

6.1.1. The custodian and the unit commander must ensure custody issued munitions are used only for the purpose intended and that allocated quantities are not exceeded. Custody issued munitions will not be expended for reasons other than those originally authorized. Unauthorized expenditure of munitions will require a report of survey for relief of accountability.

6.1.2. All expenditures must be properly documented using AF Form 2005. Provide one original and one copy of the AF Form 2005 ([Attachment 5](#)).

6.1.3. The consuming organization will provide the MASO with documents showing expenditure of munitions within 5 work days of the expenditure.

6.1.4. MSC or MASO reserves the right to disapprove any expenditure document that is illegible, incomplete, incorrect, and so forth.

7. Turn-ins.

7.1. Turn-in Procedures. Turn-ins are processed to relieve accountability and physical possession of munitions which are no longer needed, have expired shelf or service life, or are no longer authorized.

7.1.1. Unused or leftover munitions that were originally issued for consumption and not expended or installed within the 15-day time period will be promptly returned. If after the 15-day time period the munitions have not been returned, the account will be frozen. Using organizations will notify the 319 MXS Munitions Inspection Section to schedule a turn-in day and time.

7.1.2. Requirements vary according to various types of non-tactical munitions turn-ins and requirements are outlined as follows:

7.1.2.1. Non-DIFM Serviceable/Unserviceable: The using activity will prepare an AF Form 2005, an original and one copy and ensure it accompanies property at time of turn-in.

7.1.2.2. DIFM Serviceable/Unserviceable: The using activity will prepare an AF Form 2005, and ensure it and copy 2 of the original CAS issue document accompanies the property at time of turn-in.

7.1.3. AF Form 2005 will be typed or legibly hand-scribed in dark blue or black ink and prepared with an original and one copy as outlined in [Attachment 6](#).

7.1.4. Alterations to the signature block, document number, lot number, and quantity are not permissible and will be disapproved. Munitions Operations reserve the right to disapprove any request if it is determined illegible.

7.1.4.1. Whiteout is not authorized and, if used, the document will be returned.

7.1.5. Using organizations will turn in munitions in the original container or one that meets the Special Packaging Instruction/Perform Orientated Packaging. If the using organization does not have the original or suitable container they must obtain specified packaging materials prior to turn-in of assets. All munitions will be segregated and identified by lot number.

7.1.6. The Munitions in-checker and the responsible custodian will do verification of type and quantity of munitions being turned in. A qualified munitions inspector will determine actual serviceability or unserviceability.

7.1.7. Munitions turn-ins **WILL NOT** be accepted unless applicable documentation requirements and criteria as explained above are fully complied with.

7.2. Found-On-Base (FOB) Munitions. FOB applies to those munitions found outside the munitions storage area or an approved storage area and not issued (or no record of issue) to a custody or consumption account, or removed from or left by transient aircraft. Assets must be picked up on accountable records and an audit trail established.

7.2.1. The user will:

7.2.1.1. Submit AF Form 2005, (see [Attachment 6](#)).

7.2.1.2. Immediately provide Munitions Operations the following information in writing.

7.2.1.2.1. Stock number.

7.2.1.2.2. Item nomenclature.

7.2.1.2.3. Lot number.

7.2.1.2.4. Quantity.

7.2.1.2.5. Name of base where aircraft are assigned and aircraft tail number (if applicable).

7.2.1.2.6. Statement explaining the FOB condition.

7.2.1.2.7. Schedule asset turn-in through the Munitions Inspection section.

7.2.2. Munitions Operations will:

7.2.2.1. Review the information provided by the user to determine if inventory action is required.

7.2.2.2. Upon completion of review or inventory action, forward the information to the Munitions Inspection Section for processing.

7.2.3. FOB turn-ins must not be processed for overages discovered on a munitions custody account. In the case of overages on a custody account, inventory adjustment procedures apply. See Chapter 9 for inventory procedures.

7.3. Munitions In-checkers. The munitions in-checker will perform a physical count of all munitions and contents of containers, except those that are factory sealed, with the custodian. If physical count and quantity entered on the AF Form 2005 by the using organization differs, the munitions will not be in-checked until the discrepancy is resolved. It is the custodian's responsibility to investigate the discrepancy.

7.3.1. Once the discrepancy is corrected, the in-checker will sign Block A. The second copy will be given to the individual turning in the property as a hand-receipt.

8. Storage, Security, and Transportation.

8.1. Storage and Security. Storage/Security of issued munitions is a user responsibility. The using organization must.

8.1.1. Obtain an explosive safety license when storing munitions in their own facility.

8.1.2. Ensure each worker is familiar with the explosive limits set for the work site and the storage areas.

8.1.3. Understand and comply with the provisions of AFMAN 91-201 and AFI 21-201.

8.1.4. Carry all munitions in a protective container marked to identify the contents (includes explosive placards).

8.1.5. Retain all empty containers and packaging materials IAW AMS SUP 1 paragraph 2.7.4.13 to AFI 21-201.

8.1.6. Maintain munitions in original packaging except for assets in use.

8.1.7. At each operation clearly post personnel limits. These limits must not be exceeded when munitions are present.

8.2. Courtesy Storage Procedures. Owning organizations without adequate storage facilities may request in writing, courtesy storage with the MSC. Responsibility for the care and preservation of ammunition and explosive items being stored will be set out in a written agreement (see [Attachment 8](#)), and mutually agreed upon by the organization concerned and the MSC.

8.2.1. Courtesy storage will only be used to store munitions assets the owning organization cannot otherwise store. Courtesy storage will not be used to store non-munitions assets.

8.2.2. In addition to MASO/MSO personnel, the individuals listed on the AF Form 68, (Pts III and IV) are the only personnel authorized to withdraw courtesy stored munitions.

8.2.3. Courtesy storage will be based on space availability and mission requirements.

8.2.4. Notification of required access to courtesy storage assets must be arranged 48 hours in advance with the MSC. If this is not possible, custodian provides written request with justification for not being able to meet the 48-hour time frame.

8.3. Courtesy Storage Agreement.

8.3.1. Approval is dependent upon the following:

- 8.3.1.1. Using organization must have a munitions custody account established.
- 8.3.1.2. Have no place to store munitions within the organization, or storage space is inadequate.
- 8.3.1.3. All munitions on the custody account must be authorized and allocated.
- 8.3.1.4. Using organization will be responsible for the care, transportation, and preservation of all munitions to ensure they are properly packaged, marked, and stored. Personnel listed on the AF Form 68, (Pts III and IV) will have escorted access to assets for the purpose of inventory, storing, drawing for use, and mobility.
- 8.3.1.5. Accountability and reporting of material overages/shortages are the responsibility of the custody account custodian.
- 8.3.1.6. Accounts that maintain CIIC 1 or 2 munitions will provide surveillance assistance if the MSA alarm system becomes unserviceable. This assistance involves posting a guard outside the affected structure ensuring no unauthorized access occurs.

8.3.2. Courtesy storage agreements must be resubmitted by the using organization at the beginning of each fiscal year based on new allocations. MSC reserves the right to terminate storage agreements if storage space is required for priority mission needs, or failure by the custodian to comply with these provisions.

8.4. Pick-up and Turn-in of Munitions. Custodians must comply with instructions set forth in AFMAN 91-201 and AFI 21-201 when handling or transporting munitions will have the items listed below. Failure to meet these requirements will result in non-support, requiring the custodian to reschedule.

8.4.1. Required items:

- 8.4.1.1. A government vehicle (must have a separate cargo area unless waved) with chocks and tie down points.
- 8.4.1.2. Two each 10BC fire extinguishers or better.
- 8.4.1.3. Means for securing the load to vehicles.
- 8.4.1.4. Ensure proper vehicle explosive placards are available and used.

8.4.2. MSC provides guidance, when requested, to the custodian on the correct storage and handling of munitions.

9. Custody Account Inventory

9.1. Inventory and Validation. It is the responsibility of each commander to ensure all munitions on custody are properly accounted for. Custodians will, on behalf of the commander, schedule, conduct, and document inventories on a quarterly basis. Automated count sheets and inventory listing are provided by the MSC.

9.1.1. The munitions custody account custodian will:

9.1.1.1. Conduct a quarterly physical inventory of all munitions items on the custody account. A working copy of the custody account listing and the inventory worksheet will be used to conduct the inventory. Recount worksheets will be generated when the physical on-hand quantity and amount reflected on computer records do not agree. The second recount (third input) will create an inventory adjustment. The custodian who performed the count must sign the inventory worksheets prior to returning them to Munitions Operations.

9.1.1.2. All custody inventories must be accomplished on a quarterly basis (more frequent inventories or validations may be directed by the MASO). If the Date of Last Inventory (DOLI) exceeds a FY quarter, the account will be frozen and no further transactions authorized until a current inventory is accomplished.

9.1.1.3. Inventory should be completed and filed in the month scheduled.

9.1.1.4. When a change in primary custodian occurs, the departing custodian and the newly appointed custodian will perform a complete physical inventory of the custody account. The inventory will be conducted, reconciled, and signed by the commander and the departing and newly appointed custodian.

9.1.1.5. All munitions listed on the custody account listing will be inventoried and accounted for. Any munitions on-hand but not on accountable records (custody account listing), will also be inventoried and written in on the inventory count listings.

9.1.1.6. Once the inventory results are entered into the CAS-B System and the DOLI is updated, two custody account listings will be signed by the primary or alternate custodian and the unit commander. The MASO will approve (validate) and return a copy of the custody account listing to the custodian, and file the other one. **Note:** Other than required signatures and dates make no other marks on these listings.

9.1.1.7. Review the custody account listing to ensure all DOLIs were updated. If a DOLI is not updated, contact Munitions Operations immediately.

9.1.1.8. Hand carry all completed inventory packages to MSC, to include:

9.1.1.8.1. Inventory worksheets.

9.1.1.8.2. Custody Account Listing signed by custodian and commander.

9.1.1.8.3. Relief documents for losses or inventory adjustments.

9.1.1.8.4. Scheduled turn-in dates for assets excess to allocations.

9.1.1.9. Accounts must perform the inventory and reconcile any discrepancies no later than 10 days after receipt of the first inventory count listing. After reconciliation, all accounts have five days to return both copies of the signed custody account listing for MASO validation.

9.1.1.10. Commanders are required to certify each custody account listing. Commanders must ensure that a proper inventory is conducted in a timely manner.

9.1.1.11. Maintain the last three inventory packages.

9.1.2. The MASO or designated representative will:

9.1.2.1. Annually, inspect custody accounts; note that some accounts will be inspected semi-annually.

9.1.2.2. During the inspection, observe the inventory process, and ensure compliance with established procedures, and accuracy in maintaining custody account records.

9.1.2.3. Prepare an inventory cover letter detailing the inventory results.

9.2. Lot Number Integrity. Lot numbers control ammunition. The lot number field in CAS-B may contain manufacturer or functional lot numbers, serial numbers, and date of manufacture (DOM). CAS-B lot number data is maintained on the computer serviceability record. An accurate record of lot number identification is absolutely essential, as lots of ammunition are sometimes suspended or restricted. When ammunition is issued to a custody account, the user then becomes the storing agency, and is charged with keeping accurate records of all ammunition identification. Maintaining accurate records of all ammunition identification is referred to as maintaining lot integrity. Maintaining lot integrity is a mandatory requirement under all circumstances. The MASO will notify verbally and in writing, all known present and past users of suspended or restricted ammunition. If lot number integrity has not been maintained (lots have become mixed), the user will have to turn in all ammunition they cannot positively identify by lot number.

9.3. Account Deficiencies. If the custody account is not managed or maintained in accordance with established instructions the following procedures will be accomplished.

9.3.1. The organizational commander will be notified in writing and given the opportunity to correct deficiencies within 15 days or the account will be “frozen.”

9.3.2. If discrepancies are not corrected within 15 days after notification, the MASO will “freeze” the account.

9.3.3. The MASO will unfreeze the account when identified discrepancies have been corrected or may direct assets be turned in.

9.3.4. If discrepancies are not corrected within 30 days after notification, the group commander or equivalent will be notified through appropriate channels for assistance.

10. Documentation and Forms.

10.1. Documentation and Forms Requirements. The account custodian will maintain a custody jacket file which will be organized as follows:

10.1.1. Tab 1: AF Form 68.

10.1.2. Tab 2: Copy of approved allocation document, including any AF Forms 1996.

10.1.3. Tab 3: Copy of current Forecast and current AFTO Form 223.

10.1.4. Tab 4: Expenditure Log.

10.1.5. Tab: Latest Reconciled Quarterly Custodian Inventory. (signed by custodian, commander, MASO) and count sheets Upon receipt of the latest approved and validated quarterly inventory, remove all previous supporting documents (i.e., issues, expenditures, turn-ins, and expenditure reports) from the jacket file. DO NOT REMOVE OR DESTROY any support documents for inventory adjustments.

10.1.6. Tab 6: Latest reconciled MASO Inventory (sign by custodian, commander, MASO) and count sheets.

10.1.7. Tab 7: Documented Training and Briefings.

10.1.8. Tab 8: Misc Information to include copies of all issues, expenditures, and turn-ins of munitions items since the last signed Quarterly Custodian Inventory. Also restricted/suspended munitions notifications and any other documentation deemed necessary by MASO.

11. Mobility.

11.1. Mobility Management. Organizations with a mobility commitment will follow guidance set forth in AFI 21-201 and AMS SUP 1 pertaining to deployed munitions management. Obtain an AF Form 1297, Hand Receipt for all deploying munitions. Additionally, the deploying organization will provide the MASO with required information to enact any transactions.

12. Customer Support Hours.

12.1. Customer Support Hours. Normal duty hours are 0700-1600, Monday-Friday. Phone numbers are 7-4539 and 7-3906. Organizations needing support outside of normal duty hours may pre-arrange it with the MSC and QAE. For emergency support contact 319th Maintenance Squadron, Production Superintendent, at 7-6535 or the Maintenance Operations Center at 7-6750.

13. Ammunition Losses/Damages.

13.1. Report Procedures for Munitions Losses/Damages.

13.1.1. The MASO/MSC will:

13.1.1.1. Assist custodians with research with discrepancies.

13.1.1.2. When items are lost, stolen, or otherwise unaccounted for, ensure prompt action is taken to resolve the loss in accordance with AFI 21-201.

13.1.2. The account custodian will:

13.1.2.1. Ensure every effort is made at the unit level to reconcile any differences between on-hand balances and computer balances and request assistance from the MASO, if necessary.

13.1.2.2. Notify the unit commander, Security Forces, Wing Safety, if applicable, and the MASO within 24 hours when loss or theft of munitions items is suspected.

13.1.2.3. Prepare and submit required paperwork for missing munitions as directed by the MASO.

13.1.3. Organizational Commanders will:

13.1.3.1. Ensure every effort is made at the unit level to reconcile any differences between on-hand balances and computer balances.

13.1.3.2. Ensure that Security Forces, Wing Safety (if applicable) and the MASO are notified immediately when loss or theft of munitions items issued to the organization is discovered.

13.1.3.3. The unit commander will conduct an investigation concerning loss or theft of munitions and will make a written statement as supporting documentation for a Government Property Lost or Damaged Survey Certificate or DD Form 200, **Financial Liability Investigation of Property Loss**. The unit commander and the MASO may approve relief from one-time loss, meeting guidelines in AFI 21-201.

13.1.3.3.1. Unit commanders are responsible for initiating a Report of Survey (ROS) and

appointing the ROS investigating officer.

13.1.3.3.2. Unit commanders are responsible for ensuring the ROS is processed and completed in a timely manner.

14. Unique Local Requirements.

14.1. Local Purchase Requests. The MASO cannot authorize or certify the expenditure of appropriated funds. All requests for local purchase munitions or explosive items will be addressed to the 319th Logistics Readiness Squadron.

14.2. Contracted Munitions Services. Contract employees provide Grand Forks munitions services. If customers have comments, please contact the contract quality assurance evaluator at extension 7-6481. Personnel whose daily duties are performed in the MSA are authorized to drive POVs into the area for non-munitions related purposes such as office supply runs, transportation to and from the gate during extreme/cold weather.

14.3. If exercise, training, or competitive events are canceled, or a unit is not selected to participate in these events, the original munitions authorization is void and the organization must turn-in the unused items.

14.4. From time to time munitions on a custody account will need to be inspected by munitions inspectors. The custodian will be notified when inspections are due and what actions are required.

15. Scrap and Brass.

15.1. Control and Disposition of Munitions Scrap and Brass.

15.1.1. The using organization commander will:

15.1.1.1. Establish procedures for the collection of all munitions scrap generated by the organization.

15.1.1.2. Ensure all personnel listed on the current munitions authorization record are briefed concerning their responsibilities for control of munitions scrap.

15.1.2. The account custodian will:

15.1.2.1. Ensure that scrap from all expended munitions items (small arms brass, expended photoflash or starter carts, and such) are collected and controlled.

15.1.2.2. Periodically contact using sections to arrange for turn-in of scrap or brass.

15.1.2.3. Contact MSC to schedule the inspection and certification of munitions scrap/residue.

15.1.2.4. Ensure scrap is separated from live munitions and packaged for turn-in. The container the item was issued in is a suitable container for turn-in.

16. Suspended and Restricted Munitions.

16.1. Suspended and Restricted Munitions. Upon notification of a suspended/restricted munitions, the MASO/MSO will provide immediate oral and written notification of suspended or restricted lot numbers to all known users of the affected NSN. Restriction or suspension pertaining to CAD/PAD and life-support items will be provided to all suspected users.

16.1.1. Upon notification, organizations and units will screen on-hand assets in storage, in service, and installed. Affected assets will be removed immediately from use and a turn-in processed through MSC. Reply by first endorsement on the notification letter of results or actions taken to the MASO (see [Attachment 9](#)).

16.2. Safety Precautions. Particular emphasis will be placed on screening munitions installed in aircraft and life support equipment, maintained in mobility packages, and issued in support of WRM commitments. Because restricted or suspended munitions constitute a potential safety hazard to both facilities and personnel, it is imperative that all personnel strictly comply with procedures set forth here and IAW AFI 21-201.

17. Deviations.

17.1. Deviations and Interpretation. Deviations to the procedures outlined in this operating instruction could result in delay of munitions support. The final authority in interpreting any part of this guide rests solely with the MASO or MASO representatives.

STEVEN E. WAYNE, Colonel, USAF
Commander, 319th Air Refueling Wing

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****Terms***

Accountability—The obligation imposed by law or lawful order or regulation on an officer or other person for keeping accurate, reliable records, subject to audit, of property, documents, or funds. "Accountability" is concerned primarily with records, while "responsibility" is concerned primarily with custody, care, and safekeeping.

Allocation—The quantity of munitions HQ AMC approved for use by the requesting organization. Allocation will equal fiscal year requirement. This quantity may be more or less than the forecasted amount.

Authorization—Any quantity of munitions authorized for use by a formal Air Force directive stating the requirement and Basis of Issue (BOI).

CAS-B—Combat Ammunitions System - Base. (Accountable computer system operated by 319 MXS/ MSC).

Consumption Account—Normally established in support of assets needed for immediate installation for life support or as listed in TO 00-20-9 (CAD/PAD), immediate use, or assets for end item repair.

Courtesy Stored Munitions—Munitions belonging to an on or off base organization stored in the munitions storage area. The owning organization retains responsibility for courtesy stored munitions.

Custody—The responsibility for the control, transfer, movement, and access to munitions assets. Custody also includes the maintenance of accountable records subject to audit.

Emergency Request—Any issue request of munitions to an organization that cannot comply with routine issue procedures or processing time requirements.

Expenditures (MSI)—Transactions that relieve accountability for assets that are consumed during authorized training and operations (CAT D only) or bona fide emergencies (CAT B and C only).

Forecast—Tool used by the customer to request an annual allocation of munitions assets based on a formal authorization.

Freezing and Suspending a Munitions Account—Whenever conditions exist that indicates mismanagement by the account commander or custodian, the MASO will freeze or suspend the account. If this occurs the MASO will notify the commander in writing/email. No transactions will be processed against the account. The responsibility for correcting any discrepancy rests with the unit commander and the custodian.

FV—Term used to identify the munitions account and designating it as a CAS-B account.

Inventory Count Worksheets—CAS-B generated inventory count listings, used for custody account inventory.

Issue—Transaction, which transfers accountability from the MASOs FV4659 Stock Record Account to the using organizations custody account for future use or immediate installation for a consumption account.

Lot Number—The manufacturers lot number, local functional lot number, serial number, or date of

manufacture (DOM), which identifies a specific group of assets within a stock number.

Mobility Munitions—Munitions expended or planned for expenditure by 319 ARW personnel or tenant personnel while in a deployed mode. Those items identified and required by using organizations for deployment (CAT B only). Those items are authorized as War Reserve Munitions (WRM), but issued to custody accounts.

Munitions Accountable System Officer (MASO)—Person accountable for munitions items consigned to the wing's munitions account (FV4659, 319 MXS).

Responsibility—Obligation of an individual for the proper custody, care, record keeping, and safeguarding of property entrusted to his or her possession or under their supervision; may include pecuniary liability for losses occurring because of failure to exercise this obligation.

Restricted Munitions—Explosive items expected not to meet performance requirements under all conditions.

Segregation of Munitions—Munitions stored in separated structures, cubicles, or separated from warehouse stock, but stored in the same structure or cubicle.

Suspended Munitions—Explosives removed from use because they are suspected of being or are known to be unsafe or defective.

Turn-Ins—Previously issued ammunition returned by using organizations to the appropriate stock record account.

Unit Commander—The commander having direct control over the munitions activity. Unit commander is responsible for effective munitions maintenance and supply management.

Using Organization—Any unit that requests, installs, uses, or stores munitions or explosive items.

Attachment 2

ADJUSTED STOCK LEVEL

STOCK NUMBER BLOCK "A"		NOMENCLATURE BLOCK "B"			ORGN CONTROL NO BLOCK "C"		BASE CONTROL NO	
PART NUMBER		APPLICATION (7.D. figure and extent)		SRJ	PROJECT CODE	SUPPLY POINT		BENCH STOCK
REPAIR SHOP		REPAIR SHOP CAPABILITY <input type="checkbox"/> FULL <input type="checkbox"/> PARTIAL <input type="checkbox"/> NONE		REPAIR SHOP RCT	RFC	LEVEL REQUESTED		
						MAXIMUM		MINIMUM BLOCK "D"
DATE BLOCK "E"	ORIGINATOR BLOCK "F"			ORGANIZATION BLOCK "G"		OFFICE SYMBOL BLOCK "H"		AUTOVON NUMBER BLOCK "I"
DATE BLOCK "J"	SIGNATURE OF APPROVING OFFICIAL (Deputy Commander for maintenance or equivalent) BLOCK "K"					OFFICE SYMBOL BLOCK "L"		AUTOVON NUMBER BLOCK "M"
AS OF DATE		EPRC	UI	UNIT PRICE	ROUTING ID	BC	DEMAND LEVEL	DDFD
DOLD		MAXIMUM LEVEL		MINIMUM LEVEL		FIXED LEVEL		DD 28 CENTRAL LEVEL
AVG % BASE RFR		NRTS		CONDEMNED		REPAIRED		O&ST
								NET ADJUSTMENT
DATE		SIGNATURE			APPROVE	DISAPPROVE	OFFICE SYMBOL	AUTOVON NUMBER
		FUNDS MANAGER OR EQUIVALENT						
		STOCK CONTROL OFFICER OR EQUIVALENT					AFSRAN	
		CHIEF OF SUPPLY OR EQUIVALENT					AFSRAN	
		MAJOR COMMAND					OFFICE SYMBOL	
		INVENTORY MANAGEMENT SPECIALIST					OFFICE SYMBOL	
		LOGISTICS SYSTEM MGT DIVISION					OFFICE SYMBOL	
STOCK NUMBER BLOCK "N"		NOMENCLATURE BLOCK "O"			LJC	MAX LEVEL APPROVED		MIN LEVEL APPROVED
JUSTIFICATION								
BLOCK "P"								
REASON FOR DISAPPROVAL								
DATE		ORIGINATOR			ORGANIZATION		OFFICE SYMBOL	AUTOVON NUMBER
DATE		SIGNATURE OF APPROVING OFFICIAL (Deputy Commander for maintenance or equivalent)					OFFICE SYMBOL	AUTOVON NUMBER
DATE		SIGNATURE OF CHIEF OF SUPPLY (or equivalent)					AFSRAN	AUTOVON NUMBER

Block A: The Master Subsidiary Relationship Code (MSRC) master NSN. Use the D097 master NSN for CAD/PAD assets. If necessary, custodians may research NSNs at Munitions Operations.

Block B: Item nomenclature.

Block C: Your five-position customer account code.

Block D: Total quantity required. If the account is allocated 2,000 and 6,000 is required, do not enter the difference of 4,000; enter 6,000.

Block E: Date of request.

Block F: Initiator's name. This is usually the current primary custodian, but may be a certifying official. Signature is not required.

Block G: Initiator's organization.

Block H: Primary custodian's office symbol.

Block I: Primary custodian's entire DSN number.

Block J: Date of approval.

Block K: MXG/OG or equivalent.

Block L: MXG/OG office symbol.

Block M: MXG/OG DSN number.

Block N: Same as Block A.

Block O: Same as Block B.

Block P: This is the most important block on the form. Approval will be based on the strength of the justification. Enter a narrative justification, authorizing directive, CAT Code, and basis of issue (BOI). For CAT Code "B" and "C", enter the following statement: "These assets are subject to redistribution and must not be consumed. Consumption of these assets under other than emergency conditions would constitute unauthorized use of munitions and may require a report of survey.

Attachment 3

CONSUMPTION ISSUE (TIME CHANGE)

TRIC 1 2 3	DEL DIST FOTL BOX 4 5 6		EX Date 7	A. CHECKER, NAME, DATE (TIN) BLOCK "A" REQUEST, TIME & DATE (ISU)															B. INSPECTOR, NAME STAMP, DATE (TIN)														
NSN 8 9 10 11	STOCK NUMBER 12 13 14 15 16 17 18 19 20 21 22										UNIT OF ISSUE 23 24	QUANTITY 25 26 27 28 29						C. BLOCK "C"															
Part Number	D. PART NUMBER/MQFR CODE OR NAME/REMARKS BLOCK "D"															E. T.O. REFERENCE/TECHNICAL PUBLICATION OR END-ITEM APPLICATION/NEXT HIGHER ASSEMBLY BLOCK "E"																	
WORK ORDER SHIP TO 45 46 47 48 49 50	TEX 51	CON 52	FAB 53	SQ 54	SQ 55	SQ 56	PROJECT 57 58 59	FBI 60	REQ/DEL DT AT 62 63 64	UJC 65 66	MARK FOR DOCUMENT NUMBER 67 68 69 70 71 72 73	MARK FOR POST/POST 74 75 76 77 78 79 80	F. I.O. PSC AND/OR ERRC																				
G. TIME & DATE OF DELIVERY BLOCK "G"					H. DELIVERY TIME BLOCK "H"					I. BLOCK "I"					J. NOMENCLATURE BLOCK "J"																		

ISSUE/TURN-IN REQUEST

AF FORM 2005, JUN 86 (EF-V1) (PerFORM PRO) PREVIOUS EDITION WILL BE USED.

Block A: Signature and printed name of authorized individual (Part II AF Form 68,) date and phone number.

Block C: Aircraft Grounding Date and Category Code.

Block D: Manufacturer’s part number if NSN is unknown.

Block E: Statement “CERTIFIED CONSUMPTION REQUEST FOR TIME CHANGE”, reason for use (i.e. inadvertent firing or time change) and authorizing directive.

Block G: Date required and time required.

Block H and I: Blank.

Block J: Nomenclature.

COLUMN

- 1-3 ISU
- 8-22 NSN
- 23-24 Unit of Issue
- 25-29 Quantity requested
- 30 Always “R”
- 31-35 Customer account code
- 36-44 Leave Blank
- 60-61 Priority

Attachment 4

CUSTODY ACCOUNT ISSUE

ISSUE/RETURN REQUEST

BLOCK "A"

BLOCK "D"

BLOCK "E"

BLOCK "G"

BLOCK "J"

AF FORM 2005, JUN 86 (EF-VI) Part I (Form 68) PREVIOUS EDITION WILL BE USED.

Block A: Signature and printed name of authorized individual (Part II AF Form 68,), date and phone number.

Block D: Manufacturer’s part number if NSN is unknown.

Block E: Statement (“CERTIFIED CUSTODY REQUEST”, reason for use [operations, training, mobility, etc.]) and authorizing directive.

Block G: Date required and time required.

Block J: Nomenclature.

COLUMN

- 1-3 ISU
- 8-22 NSN
- 23-24 Unit of Issue
- 25-29 Quantity requested
- 30 Always “S”
- 31-35 Customer account code
- 36-44 Leave Blank
- 60-61 Priority

Attachment 5

CUSTODY ACCOUNT EXPENDITURE

Block A: Commander or designated representative for AF Form 68, Pt II signs and dates, include phone number.

Block C: Category code (Note 1) and date expended.

Block D: Lot/serial number and condition code from the original issue document of item expended. (Note 1).

Block E: Statement “CERTIFIED CUSTODY EXPENDITURE”, reason for expenditure (for example, operation or training) with authorizing directive, and signature of account custodian (primary or alternate).

Block J: Nomenclature.

COLUMN

- 8-22 NSN or Complete Round Stock Number (Note 1)
- 23-24 Unit of Issue
- 25-29 Quantity expended
- 30-43 Document number of original issue request (Note 1)
- 45-48 Expenditure serial number assigned from the custodian’s expenditure log
- 62-66 Structure (Note 1)
- 67-80 Location (Note 1)

Note 1: Information must match the custody account listing.

Attachment 6

CUSTODY, CONSUMPTION, AND FOUND-ON-BASE TURN-IN

AF FORM 2005, JUN 88 (EF-VT) (Previous Edition Will Be Used)

Block C: CAT Code of asset originally issued. If FOB turn-in, enter FOB.

Block D: Lot/serial number and original condition code when issued of item turned-in (Note 1).

Block E: User will write in the reason for turn-in, e.g., “Custody turn-in: assets no longer needed.” Inspection Element must enter applicable TO, true condition code, and, if unserviceable, cite reason for unserviceable. If FOB turn-in, leave blank.

Block J: Nomenclature.

COLUMNS:

- 1-3 TIN
- 8-22 NSN or Complete Round Stock Number (Note 2)
- 23-24 Quantity
- 25-29 Unit of issue
- 30-43 Document number (Note 3)
- 62-66 Structure from custody account listing, if applicable. For FOB, where item was found.
- 67-80 Location from custody account listing, if applicable.

Note 1: Custody turn-in must match the custody account listing. If this is a CAD/PAD (DIFM) or consumption, it must match the asset being turned in.

Note 2: Custody turn-in must match the custody account listing. If consumption, use the NSN of the asset being turned in.

Note 3: Custody turn-in must match the custody account listing. Consumption must match the original issue document. For a FOB turn-in, the document number will come from the CAS-B output document

Attachment 7

TIME CHANGE (DIFM) TURN-IN

EPC	POLY	TIN	A. INSPECTOR, NAME, DATE, TIME	B. INSPECTOR, NAME, DATE, TIME
LEAVE THIS BLOCK BLANK			LEAVE THIS BLOCK BLANK	
REGULATORY TIME & NATL USCS				
ISSUE	SERIAL	QUANTITY	UNIT	DOCUMENT NUMBER
1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25
26	27	28	29	30
31	32	33	34	35
36	37	38	39	40
41	42	43	44	45
46	47	48	49	50
C. PART NUMBER/NAVAIR CODE OR TRANSFER MARKS				
BLOCK "D"				
BLOCK "E"				
BLOCK "F"				
BLOCK "G"				
BLOCK "H"				
BLOCK "I"				
BLOCK "J"				

AF FORM 2005, JUN 86 (EF-VI) PREVIOUS EDITION WILL BE USED

Block D: Lot/serial number and original condition code when issued of item turned in (Note 1).

Block E: Users will write in the reason for turn-in, e.g., 'DIFM turn-in: asset's service life expired.' Inspection Element must enter applicable TO, true condition code, and if unserviceable, cite reason unserviceable.

Block J: Nomenclature.

COLUMNS:

- 1-3 TIN
- 8-22 NSN (Note 1)
- 23-24 Quantity
- 25-29 Unit of issue
- 30-43 Document number (Note 2)
- 62-66 Structure from custody account listing, if applicable
- 67-80 Location from custody account listing, if applicable

Note 1: Use the NSN of the item *issued*. If the NSN of the item being turned in does not match this NSN, put the turn-in NSN in Block D. This will clear the DIFM. A selective identity change will be done during the returned munitions inspection.

Note 2: Must match the original issue document number.

Attachment 8**COURTESY STORAGE AGREEMENT**

MEMORANDUM FOR 319 MXS/MXMW

FROM: (Your organization)

SUBJECT: Munitions Courtesy Storage Agreement

1. Request (organization), (account code), be provided courtesy storage for the munitions items listed in paragraph 3 below. These items are minimum essential to fulfill mission requirements. There will be no increase to these requirements without a new Courtesy Storage Agreement. This agreement will be reaccomplished annually, upon receipt of the new FY allocation.

2. I further certify that this organization does not have adequate storage available for these munitions.

3. Courtesy storage for the following munitions is requested:

<u>STOCK NUMBER</u>	<u>NOUN</u>	<u>QUANTITY</u>
---------------------	-------------	-----------------

a. My munitions account custodian will:

(1). Ensure personnel requiring access to courtesy stored munitions are on the AF Form 68, (pt III).

(2). Comply with courtesy storage requirements of AFI 21-201 and this OI.

(3). Ensure munitions are marked/placarded with correct account code, quantity, and lot number IAW AFI 21-201.

(4). Ensure munitions containers are in good repair. The MSC can provide technical assistance.

(5). Notify MSC of requirements to gain access to property at least 48 hours in advance.

(6). Ensure equipment and vehicles are available and suitable for the retrieval and transportation of custody assets.

- (7). Maintain original packing material to use for turn-in of excess munitions until munitions is expended.
 - (8). Be accountable for all munitions assets in courtesy storage.
 - (9). Ensure personnel handling/transporting munitions are trained IAW AFI 21-201/AFMAN 91-201.
 - (10). Perform required inventories and rewarehousing of courtesy stored assets.
 - (11). Comply with provisions of AFMAN 91-201.
 - (12). Provide surveillance assistance if account has CIIC 1 or 2 munitions and MSA alarms become unserviceable.
- b. Request the following support from the 319 MXS/MXMW:
- (1). Provide an adequate storage facility meeting all safety and security requirements.
 - (2). Grant access only to those individuals identified on the AF Form 68, (Pt III).
 - (3). Provide technical assistance for the preservation and the maintenance of courtesy stored munitions.
 - (4). Ensure all munitions are properly marked and packed at the time of issue.
 - (6). Notify the custodian of any changes to the storage location or status (restriction/suspension) of their munitions.
 - (7). Inspect the items as required by applicable regulations or technical data.
4. Contact __ (primary custodian) _____, Duty phone _____ for any questions.

Requesting CC Signature Block

1st Ind, 319MXS/MXMW

Approve/Disapprove

Munitions Services Contractor

Attachment 9

EXAMPLE OF RESTRICTED OR SUSPENDED MUNITIONS LETTER

MEMORANDUM FOR

FROM: 319 MXS/MXMW

SUBJECT: Restricted or Suspended Munitions

1. The munitions listed below have been restricted or suspended IAW interim safety supplement (#) and are to be removed from use and turned in to the Munitions Inspection Section immediately.

NOUN: _____

NSN: _____

LOT NO: _____

2. Request you acknowledge receipt and understanding of this letter by return endorsement not later than (date).

MASO Signature

1st Ind:

MEMORANDUM FOR 319 MXS/MXMW

1. Items are scheduled for turn-in on_____.

Custodians Signature

