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Maintenance

MUNITIONS CUSTOMER GUIDE



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction prescribes policies and customer support procedures for the management, surveillance, and accountability of conventional munitions consigned to Munitions Account FV4814. It applies to all organizations, including off-base sites, having a need to consume or maintain munitions on MacDill Air Force Base (AFB). It provides step-by-step instructions for the establishment of consumption and custody accounts, issue requests, turn-ins, expenditures, forecasting, documentation requirements, disposition of scrap, and relief from accountability of Munitions Operations managed assets. In addition to local policies detailed herein, requirements in AFI 21-201, *Management and Maintenance of Non-Nuclear Munitions*, TO 11A-1-1, *Conventional Munitions – Restricted or Suspended*, and TO 00-20-9, *Forecasting Replacement Requirements for Selected Calendar and Hourly Time Change Items*, apply to organizational commanders, account custodians, and the Munitions Accountable Systems Officer (MASO).

SUMMARY OF REVISIONS

This revision adds more responsibilities to the munitions account custodians and provides more guidance for accurately maintaining the munitions custody account. Munitions forecasting is further explained. Additionally, guidance for courtesy storage of munitions, mobility assets, control and disposition of munitions scrap, transportation of munitions, and after-hours support have been incorporated into this Instruction. **A bar (|) indicates new or revised material since the last edition.**

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1. Terms Explained.

1.1. Accountability. The requirement for individuals to account for munitions under their control. Accountability begins with the issue and continues until the item/items have been expended, installed, or other authorized relief from accountability. The different types of accountability are fully explained in AFMAN 91-201, *Explosives Safety Standards*.

1.2. Allocation. The quantity of munitions authorized by major command (MAJCOM) and Air Force Materiel Command for use by the forecasting organization. The allocated quantity will be a fiscal year requirement.

1.3. Forecast. A compiled list of all munitions requirements by the using organization for the next fiscal year.

1.4. Audit Trail. A clear and concise documentation chain of transactions that shows all actions affecting the accountability from the time of issue until expenditure or turn-in.

1.5. Certified AF Form 2005, **Issue/Turn-in Request**. An AF Form 2005 signed by the organizational commander or his/her designated representative validating the need of munitions for a custody or organizational account. It is also used to validate expenditures.

1.6. Commander. For the purpose of this instruction, all references to a commander indicate the squadron commander. Squadron section commanders do not possess authority as specified in this instruction unless prescribed on F-series orders.

1.7. Consumption Account. A type of customer account used by an organization that draws munitions for immediate consumption, i.e., Cartridge Actuated Device/Propellant Actuated Device (CAD/PAD) items.

NOTE: Items issued on a consumption basis must be expended/installed within 15 days or returned to the Munitions Storage Area (MSA). If a proper storage facility is not available, the items will be installed/expended on the day of issue.

1.8. Controlled Item Code (CIC). AFMAN 91-201 requires custodians to provide the proper degree of security for each munitions item on their account that is stored within the organization. Security for items stored must meet the requirements of AFI 31-101, *The Air Force Installation Security Program (FOUO)*. Clarification and guidance are provided to assist custodians in determining the degree of security required and to eliminate the confusing security terminology associated with the use of CICs. Materials that require a high degree of protection and control due to statutory requirements or regulations, and that are highly technical in nature or are hazardous (such as small arms ammunition, explosives, and demolition materials) are considered to be sensitive items. Items that are managed under specialized techniques are not coded as pilferable items. For purposes of determining security requirements in accordance with AFI 31-209, *The Air Force Resource Protection Program*, all munitions fall under the category of sensitive. CICs are further defined by risk category:

1.8.1. CIC 1 Very High Risk (Category I);

1.8.2. CIC 2 High Risk (Category II);

1.8.3. CIC 3 Medium Risk (Category III);

1.8.4. CIC 4 Low Risk (Category IV);

1.8.5. CIC 7 Sensitive Information (Category VII).

1.9. Custody Account. A type of customer account established by an organization possessing an allocation authorizing them to retain munitions for a specified purpose by this and other publications.

1.10. Primary and Alternate Account Custodians. The individuals selected by the organizational commander to manage a custody account for that organization. The custodians are jointly responsible with the commander for all munitions issued to that organization. The custodians are also jointly responsible with the MASO for maintaining an audit trail of the custody account.

1.11. Emergency Issues. Any issue of munitions to an organization requested less than 10 days in advance must be accompanied by a letter stating the reason for the emergency and signed by the group commander or equivalent. The group commander may delegate (in writing) the authority to approve emergency requests to the organizational commander. The letter can be submitted within 72 hours, but the AF Form 2005 must be received before the issue can be processed.

1.12. Expenditures. The authorized consumption or installation of a munitions item. An AF Form 2005 must be submitted to Munitions Operations within 5 days of use.

1.13. Fraud, Waste, and Abuse. The use of munitions for purposes other than for which the munitions were originally issued may constitute a violation under the Air Force Fraud, Waste, and Abuse program and could result in actions being taken under the Uniform Code of Military Justice. Cancellation of exercises, training, or competitive events, or non-selection of a unit to participate in these events, nullifies the original munitions authorization, and the organization must take action to turn in the unused munitions.

1.14. Level. The quantity of munitions authorized for the current fiscal year per the allocation document.

1.15. Lot Number. A series of alpha and numeric markings used by the manufacturer to identify a certain group of munitions within stock number.

1.16. Munitions. A term applying to all types of non-nuclear items and components including inert loaded, empty, and non-explosive items. The term includes, but is not limited to, such items and components as bombs, rockets, fuses, grenades, boosters, pyrotechnic items, CADs/PADs, rocket motors, small arms ammunition, explosive bolts and valves, squibs, igniters, guided missiles, and demolition materials.

1.17. Munitions Accountable Systems Officer (MASO). An individual obligated to exercise due care and observe legal and administrative restrictions for, manages, and reports munitions items in an FV account.

1.18. Non-Tactical Munitions. Munitions not used to train tactical aircrews. Includes munitions for small arms training, base defense, air and sea rescue, disaster preparedness training, emergency destruction, explosive ordnance disposal (EOD) operations, survival kits, and so on.

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

1.20. Suspended Munitions. Munitions items that are withdrawn from issue and used because they are suspected of being or known to be unsafe and otherwise defective.

1.21. Tactical Munitions. Munitions items used for aircraft training and authorized by AFI 36-2217, *Munitions Requirements for Aircrew Training*. This includes all munitions that could be directly used in actual combat.

1.22. Transaction. Any action that changes the serviceable or unserviceable balance of a peacetime operating level.

1.23. Turn-ins. Return of assets by using organizations to the appropriate stock record account.

2. Responsibilities.

2.1. The MASO or designated representative is responsible for:

2.1.1. Overseeing the effective and efficient management of the munitions stockpile.

2.1.2. Providing technical assistance and guidance to unit commanders and custody account custodians in the operation of their accounts.

2.1.3. Establishing and maintaining stock levels corresponding to the allocation provided by the MAJCOM.

2.1.4. Ensuring munitions are issued to authorized individuals only.

2.1.5. Notifying known users of munitions restrictions and suspensions.

2.2. The organizational commander is responsible for:

2.2.1. Overseeing the management of munitions items received by his or her organization.

2.2.2. Securing an explosive safety license from the 6th Air Mobility Wing, Explosive Safety Office (6 AMW/ SEW), for types and quantities of munitions required and stored outside the munitions storage area.

2.2.3. Designating on an AF Form 68, **Munitions Authorization Record**, a representative to request, receipt for, and maintain custody of all munitions required by their organization. Reac-complish the AF Form 68 semiannually or as required by personnel departing, arriving, or to with-draw designation. See [Attachment 2](#) for an example of AF Form 68.

2.2.4. Ensuring unit clearance forms contain the requirement for a custodian to coordinate the transfer of accountability to a new custodian at least 45 days prior to release from duty. A joint inventory must be accomplished to relieve the custodian from accountability of unit munitions.

2.2.5. Assisting the MASO in correcting any deficiencies arising in the operation of their organi-zational account.

2.2.6. Ensuring compliance with this instruction and referenced publications.

2.3. Custodians are responsible for:

2.3.1. Establishing and maintaining a custodian jacket file (see para [8.2](#)).

2.3.2. Ensuring all forms are properly completed and submitted within the time frames estab-lished in this instruction.

2.3.3. Hand-carrying all paperwork associated with the account to Munitions Operations, Build-ing 825. Expenditures must be submitted within 5 workdays of expenditure. Issue request will be submitted at least 10 days prior to the day required. (ISSUE DAY WILL BE TUESDAY UNLESS MONDAY IS A HOLIDAY, THEN WEDNESDAY WILL BE ISSUE DAY.)

2.3.4. Returning any munitions that are identified as restricted or suspended in accordance with TO 11A-1-1 upon notification.

- 2.3.5. Reporting the loss, theft, destruction, or unauthorized use of munitions under their control.
- 2.3.6. Maintaining lot number integrity (i.e., do not mix lots in clips, etc.).
- 2.3.7. Maintaining responsibility for assets when deploying to a location without an established SRAN/DoDAAC for longer than 30 days (see para 13.).

3. Munitions Authorization Record (AF Form 68, Dated 20020901).

- 3.1. Organizational commanders who are required to maintain a munitions custody account within their unit may delegate his/her responsibility by using an AF Form 68.

NOTE: All AF Forms 68 will be typed. Incomplete forms or forms containing pen and ink changes will not be accepted.

- 3.2. The authority to request munitions and certify expenditures should be delegated to individuals in the position of branch chief or higher. These people will be listed in Part II of AF Form 68.
- 3.3. Individuals delegated to receive and be accountable for the munitions should be in a position to use/install them. These people will be listed in Part III of the AF Form 68.
- 3.4. The same individuals cannot be listed in both Part II and Part III of the AF Form 68.
- 3.5. An AF Form 68 will be submitted to Munitions Operations, with one complete original and three copies filled out in accordance with this instruction (see **Attachment 2**). This is an annual requirement. It is imperative to keep this record current; otherwise the organization will not be able to draw munitions.

4. Establishment of a Custody Account: Prior to release of any munitions items to an authorized using organization, a custody account must be established. The following steps are required:

- 4.1. Submit to the MASO, in writing, a request for establishment of a munitions account. The request will contain, as a minimum, the type of munitions required (stock number and nomenclature), quantity required, justification for that quantity (i.e., 30 rounds x 4 people=120 rounds), and the directive setting forth this requirement.
- 4.2. The MASO reviews the request for adequacy, determines if the items are FV managed, and either approves or disapproves establishment of a munitions account. The MASO, using descriptive criteria for a custody/consumption issue, determines the type of account to be established and appropriate authorizations to be delegated.
- 4.3. If approved, the MASO/designated representative will brief the commander and primary/alternate custodians on their responsibilities relating to the operation and/or management of the munitions account.
- 4.4. If approved locally, the request will be forwarded to the MAJCOM to obtain an out-of-cycle allocation.

5. Issue Procedures.

- 5.1. A certified AF Form 2005 issue request will be submitted to Munitions Operations at least 10 workdays prior to the requested date of issue (PICK UP DAY FOR ISSUES IS TUESDAY). Organi-

zations failing to schedule issue in the prescribed time frame will be required to submit a letter signed by their unit commander explaining the reason for late submission.

5.2. Consumption Issues. Munitions that will be installed (i.e., CAD/PAD) within 15 days can be issued for consumption as long as proper storage is maintained prior to installation.

5.3. See [Attachment 3](#) and [Attachment 4](#) for example issue request.

6. Expenditure Procedures.

6.1. Expended munitions must be reported to Munitions Operations within 5 duty days of the actual expenditure. A certified AF Form 2005 is required to relieve the custodian of accountability.

6.2. See [Attachment 5](#) for an example of an expenditure request.

7. Turn-In Procedures.

7.1. Munitions that are not in a condition to meet training needs, in excess of fiscal year allocations, or are no longer required by the unit will be delivered to the Munitions Inspection Section on the date and time agreed to. Turn-ins will be done on Thursdays. Contact the Inspection Section at 8-3948 to schedule a time.

7.2. All munitions will be returned in the same packing condition in which they were issued.

7.3. Expended munitions (CART CASINGS/BRASS) can be turned in on any workday with 3 days notification.

7.4. All custodians are required to stop by Munitions Operations and have their paperwork reviewed before taking their munitions to the Inspection Section.

7.5. See [Attachment 6](#) for an example of a turn-in.

8. Custody Account Procedures.

8.1. The types and quantities of munitions authorized for use by an organization are based on the governing directives (AFI 36-2217, AFCAT 21-209, *Ground Munitions*) and the quantity required by the organization. The annual forecast is forwarded by the MASO to the MAJCOM and eventually returned to the MASO as an approved allocation document. The quantities indicated on the allocation document cannot be exceeded by the organization without approval of higher headquarters. Should an unanticipated requirement become known, the using organization will submit an out-of-cycle request to the MASO. The request will state the reason for the out-of-cycle request and munitions requirements. If approved by the MASO, it will be forward to the MAJCOM for approval.

8.2. Custody accounts will establish a folder that contains as a minimum:

8.2.1. A current AF Form 68 (use the form dated 20020901).

8.2.2. A signed copy of the commander and custodian briefing letters. **NOTE:** These letters are not required if the new AF Form 68, dated 20020901, is used.

8.2.3. A current, validated CAS-B generated custody account listing (507) and inventory worksheet (430).

8.2.4. A copy of the current allocation and any changes thereto.

8.2.5. A copy of all paperwork affecting the balances on the account (retain until a new validated 507 listing is received).

8.2.6. An expenditure log.

8.2.7. A copy of this instruction.

8.2.8. Documentation of all training and briefings.

8.3. The custodian will:

8.3.1. Adhere to all time frames established by this instruction.

8.3.2. Conduct quarterly inventories during the months of February, May, August, and November. During these inventories, Munitions Operations will ensure that total accountability is being maintained on the custody account to include lot number integrity, security, and a proper audit trail is being kept. A letter stating the condition of each account will be forwarded to the appropriate commander stating the condition of the account.

8.3.2.1. The MASO or designated representative may inspect an account at any time to ensure accountability.

8.3.2.2. Munitions Operations will provide a 430 (inventory worksheet) and a 507 (custody account listing) after the physical inventory. The required signatures and submission of any documentation needed to reconcile the account (expenditures, hand receipts, etc.) must be accomplished within 5 duty days.

8.3.3. Complete a change of custodian inventory at least 45 days prior to the departure of the primary custodian. Both the losing and gaining custodians must be present for this inventory.

8.3.4. Provide the appropriate level of security required for all munitions assets issued to the account.

8.3.5. Monitor shelf and service life on all assets under their control.

8.3.6. Maintain original packing material for all assets on account until items are expended or turned-in to the Munitions Inspection Section.

8.3.7. Accounts not managed properly will be frozen by the MASO until the organizational commander submits a letter stating how the problems have been rectified.

9. Relief From Accountability.

9.1. Custodians are relieved from accountability of an item by the proper submission of expenditure request for items legally used or by the turn-in of items to the Munitions Inspection Section.

9.2. Items unaccounted for may require the initiation of a report of survey to effect relief from accountability. Whenever theft, suspected theft, loss, or destruction of munitions items occurs or is suspected to have occurred, for reasons other than fair wear and tear, authorized expenditures, aircraft crash, installation, or disposal, immediately notify the MASO and other appropriate authorities. This policy applies to all munitions, whether in storage, in transit, or issue to an organization. A report of survey is always required when:

9.2.1. The loss (including physical loss, damage, destruction, disposal, or expenditure) is suspected to have occurred as a result of willful misconduct, gross negligence, or unauthorized use/expenditure.

9.2.2. The loss involves CIC 1, 2, C, S, T or classified items.

9.2.3. The loss involves CIC 3 items and the one time loss exceeds 20 items per stock number or the monetary value exceeds \$200.00 in value.

9.2.4. The loss involves CIC 4, 7 or "U", and the one time loss exceeds 200 items per stock number or the monetary value exceeds \$250.00.

9.3. Relief from accountability for a one-time loss of a lesser quantity or dollar value for each category identified, except CIC 1 and classified items, can be obtained by processing one of the following forms.

9.3.1. DD Form 114, **Military Pay Order**.

9.3.2. DD Form 362, **Statement of Charges/Cash Collection Voucher**.

9.3.3. DD Form 1131, **Cash Collection Voucher**.

9.3.4. A letter signed by the commander of the individual responsible for the assets detailing the circumstances of the loss. This may be in lieu of the monetary reimbursement documents contained in paragraphs [9.2.1.](#), [9.2.2.](#), and [9.2.3.](#)

9.4. The loss of lot number integrity renders an item unserviceable and may be construed as negligence by the custodian. Every effort must be made to ensure lot number identity is maintained.

10. Restricted/Suspended Munitions.

10.1. Restricted or suspended munitions are identified in accordance with TO 11A-1-1 regarding restricted use and unsafe types of specific lots of munitions, and includes a list of those items whose performance are questionable.

10.2. The Munitions Inspection Section will provide verbal and written notification to all known users of restricted or suspended munitions by lot and national stock number. At that time, these assets must be immediately removed from use.

10.3. A suspense will be established for the turn-in of the item, and arrangements will be made to provide replacements if the assets are available.

11. Munitions Forecasting.

11.1. One of the primary causes for munitions shortages is expenditure of quantities that exceed authorized levels. The annual 8503 forecast is the primary vehicle to request and allocate munitions required for training and most operational needs. It is therefore essential that approved 8503 allocations are not exceeded. The Air Staff budgets substantiated munitions requirements and maintains stock levels worldwide to meet only those forecasted requirements. Therefore, if one unit or command expends more munitions than authorized, a shortage may result that can affect every other unit in the Air Force. Lead-time on delivery of munitions is increasing and it can be 18 months or more after funds are approved. Consequently, munitions shortages are difficult, if not impossible, to correct in a

timely manner. Units must follow MAJCOM procedures and these directives to ensure munitions allowances are not exceeded.

11.2. Annually, each organization is required to submit a requirement forecast for munitions. Forecasting munitions requirements is a detailed process entirely dependent upon accurate reporting from base activity inputs. A letter of instructions for submission will be forwarded to each account's primary custodian. Requirements are forecasted by major category, requirement code, and stock number. Quantities will always represent total requirements regardless of on hand or projected assets position. Submit consolidated requirements by fiscal year for five years to include all items identified below:

11.2.1. Major Category B - Base Defense Mobility Munitions (ammunitions and explosives to be deployed from a home base to other operating locations). Includes munitions necessary for a mobility, unit relocation, or augmentation forces. Forecast requirements for the single worst case Operation Plan/Operation Order (OPLAN/OPORD) to be supported. The quantity of munitions required must be based on the total allocation for each type of firearm/weapon to be deployed in support of the single worst case OPLAN/OPORD. Do not base this requirement on the total of all contingency OPLANs/OPORDs to be supported. For example, if base X deploys when OPLAN number 1 (worst case) is implemented, the base then supports OPORD number 2 and AFI 10-403, *Deployment Planning and Execution*, mobility requirements will be reported by Wing Logistics Plans and Programs (6 AMW/XPL). **Remarks:** Requirements will be submitted for the gross quantity required during the calendar year.

11.2.2. Major Category C - Peacetime Static Level (all items to be on hand - not anticipated to be consumed).

11.2.2.1. Internal security/protection, Air Force Office of Special Investigations, command post, aircrew, and other munitions and explosives required to be on hand, but are not anticipated to be deployed to another location. Explosive Ordnance Disposal (EOD) and organizational mobility requirements not identified in AFI 10-403.

11.2.2.2. Inert training munitions not normally consumed during use as authorized in Table of Allowance 816. Include Quick Turn munitions.

11.2.3. Major Category D - Peacetime Consumable Munitions (all items to be on hand and anticipated to be consumed).

11.2.3.1. EOD training authorized in AFCAT 21-209.

11.2.3.2. Load crew and munitions build-up requirements.

11.2.3.3. Other training. For example, training for disaster preparedness, destruction of classified materials, etc.

11.2.3.4. Security Daily Issue Replacement. Requirements to support inadvertent firings, line of duty expenditures, and replacement of worn out/damaged security daily issues.

11.2.3.5. Life support. Requirements to support land, air and sea rescue, humanitarian missions, etc.

11.2.3.6. EOD. Daily, use non-WRM, training, and exercise.

11.2.3.7. Weapon/aircraft functional system requirements. Includes impulse cartridges, engine starter cartridges, ammunition for small antis functional checks, etc.

11.3. The MASO will load authorizations to each applicable custody account only after Headquarters, Air Mobility Command, returns the forecasted requirements to the base as an approved allocation.

11.4. Forecast requirements for Time-Change Items (TCI) will be accomplished using AFTO Form 223, **Time Change Requirements Forecast**, in accordance with TO 00-20-9. Forecasts will be by quarter for the first four years starting with the first quarter of the upcoming *fiscal* year, and by year for the remaining years, covering a period of time corresponding to the total service life of the item or a minimum of nine years. Quarters cover periods beginning with October, January, April, and July.

11.5. Upon receipt of all AF Forms 2005 for the next quarter, the MASO will validate current requirements against the annual forecast. When requested quantities exceed the forecast, the user will submit a supplemental forecast. **NOTE:** Accurate forecasting is a critical element of the TCI budgeting, procurement, and distribution process. Failure to submit an accurate forecast will result in asset shortages and possible aircraft grounding.

11.6. The MASO submits quarterly consolidated requisitions to OO-ALC/WM, Hill AFB UT 84056-5260. **NOTE:** TCI requisitions are based on the accurate and timely submission of AF Forms 55. This allows time for requisition processing and transporting actions to take place.

Table 1. Time Change Requisitioning Schedule.

Required Month	Earliest Requisition Date	Latest Requisition Date
Oct – Dec	1 Aug	15 Aug
Jan – Mar	1 Nov	15 Nov
Apr – Jun	1 Feb	15 Feb
Jul – Sep	1 May	15 May

12. Courtesy Storage Of Munitions.

12.1. If a munitions requirement exists for an organization, but the organization does not have adequate storage facilities, arrangements will be made with the 6th Maintenance Squadron, Munitions Storage Area, for courtesy storage.

12.2. Both organizational commanders will sign a formal local courtesy storage letter (see [Attachment 7](#)) when establishing a courtesy storage agreement.

13. Mobility Assets And Deployments.

13.1. Individuals who deploy with munitions must contact the munitions custodian of their deployed organization to ensure that assets in their possession are picked up on custody account records.

13.2. USAF members who are deploying and without an established munitions custody account will contact the MASO to receive small arms ammo for weapons being hand-carried. The MASO will process a shipment document with the ship to location SRAN/DoDAAC if known (this includes any Department of Defense Activity Address Code). Use FV9999 if SRAN/DoDAAC is unknown.

NOTE: The following statement will be added to the back of the shipment document and briefed to the member by the MASO: “Small arms munitions will be controlled and the person receiving the munitions must maintain accountability and lot number integrity for these assets. The shipping document and munitions will be turned in to the Air Force munitions storage area at the deployed location. If a storage area

has not been established, the member will retain accountability for these assets. Member will document on the back of the shipment document if assets are expended or turned over to any other military storage area (Army, Navy, etc.). If turned over to a military authority, member will receive documentation showing who accepted accountability for the assets (name, rank, social security number, organization, home base DSN). This documentation will be given to the home station MASO upon return from deployment”.

14. Control and Disposition of Munitions Scrap and Residue.

14.1. Organizational commanders will:

14.1.1. Establish procedures for the collection and control of munitions scrap and residue generated by their organization in accordance with TO 11A-1-60, *General Instruction –Inspection of Reusable Munitions Containers and Scrap Material Generated From Items Exposed To or Containing Explosives*.

14.1.2. Ensure personnel are aware of their individual responsibilities for the control and turn-in of munitions scrap residue.

14.2. Account custodian of representatives will:

14.2.1. Develop written procedures for the management of munitions scrap/residue, packing, and containers (if applicable).

14.2.2. Ensure the turn-in of scrap and residual material accompanies the munitions expenditure document.

14.3. Combat Arms Training and Maintenance (CATM) will certify their generated munitions residue in accordance with TO 11A-1-60. The munitions flight will conduct certification training for designated personnel.

14.3.1. Munitions Flight will assist with the TURN-IN of munitions residue to the Defense Reutilization and Marketing Office (DRMO).

15. Transportation of Munitions To and From the Munitions Storage Area.

15.1. When transporting munitions, activities must comply with the requirements of AFMAN 91-201. Trained personnel, in properly configured government vehicles, will transport explosives in accordance with applicable Air Force instructions. Explosives will not be transported in privately owned vehicles. Vehicles will have the appropriate Department of Transportation class 1.1, 1.2, or 1.3 placard.

15.2. No person will ride on or in the cargo compartment of a motor vehicle transporting explosives, nor will explosives be transported in the passenger compartment of a vehicle.

15.3. Each explosive laden vehicle will be equipped with at least 2 portable and serviceable 2A: 10BC rated fire extinguishers.

15.4. Explosives will be secured in the vehicle using blocking, bracing, or tie down methods to ensure safe transport.

15.5. Smoking is not permitted on, in, or within 50 feet of vehicles containing explosives.

15.6. When possible, vehicles will use established routes identified by wing Weapons Safety.

| 16. After Hours Support.

16.1. Units and organizations requiring support after normal duty hours will contact the Maintenance Operations Center (MOC) at extension 8-8358. MOC will in-turn contact the on-shift 6th Maintenance Squadron, Production Superintendent, call sign Cobra Super, who will validate the request and make the determination if munitions personnel response is required. **NOTE:** The Munitions Flight maintains a 24-hour response capability using a prearranged schedule of standby personnel. **Poor planning or scheduling does not justify a standby response.**

DAVID M. SNYDER, Colonel, USAF
Commander

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

AFI 10-403, *Deployment Planning and Execution*

AFI 21-201, *Management and Maintenance of Non-Nuclear Munitions*

AFI 31-101, *The Air Force Installation Security Program (FOUO)*

AFI 31-209, *The Air Force Resource Protection Program*

AFI 36-2217, *Munitions Requirements for Aircrew Training*

AFMAN 91-201, *Explosives Safety Standards*

AFCAT 21-209V1, *Ground Munitions*

TO 00-20-9, *Forecasting Replacement Requirements for Selected Calendar and Hourly Time Change Items*

TO 11A-1-1, *Conventional Munitions – Restricted or Suspended*

TO 11A-1-60, *General Instruction – Inspection of Reusable Munitions Containers and Scrap Material Generated From Items Exposed To or Containing Explosives*

Attachment 3

CONSUMPTION ISSUE REQUEST

CONSUMPTION ISSUE REQUEST

- BLOCK A - Signature and rank of organizational commander or designated representative, date, and phone number.
- B - Leave blank, this block is for the MASO's signature
- C - Leave blank
- D - Leave blank
- E - Put the statement "Certified Consumption Request" the reason for use and the authorizing directive.(Should match the directive on your AF Form 68)
- F - Leave blank
- G - Date and time you are going to sign for your munitions
- H - Leave blank
- I - Leave blank
- J - Nomenclature.

- COLUMNS: I- 3 ISU
 4 - 6 TCG for time change, blank for all others.
 8 - 22 National Stock Number
 23 - 24 Unit of Issue
 25 - 29 Quantity Requested
 30 Activity Code "R7"
 31 - 35 Organization and Shop Code
 36 - 80 Leave blank (except for time change enter the aircraft tail number in 67-73)

1. SIGNATURE OF PERSONNEL LISTED IN PART II OF YOUR AF FORM 68, RANK, DATE, AND PHONE NUMBER 2. DATE 3. PHONE NUMBER	4. REPORTING NAME STAMP Date (Mo) LEAVE BLANK
5. STOCK NUMBER 6. UNIT OF ISSUE 7. QUANTITY 8. ACTIVITY CODE 9. ORGANIZATION AND SHOP CODE 10. LEAVE BLANK (EXCEPT FOR TIME CHANGE ENTER THE AIRCRAFT TAIL NUMBER IN 67-73)	11. CERTIFIED CONSUMPTION REQUEST FOR INSTALLATION IAW T.O. 11A-16-12
12. DATE AND TIME YOU ARE GOING TO SIGN FOR YOUR MUNITIONS	13. NOMENCLATURE

AF FORM 2005, JUN 85 (FF-71) PREVIOUS EDITION WILL BE VOID.

Attachment 4

CUSTODY ISSUE REQUEST

CUSTODY ISSUE REQUEST

- BLOCK A - Signature and rank of organizational commander or designated representative, date, and phone number.
- B - Leave blank for MASO's signature
- C - Put your category code
- D - Leave blank
- E - Put the statement "Certified Custody Request for, reason for use, and authorizing directive.
- F - Leave blank
- G - Date and time you will sign for your munitions
- J - Nomenclature

- COLUMNS:
- I - 3 ISU
 - 4 - 7 Leave blank
 - 8 - 22 National Stock Number
 - 23 - 24 Unit of Issue
 - 25 - 29 Quantity of Issue
 - 30 "S" for Custody Account
 - 31 - 35 Organization and Shop Code 36 - 80 Leave blank

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AF FORM 2006, JUN 86 (EF-V2) PREVIOUS EDITION WILL BE OBSOLETE

Attachment 5

CUSTODY EXPENDITURE

CUSTODY EXPENDITURE

- BLOCK A - Signature and rank of organizational commander or designated representative, date, and phone number
- B - Leave blank
- C - Structure number, location, and category code from your 507 listing
- D - Lot/Serial number of expended items (if more than one lot is used include quantity per lot)
- E - Statement "Certified Custody Expenditure", reason for the expenditure and authorizing directive. Signature of primary or alternate custodian
- F - Expenditure serial number from your expenditure log
- G - I Leave blank
- J - Nomenclature

- COLUMNS:
- 1 - 3 MSI
 - 4 - 7 Leave blank
 - 8 - 22 National Stock Number
 - 23 - 24 Unit of Issue
 - 25 - 29 Quantity expended
 - 30 - 43 Document Number from your 507 listing
 - 44 Condition Code
 - 45 - 80 Leave blank

TIME	MO	DA	YR	A. INSPECTOR NAME, DATE (YR)	B. INSPECTOR NAME/STAMP, DATE (YR)
MSI				SIGNATURE OF PERSONNEL LISTED IN PART II OF YOUR AF FORM 68, RANK, DATE, AND PHONE NUMBER	LEAVE BLANK
1	2	3	4	5	6
7	8	9	10	11	12
13	14	15	16	17	18
19	20	21	22	23	24
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37	38	39	40	41	42
43	44	45	46	47	48
49	50	51	52	53	54
55	56	57	58	59	60
61	62	63	64	65	66
67	68	69	70	71	72
73	74	75	76	77	78
79	80	81	82	83	84
85	86	87	88	89	90
91	92	93	94	95	96
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51	52	53	54	55	56
57	58	59	60	61	62
63	64	65	66	67	68
69	70	71	72	73	74
75	76	77	78	79	80
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47	48	49	50	51	52
53	54	55	56	57	58
59	60	61	62	63	64
65	66	67	68	69	70
71	72	73	74	75	76
77	78	79	80	81	82
83	84	85	86	87	88
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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	51	52		

Attachment 6

TURN-IN DOCUMENT

TURN-IN DOCUMENT

- BLOCK A Leave blank until you bring the item to the MSA, whoever takes the munitions from you will sign this block and give you a copy of the document
- B Leave blank
- C Structure number, location and category code from your 507 listing (for found on base turn-ins leave blank)
- D Lot/Serial number of items being turned in E Reason for turn-in
- F - I Leave blank
- J Nomenclature

- Columns: 1 - 3 Tin
- 4 - 7 Leave blank
- 8 - 22 National Stock Number
- 23 - 24 Unit of Issue
- 25 - 29 Quantity
- 30 - 43 Document number from your 507 listing (for found on base turn-ins leave blank)
- 44 Condition code from 507 listing
- 45 - 80 Leave blank

THIS DATE	A. INSPECTOR NAME (STAMP DATE/STN)	E. INSPECTOR NAME (STAMP DATE/STN)
T I N	LEAVE BLANK	LEAVE BLANK
REQUEST TIME & DATE (24)	B. PART NUMBER/AFSN CODE OR NUMBER/CHARACTER	REASON FOR TURN-IN
1 3 0 5 0 0 9 2 6 3 9 3 0	LOT/SERIAL NUMBER WCC98B001-002	CAT CODE D. BLD 297 ARMORY
E A 0 0 8 0 0	QUANTITY	S 1 2 3 A B 8 0 1 2 0 0 0 1 B
J. NOMENCLATURE	5.56MM BALL	

Attachment 7



DEPARTMENT OF THE AIR FORCE
6TH AIR MOBILITY WING (AMC)
MACDILL AIR FORCE BASE FLORIDA

(DATE)

MEMORANDUM FOR _____

FROM: 6 MXS/CC

SUBJECT: Storage of Custody and Courtesy Storage Accounts

1. This letter establishes a written agreement between the 6th Maintenance Squadron/Munitions Flight (6 MXS/MXGMW) and the above-mentioned organization. This agreement outlines the basic requirements and customer guidance for support in maintaining assigned explosives. Written instruction for receiving, storing, maintaining, issuing, destroying and any other pertinent policies for care and protection of ammunition must be followed.
2. Scheduling appointments with the Munitions Flight will be conducted as follows: Custody and Courtesy storage accounts will be scheduled five (5) duty days prior to needing any escort services. Courtesy storage accounts that must remove their munitions as soon as possible due to an emergency (i.e., no-notice deployment) should notify the Munitions Flight and provide a letter from their commander stating the reason. Only primary and alternate custodians listed on the AF Form 68, organizational commanders, or representatives appointed in writing by the organizational commander will be able to conduct business for storing and withdrawing munitions assets from the Munitions Storage Area (MSA). All personnel with scheduled appointments must be present at the designated time. **Notify the Munitions Flight of any changes or problems meeting the scheduled time as soon as possible.** To schedule time with MSA call:

MacDill Military: 8-2261/4330	For Emergencies: 8-4361/62/63 (Command Post)
CIV: (813) 828-2261/4330	(813) 828-4361.2323
DSN: 968-2261/4330	DSN 968-4361/2323

Hours of operation are from 0700-1600, Monday-Friday, and closed on Federal holidays. Personnel will break for lunch between 1100-1230, and only minimum manning will be present during this time. Please request withdrawal and storage times other than those hours

3. Organizations that request munitions and have a separate munitions accountability section can have ordnance shipped directly to the MSA via commercial carrier (i.e., Federal Express, United Parcel Service) as long as the carrier adheres to DOT guidelines for transporting ammunition onto MacDill Air Force Base. Inbound ammunition will be accepted between 0800-1430, Monday through Thursday, and 0800-1200 on Fridays. Time guidelines are established by base transportation and is set up for certain cargo to be screened by transportation personnel prior to anyone else handling the cargo. Additionally, it is the responsibility of the courtesy storage representative to notify the MSA prior to ammunition being ordered and any applicable documentation is forwarded to the following address:

6 MXS/MXGMW/Munitions Flight
2904 South Shore Rd., Bldg. 825
MacDill AFB FL 33621-5501

NOTE: It is imperative that coordination is conducted in order for personnel and facilities to be prepared for incoming munitions shipments.

4. The following procedures apply to the 6 MXS Munitions Flight:
 - a. Provide secure storage for established munitions accounts and maintain the storage locations of these assets.
 - b. Provide courtesy storage of munitions for outside agencies (such as Army, Navy, Marines, ROTC, federal, state, and county) on a space available basis.

- c. Provide technical guidance for packing, palletizing, marking, and sealing of munitions assets. Also, repair packing deficiencies caused by storage conditions.
 - d. Provide access to stored munitions for authorized individuals.
 - e. Notify custodians when their munitions require periodic inspection.
 - f. Provide custody account identification placards to organizations.
 - g. Notify the account custodian of all location changes that affect their account.
 - h. Allow only authorized individuals to remove or store assets from the storage area.
5. The following procedures apply to all Custody Account Custodians:
- a. Ensure the AF Form 68 (Dated 20020901), Munitions Authorizations Record, is revalidated annually and accomplished when personnel changes warrant.
 - b. Contact Munitions Flight (828-2261/4330) to ensure storage space is available before ordering any munitions requiring custody account storage.
 - c. Contact Munitions Flight 5 duty days in advance of a desired withdrawal or to store munitions. In the event of a cancellation, contact the Munitions Flight.
 - d. Be responsible for all required markings on containers, placarding and reporting of material on the custody account. Physically verify the count of all assets to include any light boxes.

NOTE: If materials are needed (i.e., spray paints, stencil-marking paper, nails, tools, etc.), the munitions escort will gladly provide these supplies for the custodian(s) along with the escort's technical expertise in performing the operations with the custodian(s).

- e. Custodians need to emphasize the need for TDY crews to keep all ammunition accounted for, ensure that lot numbers coincide with stock numbers, and also ensure that quantities match what is marked on the outside of the container. Ammunition that leaves the MSA should be returned in the original shipping container, packed properly, and marked in accordance with the item technical order as it was when it originally left the MSA. If ammunition is expended and originated from MacDill Air Force Base, paperwork must be generated to track its final destination/ expenditure
- f. Organizations must utilize their own government transportation when withdrawing or returning munitions. Each vehicle must be equipped with two fire extinguishers that are rated at least 2A:10BC, dry chemical. When transporting munitions, ensure that all assets are properly secured to vehicle and in accordance with AFMAN 91-201. For class A and B munitions, ensure the vehicle is placarded accordingly. The base Fire Department and Security Forces must be notified of on-base movements, the Tampa Fire Department, and Police Department must be notified of movements within the city limits of Tampa (Class A and B only).
- g. Deliver munitions requiring periodic inspection to the inspection section on the scheduled date and time. If the assets are not delivered at the scheduled time, they will be determined as unserviceable and the Munitions Operations Section will be notified to start turn-in procedures. The custodian must verify quantity prior to the munitions returning to storage.
- h. Provide enough manpower to handle the amount of munitions to be moved. The Munitions Flight provides escort only (no exceptions).
- i. Emergency requirements will be handled on a case-by-case basis. If a requirement exists after duty hours, contact the 6th Air Mobility Wing, Command Post, 828-4361/62/63.

6. Outside Agencies will:

- a. Provide the Munitions Flight with a letter signed by their commander that lists personnel authorized to receive and store assets.
 - b. Contact the Munitions Flight (813) 828-2261/4330 or DSN 968-2261/4330 five days in advance for withdrawal or return of munitions assets. In the event of a cancellation, it is extremely important that you notify us as soon as possible.
 - c. Ensure that lot number, stock number, quantity, and markings are completely accurate and reflect the true contents of the item boxes.
 - d. Perform the necessary packing, palletizing, placarding, and sealing of munitions items. It is the custodians' responsibility to ensure the information on the placards is accurate and that containers are in a serviceable condition.
 - e. Provide applicable technical data for all items not listed in the Air Force inventory.
 - f. Provide enough manpower to handle the amount of munitions to be moved. The Munitions Flight provides escort only (no exceptions).
7. Accepting ammunition that is unserviceable will be handled on a case-by-case basis. It is extremely difficult to procure cross-service technical data to handle hazardous explosives. If an emergency situation occurs in which explosives could cause injuries and/or damage, contact the Wing Command Post at (813) 828-4361/62/63, DSN 968-4361/62/63, or Explosive Ordnance Disposal (EOD) support at (813) 828-4406, DSN 968-4406
8. The primary custodian and the unit commander must sign this agreement. Please return the original signed document with the appropriate signatures within five duty days.

JOHN A. WILLIAMS, Major, USAF
Commander

1st Ind, _____

MEMORANDUM FOR 6 MXS/MXGMW

Concur/Non-concur

Commander, _____