

**1 OCTOBER 2003**

**Maintenance**

**CUSTOMER SUPPORT PROCEDURES**



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This instruction implements AFI 21-201, *Management and Maintenance of Non-Nuclear Munitions*. This instruction prescribes procedures for accountability, issue, turn-in, inventory, account validation, control, and forecasting of munitions requirements from Stock Record Account Number FV4484. It applies to organizations or activities assigned or attached to McGuire AFB having a valid requirement and proper authority to maintain or expend munitions. Organizational commanders, certifying officials, account custodians, customers, and the Munitions Accountable Systems Officer (MASO) share responsibility for compliance with the procedures outlined in this instruction.

**PRIVACY ACT STATEMENT:** This publication requires the collection and or maintenance of information protected by the Privacy Act (PA) of 1974. The authorities to collect and or maintain the records prescribed in this publication are Executive Order 9397, November 1943. Forms affected by the PA have an appropriate PA statement.

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

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## 1. Responsibilities.

### 1.1. MASO will:

1.1.1. Ensure compliance with principles of supply discipline as outlined in AFI 21-201 *Management and Maintenance of Non-Nuclear Munitions* and AFI 23-111, *Management of Government Property in Possession of the Air Force*.

1.1.2. Ensure munitions are not released to agencies or individuals outside the Air Force without prior approval of MAJCOM or HQ USAF/ILMW.

1.1.3. Ensure commanders and custodians are briefed on their responsibilities for maintaining munitions custody accounts.

1.1.4. Ensure required munitions are on hand and within approved allocated quantities.

1.1.5. Provide technical assistance and guidance to custodians and munitions users.

1.1.6. Ensure munitions are issued to authorized individuals only.

1.1.7. Ensure that munitions service and shelf life are monitored and inform munitions custodians of any changes.

### 1.2. Organizational Commanders will:

1.2.1. Assume full responsibility for munitions items received by their organization. This responsibility includes maintaining an auditable record of receipts, expenditures, and turn-ins, as well as providing adequate storage (if authorized), proper security, and custodial control.

1.2.2. Ensure compliance with procedures contained within this instruction and regulations outlined in this instruction.

### 1.3. Certifying Officials will:

1.3.1. Certify all issue, and expenditure documents concerning munitions on their account.

1.3.2. Ensure types and quantities of munitions used are correct and for their intended purpose.

1.3.3. Ensure compliance with procedures contained in this instruction and regulations outlined in this instruction.

### 1.4. Munitions Custodians will:

1.4.1. Manage their custody account according to this instruction and other applicable directives.

1.4.2. Keep the organization commander updated on the status of the account.

1.4.3. Ensure that munitions are maintained in their original packaging except for assets in use.

1.4.4. Ensure compliance with procedures contained in this instruction and regulations outlined in this instruction.

## 2. Establishment of a Munitions Custody Account.

2.1. Prior to the release of any munitions items to an organization, a munitions custody account must be established. The following actions are required to establish a munitions account:

2.1.1. The organizational commander will request, in writing, the assignment of an organizational account code from the MASO.

2.1.1.1. The request will contain, as a minimum, the type of items required, authorizing directives, quantities, and a request for courtesy storage and a copy of the Explosive Safety License, if required, to Munitions Operations. Sufficient information about the requirement must be included for the MASO to evaluate the request.

2.1.2. AF Form 68, **Munitions Authorization Record** (see [Attachment 2](#)) must be prepared and submitted for initial establishment of a custody account.

2.1.2.1. Personnel listed on the AF Form 68 must receive a munitions custody account briefing and sign a memorandum of acknowledgment. Their signature on the memorandum certifies they are knowledgeable of the requirements for operation of a munitions account.

2.1.2.2. AF Form 68 must be re-validated annually or re-accomplished when the primary custodian or commander changes. Failure to maintain an updated AF Form 68 will result in denial of authority to obtain or retain munitions.

2.1.3. If the request is approved, the MASO or designated representative will brief, within 30 days, the commander, certifying officials, and primary and alternate custodians on their responsibilities for maintaining the account.

### 3. Custody Account Procedures.

3.1. Munitions authorized for use are issued to organizations using custody account procedures.

3.1.1. Authorized munitions include those required for base defense, security, alert or mobility, classroom training, aircrew training (AFI 36-2217, *Munitions Requirements for Aircrew Training*) installation in survival kits and others deemed appropriate by the MASO or higher authority. Secure facilities and adequate storage must be available. Most authorizations can be found in AFCAT 21-209V1, *Ground Munitions*.

3.2. Within 30 days of appointment of a munitions custody account the MASO or designated representative will brief commanders, primary and alternate custodians, and certifying officials on their responsibilities for maintaining a custody account. Subsequent commanders and custodians will be briefed as changes occur. These briefings will be documented and a copy provided to the primary custodian.

3.3. The MASO and munitions account custodian must keep a munitions account custody jacket and the following, as a minimum, must be in their jacket files:

3.3.1. Copy of current AF Form 68.

3.3.2. Briefing or training memorandums.

3.3.3. Latest reconciled quarterly inventory package.

3.3.4. Copy of the Munitions Supply Point Certificate of Transfer.

3.3.5. Allocation document, including any AF Form 1996's, **Adjusted Stock Level** (if required).

3.3.6. Expenditure log.

3.3.7. Custodians will keep copies of issues, expenditures, and turn-ins to include: Turn-in Custodian Assets, Found on Base Turn-in documents in their file until the next Quarterly Custodian Inventory.

3.3.8. A copy of the Explosive Safety License (if required), a copy of the Courtesy Storage Agreement Memorandum (if required), and supporting documentation, including memorandums of authorization, instruction booklets, etc. custody account (supply point) inventories or inspections to ensure it is being properly maintained.

3.4. Courtesy stored munitions will be segregated from other assets, i.e., base stock and War Reserve Material (WRM). Courtesy stored and custody account munitions will have a placard placed on them to distinguish them from other assets. Custodians and munitions storage personnel will ensure placards reflect, as a minimum, the following information:

3.4.1. Supply point designation of the activity owning the munitions.

3.5. Each container will have the following information stenciled on the outside: National Stock Number (NSN), Department of Defense Identification Code (DODIC), lot number, quantity, and account number.

3.6. Munitions custody accounts must be inventoried quarterly by the primary or alternate custodian and a representative from Munitions Operations.

3.6.1. This inventory also takes the place of the Annual MASO Inventory.

3.6.2. The custodian and commander must sign the Munitions Custody Account Listing (IS507A) and the custodian must sign the Inventory Count Sheet (IS430A). One copy of each listing will be filed at Munitions Operations and the other in the custodian jacket file.

**NOTE:** If inventory is not completed within 30 days of the inventory start date the account will be frozen and no actions will be processed against the account, until the inventory has been reconciled.

3.6.3. The MASO or designated representative will conduct an inventory or inspection with the custodian annually. This inventory and inspection will be conducted concurrent to the custodian's "quarterly" inventory.

3.6.4. The results of the inventory and inspection will be documented and provided to the commander. A copy will be filed in the custodian's jacket file until the next semi annual inventory.

3.6.5. Change of the primary custodian must be made at least 45 days prior to his or her departure. A change of custodian also requires a 100 percent physical inventory of all assets. The losing and gaining custodians must be present during the inventory.

3.6.6. The organization commander, losing custodian and gaining custodian will sign the Certificate of Transfer, Custody Account Listing, and the Special Inventory Count Sheets. The account must be validated by the MASO.

3.6.7. If the proper change over is not completed prior to the departure of the primary custodian, the organizational commander will sign the Certificate of Transfer for the departed primary account custodian. The commander will assume full responsibility for any discrepancies found during the change of custodian inventory and all discrepancies will be corrected before the new custodian accepts accountability.

3.6.8. It is recommended that the organizational commander add clearing out through munitions for account custodians on their out processing checklists.

3.7. The commander or designated representative will certify the AF Form 2005, **Issue/Turn-In Request**. The expenditure document will be prepared according to this instruction (see **Attachment 3**) and submitted to Munitions Operations within 5 days of the items actual expenditure date.

3.8. Custodians are responsible for ensuring the IS507A Custody Account Listing, reflects accurate locations for the assets issued to the account. The Munitions Flight will assist with this requirement.

3.9. Lot number and location integrity are essential to a well-managed custody account. Once assets are issued to an account, munitions personnel will annotate the location change on an AF Form 4147, **Munitions Movement Control Worksheet** and then enter location into the CAS-B system. Once assets are picked-up, Munitions Flight will make location changes for assets stored outside of the munitions storage area.

3.10. If the custody account is not managed or maintained in accordance with AFI 21-201 and this instruction, the following procedures will be accomplished:

3.10.1. The using organization's commander or equivalent will be notified in writing and given the opportunity to correct deficiencies.

3.10.2. If discrepancies are not corrected within 15 days after notification, the MASO will "freeze" the account.

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

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

#### **4. Obtaining Out-of-Cycle Authorizations for Custody Account Munitions.**

4.1. Out-of-cycle munitions requirements or requests are processed according to AFI 21-201. Requesting organizations will coordinate out-of-cycle request with the MASO.

4.2. The request will include Master NSN (if a substitute stock number other than the master must be used due to restrictions, list both stock numbers and identify restrictions), Nomenclature, Requirement Code, Functional User Code (FUC), Custody Account Number, Current Fiscal Year Allocation (if any), Current Fiscal Year Expenditure Data (if any), Requested Allocation Increase, Authorizing Directive, formula (how did you calculate the amount needed), impacts if request is disapproved (be specific).

4.2.1. The organizational commander and the Wing commander, or equivalent, must sign the request. The MASO will examine on-hand balances and allocations to determine if the request can be satisfied locally, (local allocation transfers will be coordinated with applicable functional managers).

4.2.2. If the wing allocation is insufficient, the MASO must annotate on-hand balances on the request, endorses the request and returns it to the requester. The approval level for out-of-cycle request is the requesting unit's group commander. The requester will forward the request to their functional manager.

4.2.3. Munitions Flight will notify units of approval of out-of-cycle allocations. Upon receipt of approved allocations, coordination between munitions users and Munitions Flight is required to receive authorized munitions.

## 5. Procedures for Custody and Consumption Issue Requests for Munitions.

- 5.1. Munitions items will not be issued until all documentation has been properly processed.
- 5.2. Telephone, e-mail, and radio requests are not approved methods for ordering munitions items. Requests will be submitted on AF Form 2005, properly certified in four copies, and prepared in accordance with ([Attachment 4](#), [Attachment 5](#) or [Attachment 6](#)) of this instruction.
- 5.3. To expedite transaction processing, requests will be hand carried to Munitions Flight; (BITS and mail will not be used). Illegible, incomplete, or improperly prepared documents will be returned to the requester. Munitions personnel may be authorized in writing by the originator, i.e. e-mail, fax or letter, to make changes to the stock number or quantity fields on Issue Request documents. The originator will reaccomplish documents or make corrections using a single non-obliterating line. The certifying official must initial changes to issues. All requests will be reviewed by the MASO or designated representative and approved prior to processing by Munitions Operations.
  - 5.3.1. For geographically separated accounts, sign and fax all required documentation to the Munitions Flight. Transactions will be completed using the faxed documentation, however, all original signed documents must be mailed to munitions for filing. Address all correspondence to: 305MXS/MXMW, 1913 Ammo Rd., McGuire AFB, New Jersey 08641.
- 5.4. Routine requests will be submitted to Munitions Operations no later than 10 days prior to need date.
  - 5.4.1. Munitions will be issued in quantity unit pack (QUP) or lite box configuration when possible, not to exceed allocation, to limit creation of non-standard packaging, which creates a possible hazard class conflict as described in T.O. 11A-1-10.
  - 5.4.2. Munitions Inspection will inspect the munitions and the requester will be notified when they are ready for pick-up. Requesting activities will pick up and sign for munitions at the Munitions Flight (Bldg 1914).
  - 5.4.3. Munitions personnel will move courtesy stored munitions to and from locations within the Munitions Storage Area.
  - 5.4.4. Because of munitions compatibility and operational restrictions at the munitions inspection bay; the requester will ensure assets are picked on the time and date specified. If they are not picked up on time, items will be returned to base stock and new documents will be required to have munitions issued back to the account.
  - 5.4.5. Personnel authorized to receive munitions must be identified in Section III of the AF Form 68. Individuals receiving property will check the National Stock Number (NSN), lot number, condition code, and quantity before signing the issue document.
  - 5.4.6. If munitions are not picked up on the date needed, Munitions Operations will contact the using organization to verify if the assets are still needed, if not, they will be returned to base stock. If the munitions are no longer needed by the organization, the custodian must annotate "organizational refusal" beneath the signature block on the issue document and sign for the items. The custodian must then complete turn-in paperwork. These actions will be completed regardless of the situation.
- 5.5. An emergency issue is an unforeseen action that would prevent a unit from performing its mission and where the munitions item is to be installed or consumed within 12 hours of issue.

5.5.1. Emergency issue request will be accompanied by a letter signed by the requesters Group Commander or designated representative stating the nature of the emergency and reason why the request could not be handled through routine scheduling. **Poor planning does not constitute an emergency.** Emergency requests will be approved by the MASO.

5.6. If assets are taken outside the MSA and returned, they must first be brought back and inspected for proper packing, markings, etc., before being returned to courtesy storage. If any discrepancies are found, it is the responsibility of the custodian to make the necessary corrections at that time.

5.7. When transporting munitions, activities must comply with the requirements of AFMAN 91-201, *Explosives Safety Standards*. Trained personnel, in properly configured government vehicles (GOV) will transport explosives in accordance with (IAW) applicable AF Instructions. Explosives will not be transported in privately owned vehicles. Vehicles will have the appropriate Department of Transportation (DOT) class 1.1, 1.2, or 1.3 placard.

5.7.1. 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.

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

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

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

5.7.5. When possible, vehicles will use established explosive routes identified by Wing Weapons Safety.

5.7.6. Contact the Munitions Flight for guidance with transporting explosives off base.

## 6. Turn-In Procedures.

6.1. Requests for turn-in of munitions will be accomplished by submitting AF Form 2005 to Munitions Operations in three copies. Illegible, incomplete, or improperly prepared documents will be returned to the requester. Munitions personnel will not change or correct omissions on documents. The originator will reaccomplish documents or make corrections using a single non-obliterating line. The person turning in the munitions must initial changes to turn-ins.

6.2. Types of turn-ins include:

6.2.1. IS539A - Turn-in Custody Assets (see [Attachment 7](#)).

6.2.2. IS540A - Due-In-From-Maintenance (DIFM) asset turn-in (see [Attachment 8](#)).

6.2.3. IS542A - Found-on-Base (FOB) (see [Attachment 10](#)).

6.3. Organization will schedule a turn-in date and time with Munitions Inspection. Organizations deliver assets to Munitions Flight on the date and time scheduled. Ensure transportation procedures, as outlined in paragraph 5. of this instruction are followed. No unscheduled turn-ins will be accepted.

6.4. The original container and packaging will be used to turn-in assets. It is the responsibility of the organization turning in the assets to ensure the item is in the proper packing material and container or make arrangements with the Munitions Flight to get the proper packing/container. Items will be segregated and packaged by type and identified by lot number.

6.5. Inspection personnel will perform a physical count of all items except those in factory sealed packaging. The turn-in documents will reflect exact quantity, NSN, and lot number, nomenclature and document number of the items being turned-in. The in-checker will sign block "A" of the AF Form 2005 and return the second copy to the custodian as release of accountability.

6.6. Ammunition or explosive items FOB and determined safe by proper authority e.g., Explosive Ordnance Disposal (EOD) or a qualified munitions inspector, must be immediately turned-in using, FOB Turn-in Documentation.

6.7. Organizations managing DIFM will turn-in their assets **NLT ten days from date of issue**, paragraph 8. of this instruction will be used to control replacement time change issues. Account representatives will ensure AF Form 2005 turn-in paperwork contains the same document number and lot number as the time change item that was issued.

## 7. Expenditures.

7.1. Expenditures will be submitted on AF Form 2005, properly certified in four copies, and prepared in accordance with **Attachment 3** of this instruction. To expedite transaction processing, requests will be hand carried to Munitions Operations; BITS and mail will not be used. Illegible, incomplete, or improperly prepared documents will be returned to the requester. Munitions personnel will not change or correct omissions on documents. The originator will reaccomplish documents or make corrections using a single non-obliterating line. The certifying official must initial changes to expenditures.

7.2. No changes to the quantity will be made, if the quantity is incorrect on the AF Form 2005 a new document must be accomplished by the custodian.

7.3. All expenditures will be reviewed by the MASO or designated representative and approved prior to processing by Munitions Operations. Expenditures will be submitted to Munitions Operations within five duty days from the date of expenditure.

## 8. Time-Change Procedures.

8.1. The Wing Plans and Scheduling function submits the quarterly time-change requirement forecast to Munitions Operations. T.O. 00-20-9 provides specific guidance. Wing Plans and Scheduling must ensure the accuracy of the forecast. Inaccurate or incomplete forecast information will create severe problems for OO-ALC's procurement process.

8.2. Munitions Operations must receive the quarterly time change requirements accompanied by the AF Form 2005's (see **Attachment 6**) NLT the 1st of Feb, May, Aug and Nov. Quarters are set as Jan-Mar, Apr-Jun, Jul-Sep, and Oct-Dec. This will provide Munitions Operations with sufficient time to validate the 2005's against the requirements. This will reflect the projected need dates for the aircraft assigned to the wing.

8.2.1. Any additions made to the quarterly time change requisition requirements after submission to OO/ALC will require an Out of Cycle Request letter justifying the change signed by the group commander.

8.2.2. Munitions Operations will submit a supplemental requisition to OO/ALC midway through the quarter if required (1st Apr, Jul, Oct, and Jan). Wing Plans and Scheduling will submit a consolidated out of cycle request for the affected quarter to meet this date.

**NOTE: Every effort must be made to minimize supplemental requisitions; this should be an exception rather than the rule.**

8.2.3. The utmost discretion must be employed by schedulers so as not to abuse the “Unscheduled Issue Guidelines.”

8.3. Emergency issues are defined as “an unforeseen action that would prevent an aircraft from performing its mission and where the munitions item is to be installed or consumed within 12 hours of issue.” An emergency issue should not be used in lieu of an unscheduled issue. Poor planning does not constitute an emergency.

8.3.1. Requests for items needed within 12 hours will be submitted using AF Form 2005 and be accompanied by an emergency issue request letter signed by the Squadron Maintenance Supervisor, and approved by the users Group Commander or designated representative. This letter may be hand carried or sent electronically to the approval authority. The approval authority will forward the approved issue request letter to Munitions Operations personnel for processing. Emergency issues will be honored once notification is received that an emergency exists.

8.4. It is the responsibility of the account custodian to monitor the shelf/service life of all installed munitions items.

8.5. Custodians should maintain a locally produced listing of all assets, tracked by NSN, lot number and installation date on all assets in their possession.

## **9. Control and Disposition of Munitions Scrap and Residue.**

9.1. Organizational commanders will:

9.1.1. Establish procedures for the collection and control of munitions scrap and residue generated by their organization IAW T.O. 11A-1-60, *General Instruction – Inspection of Reusable Containers and Scrap Material Generated From Items Exposed to or Containing Explosives*.

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

9.2. Account custodian or representative will:

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

9.2.2. Contact Munitions Inspection to schedule an appointment for scrap/residue turn in.

9.3. Munitions Flight will assist with the TURN-IN of munitions residue to DRMO.

## **10. Suspended or Restricted Munitions.**

10.1. Munitions Operations will review safety supplements to T.O. 11A-1-1, *Conventional Munitions Restricted or Suspended*, immediately upon receipt. Determination will be made as to whether or not effected assets exist on either Stockpile or Custody accounts by utilizing CAS-B program IS510A.

10.2. Munitions Operations will immediately notify users of suspended or restricted assets in writing and a copy will be placed in the custody account folder. Effected assets will immediately be turned into the munitions flight for proper classification and reporting.

## 11. Courtesy Storage Procedures.

11.1. The using unit is responsible for providing adequate storage for munitions in their control. Explosive storage, safety, and security criteria are defined in AFI 31-101, *The Air Force Installation Security Program* and AFMAN 91-201. Courtesy storage within the munitions storage area (MSA) is not automatic and is based on availability of storage space.

11.2. Munitions Flight is responsible for implementing and managing the munitions courtesy storage program and will assist using organizations in obtaining storage within the MSA if the using unit does not have adequate storage facilities.

11.3. The using unit will provide technical data on non-US Air Force assets, prior to storage. Non-DoD owned munitions will not be courtesy stored without proper DoD memorandum of agreements. Munitions personnel will provide the requesting unit the Courtesy Storage Agreement. Units must provide a listing of assets requiring courtesy storage, (a CAS IS507A run or itemized spread sheet) to be maintained with the agreement.

11.4. The Courtesy Storage Agreement will detail requirements for courtesy storage of munitions and will be signed by the requester and the Munitions Flight Chief.

11.4.1. The agreement will be kept on file for one year. It will be renewed or re-negotiated annually.

11.4.2. The requester will provide a current AF Form 68 or a letter signed by their commander requesting authorization for their personnel to have access to the courtesy stored munitions from their unit.

11.5. When stored in the MSA, accountability, reporting, care, and preservation of courtesy stored assets remain the sole responsibility of the using unit.

11.6. The account custodian must contact Munitions Storage personnel, to arrange removal of courtesy stored munitions at least five days in advance.

11.7. Contact Munitions Storage to obtain a copy of your agreement and review it for any changes annually.

11.8. Custodians must submit a Munitions Pull Worksheet ([Attachment 10](#)) NLT 5 days prior to a requested pull. The pull sheet will include requestors name, date required, NSN, nomenclature, document number and quantity of items required. This request can be hand carried, faxed or e-mailed to Munitions Storage.

11.9. When pulls are requested, ensure that all small lots of category D training munitions are used before requesting larger lots.

## 12. Lot Number Integrity Program.

12.1. The Air Force accounts for its munitions through the lot number integrity program. MIL-STD 1168 defines an ammunition lot number as:

12.1.1. A code number systematically assigned to each ammunition lot at the time of manufacture, assembly, or modification, that uniquely identifies the particular ammunition lot.

12.2. An ammunition lot is further defined as:

12.2.1. A Quantity of ammunition (complete rounds, components, propellant, etc.) which is manufactured or assembled by one producer under uniform condition and which is expected to function in a uniform manner. An ammunition lot is designated and identified by assignment of an ammunition lot number. All material comprising an ammunition lot must be homogeneous.

12.3. For accounting and safety reasons, account custodians must maintain lot number integrity of all munitions under their control at all times. This even includes ammunition prepared for immediate use such as small arms ammunition carried by armed security personnel. It is not within our responsibility to dictate how lot integrity is to be maintained, only to ensure that it is being done.

12.4. The primary reason to maintain lot integrity is to provide positive accounting of munitions assets. Ammunition is issued to customers by lot(s) and are listed on the Custody Account Listing (IS507A) by lot number also. Since each lot of munitions is unique, OO-ALC/WMC uses the lot number to suspend or restrict usage of munitions that have become suspect or unserviceable. These suspended or restricted lots are listed in TO 11A-1-1 and are updated periodically.

12.5. Hints to help maintain lot integrity:

12.5.1. Do not mix lot numbers within the same container.

12.5.2. Use local forms or logs to maintain lot integrity on munitions prepared for use or in operating configuration (applies only to items too small to be marked with a lot number, i.e. small arms ammunition).

12.5.3. If lot quantities allow, issue only one lot number of munitions per NSN at a time.

12.5.4. Keep containers clearly marked with lot number and quantity at all times.

12.5.5. Keep lot numbers segregated in storage when not in use.

12.5.6. Maintain sufficient empty packing containers to allow repack of all munitions that are in use or in operating configuration. This includes inner and outer pack, i.e. bandoleers, stripper clips, styrofoam inserts, etc.

### **13. Theft, Suspected Theft, or Loss of Munitions, and Relief of Accountability.**

13.1. Immediately notify the MASO and appropriate authorities whenever theft, suspected theft, loss, or deliberate destruction of munitions occurs or is suspected to have occurred. This policy applies to all ammunition or explosive items whether in transit, in storage, or issued to an organization for custody or consumption.

13.2. The MASO will notify the appropriate commander of the options available to obtain relief from accountability.

### **14. Procuring Commercial off the Shelf (COTS) Munitions.**

14.1. The intent of authorizing COTS munitions purchases is to meet unique, non-recurring, short-term (less than one year) requirements.

14.2. COTS munitions will not be stockpiled in large quantities (more than 90-day requirement).

14.3. COTS munitions will not be purchased prior to completing the procedures for approval outlined in AFI 21-201, Chapter 32. Contact Munitions Operations for further guidance concerning the procurement of COTS munitions.

**15. After Hours Support.**

15.1. Units and organizations requiring support after normal duty hours (0700-1600, Monday thru Friday) will contact the Command Post or 305 MXS Production Supervision (MIKE-5). MIKE-5 will in-turn contact the stand-by Munitions personnel.

**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.

**16. Closing a Munitions Account.**

16.1. Prior to closing a munitions account, the following actions are required:

16.1.1. The organizational commander will close the account in writing. The request will contain as a minimum the organizational account code and the date established with Munitions Inspectors to turn-in all items on this custody account.

16.1.2. When all items are turned in and processed in CAS-B the account will be closed. Until this is accomplished the primary custodian and commander remain responsible for the management of the account.

**17. Records Management.**

17.1. Maintain and dispose of records according to AFMAN 37-139, *Records Disposition Schedule*.

**18. Mobility.**

18.1. Ammunition deployed for contingency operations or normal TDY must be accounted for IAW AFI 21-201.

18.2. Procedures in AFI 21-201 are complicated and cover a wide range of possibilities. Generally the following procedures will be followed when deployments are planned to a location with an established munitions (FV or FK) account:

18.2.1. Munitions custodians who deploy from their home station tell the home station MASO in writing what items they are planning to deploy with, and the destination and duration of the deployment. The home station MASO will transfer all required munitions allocations for these munitions. Custodians may hand carry the allocation transfer documentation.

18.2.2. Custodians will turn-in (paperwork transaction only) the munitions on their account which they plan to deploy with. They will obtain shipping documents from the home station MASO which they will present with the allocation document to the gaining MASO at the deployed location. If time constraints do not allow the custodian to obtain these documents prior to deploying they will be mailed by the losing MASO to the gaining MASO.

18.3. Upon arrival the deployed custodian sets up a munitions account with the gaining MASO.

18.4. The custodian asks the MASO to issue all required items to the new custody account (paperwork only if the items are required to remain with the custodian to meet operational needs).

18.5. The custodian will follow the gaining MASO's established procedures for accountability. Upon completion of the deployment reverse the procedures above to return the deployed munitions and remaining allocations (if any) to the home station.

18.6. Units deploying to austere or bare base locations without an established munitions account will contact their MAJCOM headquarters or Theater Ammunition Control Point (TACP) responsible for the deploying area for guidance concerning accountability procedures.

18.7. Due to complex procedures required for deployments, contact Munitions Operations for guidance immediately following deployment notification.

**19. Reporting Munitions Items which are immediately dangerous to Life and/or Property.**

19.1. Ammunition and explosives which are immediately dangerous to life and/or property must be immediately reported to Explosive Ordnance Disposal (EOD) personnel and other agencies (i.e., Fire Department, Security Police) as required.

19.2. The custodian is required to contact the MASO within 72 hours of discovery. The custodian will provide a turn-in document for any asset turned over to EOD. This document will be signed in block A and block B by an authorized EOD personnel and will be processed by Munitions Operations to transfer accountability to EOD.

19.3. If you have an emergency situation which requires the assistance of McGuire EOD during duty hours, contact EOD directly, after duty hours contact the Command Post.

19.4. In the event that an incident involving a munitions item malfunction/defect not caused by human error, the Rapid Response Team may need to be called. Contact Munitions flight chief for further guidance.

JIMMIE J. JACKSON, JR., Colonel, USAF  
Commander, 305th Air Mobility Wing

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

DOD 5100.76-M, *Physical Security of Sensitive Conventional Arms, Ammunitions and Explosives*  
AFCAT 21-209, *Ground Munitions*  
AFI 10-403, *Deployment Planning*  
AFI 21-109, *Communication Security (COMSEC) Equipment Maintenance and Training*  
AFI 21-201, *Management and Maintenance of Non-nuclear Munitions*  
AFI 23-111, *Management of Government Property in Possession of the Air Force*  
AFMAN 23-220, *Reports of Survey for Air Force Property*  
AFI 31-207, *Arming and Use of Force by Air Force Personnel*  
AFI 31-209, *The Air Force Resource Protection Program*  
AFI 36-2217, *Munitions Requirements for Aircrew Training*  
AFMAN 91-201, *Explosive Safety Standards*  
T.O. 00-20-9, *Forecasting Replacement for Selected Calendar and Hourly Time Change Items*  
T.O. 11A-1-1, *Conventional Ammunition, Restricted or Suspended*  
T.O. 11A-1-10, *General Instructions Munitions Serviceability Procedures*  
T.O. 11A-1-46, *Fire Fighting Guidance, Transportation, and Storage Management Data and Ammunition Complete Round Chart*  
T.O. 11A-1-60, *General Inspection of Reusable Munitions Containers and Scrap Material Generated from Items Exposed to or Containing Explosives*

***Abbreviations and Acronyms***

**AF**—Air Force  
**AFI**—Air Force Instruction  
**AFMAN**—Air Force Manual  
**BITS**—Base Information Transfer Center  
**CAS-B**—Combat Ammunition System Base  
**CAS**—Combat Ammunition System  
**COTS**—Commercial off the Shelf  
**DIFM**—Due in from Maintenance  
**DoD**—Department of Defense  
**DODIC**—Department of Defense Identification Code

**DOT**—Department of Transportation  
**EOD**—Explosive Ordinance Disposal  
**FOB**—Found on Base  
**FUC**—Functional User Code  
**GOV**—Government Vehicles  
**IAW**—In Accordance With  
**MAJCOM**—Major Command  
**MASO**—Munitions Accountable Systems Officer  
**MIL-STD**—Military Standards  
**MSA**—Munitions Storage Area  
**NLT**—No Later Than  
**NSN**—National Stock Number  
**OO-ALC**—Ogden Air Logistics Center  
**PA**—Privacy Act  
**QUP**—Quantity Unit Pack  
**T.O.**—Technical Order  
**TACP**—Theater Ammunition Control Point  
**TCTO**—Time Compliance Technical order  
**TDY**—Temporary Duty  
**WRM**—War Reserve Material

### *Terms*

**Accountability**—the obligation imposed on a person by law, lawful order, or regulation for keeping accurate, auditable records of property. The person having this obligation may or may not have actual possession of the property. Accountability is concerned primarily with records, while responsibility is concerned with custody, care, and safekeeping. Accountability for munitions begins with issue and continues until the item is expended, or relief from property responsibility is approved.

**Allocation**—the quantity of munitions approved by MAJCOM and Air Logistic Center (ALC) for use by the forecasting organization. The allocation is a fiscal year requirement and may be more or less than the forecasted or authorized quantity.

**Ammunition**—a complete device charged with explosives, propellant, pyrotechnics, initiating composition, or nuclear, biological, or chemical material for use in military operations, including demolition.

**Audit Trail**—a distinct, documented chain of events that shows all actions affecting accountability from time of issue to expenditure of munitions.

**Commander**—for the purpose of this instruction, references to the commander indicate the using

organization commander.

**Commercial Off the Shelf (COTS) Munitions**—locally purchased commercial explosives or munitions.

**Condition Code**—assets are assigned a specific condition code by certified munitions inspectors according to specific item technical orders and technical order 11A-1-10.

**Consumption Issue**—an issue to an organization which must be consumed on the day of issue, or within a 15 day period from date of issue if adequate storage capabilities exist within the receiving unit. Bench stock type issues may be retained for more than 15 days. Appropriate turn-in must be accomplished if munitions are not consumed or installed within 15 days of date and time of issue.

**Courtesy Storage**—ammunition or explosives belonging to an organization and stored in the munitions storage area. Such storage must be in the best interest of the organization and the Air Force and is required for customers not having a licensed storage facility. Courtesy storage is approved on a case by case basis and is dependent on available storage space. The owning organization remains accountable and responsible for these assets.

**Custodian**—the individual designated in writing by the commander to manage munitions for the organization. The custodian is responsible for properly accounting for munitions in accordance with this instruction and other applicable directives.

**Custody Issue**—issues of munitions to an organization's custody account for use at a later time. Munitions will remain on accountable records until expended, turned in, or the Munitions Accountable Systems Officer (MASO) is notified in writing of a lost item and appropriate action has been taken.

**Due-In-From-Maintenance (DIFM)**—indicates a like item must be turned-in using the same document number assigned to the replacement item being issued.

**Found on Base Turn-in (FOB)**—examples of FOB turn-ins are: Items found outside the munitions storage area or licensed storage facility, items removed from an amnesty box, items removed from, or left by transient aircraft, containers, or confiscated munitions.

**Frozen or Suspended Account**—accounts may be frozen or suspended when the MASO perceives the account is not being properly maintained or required documentation is not filed. The primary criteria are failure to comply with regulations or breach of accountability. Accounts are temporarily frozen while the account is being inventoried.

**Lot Number**—alphanumeric series of characters assigned to each munitions lot at the time of manufacture, assembly, or modification.

**Major Category Code**—code assigned during allocation process that identifies the intended method of use for each item; i.e. category D assets are intended for consumable training use.

**Munitions Accountable Systems Officer (MASO)**—the individual, military or civilian, assigned the responsibility to account for, manage, and report ammunition or explosive items on an Air Force munitions account.

**Munitions Flight**—the flight assigned responsibility for the maintenance, storage, inspection, and accountability of munitions in base stock.

**Munitions Operations (AFK)**—supply designator assigned by the Air Force indicating a Munitions Operations function operating under Combat Ammunition System-Base (CAS-B) computer system

procedures.

**Munitions Scrap and Residue**—material remaining after munitions item has had its explosive filler removed by either normal functioning or demilitarization. Demilitarization includes detonation, burning, and removal of explosives by chemical washout or other accepted means.

**Pecuniary Liability**—liability incurred through command, supervisory, custodial, or personal responsibility for loss, damage, or destruction of property resulting from willful misconduct, deliberate unauthorized use, or negligence. Financially responsible persons having command, supervisory, or custodial responsibility will be held liable for loss, damage, or destruction of property resulting from willful misconduct, deliberate unauthorized use, or negligence.

**Restricted or Suspended Munitions**—items that cannot be expected to meet performance standards and are suspended or restricted from use. The MASO notifies organizations possessing these munitions and directs their turn-in to prevent mishaps.

**Reusable Container**—a container designed and designated for reuse.

**Time Compliance Technical Order (TCTO)**—an authorized directive issued to provide activity instructions for accomplishing one-time changes, modifications, inspection of munitions, or installation of new components.

**Attachment 2****AF FORM 68 INSTRUCTIONS****INSTRUCTIONS:**

BLOCK A - Munitions Operations will fill in this block

BLOCK B - Enter the initiating commander's office symbol

BLOCK C - 305MXS/MXMW

BLOCK D - State type of account: Custody, consumption, DIFM, also state the authorizing directive and the purpose for which the requested munitions will be used, i.e. assets will be used for training IAW Air Force Instructions

BLOCK E - Enter the primary custodian's building number

BLOCK F - Enter the primary custodian's office symbol

BLOCK G - Enter the custody account (ORG/SHOP) number assigned by 305MXS/MXMW - If initial request, leave blank

BLOCK H - Enter the MAJCOM that the organization falls under

BLOCK I - Enter the certifying official's last name, first name, middle initial

BLOCK J - Enter the individual's rank

BLOCK K - Enter the individual's SSAN

BLOCK L - Enter the individual's duty phone number

BLOCK M - Leave blank

BLOCK N - Individual's payroll signature

BLOCK O - Enter the individual's last name, first name, middle initial

BLOCK P - Leave blank

BLOCK Q - Enter "P" if individual is the primary custodian (only one primary is authorized). Enter "A" if individual is to be an alternate custodian (there must be at least one alternate)

BLOCK R - Enter the security classification of the individual if they are authorized to receive classified items, otherwise enter N/A

BLOCK S - Enter the individual's rank

BLOCK T - Enter the individual's SSAN

BLOCK U - Enter the individual's duty phone number

BLOCK V - Individual's payroll signature

BLOCK W - Enter the date of the document this form supersedes (if it is the initial AF Form 68, put "initial")

BLOCK X - Enter the commander's signature block

BLOCK Y - Enter the commander's duty phone number

BLOCK Z - Commander's payroll signature





Attachment 3

EXPENDITURES

- BLOCK A - Printed name and signature of organizational commander or designated representative, rank, phone number, and date.
- BLOCK D - Lot/Serial number and condition code of items expended/installed. If more than one lot/serial number, prepare a separate document for each.
- BLOCK E - The Statement "Certified Custody Expenditure" and the reason for use (i.e., for training, operations, etc.), authorized directive, and custodian signature.
- BLOCK I - Category code of munitions expended (from IS507A).
- BLOCK J - Nomenclature of item.

COLUMNS:

- 1-3 EXP
- 8-22 National Stock Number
- 23-24 Unit of Issue
- 25-29 Quantity
- 30 S
- 31-43 Document Number of issued assets (from IS507A)

|   |  |  |   |
|---|--|--|---|
| TRIC<br>1 2 3<br>E X P                                    | DELIVERY DATE<br>4 5 6 7   | A. INCHECKER, NAME, DATE (TRIC)<br>JOHN J. DOE, MSGT, USAF<br>23 MAY 03 754-1234<br>REQUEST, TIME & DATE (ISU) | B. INSPECTOR, NAME-STAMP, DATE (TRIC)<br><i>John J. Doe</i>                                       |
| ISSUE/TURN-IN REQUEST                                     | STOCK NUMBER<br>8 9 10 11 12 13 14 15 16 17 18 19 20 21 22<br>1 3 0 5 0 1 1 7 2 9 5 5 8  | UNIT OF ISSUE<br>23 24<br>E A 0 6 0 0 0  | C. DOCUMENT NUMBER<br>30 31 32 33 34 35 36 37 38 39 40 41 42 43 44<br>S 1 8 7 D P 2 2 2 2 0 0 4 2 |
| D. PART NUMBER/MSFR CODE OR NAME/REMARKS<br>LC-85K001-001 | E. T.O. REFERENCE/TECHNICAL PUBLICATION OR END-ITEM APPLICATION/NEXT HIGHER ASSEMBLY<br>C/C A<br>CERTIFIED CUSTODY EXPENDITURE FOR TRAINING LAW<br>AFCAT 21-209. | F. T.O. PSC AND/OR DMC<br>62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80                             | G. TIME & DATE OF DELIVERY  |
| H. DELIVERY TIME  | I. CATEGORY CODE<br>CAT-D  | J. NOMENCLATURE<br>CTG., 9MM BALL  |   |

AF FORM 2005. 19860601 (EF-V3) PREVIOUS EDITION WILL BE USED.

Attachment 4

CUSTODY ISSUE

- BLOCK A - Print name, rank, phone number, and date. Signature of certifying official
- BLOCK E - Certifying statement "Certified Custody Issue Request" reason for (i.e., training, base defense, etc.) and justification(i.e., AFCAT 21-209)
- BLOCK G - Date and time required
- BLOCK I - Category Code of item requested
- BLOCK J - Nomenclature of requested item

COLUMNS:

- 1-3 ISU
- 8-22 National Stock Number
- 23-24 Unit of Issue
- 25-29 Quantity
- 30 S
- 31-35 Organization and Shop Code

|                       |  |  |  |                               |  |  |  |  |  |  |  |  |  |  |  |  |  |                          |  |                              |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| ISSUE/TURN-IN REQUEST | TRIC DELIVER TO TEST BOX                               |  |  |                               |  |  |  | A. INSPECTOR, NAME, DATE (TRIC)<br>JOHN J. DOE, MSGT, USAF<br>23 MAY 03 754-1234<br>REQUEST, TIME & DATE (ISU) |  |  |  |  |  |  |  |  |  |                          |  |                              |  | B. INSPECTOR, NAME-STAMP, DATE (TRIC)<br><i>John J. Doe</i> |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                       | ISU  |  |  | STOCK NUMBER<br>1305011729558 |  |  |  |  |  |  |  |  |  |  |  |  |  | UNIT OF ISSUE<br>EA06000 |  | C. DOCUMENT NUMBER<br>S187DP |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                       | D. PART NUMBER/MGR CODE OR NAME/REMARKS<br>Part Number |  |  |                               |  |  |  |  |  |  |  |  |  |  | E. T.O. REFERENCE/TECHNICAL PUBLICATION OR END-ITEM APPLICATION/NEXT HIGHER ASSEMBLY<br>CERTIFIED CUSTODY ISSUE FOR TRAINING IAW AFCAT 21-209. |  |  |                          |  |                              |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                       | G. TIME & DATE OF DELIVERY<br>09 JUNE 03               |  |  |                               |  |  |  |  |  |  |  |  |  |  | H. DELIVERY TIME<br>CAT-D  |  |  |                          |  |                              |  | J. NOMENCLATURE<br>CTG., 9MM BALL                           |  |  |  |  |  |  |  |  |  |  |  |  |  |

AF FORM 2005. 19860601 (EF-V3)

PREVIOUS EDITION WILL BE USED.

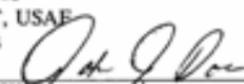
Attachment 5

CONSUMPTION ISSUE

- BLOCK A - Print name, rank, phone number, and date. Signature of certifying official.
- BLOCK C - Grounding date of aircraft for Time Change items only. Leave blank for all others.
- BLOCK E - Certifying statement "Certified Consumption Issue Request," reason for (i.e., training, base defense, etc.) and justification(i.e., AFCAT 21-209). If initial issue state "Certified initial issue request".
- BLOCK I - Category Code of item requested.
- BLOCK J - Nomenclature of requested item

COLUMNS:

- 1-3 ISU
- 8-22 National Stock Number
- 23-24 Unit of Issue
- 25-29 Quantity
- 30 R
- 31-35 Organization and Shop Code

|  |    |    |    |    |    |    |  |    |    |    |    |    |    |   |    |    |    |    |    |    |    |            |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|--|----|----|----|----|----|----|--|----|----|----|----|----|----|---|----|----|----|----|----|----|----|------------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| TRIC                                     |    |    |    |    |    |    | A. INSPECTOR, NAME, DATE (TIN)   |    |    |    |    |    |    | B. INSPECTOR, NAME-STAMP, DATE (TIN)  |    |    |    |    |    |    |    |            |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 1  | 2  | 3  | 4  | 5  | 6  | 7  | JOHN J. DOE, MSGT, USAF  |    |    |    |    |    |    |  |    |    |    |    |    |    |    |            |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| ISU                                      |    |    |    |    |    |    | 23 MAY 03 754-123  |    |    |    |    |    |    |   |    |    |    |    |    |    |    |            |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| STOCK NUMBER                             |    |    |    |    |    |    | C.   |    |    |    |    |    |    | DOCUMENT NUMBER   |    |    |    |    |    |    |    |            |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 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 |
| 1  | 3  | 7  | 7  | 0  | 1  | 3  | 6  | 0  | 4  | 9  | 0  | 4  | E  | S   | E  | A  | 0  | 0  | 0  | 0  | 8  | 09 JUNE 03 | R  | 2  | 3  | 9  | C  | H  |    |    |    |    |    |    |    |    |
| Part Number                              |    |    |    |    |    |    | E. T.O. REFERENCE/TECHNICAL PUBLICATION OR END-ITEM APPLICATION/NEXT PROPER ASSEMBLY |    |    |    |    |    |    | F. T.O. PSC AND/OR ERRC   |    |    |    |    |    |    |    |            |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| D. PART NUMBER/MQFR CODE OR NAME/REMARKS |    |    |    |    |    |    | CERTIFIED INITIAL CONSUMPTION ISSUE REQUEST FOR TIME CHANGE IAW AFI 21-201.          |    |    |    |    |    |    |   |    |    |    |    |    |    |    |            |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| WORK ORDER                               |    |    |    |    |    |    | MARK FOR   |    |    |    |    |    |    | F. T.O. PSC AND/OR ERRC   |    |    |    |    |    |    |    |            |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 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 |    |
| G. TIME & DATE OF DELIVERY               |    |    |    |    |    |    | H. DELIVERY TIME   |    |    |    |    |    |    | J. NOMENCLATURE   |    |    |    |    |    |    |    |            |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|  |    |    |    |    |    |    | CAT-S  |    |    |    |    |    |    | CTG. DELAY, 4.0 SECOND  |    |    |    |    |    |    |    |            |    |    |    |    |    |    |    |    |    |    |    |    |    |    |

Attachment 6

DIFM ISSUE

DIFM issues will be filled out as follows:

- BLOCK A - Print name, rank, phone number, and date. Signature of certifying official.
- BLOCK C - Grounding date of aircraft.
- BLOCK E - Statement "Certified DIFM Issue Request for Time Change IAW," and authorizing directive (i.e., regulation, tech order, manual, etc.).
- BLOCK I - Category Code of item requested.
- BLOCK J - Nomenclature of requested item

COLUMNS:

- 1-3 ISU
- 4-7 DIFM
- 8-22 National Stock Number
- 23-24 Unit of Issue
- 25-29 Quantity
- 30 R
- 31-35 Organization and Shop Code

|                            |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                                |  |  |  |  |  |  |  |  |  |  |  |  |  |
|----------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|
| TRIC<br>1 2 3 4 5 6 7      |  |  |  |  |  |  | A. INSPECTOR, NAME, DATE (TRIC)<br>JOHN J. DOE, MSGT, USAF<br>23 MAY 03 754-123<br>REQUEST, TIME & DATE (SU)   |  |  |  |  |  |  |  |  |  |  |  |  |  | B. INSPECTOR, NAME, STAMP, DATE (TRIC)             |  |  |  |  |  |  |  |  |  |  |  |  |  |                                |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ISUDIFM                    |  |  |  |  |  |  | C. STOCK NUMBER<br>1 3 7 7 0 1 3 6 0 4 9 0 4 E S E A 0 0 0 0 8   |  |  |  |  |  |  |  |  |  |  |  |  |  | C. QUANTITY<br>09 JUNE 03                          |  |  |  |  |  |  |  |  |  |  |  |  |  | DOCUMENT NUMBER<br>R 2 3 9 C H |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Part Number                |  |  |  |  |  |  | E. T.O. REFERENCE/TECHNICAL PUBLICATION OR END-ITEM APPLICATION/NEXT HIGHER ASSEMBLY<br>CERTIFIED DIFM ISSUE REQUEST FOR TIME CHANGE IAW AFI 21-201. |  |  |  |  |  |  |  |  |  |  |  |  |  | D. PART NUMBER/MOFR CODE OR NAME/REMARKS           |  |  |  |  |  |  |  |  |  |  |  |  |  |                                |  |  |  |  |  |  |  |  |  |  |  |  |  |
| WORK ORDER                 |  |  |  |  |  |  | F. T.O. PSC AND/OR ENRC  |  |  |  |  |  |  |  |  |  |  |  |  |  | MARK FOR   |  |  |  |  |  |  |  |  |  |  |  |  |  |                                |  |  |  |  |  |  |  |  |  |  |  |  |  |
| G. TIME & DATE OF DELIVERY |  |  |  |  |  |  | H. DELIVERY TIME   |  |  |  |  |  |  |  |  |  |  |  |  |  | I. J. NOMENCLATURE<br>CAT-S CTG. DELAY, 4.0 SECOND |  |  |  |  |  |  |  |  |  |  |  |  |  |                                |  |  |  |  |  |  |  |  |  |  |  |  |  |

AF FORM 2005. 19860601 (EF-V3) PREVIOUS EDITION WILL BE USED.

Attachment 7

CUSTODY TURN IN

- BLOCK A - Ensure the In-checker prints their name, rank, date, and sign their name, and gives you a copy of AF Form 2005.
- BLOCK D - Lot/Serial number and condition code of item being turned-in. If more than one lot/serial number, prepare a separate document for each.
- BLOCK E - The Statement "Certified Custody Turn-in" and the Reason the item is being turned-in (see Attachment E-1) and the controlled item code (CIC).
- BLOCK I - Category Code.
- BLOCK J - Nomenclature of item.

COLUMNS:

- 1-3 TIN
- 8-22 National Stock Number
- 23-24 Unit of Issue
- 25-29 Quantity being turned-in
- 30 S
- 31-43 Document Number (from IS507A listing)

|                       |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |                                   |  |  |  |  |  |  |  |  |
|-----------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|---|--|--|--|--|--|--|--|--|--|--|--|-----------------------------------|--|--|--|--|--|--|--|--|
| ISSUE/TURN-IN REQUEST | TRIC<br>1 2 3 4 5 6 7<br>T I N   |  |  |  |  |  |  | A. IN-CHECKER, NAME, DATE (TIN)<br>JOHN J. DOE, MSGT, USAF<br>23 MAY 03 754-1234<br>REQUEST, TIME & DATE (ISL) |  |  |  |  |  |  |  |  |  |  |  |  |  | B. INSPECTOR, NAME-STAMP, DATE (TIN)<br><i>John J. Doe</i> |   |  |  |  |  |  |  |  |  |  |  |  |                                   |  |  |  |  |  |  |  |  |
|                       | C. STOCK NUMBER<br>8 9 10 11 12 13 14 15 16 17 18 19 20 21 22<br>1 3 0 5 0 1 1 7 2 9 5 5 8   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | UNIT OF ISSUE<br>23 24<br>E A 0 6 0 0 0   |  |  |  |  |  | DOCUMENT NUMBER<br>30 31 32 33 34 35 36 37 38 39 40 41 42 43 44<br>S 1 8 7 D P 2 2 2 2 0 0 4 2 |  |  |  |  |  |                                   |  |  |  |  |  |  |  |  |
|                       | D. PART NUMBER/MGR CODE OR NAME/REMARKS<br>LC-85K001-001   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | E. T.O. REFERENCE/TECHNICAL PUBLICATION OR END-ITEM APPLICATION/NEXT HIGHER ASSEMBLY<br>C/C A |  |  |  |  |  | CERTIFIED CUSTODY TURN IN OF SERVICEABLE EXCESS.   |  |  |  |  |  |                                   |  |  |  |  |  |  |  |  |
|                       | F. T.O. PSC AND/OR ENIC<br>45:148:47:48:49:50 51:53: 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 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | G. TIME & DATE OF DELIVERY  |  |  |  |  |  | H. DELIVERY TIME<br>CAT-D  |  |  |  |  |  | I. NOMENCLATURE<br>CTG., 9MM BALL |  |  |  |  |  |  |  |  |

Attachment 8

DIFM TURN IN

- BLOCK A - Ensure the In-checker prints their name, rank, date, and sign their name, and gives you a copy of AF Form 2005.
- BLOCK D - Lot/Serial number of item being turned-in. This must be the same lot number of the items that were issued as replacement. If more than one lot/serial number, prepare a separate document for each one.
- BLOCK E - The Statement "Certified DIFM Turn-in" and the Reason the item is being turned-in.
- BLOCK J - Nomenclature of item.

COLUMNS:

- 1-7 TINDIFM
- 8-22 National Stock Number
- 23-24 Unit of Issue
- 25-29 Quantity
- 30 R
- 31-43 Document Number from issue document

**NOTE:** If the asset being turned-in is a substitute NSN, blocks 8-22 must contain the NSN that was issued and must match the DIFM listing. Write the actual NSN of the asset being turned-in in the part number field. This will ensure the DIFM detail is properly cleared. After the ISU is processed an identity change will then be accomplished by the inspection section to change issued NSN to actual NSN.

|   |   |  |  |  |  |  |                  |                                 |  |  |  |  |  |    |  |  |  |  |  |  |                 |                                      |  |  |  |  |  |  |  |  |  |  |  |  |  |
|---|---|--|--|--|--|--|------------------|---------------------------------|--|--|--|--|--|----|--|--|--|--|--|--|-----------------|--------------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|
| ISSUE/TURN-IN REQUEST   | TRIC DELIST. EQ. 1 2 3 4 5 6 7              |  |  |  |  |  |                  | A. IN-CHECKER, NAME, DATE (TIN) |  |  |  |  |  |    |  |  |  |  |  |  |                 | B. INSPECTOR, NAME-STAMP, DATE (TIN) |  |  |  |  |  |  |  |  |  |  |  |  |  |
|   | T I N D I F M                               |  |  |  |  |  |                  |                                 |  |  |  |  |  |    |  |  |  |  |  |  |                 |                                      |  |  |  |  |  |  |  |  |  |  |  |  |  |
|   | REQUEST, TIME & DATE (ISU)                  |  |  |  |  |  |                  |                                 |  |  |  |  |  |    |  |  |  |  |  |  |                 |                                      |  |  |  |  |  |  |  |  |  |  |  |  |  |
|   | STOCK NUMBER                                |  |  |  |  |  |                  |                                 |  |  |  |  |  |    | DOCUMENT NUMBER  |  |  |  |  |  |                 |                                      |  |  |  |  |  |  |  |  |  |  |  |  |  |
|   | 1 3 7 7 0 1 3 6 0 4 9 0 4 E S E A 0 0 0 0 8 |  |  |  |  |  |                  |                                 |  |  |  |  |  |    | R 2 3 9 C H 3 1 4 9 0 0 0 3  |  |  |  |  |  |                 |                                      |  |  |  |  |  |  |  |  |  |  |  |  |  |
|   | Part Number                                 |  |  |  |  |  |                  |                                 |  |  |  |  |  |    | E. T.O. REFERENCE/TECHNICAL PUBLICATION OR END-ITEM APPLICATION/NEXT HIGHER ASSEMBLY |  |  |  |  |  |                 |                                      |  |  |  |  |  |  |  |  |  |  |  |  |  |
|   | D. PART NUMBER/MOFR CODE OR NAME/REMARKS    |  |  |  |  |  |                  |                                 |  |  |  |  |  |    | CERTIFIED DIFM TURN IN OF MUNITIONS IAW AFI 21-201.                                  |  |  |  |  |  |                 |                                      |  |  |  |  |  |  |  |  |  |  |  |  |  |
|   | TZM98M001-034 C/C A                         |  |  |  |  |  |                  |                                 |  |  |  |  |  |    |  |  |  |  |  |  |                 |                                      |  |  |  |  |  |  |  |  |  |  |  |  |  |
|   | WORK ORDER                                  |  |  |  |  |  |                  |                                 |  |  |  |  |  |    | MARK FOR   |  |  |  |  |  |                 |                                      |  |  |  |  |  |  |  |  |  |  |  |  |  |
|   | 45/46/47/48/49/50                           |  |  |  |  |  |                  |                                 |  |  |  |  |  |    | 67/68/69/70/71/72/73/74/75/76/77/78/79/80  |  |  |  |  |  |                 |                                      |  |  |  |  |  |  |  |  |  |  |  |  |  |
| G. TIME & DATE OF DELIVERY                                    |   |  |  |  |  |  | H. DELIVERY TIME |                                 |  |  |  |  |  | I. |  |  |  |  |  |  | J. NOMENCLATURE |                                      |  |  |  |  |  |  |  |  |  |  |  |  |  |
| CTG. DELAY, 4.0 SECOND  |   |  |  |  |  |  |                  |                                 |  |  |  |  |  |    |  |  |  |  |  |  |                 |                                      |  |  |  |  |  |  |  |  |  |  |  |  |  |
| AF FORM 2005, 19860601 (EF-V3) PREVIOUS EDITION WILL BE USED. |   |  |  |  |  |  |                  |                                 |  |  |  |  |  |    |  |  |  |  |  |  |                 |                                      |  |  |  |  |  |  |  |  |  |  |  |  |  |

Attachment 9

FOB TURN IN

BLOCK A - Ensure the In-checker prints their name, rank, date, and sign their name, and gives you a copy of AF Form 2005.

BLOCK D - Lot/Serial number of item being turned-in. If more than one lot/serial number, prepare a separate document for each.

BLOCK E - Reason the item is being turned-in (be specific, list circumstances required for FOB action, continue on the reverse of AF Form 2005 if more room is needed).

BLOCK J - Nomenclature of item

COLUMNS:

1-6 TINFOB

8-22 National Stock Number if known. If the asset cannot be accurately identified leave this block blank

23-24 Unit of Issue

25-29 Quantity

NOTE: For found on base munitions, the statement "I have determined upon review of the transaction that a special inventory is/is not required" must be completed by the MASO or designated representative on the CAS-B turn-in document.

|   |           |     |                  |     |           |                                |                                      |                 |                 |                         |  |          |    |                 |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|---|-----------|-----|------------------|-----|-----------|--------------------------------|--------------------------------------|-----------------|-----------------|-------------------------|--|----------|----|-----------------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| TRIC                                    | DELIVERY  | EAS | ISSUES           | NO. | SER.      | A. INCHECKER, NAME, DATE (TIN) | B. INSPECTOR, NAME-STAMP, DATE (TIN) |                 |                 |                         |  |          |    |                 |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 1                                       | 2         | 3   | 4                | 5   | 6         |                                |                                      |                 |                 |                         |  |          |    |                 |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| TINFOB                                  |           |     |                  |     |           | REQUEST, TIME & DATE (ISU)     |                                      |                 |                 |                         |  |          |    |                 |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| STOCK NUMBER                            |           |     |                  |     |           |                                |                                      |                 |                 |                         | UNIT OF ISSUE  | QUANTITY | C. | DOCUMENT NUMBER |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 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 |
| 1305011729558                           |           |     |                  |     |           |                                |                                      |                 |                 |                         | EA06000  |          |    |                 |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Part Number                             |           |     |                  |     |           |                                |                                      |                 |                 |                         |  |          |    |                 |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| D. PART NUMBER/MGR CODE OR NAME/REMARKS |           |     |                  |     |           |                                |                                      |                 |                 |                         | E. T.O. REFERENCE/TECHNICAL PUBLICATION OR END-ITEM APPLICATION/NEXT HIGHER ASSEMBLY |          |    |                 |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| LC-85K001-001                           |           |     |                  |     |           |                                |                                      |                 |                 |                         | CERTIFIED FOB TURN IN OF MUNITIONS RETURNED FROM DEPLOYMENT.                         |          |    |                 |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| C/C A                                   |           |     |                  |     |           |                                |                                      |                 |                 |                         |  |          |    |                 |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| WORK ORDER                              | TEACH/FAE | SQ  | PROJECT          | FR  | REG/DELST | LWC                            | MARR/PSR                             | DOCUMENT NUMBER | POST/POST       | F. T.O. PSC AND/OR SWIC |  |          |    |                 |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 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 |    |
| G. TIME & DATE OF DELIVERY              |           |     | H. DELIVERY TIME |     |           | I.                             |                                      |                 | J. NOMENCLATURE |                         |  |          |    |                 |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|   |           |     |                  |     |           |                                |                                      |                 | CTG., 9MM BALL  |                         |  |          |    |                 |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |

**Attachment 10**

**MUNITIONS PULL SHEET INSTRUCTIONS**

INSTRUCTIONS:

BLOCK A - Custody Account Number

BLOCK B - Date Required

BLOCK C - Name Of Custodian Submitting Request

BLOCK D - Phone Number Of Requestor

BLOCK E - National Stock Number Of Item Required

BLOCK F - Nomenclature Of Item Required

BLOCK G - Lot Number Of Item Required

BLOCK H - Document Number Of Item Required

BLOCK I - Quantity Required

BLOCK J - Category Code Of Item Required

BLOCK K - Any Remarks

Attachment 11

MUNITIONS PULL SHEET

ACCOUNT:   A   REQUESTED TIME/DATE FOR PULL   B    
 REQUESTOR NAME: \_\_\_\_\_ C \_\_\_\_\_ TEL.#:   D    
 //

NSN:   E   NOUN:   F    
 LOT #:   G   DOC #:   H   QTY   I   CAT CODE   J    
 REMARKS:   K    
 LOCATION: \_\_\_\_\_  
 //

NSN: \_\_\_\_\_ NOUN: \_\_\_\_\_  
 LOT #: \_\_\_\_\_ DOC #: \_\_\_\_\_ QTY \_\_\_\_\_ CAT CODE \_\_\_\_\_  
 REMARKS: \_\_\_\_\_  
 LOCATION: \_\_\_\_\_

NSN: \_\_\_\_\_ NOUN: \_\_\_\_\_  
 LOT #: \_\_\_\_\_ DOC #: \_\_\_\_\_ QTY \_\_\_\_\_ CAT CODE \_\_\_\_\_  
 REMARKS: \_\_\_\_\_  
 LOCATION: \_\_\_\_\_

NSN: \_\_\_\_\_ NOUN: \_\_\_\_\_  
 LOT #: \_\_\_\_\_ DOC #: \_\_\_\_\_ QTY \_\_\_\_\_ CAT CODE \_\_\_\_\_  
 REMARKS: \_\_\_\_\_  
 LOCATION: \_\_\_\_\_

NSN: \_\_\_\_\_ NOUN: \_\_\_\_\_  
 LOT #: \_\_\_\_\_ DOC #: \_\_\_\_\_ QTY \_\_\_\_\_ CAT CODE \_\_\_\_\_  
 REMARKS: \_\_\_\_\_