

**BY ORDER OF THE COMMANDER
375TH AIRLIFT WING**

**SCOTT AIR FORCE BASE
INSTRUCTION 21-201**

15 AUGUST 2002

Maintenance



**CONVENTIONAL MUNITIONS OPERATIONS
PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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

OPR: 375 MXS/LGMW (TSgt McNulty)
Supersedes SAFBI 21-201, 19 April 1996.

Certified by: 375 MXS/LGME (Lt Rardin)
Pages: 18
Distribution: F

This instruction lists the responsibilities of the organizational commanders and munitions custodians; explains how to request, account for, control, safeguard, forecast, issue, and turn in conventional munitions. Procedures established apply to all organizations assigned or attached to Scott AFB that have a valid requirement to consume or maintain munitions. In addition to local policies and procedures detailed herein, requirements in the following publications apply: Air Force Computer Systems Manual (AFCSM) 33-824, *Software Center Operator Manual*; Air Force Manual (AFMAN) 24-204, *Preparing Hazardous Materials for Military Air Shipments*; Air Force Catalog (AFCAT) 21-209, *Ground Munitions*; AFMANs 23-110, *USAF Supply Manual*, and 91-201, *Explosives Safety Standards*; Air Force Instructions (AFI) 21-201, *Management and Maintenance of Non-Nuclear Munitions*; 24-201, *Cargo Movement*; 24-202, *Preservation and Packing*; 31-207, *Arming and Use of Force by Air Force Personnel*; 91-202, *The US Air Force Mishap Prevention Program*; and 91-205, *Non-Nuclear Munitions Safety Board*; Air Force Joint Instruction (AFJI) 31-102, *Physical Security*; Technical Orders (T.O.) 11A-1-1, *Conventional Munitions*, 11A-1-10, *Air Force Munitions Surveillance Program and Serviceability Procedures*, 11A-1-60, *General Instructions-Inspection of Reusable Munitions Containers and Scrap Material Generated from Items Exposed to or Containing Explosives*, and specific munitions item T.O.s.

SUMMARY OF REVISIONS

This instruction has been revised to update current policies and procedures in accordance with (IAW) AFI 33-360, Vol 1, *Publications Management Program*; add **Attachment 1**, Glossary Of References And Supporting Information; and updates governing directives since the last revision. **A bar (|) indicates a change since the last edition.**

1. Policy. Accountability and inventory control integrity must be assured to prevent sensitive, pilferable, and hazardous ammunition from getting into unauthorized hands. The Munitions Accountable Systems Officer (MASO) will maintain accountability until munitions items are expended, shipped, disposed of, or otherwise adjusted from computer records. Organizational commanders assume full responsibility for all

munitions received by their organizations. Using munitions for other purposes may constitute violation of the Air Force Fraud, Waste, and Abuse Program, and could result in action being taken under the Uniform Code of Military Justice.

2. Responsibilities. Organizational commanders are responsible for ensuring compliance with all procedures established in this instruction. Total responsibilities are not only restricted to this instruction; higher-level directives apply as well.

3. Forecasting Requirements. Munitions requirements must be forecasted IAW the following additions:

- 3.1. The MASOs will notify custody account custodians of excess assets by 15 October.
- 3.2. The MASOs will ensure all assets without allocations are received from the custody account not later than (NLT) 15 November.

4. Delegation of Authority. The organizational commander is responsible for munitions received by their organization and he/she signs AF Form 68, **Munitions Authorization Record (Attachment 2)**. In the absence of the commander, another authority may be delegated in writing (i.e., letter or G-series orders) to sign AF Form 68. A copy of the document of delegation must be furnished to the MASO. **NOTE:** Delegation of authority does not release the commander from pecuniary liability.

5. Custody Account Management. The organizational commander is responsible for munitions issued to custody accounts and will ensure all custodians and certifying officials adhere to AFI 21-201, Chapter 22, *Custody Accounts*, including the following additions:

- 5.1. AMC units hosting MASOs will revalidate AF Forms 68 semiannually for high-use accounts (i.e., Combat Arms Training & Maintenance (CATM), Security Forces, Explosives Ordnance Disposal (EOD), Office of Special Investigation (OSI), Honor Guard, and Life Support). Revalidation of AF Form 68 in lieu of reaccomplishment: Unit commanders who elect this option must notify the MASO with a Memorandum for Record (MFR) stating that all information on the form is current. The MASO will annotate concurrence and file the MFR with the AF Form 68 in the Munitions Customer Account Folder (Tab 1).
- 5.2. Custodians will ensure all assets without allocations are turned in/deleted from the custody account NLT 15 November.

NOTE: All documents pertaining to a munitions account will be hand-carried to the Munitions Management Section. Do not send documents through the Base Information Transfer System.

5.3. Due to the sensitivity of munitions, the MASO reserves the right to freeze any custody account when he/she deems mismanagement or neglect of the account has occurred. The procedures in AFI 21-201, paragraph 22.4, *Account Deficiencies*, will be followed.

5.4. Custody and Munitions Account Jacket files will be maintained for inspection and continuity in the following format:

- 5.4.1. Tab 1 – AF Forms 68.
- 5.4.2. Tab 2 – Documentation of training and briefings.
- 5.4.3. Tab 3 – Latest reconciled Annual MASO and Quarterly Custodian Inventory (signed by the commander, custodian, MASO) and count sheets.

5.4.4. Tab 4 – Approved allocation document including AF Forms 1996, **Adjusted Stock Level**. Documentation of any increases/decreases to current fiscal year allocation.

5.4.5. Tab 5 – Current forecast, to include a copy of AFTO Form 223, **Time Change Requirements Forecast**.

5.4.6. Tab 6 – Maintain copies of all issues, expenditures, and turn-ins of munitions items in the custodial jacket file since the last signed Quarterly Custodian Inventory.

5.4.7. Tab 7 – Munitions Expenditure Control Log.

5.4.8. Tab 8 – Miscellaneous documents, to include restricted/suspended notifications.

6. Issue Procedures. Issue requests will be completed IAW AFI 21-201, Chapter 23, with the following additions:

6.1. Requests must be accomplished on AF Form 2005, **Issue/Turn-In Request**, or DD Form 1150, **Request for Issue or Turn-In**. Documentation must be prepared in three legible copies IAW **Attachment 4** and **Attachment 5**.

6.2. Routine issue requests will be submitted to the Munitions Management Flight NLT 10 workdays prior to the actual required date. At that time, the date and time for the issue will be set. **NOTE: Routine issue requests will be filled on Tuesdays and Thursdays ONLY.**

6.3. Custodians must give 24-hours notice to reschedule or cancel an issue. If a custodian fails to show or is late, the issue will be placed back in stock; issuance documents will be marked as organization refusal. The custodian must resubmit the issue request in accordance with this paragraph.

7. Expenditure Procedures. Follow procedures in AFI 21-201, Chapter 24; documentation must be prepared in three legible copies IAW **Attachment 4** and **Attachment 5**. All expenditures must be recorded on the Custodian's Munitions Expenditure Control Log which will be maintained in the custody account Jacket File as prescribed in paragraph **5.4**. The Expenditure Control Log's entry requirements are reflected in **Attachment 3**.

8. Turn-In Procedures. Follow the procedures in AFI 21-201, Chapter 25, with the following additions:

8.1. If an organization has items to turn in, they must notify the Munitions Management Flight 5 duty days prior to the actual turn-in date so that proper scheduling may be accomplished. **NOTE: Routine turn-ins will be accomplished on Tuesdays and Thursdays ONLY.**

8.2. The using organization will ensure all munitions are returned in original containers or other suitable containers. All munitions turned in will be segregated and identified by lot number.

8.3. Turn-ins will be accomplished using AF Form 2005. Documentation will be prepared in four legible copies by the using organization IAW the instructions in **Attachment 4** and **Attachment 5**.

8.3.1. A copy of the turn-in document will be provided to the organization. Munitions personnel will initial the turn-in document at the time of turn-in as a hand receipt for the property. After the turn-in has been processed through the CAS-B System, a finalized copy will be forwarded to the customer.

9. Commercial Off-The-Shelf (COTS) Munitions (formerly Local Purchase Munitions). Authorization requirements for COTS ammunition will be IAW AFI 21-201, Chapter 32.

10. Disposition of Reusable Containers and Packing Material. When munitions are removed from their original shipping container, account custodians are responsible for ensuring containers and packing material are kept on hand in the event repacking is required. However, the containers will be marked "EMPTY" and sealed until used. If munitions items are expended, custodians will turn in all excess empty munitions containers and packing material to the Munitions Management Flight. Containers retained by the customer are to be used for repacking munitions only. The use of containers for waste containers, tool-boxes, etc., whether official or personal, is not authorized.

11. Storage and Security of Munitions. Munitions will only be stored in a facility that has been approved as a licensed explosive storage location IAW AFMAN 91-201 and SAFBI 91-201, *Weapons/Explosive Safety Program Management*. Furthermore, all munitions must be protected as prescribed in AFJI 31-102. 375 AW/SE is the approving authority for all explosive licenses. Unless a munitions item needs to be kept in a greater state of readiness, it must be stored in its approved shipping container. In the event an organization is unable to provide adequate storage for its munitions, a written courtesy storage agreement ([Attachment 6](#)) may be arranged with the Munitions Management Flight for storage space within the munitions storage area. All questions concerning munitions security should be directed to the 375 SFS, Resource Protection, and be in compliance with SAFBI 31-101, *Installation Security Instruction (PA)*.

12. Transporting Munitions. Organizations must provide their own transportation for issue or turn-in of munitions. Munitions custodians must ensure their munitions are transported IAW AFMAN 91-201. If transportation does not meet requirements in AFMAN 91-201, issues will not be made. When military vehicles are used to transport munitions or other hazardous materials over public highways, the safety laws, rules, and regulations applicable to commercial carriers must be complied with.

13. Disposition of Munitions Residue. Commanders of organizations generating munitions scrap or residue are responsible for transporting and scheduling turn-in times with the Munitions Management Flight.

13.1. Scrap brass and munitions residue generated from the expenditure of munitions will be inspected and turned in to Defense Reutilization & Marketing Office (DRMO) or disposed of, as applicable, by the Munitions Management Flight.

13.2. Qualified personnel to certify and verify munitions residue are located in T.O. 11A-1-60.

14. After-Hours Munitions Support. Normal operating hours for the Munitions Management Flight are 0730-1630, Monday through Friday. After-hours emergency support will be provided upon notification of the Scott AFB Command Post, 256-5891.

15. Restricted/Suspended Munitions. The Munitions Management Flight will provide immediate verbal notification and follow up with written notification to all past and present users of munitions that have been suspended or restricted.

15.1. Upon notification, the owning organization will screen munitions on hand/in service and take immediate action as directed.

15.2. Prompt response is of the utmost importance to preclude unnecessary safety deficiencies.

16. Certifying Munitions Shipments. Organizational commanders with munitions on custody accounts that are subject to deployment must designate, in writing, certifying officials who are responsible for completing Hazardous Material Shippers Declaration for Dangerous Goods. (Refer to AFMAN 24-204 and DOT CFR-49, Parts 100-185, *Hazardous Materials Regulations*.) Personnel qualifications for preparation and certification of hazardous material are required in order to receive formal training IAW AFMAN 24-204, paragraph 1.17.4.2. The Munitions Management Flight will provide guidance on the proper packaging of munitions items.

17. Inspection of Munitions. In accordance with T.O. 11A-1-10 and specific item T.O.s., most munitions items issued to supply points require periodic inspections at specific intervals. The Munitions Management Flight will monitor, coordinate, perform, and document all required inspections.

18. Weapons Safety. Squadron-level units and higher with an explosives mission must have a Weapons Safety Program. Weapons Safety Training, previously known as Explosive Safety Training, must be administered to all individuals who handle, transport, maintain, load, or dispose of explosives. Refer to AFI 91-202 and AFMAN 91-201 and/or contact 375 AW/SEW for specific guidance and exceptions to this rule.

19. Relief from Accountability. Munitions custodians are liable for the full amount of the loss, damage, or destruction of property they are accountable for when the loss, damage, or destruction is caused by negligence, willful misconduct, or deliberate unauthorized use.

19.1. When a theft, suspected theft, loss, destruction, or recovery of munitions occurs (for reasons other than fair wear and tear, authorized expenditure, aircraft crash, installation or disposal), immediate action (NLT 72 hours) will be taken to notify the MASO and other appropriate authority as specified in AFI 23-220, *Reports of Survey for Air Force Property*.

20. Forms Adopted. DD Form 1150, **Request for Issue or Turn-Ins**, AF Form 68, **Munitions Authorization Record**, AF Form 1996, **Adjusted Stock Level**, AF Form 2005, **Issue/Turn-In Requests**, AFTO Form 223, **Time Change Requirements Forecast**.

GARY M. MELCHOR, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORT INFORMATION

References

DOT CFR-49, Parts 100-185, *Hazardous Materials Regulations*

DOD 5100.76M, Physical Security of Sensitive Conventional Arms, Ammunitions, and Explosives

AFCSM 21-824, *Combat Ammunitions System Base*

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

AFCAT 21-209, *Ground Munitions*

AFMAN 23-110, *USAF Supply Manual*

AFI 23-220, *Reports of Survey for Air Force Property*

AFI 24-201, *Cargo Movement*

AFI 24-202, *Preservation and Packing*

AFMAN 24-204, *Preparing Hazardous Materials for Military Air Shipments* (formerly **AFJMAN 24-204**)

AFJI 31-102, Physical Security

AFI 31-207, *Arming and Use of Force by Air Force Personnel*

AFI 33-360V1, *Publications Management Program*

AFMAN 91-201, Explosives Safety Standards

AFI 91-202, *The US Air Force Mishap Prevention Program*

AFI 91-205, *Non-Nuclear Munitions Safety Board*

T.O. 11A-1-1, *Conventional Munitions*

T.O. 11A-1-10, *Air Force Munitions Surveillance Program and Serviceability Procedures*

T.O. 11A-1-60, General Instructions – Inspection of Reusable Munitions Contains and Scrap Material Generated from Items Exposed to or Containing Explosives

SAFBI 91-201, *Weapons/Explosive Safety Program Management*

SAFBI 31-101, *Installation Security Instruction (PA)*

Abbreviations and Acronyms

AFCAT—Air Force Catalog

AFCSM—Air Force Computer Systems Manual

AFI—Air Force Instruction

AFMAN—Air Force Manual

AW—Airlift Wing (Unit Designation)

CATM—Combat Arms Training & Maintenance
CIIC—Controlled Inventory Item Code
AFTO—Air Force Technical Order
CFR—Code of Federal Regulations
COTS—Commercial Off-The-Shelf
DOD—Department of Defense
DIC—Department of Defense Identification Codes
DODM—Department of Defense Manual
DRMO—Defense Reutilization and Marketing Office
DOT—Department of Transportation
EOD—Explosive Ordnance Disposal
HQ USAF—Headquarters United States Air Force
IATA—International Air Transient Association
IAW—In Accordance With
MFR—Memorandum for Record
MAJCOM—Major Command
MASO—Munitions Accountable Systems Officer
MSA—Munitions Storage Area
N/A—Not Applicable
NCAA—Non-Nuclear Consumables Annual Analysis
NLT—Not Later Than
OOCR—Out-of-Cycle Request
OSI—Office of Special Investigations
R&D—Research and Development
SAFBI—Scott Air Force Base Instruction
T.O.—Technical Order
WRM—War Reserve Material

Terms

Accountability—The obligation imposed on a person by law, lawful order, or regulation for maintaining accurate, reliable, and auditable records of property. "Accountability" is primarily concerned with records, while "responsibility" is primarily concerned with care, custody, and safekeeping. The Munitions Management Flight (375 MXS/LGMW) and custodian have an inherent responsibility to ensure accountability is maintained.

Account Custodian—The individual designated by his/her organizational commander to manage the custody account for his/her organization. The custodian and the commander are responsible for all munitions issued to their organization; the custodian is responsible for the proper operation of the account. The custodian and the MASO are responsible for maintaining a clear audit trail of the account. An audit trail is a clear and distinct documented chain of events that indicates all actions affecting accountability from the time of issue until expenditure or turn in.

Ammunition—All explosives and nonexplosive components essential to the assembly of a complete operational round of munitions, to include items which are considered complete operational rounds. The following term variations have the same meaning as ammunition: munitions, air munitions, conventional nonnuclear munitions, and nonnuclear air munitions.

Categories of Requirements—Conventional munitions requirements categories are based on the type of requirement or mission for which ammunition and explosives are needed. Categories that apply to forecasting are described herein.

Category A—Munitions required to replace worn-out or damaged assets; based on historical data.

Category B—Ground munitions war reserve material (WRM) levels not computed by HQ USAF in the Non-Nuclear Consumables Annual Analysis (NCAA) process; applies to munitions and explosives that are not part of an aircraft weapon system; includes munitions and explosives to be deployed from a home base for mobility, unit relocation or augmentation, and prepositioned munitions for incoming forces as appropriate.

Category C—Peacetime static level (non-WRM and nonconsumable). This category includes all items on hand and not normally consumed.

Category D—Peacetime consumable munitions.

Consumption Issues—Limited to those assets consumed or installed within 15 days (i.e., due in from maintenance, time change, shop stock, and research and development (R&D)). Shop stock issues and R&D activities are not bound by the 15-day rule. Limit consumption issues to the amount to be consumed on the day of issue if storage, security, or safety requirements cannot be satisfied.

Controlled Inventory Item Code (CIIC)—A one-digit alpha/numeric code that identifies the degree of security that must be applied to a munitions item while the item is in storage or in-transit. A complete description of all CIICs is provided in DOD 5100.76M, AFI 23-110, and AFJI 31-102. Quick references to commonly assigned codes are as follows:

CIIC-1—Highest Sensitivity (Category I).

CIIC-2—High Sensitivity (Category II).

CIIC-3—Moderate Sensitivity (Category III).

CIIC-4—Low Sensitivity (Category IV).

CIIC-7 —Unique Demil Code.

CIIC-P —Pilferable.

CIIC-U—Unclassified.

CIIC-C—Confidential.

Custody Account—An account that allows the munitions custodian to maintain munitions for an

undetermined period of time. Items issued to the account remain on the MASO's accountable records as well.

Custody Expenditure—This term applies when an item that was previously issued to a custody account; it is either expended or consumed.

Custody Issues—When an organization needs munitions for a period exceeding 15 days. Secure facilities and adequate storage must be available for all custody issues (AFI 31-102 and AFMAN 91-201).

Munitions Accountable Systems Officer (MASO)—The title assigned to the individual (military or civilian) appointed by the Commander, 375 MXS, and assigned the responsibility to account for, manage, and report ammunition/explosive items under Munitions Account FV4407. The MASO is the final approval authority on all AF Forms 68, issue requests, and certificates of expenditures.

Munitions Residue/Scrap—Material remaining after an explosive item has functioned normally (e.g., expended ammunition cartridge casings and MK-13 signal cartridges).

Attachment 4

HOW TO COMPLETE AF FORM 2005

Figure A4.1. Completing an AF Form 2005.

ISSUE/TURN-IN REQUEST	TRIC							EX		A. CHECKER, NAME, DATE (TIN)										B. INSPECTOR, NAME-STAMP, DATE (TIN)									
	TOTE BAR							Etc		REQUEST, TIME & DATE (SU)																			
	STOCK NUMBER							LIMIT		QUANTITY										C.									
	NOM							ISSUE												DOCUMENT NUMBER									
	MIN																			ACT									
	ROOM																			ORR									
	Part Number																			DATE									
	D. PART NUMBER/MGR CODE OR NAME/REMARKS																			SERIAL									
	E. T.O. REFERENCE/TECHNICAL PUBLICATION OR EMD-ITEM APPLICATION/EXT HIGHER ASSEMBLY																			CONF									
	WORK ORDER							TEX. COM. FAX		MARK FOR										F. I.D. PSC AND/OR ERIC									
SHP TO							S1 S1		DOCUMENT NUMBER										POSTPOST										
45 46 47 48 49 50							52 53		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										

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

NOTE: Below are the appropriate entries for each block of the AF Form 2005.

1-3 - Input **TIN** for turn in, **EXP** for expenditure or **ISU** for issue.

4-6 - Blank.

7 - Category code: B is mobility, C is operational, D is training (found on the 507 printout).

8-20 - Stock number.

21-22 - Addition to stock number if there is one. Example: ES.

23-24 - Unit of issue. Example: EA for each.

25-29 - Quantity.

30-43 - Document number: Issued items are assigned a document number (found on the 507 printout).

44 - Condition code (found on the 507 printout). Example: A.

45-50 - For expenditures input, the sequence number of the expenditure.

50-56 - System designator, input '04.'

57-59 - Blank.

60-61 - Priority code. Example: 05.

62-66 - Blank.

67-80 - Location of the munitions item (found on the 507 printout).

BLOCK A - For TIN leave blank; for all others: printed name and signature of certifying official, along with phone number, office symbol, and date.

BLOCK B - Blank.

BLOCK C - Blank.

BLOCK D - Leave blank for issues. Insert the LOT NUMBER for others (found on the 507 printout).

Enter the original condition code of the munitions item when it was first issued.

BLOCK E - Certifying statement, CERTIFIED CUSTODY (ISSUE, EXPENDITURE, OR TURN-IN) REQUEST, IAW (APPLICABLE DIRECTIVE). The individual completing AF Form 2005 for expenditures must sign in Block E (must be primary/alternate on the munitions account).

BLOCK F - Printed name and phone number of person who completed AF Form 2005.

BLOCK G - Issues. The date and time you would like to pick up the munitions; must be at least 10 duty days after turn in of AF Form 2005.

BLOCK H - Blank.

BLOCK I - Blank.

BLOCK J - Nomenclature (found on the 507 printout).

Attachment 5

QUALITY CONTROL TABLE FOR AF FORM 2005

Table A5.1. Quality Control for AF Form 2005.

AFI 21-201, Table 16.1., Guide for Quality Control (QC) Edits.

Type of Document	Inspector Sign/Date	In-checker Sign/Date	Receiver Sign/Date	Applicable Notes
Issues: AF Form 2005/DD Form 1150				1,2,8,9,10,15,17,21
Issue Documents	X		X	3,15,18,22
Expenditure				1,2,10,11,12,15,20,21
Turn-in	X	X		10,12,13,15,20
Receipt	X	X		3,4,7,15,20,22
Shipment	X		X	3,5,15,19,22
Shipment to DRMO/EOD	X		X	3,6,14,15,19
Local Disposal	X		X	3,14,15,19
Identity Change	X			15,16
ADR	X			15,21

NOTES:

1. Commander or designated representative must sign and date Block A (AF Form 2005); Block 10 (DD Form 1150).
2. The MASO must sign and date Block B (AF Form 2005); Block 2 (DD Form 1150).
3. If an item is classified, the individual receiving property must be authorized in writing to receive classified.
4. When the quantity received is different from the quantity shipped, the in-checker will circle the quantity on the document, enter the new quantity, and initial; check the transaction quantity to ensure the correct quantity received was processed.
5. Munitions shipments using transportation channels will have the TMO representative's signature in Block 22; date in Block 23. On sensitive items or higher, the TMO representative's sign only the receipt for the material portion on the bottom of DD Form 1348-1A, **Issue Release/Receipt Document**, or DD Form 1348-1, **DOD Single Line Item Release/Receipt Document**. If munitions personnel transport munitions, the receiving activity will sign in place of TMO.
6. The DRMO/EOD representative will sign Block 22 and date Block 23 of the DD Form 1348-1A or Blocks 13, 14, and 15 of DD Form 1348-1.

7. On DD Form 1348-1A, the in-checker will sign in Block 22; date in Block 23. On DD Form 1348-1, the in-checker will sign and date in Block 7.
8. Custodian must enter the date and time munitions are required in Block G (AF Form 2005); Block 6 (DD Form 1150).
9. Place reason for use and authorizing directive in Block E (AF Form 2005); Block 3 (DD Form 1150).
10. Place nomenclature in Block J (AF Form 2005); Block 4a (DD Form 1150).
11. Place reason for expenditure, authorizing directive, signature of custody account custodian in Block E of AF Form 2005.
12. Lot/serial number and condition code from the original issue document will be entered in Block D.
13. Reason for turn-in, applicable item T.O., and actual condition code of the item in Block E of the AF Form 2005.
14. The disposition and witnessing official will sign and date above the respective statements, "Demilitarization/Disposition Official" and "Witnessing Official."
15. If an item is classified, the words "Classified Item" will be stamped or hand written in red ink on all source-document copies.
16. The inspector will annotate the reason for identity change, sign, and date the document.
17. Block C (AF Form 2005); Block 7 (DD Form 1150) will contain the grounding date of the aircraft for Time Change assets.
18. Printed name, signature, and date received by the requesting organization.
19. SHP/A5Js will have ADR number cross-referenced on DD Form 1348-1A, if applicable.
20. Annotate transaction number on the document.
21. The MASO must sign and date.

Attachment 6**COURTESY STORAGE AGREEMENT LETTER FORMAT**

(UNIT LETTERHEAD)

MEMORANDUM FOR 375 MXS/LGMW

FROM: (Your Unit and Office Symbol)

SUBJECT: Munitions Courtesy Storage Agreement Between (Your Unit and Office Symbol) and 375 MXS/LGMW

1. Request courtesy storage for munitions assigned to ORG/SHOP Code (enter your ORG/SHOP Code assigned by the Munitions Management Flight).
2. (Your unit and office symbol) will:
 - 2.1. Maintain accountability of courtesy-stored munitions.
 - 2.2. Provide the Munitions Management Flight 24-hours' notice prior to accessing courtesy-stored munitions.
 - 2.3. Provide a designated representative to conduct quarterly inventories or as otherwise required (AF Form 68, Part III).
 - 2.4. Prepare and/or annually revalidate a Munitions Authorization Record, AF Form 68, Part III, authorizing personnel to remove munitions from storage.
 - 2.5. Revalidate or reaccomplish the Courtesy Storage Agreement Letter annually.
3. 375 MXS/LGMW will:
 - 3.1. Space permitting, provide storage and security of courtesy-stored munitions IAW AFMAN 91-201, AFJI 31-102, and AFMAN 23-110, Vol II (CD).
 - 3.2. Ensure the munitions items are packaged, marked, and inspected IAW all applicable T.O.s.
 - 3.3. Provide after-hours and weekend support to designated personnel (those individuals identified on AF Form 68, Part III) for emergency access to courtesy-stored munitions.
 - 3.4. Ensure the Courtesy Storage Agreement Letter is revalidated/reaccomplished annually.
 - 3.5. Inventory courtesy-stored munitions quarterly, or as otherwise required.
 - 3.6. Ensure the AF Form 68 is prepared and/or revalidated semiannually.
4. This agreement, when signed by the requesting commander and a Munitions Management Flight representative, will constitute a formal written agreement.

(Commander's Signature Block)

1st Ind to (Your Unit and Office Symbol) Ltr, (date), Munitions Courtesy Storage Agreement Between (Your Unit and Office Symbol) and 375 MXS/LGMW

MEMORANDUM FOR 375 MXS/LGMW

TO: (Your Unit and Office Symbol)
Approved/Disapproved.

(Your Signature Block)