

**BY ORDER OF THE COMMANDER
374TH AIRLIFT WING**

**374TH AIRLIFT WING INSTRUCTION
21-201**



17 DECEMBER 2015

Maintenance

**COUNTERMEASURE MUNITIONS
MANAGEMENT AND
RECONCILIATION PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing website at www.e-Publishing.af.mil.

RELEASABILITY: There are no releasability restrictions on this publication

OPR: 374 MXS/MXMW

Certified by: 374 MXG/CC
(Col Steven P. James)

Supersedes: 374 AWI 21-201, 2 February 2011

Pages: 10

This instruction implements local procedures in accordance with Air Force Policy Directive (AFPD) 21-2, *Munitions*, Air Force Instruction (AFI) 21-201, *Munitions Management*, and AFI 21-200, *Munitions and Missile Maintenance Management*. This instruction establishes responsibilities and procedures for countermeasure munitions reconciliation for munitions assets assigned to stock record account FV5209. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFMAN 33-363, *Management of Records*, and disposed of IAW the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command. Waivers to this local instruction must be routed through 374th Maintenance Squadron Commander (374 MXS/CC).

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include: 374 MXS Production Superintendent (SUMO 10) will now serve as a focal point for all flightline munitions requests and requirements to include, but not limited to delivery times, countermeasure requests, downloading of munitions, and requests for pick up or cross loads. Exercise and contingency procedures updated. Procedures have been updated to be consistent

with changes to the parent instruction AFI 21-201, *Conventional Munitions Maintenance Management*.

1. Munitions Accountability.

1.1. **General.** The procedures in this instruction will be used to account for countermeasure munitions during day-to-day operations, exercises, contingency operations and deployments. All flying squadrons (or aircraft maintenance squadrons as applicable) under 374 AW control and Air Mobility Command (AMC) deployed units will follow the procedures outlined in this instruction if home station accountability procedures are not available. Accountability of munitions is a coordinated effort between all parties having access to munitions. All personnel must take an active role to ensure that accurate documentation and timely processing are achieved.

2. Responsibilities:

2.1. The Munitions Accountable Systems Officer (MASO) will:

2.1.1. Resolve accountability discrepancies that cannot be resolved by the 374th Aircraft Maintenance Squadron (374 AMXS) and coordinate with 374 AMXS leadership on corrective actions taken to resolve accountability discrepancies.

2.1.2. Resolve requests for munitions not identified on the weekly schedule (e.g., short notice requirements).

2.1.3. Coordinate all munitions policy changes that impact the 36th Airlift Squadron (36 AS) operations through the Wing Weapons Officer for review and distribution to the 36 AS's Weapons Officer.

2.1.4. Routinely coordinate with AMC munitions personnel for accountability of AMC munitions.

2.1.5. Ensure receipt of AF Form 2434, *Munitions Configuration and Expenditure Document*, from Electronic Countermeasures Maintenance (ECM) personnel for all aircraft loaded with munitions no later than (NLT) three hours after the last aircraft lands for the flying day or 2400hrs for 24hr flying operations.

2.2. The Munitions Flight will:

2.2.1. Coordinate with the Wing/Squadron Weapons Officers or Wing/Squadron Electronic Countermeasures Officers (ECOs) to ensure all required munitions are available for the mission and monitor levels of assembled munitions to support weekly flying requirements.

2.2.2. Notify the Wing/Squadron Weapons Officers or Wing/Squadron ECOs, and 374 MXS/CC if countermeasure munitions are not available or are determined to be unserviceable and will affect the ability to generate aircraft in support operational taskings.

2.2.3. Ensure requests for munitions that cannot be fulfilled through normal scheduling are coordinated through the Munitions Flight Chief and 374 MXS Maintenance Operations Officer/Chief.

- 2.2.4. Ensure an AF Form 2407, *Weekly/Daily Flying Schedule Coordination*, is generated for changes to the weekly flying schedule affecting munitions requirements. The Munitions Flight will not deliver munitions until a completed AF Form 2407 is received. This includes contingency, exercise, and short-notice training mission.
- 2.2.5. Ensure all AF Forms 2407 are signed and approved by the Operations Scheduling Officer and the 374 MXS Production Superintendent or higher.
- 2.2.6. Ensure munitions allocations are not exceeded.
- 2.2.7. Ensure all countermeasure munitions required to support the flying schedule are assembled and ready for delivery.
- 2.2.8. Assign separate color codes for each Weapon Stock Number (WSN) assembled to facilitate visual inspection for accountability purposes.
- 2.2.9. Document all countermeasure munitions builds on locally devised build sheets (may be electronic). The build sheets will include build quantity, WSN, color code, component lot numbers, and shelf/service life date information.
- 2.2.10. Store all assembled countermeasure munitions to include in transit countermeasures.
- 2.2.11. Notify Maintenance Operations Center (MOC) and/or Air Mobility Control Center (AMCC), as applicable, for all munitions movements to and from the flightline.
- 2.2.12. Ensure all munitions delivered to the flightline are signed for by personnel authorized in writing on the "Authorization to sign for C-130 defensive system munitions" letter signed by the 374 AMXS/CC.
- 2.2.13. Document all munitions movements to and from the flightline on an AF Form 4331, *Munitions Transaction Sheet*.
- 2.2.14. Be the focal point for munitions reconciliation.
- 2.2.15. Chaff/ flare magazines will be processed for expenditures upon return to the munitions processing facility. Munitions Flight personnel will certify chaff/flare as expended and verify physical quantities against the AF Form 2434 received from ECM personnel.
- 2.2.16. Once expenditures have been certified, Munitions Flight personnel will remove the squibs from expended chaff/flare and place expended squibs in the appropriate container. Expended chaff/flare sticks will be placed in a separate container.
- 2.2.17. Ensure reconciliation of expended countermeasures returned from aircraft is accomplished as expeditiously as possible, but must be completed within three hours of aircraft landing.
- 2.2.18. Freeze all countermeasure munitions assets if any countermeasure munitions are unaccounted for. The Munitions Flight Chief and 374 MXS Maintenance Operations Officer/Chief will be contacted immediately when any countermeasure munitions cannot be accounted for. The Munitions Flight Chief will coordinate with the 374 AMXS Production Superintendent to ensure every effort is made to account for the missing item(s). At the Munitions Flight Chief's discretion, the assets will be unfrozen if the

items are found or if it is concluded that the item(s) is/are not recoverable. For accountability purposes, 374 AMXS is required to provide an incident report to the Munitions Flight as soon as possible, but NLT two working days after incident.

2.2.19. Tag unserviceable magazines with an AFTO Form 350, *Repairable Item Processing Tag*, and return the magazine to the owning unit for repair or disposition.

2.3. Aircraft Maintenance Squadrons as applicable under 374 AW control will:

2.3.1. When making any changes to the flying schedule, coordinate changes using an AF Form 2407 before requesting delivery of any countermeasure munitions. Accomplish and coordinate the changes as soon as possible to ensure assets are on hand, assembled and configured properly to support the request.

2.3.2. Provide the Munitions Flight a copy of the AF Form 2407 with the aircraft tail number, required quantities, load configurations and date/time required.

2.3.3. Control their chaff/flare magazines and ALE-47, *Counter Measure Dispenser System (CMDS)*, series. They are the physical property of the aircraft maintenance squadrons (flying squadrons in some cases), including AMC intransit aircraft. The maintenance, repair and replacement are the responsibility of the owning organization. The Munitions Flight will replace defective breech plates as long as the owning organization provides replacements.

2.3.4. Notify the Munitions Flight of all munitions deploying on cross-country missions or diverted aircraft. Ensure all munitions requirements for local training and deployments are coordinated through the Munitions Flight at least 30 days prior to use.

2.3.5. Notify the Munitions Flight of all munitions allocation transfers required for use at TDY locations. Ensure the Munitions Flight is notified at least 90 days prior to use to ensure proper coordination can be completed in time.

2.3.6. As required, ensure a Squadron Weapons Officer/ECO or representative attends the weekly flying scheduling meeting to verify munitions requirements.

2.4. 374 AMXS Maintenance Supervision (this includes any personnel assigned chaff/flare load duties) will:

2.4.1. Ensure all personnel handling countermeasure munitions are trained and certified in the appropriate tasks they will perform, to include explosive safety, identification and documentation of expended munitions, munitions accountability and the handling of loaded countermeasure munitions magazines.

2.4.2. Ensure only those aircraft identified on the flying schedule are loaded with countermeasure munitions. Notify the Munitions Flight and MOC prior to performing any cross loads. 374 AMXS load crews will not cross load countermeasure munitions to aircraft not on the flying schedule or AF Form 2407.

2.4.3. Identified 374 AMXS load crew personnel will verify the quantity, WSN and type of munitions are annotated correctly on the AF Form 4331. Once verified as correct, they will sign the AF Form 4331 transferring accountability from the Munitions Flight to ECM personnel.

- 2.4.4. Track all munitions loaded on aircraft by tail numbers, type, and quantity.
 - 2.4.5. Complete and sign AF Form 2434 detailing aircraft number, magazine numbers, type of munitions, quantity loaded, and expenditure data at the end of the flying day. Ensure the Munitions Flight receives all copies of the AF Form 2434 NLT three hours after the last aircraft land time for the day or midnight for 24-hr flying operations.
 - 2.4.6. Annotate the remarks block of the AF Form 2434 if there are any misfires detected. When misfires are detected, 374 AMXS load crew personnel will attach a locally devised product detailing the magazine to identify which stick(s) misfired.
 - 2.4.7. Download all chaff/flare magazines with expenditures as required based on expenditure limits established by the Wing/Squadron Weapons Officer/ECO. Call 374 MXS Production Superintendent (SUMO 10) for magazine pickup and re-supply by the Munitions Flight.
 - 2.4.8. Immediately notify the Munitions Flight of any munitions determined to be unserviceable. **NOTE:** Unsafe munitions will only be handled by qualified Explosive Ordnance Disposal (EOD) personnel IAW AFMAN 91-201, *Explosives Safety standards*.
- 2.5. 374 MXS Maintenance Supervision will:
 - 2.5.1. Attend the weekly flying scheduling meetings to coordinate countermeasure munitions support requirements.
 - 2.5.2. Ensure the Munitions Flight has the capability to support changes to the flying schedule prior to approving AF Form 2407.
 - 2.6. The 374 MXS Production Superintendent (SUMO 10) will:
 - 2.6.1. Notify the Munitions Flight when munitions are to be delivered or picked up. Report aircraft tail number (as permitted), parking location, type of munitions (e.g., chaff/flare), configuration (MSCL), and quantity of munitions to be picked up or delivered.
 - 2.6.2. Ensure the Munitions Flight has the capability to support changes to the flying schedule prior to approving AF Form 2407.
 - 2.7. The Squadron Weapons Officer/Squadron ECO will:
 - 2.7.1. Attend the weekly flying scheduling meeting, as required.
 - 2.7.2. Coordinate, in writing, all allocation transfer requests through the Wing Weapons Officer or Wing ECO to the Munitions Flight at least 90 days before the necessary in place date.
 - 2.7.3. Work closely with the Munitions Flight to ensure all munitions requirements are met.
 - 2.8. The Wing Weapons Officer/Wing ECO will:
 - 2.8.1. As required, attend the weekly wing flying scheduling meeting/scheduling meeting or appoint a designated representative to do so.

2.8.2. Contact the Munitions Flight to ensure munitions allocation is not exceeded and pass this information to the flying squadrons.

2.8.3. Be the sole source for resolving all issues concerning aircrew training munitions allocations.

2.8.4. Work closely with the Munitions Flight to ensure all munitions requirements are met.

3. Procedures. Elements and individuals that work with countermeasure munitions will use the following procedures:

3.1. Delivery:

3.1.1. ECM personnel request delivery through SUMO 10. The Munitions Flight will then dispatch the requested countermeasure munitions to the flightline. Munitions personnel will annotate the munitions delivery on the AF Form 4331 and ensure only authorized personnel sign for munitions.

3.2. Return:

3.2.1. ECM personnel will download expenditures as required based on expenditure levels established by the Wing/Squadron Weapons Officer. When magazines are downloaded, ECM personnel will complete an AF Form 2434 with expenditure information as stated in paragraph 4.4.5.

3.2.2. ECM personnel will inform SUMO 10 when assets are ready for pick up. The Munitions Flight will then return all downloaded munitions from the flightline back to the MSA for processing.

3.3. Reconciliation:

3.3.1. Countermeasures will be reconciled when returned to the munitions processing facility. Reconcile countermeasure munitions using the following procedures:

3.3.2. The Munitions Flight will return all downloaded magazines to the MSA for inspection and verification against the AF Form 2434 received from ECM personnel.

3.3.3. Upon return to the MSA, the munitions will be 100% inspected for expenditures by munitions personnel. If a discrepancy between actual expenditures and AF Form 2434 is discovered, Munitions Flight personnel will contact 374 AMXS Production Superintendent to rectify the discrepancy.

3.3.4. Upon completion of reconciliation, the munitions inspector will clear expenditures from the worktable.

3.3.5. Chaff/flare will be expended from the CAS database using procedures outlined in AFI 21-201, *Conventional Munitions Maintenance Management*.

3.3.6. During extended downtime of CAS during contingencies, the Munitions Flight will follow established Post-Post procedures to track munitions transactions.

4. Operations.

4.1. **General.** The following process will be utilized to demonstrate build, delivery, and load capabilities for generation of C-130 aircraft. This process will allow the demonstration of the entire process of munitions handling regardless of number of tasked aircraft during an exercise or inspection scenario, while at the same time maximizing the countermeasure allocation.

4.1.1. All aircraft generation MSCL requirements will utilize the training allocation MSCL 131 to the max extent possible based on current on-hand allocation quantities. One aircraft load will be utilized for simulated generation of additional aircraft as well as all required resupply based on ATO requirements.

4.1.2. During the simulated load actions the countermeasures will be delivered to the aircraft and transferred to ECM personnel who will wait the allotted time (1 hour) prior to uploading of subsequent aircraft. During this time no other maintenance will be conducted on the aircraft. Munitions personnel will then be called to transport munitions to next aircraft for simulated load actions until generation is complete.

4.1.3. The source document for munitions requirements during generation will be the 374 MXG Form 2409. The training MSCL will be located in the configuration block on the 2409 with the real world/exercise MSCL requirement being simulated in parenthesis. This process will also be followed when documenting ATO requirements via the AMT or daily schedule.

Figure 1. Generation Flow Plan (Exercise and Contingency).**WARORD Received**

374 OSS ECO determines threat and appropriate MSCL for acft.

MASO contacts 374 OSS ECO to determine required MSCL.

MASO validates training/operational MSCL is available and in what quantities.

Munitions Flight validates breakout plan.

PTDO Received

374 OSS ECO validates threat and appropriate MCSL for aircraft.

MASO contacts 374 OSS ECO to validate MSCL for threat assessment.

MASO validates training/operational MSCL is available and in what quantities.

Munitions Flight begins build-up of required aircraft countermeasures.

DEPORD Received

Aircraft generation begins.

MASO briefs current status of aircraft countermeasures to MXG prescribed meeting.

Ronin 10 request aircraft countermeasures as required based on generation timelines

Munitions Flight contacts MOC prior to movement from the MSA to the flightline

ECM personnel validates MSCL against IMT Form 4331 provided by Munitions personnel.

Aircraft countermeasures are loaded on all applicable aircraft based on tasking.

DOUGLAS C. DELAMATER, Colonel, USAF
Commander

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

AFI 21-200, *Munitions and Missile Maintenance Management*, 2 January 2014

AFI 21-201, *Conventional Munitions Maintenance Management*

AFMAN 91-201, *Explosive Safety Standards*

AFPD 21-2, *Munitions*, 17 December 2012

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 2407, *Weekly/Daily Flying Schedule Coordination*

AF Form 2434, *Munitions Configuration and Expenditure Document*

AF Form 4331, *Munitions Transaction Sheet*

AFTO Form 350, *Repairable Item Processing Tag*

374 MXG Form 2409, *Aircraft Generation Flow Plan*

Abbreviations and Acronyms

AFI—Air Force Instruction

AMC—Air Mobility Command

AMCC—Air Mobility Control Center

AMS—Air Mobility Squadron

AS—Airlift Squadron

ATO— Air Tasking Order

AW—Airlift Wing

CAS—Combat Ammunition System

CMDS—Counter Measure Dispenser System

ECM—Electronic Countermeasures Maintenance

ECO—Electronic Countermeasures Officer

EOD—Explosive Ordnance Disposal

HQ— Headquarters

IAW—In Accordance With

MAJCOM—Major Command

MASO—Munitions Accountable Systems Officer

MOC—Maintenance Operations Center

MSA—Munitions Storage Area

MSCL—Mobility Standard Countermeasures Load

MXG— Maintenance Group

NLT—Not Later Than

PACAF— Pacific Command

PTDO— Prepare to Deploy Order

WARNORD— Warning Order

WRM— War Reserved Material

WSN—Weapon Stock Number