

**BY ORDER OF THE COMMANDER
439 AIRLIFT WING**

439TH AIRLIFT WING INSTRUCTION 31-106

24 MAY 2012



Security

**WEAPONS TRAINING SCHEDULING AND
WEAPONS CUSTODIAN DUTIES AND
RESPONSIBILITIES**

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This instruction implements Air Force Policy Directive (AFPD) 31-1, *Integrated Defense*. It establishes uniform procedures for scheduling weapons training and weapons custodian duties and responsibilities. It applies to all individuals assigned as Unit Weapons Training Monitors, Weapons Couriers, and Weapons Custodians in the 439th Airlift Wing (439 AW). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with 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 to 439 SFS, 300 Patriot Avenue, Box 53, Westover ARB, Chicopee, MA 01022- 1722.

SUMMARY OF CHANGES

This document has been revised and must be completely reviewed. Changes to this publication include that references to 439 SFS/SFTC be changed to 439 SFS/SC4. References to IMT's have been changed to Air Force Technical Order (AFTO) Forms. The requirement for training to be accomplished no earlier than five days prior to departure has been deleted.

1. Responsibilities. Responsibilities for implementing, monitoring and enforcing this instruction are assigned as follows:

2. Unit Commanders.

2.1. Appoint in writing, unit weapons training monitors, weapons custodians, and weapons couriers. The original appointment memorandum will be sent to the appointee with a copy to the following offices.

2.1.1. 439th Logistics Readiness Squadron/Installation Deployment Readiness Cell (IDRC) as part of Unit Deployment Manager (UDM) Program.

2.1.2. PMI/Supply (PMI runs the vault where weapons are centrally stored)

2.1.3. 439th Security Forces Squadron Combat Arms Training (439 SFS/S4C).

3. 439 SFS/S4C.

3.1. Will provide weapons training in accordance with Air Force Instruction (AFI) 36-2226, *Combat Arms Program*.

3.2. Will provide weapons inspections, pre-embark inspections, post-embark inspections, and weapons repairs.

3.3. Does not provide "Use of Force" training. This is the responsibility of each squadron.

4. Unit Weapons Training Monitors.

4.1. Schedule weapons training with only 439 SFS/S4C personnel.

4.2. Class start time is at 0830 hours in the 439 SFS/S4C classroom; unless stated otherwise on the monthly schedule students should show by at least 0815 hours. If a student shows later than 0830 hours they will not be trained.

4.3. All weapons training classes are scheduled for all day. Students will be given a lunch break.

4.4. The unit maintains AF Form 522 (SFMIS generated), *USAF Ground Weapons Training Data*. Students must have AF Form 522 when they show for training. If the card is lost or an initial shooter requires a new AF Form 522, contact S4C prior to the training date. All ground weapons training maintained in the Air Force SFMIS program.

4.5. If there are more than 24 students per class, firing will be conducted in multiple relays. All students must remain until all firing is complete and weapons are cleaned.

4.6. Duty uniform is battle dress uniform (BDU/ ABU) or flight suits. Advise students to dress for the weather (plan on being outdoors for at least two hours of the day).

4.7. Call at least 48 hours ahead of time if you need to cancel a training slot. This will allow more time to utilize the limited range resources.

4.8. All firing must be based on a mandatory requirement. No firing just for marksmanship ribbon or personal reasons.

4.9. Students can be scheduled no earlier than 120 days prior to their final out-process date for deployment from their home station.

4.9.1. Group "B" personnel are qualified for one year or the length of the deployment, whichever is longer. If required to qualify for reasons other than a contingency

deployment, they will expire on the last day of the month they qualified in. (e.g. individual qualifies on 10 MAR 09, their expiration date will be 31 March 2010).

4.10. If the Fiscal Year 439 SFS/S4C schedule has not been received by the last day of September prior to training, notify 439 SFS/S4C as soon as possible. Review the schedule upon receipt to ensure the slots assigned can be utilized. If there are any conflicts with the schedule or you need to reschedule some slots, notify 439 SFS/S4C as soon as possible.

4.11. Any individual contacting the 439 SFS/S4C directly for training will be routed back through to the unit weapons training monitor.

4.12. The firing range is scheduled on a priority basis. Deploying individuals have priority.

4.12.1. Group A: Consists of DoD military, civilian and contract personnel performing law enforcement, security or force protection duties or personnel serving in an AFSC that specifies qualification to bear firearms as a mandatory requirement IAW AFI 36-2226 or as identified in the Air Force Officer Classification Directory (AFOCD); or Air Force Enlisted Classification Directory (AFECD). Group A also consists of DoD military, civilian and contract personnel from any AFSFC who are required to be armed as part of their official in-garrison or peace-time arming requirement. (439 SFS, Office of Special Investigation, 439 SFS/ S4C, 439 CES (Prime Beef), Aircrew, etc.).

4.12.2. Group B: Individuals/AFSC's who are not armed in-garrison and are only armed for contingencies are Group B. These individuals will complete weapons qualification only when they are identified by their commander to fill a deployment tasking to a combat zone in time of war or a designated hostile fire area (actually deploying, not merely subject to deployment). (Deployers, weapon custodians, weapons couriers, etc.).

4.13. 439 SFS augmentees will be scheduled through the 439 SFS at a Group B level. Do not double schedule these individuals.

4.14. Honor Guard personnel needing weapons training will be scheduled through their assigned unit. The Honor Guard non-commissioned officer in charge will notify the unit weapons training monitor of the need.

4.15. The following individuals will not be trained:

4.15.1. Individuals on certain controlled medications (medication causing drowsiness, etc.).

4.15.2. Individuals who have consumed alcohol within eight hours prior to weapons training.

4.15.3. Individuals who have an AF Form 590, *Withdrawal/Reinstatement of Authority to Bear Firearms*.

4.15.4. Personnel who do not have a valid training requirement.

4.16. Temporary Duty (TDY)/Separation.

4.16.1. Deployment Warning/Execution orders, Site/Theater Specific Reporting Instructions or tasking Line Remarks will identify the need for live-fire weapons qualifications.

4.16.2. When an assignment requires an individual have firearms training, the individual's unit training manager will schedule the necessary weapons training within forty-eight hours of the deployment warning/execution orders.

4.16.3. Personnel not identified for weapons training in AFI 36-2226, Table 2.2, or with a personnel process code will not receive weapons training prior to departing the Continental United States (CONUS.)

4.16.4. Unless stated otherwise, officers will receive M9 pistol training and enlisted will receive M16A2 rifle training. The weapons training requirement will be identified on the individual's deployment orders.

4.17. Personnel who deploy to a critical threat/contingency area, must ensure live-fire weapons qualifications must remain current throughout the tour length without waiver.

4.18. Deploying personnel must meet any applicable AOR site-specific Reporting Instructions for weapons qualifications requirements (including remaining live fire qualified throughout tour) for critical threat/contingency area they are tasked to support.

4.19. If a person is within 120 days of separation, the unit commander can grant an extension of qualification.

4.20. Remedial Training.

4.20.1. Personnel who do not meet the minimum score for qualification will be scheduled for remedial training. A memorandum will be sent to the unit scheduler identifying the person. In addition, the individual will also receive a copy of the memorandum.

4.20.2. The individual will return the following month Unit Training Assembly (UTA) for remedial training. If the individual cannot attend that training class, 439 SFS/S4C must be notified immediately.

4.20.3. If the person is qualified on the day of training and does not meet the minimum score for qualification, 439 SFS/S4C may grant a 30-day extension. This extension is given so commanders have some flexibility in meeting arming requirements.

4.20.4. 439 SFS/S4C will maintain AF Form 522 until the student completes remedial training.

4.21. Arming Requirements.

4.21.1. Arming requirements are due before the end of the Fiscal Year.

4.21.2. Arming requirements are determined by the number DW-coded UTCs assigned to each unit.

4.21.3. Add peacetime and mobility slots required plus one alternate for each position, if applicable, to determine arming requirement.

4.21.4. Additional unit information may be found in the Unit Type Code Availability (UTA) file maintained by the 439 LRS/LGRDX.

4.22. Scheduling Forecasts.

4.22.1. Accurate information must be provided to 439 SFS/S4C.

4.22.2. At the annual schedulers meeting, 439 SFS/S4C must be provided with annual training slots required per weapon system. In addition, this will be broken down by how many initial slots, live fire recurring slots, and simulator slots are needed.

4.22.3. The information will be used to make out the Fiscal Year schedule and on reports that need to be sent to HQ AFRC and 439 SFS/S4C Fiscal Year and quarterly reports. Furthermore, if there is a mismatch in the information, 439 SFS/S4C will verify the information to ensure it is correct before finalizing the report.

4.22.4. A quarterly report will be sent out to the installation and all unit commanders showing the following; training scheduled, training conducted, number of no-shows, number of additional personnel trained, and number qualified. There will also be an annual report sent out at the end of the Fiscal Year.

4.22.5. Squadron Commanders will receive Weapons Training No Show Memorandums every time unit members fail to report for scheduled training. S4C will make every effort to assist, when there are no shows by checking the AF Form 710, *Combat Arms Training Record*, for verification of which individuals did not show as scheduled.

4.22.6. If personnel need to leave prior to completion of firing and weapons cleaning, coordinate this prior to the day of firing. There will be no exceptions without prior notification.

5. Weapons Custodians.

5.1. The following is a list of responsibilities performed by the weapons custodian. Each custodian will be familiar with them in order to ensure all weapons are properly maintained.

5.2. Notify 439 SFS/S4C of all weapons received from PMI Supply before signing for them. This is to ensure the weapons are serviceable upon arrival prior to you accepting the weapons.

5.3. Maintain all assigned weapons in a clean and serviceable condition and in a secure location.

5.4. Properly maintain an Air Force Technical Order Form 105, *Inspection Maintenance Firing Data for Ground Weapons*, for all assigned weapons, whether in preferred storage or not.

5.5. Perform periodic maintenance (clean and lubricate) on all weapons in storage on a semi-annual (every six months) basis.

5.6. Maintain a periodic cleanliness inspection logbook to record times, dates, and weapons inspected and or cleaned.

5.7. Notify 439 SFS/S4C of any unserviceable weapons so that the necessary repairs or actions can be taken.

5.8. Notify 439 SFS/S4C when weapons are to be removed from storage, so 439 SFS/S4C personnel can conduct a pre-embarkation inspection to ensure the weapons' serviceability.

5.9. Notify 439 SFS/S4C whenever weapons are to be returned to storage so a post embarkation inspection can be conducted on the returning weapons.

5.10. Maintain weapons custodian folder that has a minimum of the last two weapons inspection reports from 439 SFS/S4C, weapons custodian appointment memorandum, and any correspondence between 439 SFS/S4C concerning weapons custodian duties.

5.11. The possessing unit is responsible for ordering and maintaining material and equipment for weapons storage.

5.12. Weapons Inspection Notification Procedures.

5.12.1. There will be a Fiscal Year weapons inspection schedule that will be issued prior to the start of the new Fiscal Year.

5.12.2. Once the weapons custodian receives the schedule, it needs to be reviewed. If there needs to be a change in the schedule for your unit, contact 439 SFS/S4C and reschedule the time and date at least 48 hours prior to what is scheduled.

5.12.3. The weapons custodian should bring at least the following to the inspection.

5.12.3.1. All AFTO Forms 105 and serviceable tags will be kept with the weapons in the weapons containers.

5.12.3.2. Equipment for opening any preferred storage weapons.

5.12.3.3. Equipment, materials, and personnel to re-pack all preferred storage weapons.

5.13. Weapons Inspection Report Procedures.

5.13.1. The inspection report will be sent to the unit commander after every type of inspection (semi-annual, pre-issue, pre-embarkation, etc.).

5.13.2. This report must be reviewed and maintained in accordance with this instruction.

5.13.3. A copy of the inspection report will also be sent to 439 LRS/LGRDX.

5.13.4. If there are any discrepancies the report must be endorsed and returned to 439 SFS/S4C within 30 days.

5.13.5. The report will state the date of the inspection, the person conducting the inspection, the persons contacted during the inspection and the discrepancies found, if any. If the report has discrepancies they will be corrected within 30 days and returned to the 439 SFS/S4C. It will also state that once the discrepancies are corrected 439 SFS/S4C must be contacted for a follow-up inspection.

5.14. AFTO Form 105 Instructions.

5.14.1. The AFTO Form 105 is a historical record for the weapon and must accompany it at all times.

5.14.2. It is the responsibility of the owning organization to initiate and maintain an AFTO Form 105 for each weapon assigned. Do not put more than one weapon on an AFTO Form 105 and do not throw away old or completed forms. If a form is superseded or is filled simply add an additional form and continue on. If a form is lost or destroyed, contact 439 SFS/S4C for instructions on making a new one.

5.14.3. Only those inspections conducted by 439 SFS/S4C personnel are to be entered in Part I. Do not annotate care and cleaning inspections on the AFTO Form 105.

5.14.4. The owning organization will put the required information in Blocks 1-5 of the AFTO Form 105. Blocks 1-3 are to be filled in with a black ink pen and blocks 4 and 5 are to be filled in by pencil.

5.14.5. AFTO Forms 105 and the weapons yellow serviceable tag are to remain with the weapons, even if deployed.

6. Weapons Couriers.

6.1. When hand carrying of individual weapons by deploying personnel is not authorized, group commanders must appoint at a minimum 2 primary and 2 alternate weapons couriers IAW AFI 10-403, Deployment Planning and Execution.

6.2. When transporting more than 15 weapons (Category II & IV), the appointed weapons courier will guard the weapons in accordance with AFI 31-101, *The Air Force Installation Security Program*.

6.2.1. All weapons couriers will comply with transport and arming use of force standards IAW AFI 31-207, Arming and Use of Force by Air Force Personnel.

6.2.2. The appointed weapons courier must be in military status and armed with an M-9 pistol and 30 rounds of ammunition.

6.2.3. Weapons couriers conducting weapons movement will have a radio or cell phone for emergency communications.

6.3. Transportation of Category II & IV weapons by personnel in a POV is authorized with the following requirements:

6.3.1. Transport firearms in locked, banded, or sealed containers IAW AFI 31-101, Integrated Defense.

6.3.2. A copy of official Military orders must be kept on the person at all times when transporting the weapons.

6.3.3. Personnel will report directly to their final destination (no stops are authorized).

6.4. All Category III weapons will have a weapons courier when transported on or off base.

6.5. In the event that the Force Protection Condition (FPCON) rises to Charlie or higher and/or the unit, group or wing commander directs, weapons (no matter the quantity or category) will be guarded by an armed weapons courier for transportation on or off base.

STEVEN D. VAUTRAIN, Colonel, USAFR
Commander

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

AFPD 31-1, *Integrated Defense*, 7 July 2007

AFI 36-2226, *Combat Arms Program*, 24 February 2009

AFI 31-207, *Arming and Use of Force By Air Force Personnel*, 29 January 2009

AFI 31-101, *The Air Force Installation Security Program (FOUO)*, 1 March 2003

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 522, *USAF Ground Weapons Training Data*, 1 August 2002

AF Form 590, *Withdrawal/Reinstatement of Authority to Bear Firearms*, 28 May 2002

AF Form 710, *Combat Arms Training Record*, 28 May 2002

AFTO Form 105, *Inspection Maintenance Firing Data for Ground Weapons*, 1 February 1980