

**BY ORDER OF THE COMMANDER  
442D FIGHTER WING**

**442D FIGHTER WING INSTRUCTION  
21-210**



**19 OCTOBER 2012**

**Maintenance**

**MUNITIONS RESIDUE, EMPTY  
MUNITIONS CONTAINERS AND SPECIAL  
PACKAGING INSTRUCTION DRAWING  
(SPID) PROCEDURES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 442 MXS/MXMW

Certified by: 442 MXG/CC  
(Col James P. Brock, Jr)

Supersedes: 442 FWI21-210, 20 February  
2005

Pages: 6

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This instruction implements Air Force Policy Directive (AFPD) 21-2, *Non-Nuclear and Nuclear Munitions*. In accordance with (IAW) Air Force Instruction (AFI) 21-201, *Conventional Munitions Maintenance Management*, Technical Order (T.O.) 11A-1-10, *Air Force Munitions Surveillance Program and Serviceability Procedures*, it establishes procedures, policies and responsibilities for the turn-in and disposition of munitions residue and turn-in and accountability of empty reusable munitions containers. It establishes guidance for the use of special packaging instruction drawing (SPID) for preparation and shipment of hazardous materials, explosives, and repairable items. These procedures apply to all organizations, activities, agencies, branches, units, or individuals that expend munitions, generate munitions residue, empty munitions containers, and receive munitions support from the 442d Maintenance Squadron, Munitions Flight. Supervisors, Superintendents, and flight chiefs are responsible for ensuring compliance with this instruction. 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 Forms 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>.

## ***SUMMARY OF CHANGES***

This publication has been substantially revised and must be completely reviewed.

### **1. General.**

1.1. Regardless of expendability, recoverability, repair ability category designator code (ERRC), all munitions residue, empty munitions containers and associated packing materiel will be turned in to the 442MXS munitions flight, munitions storage area for disposition and/or disposal.

1.2. Using agencies will turn in munitions residue, empty containers and packing materiel immediately after assets are expended.

1.2.1. Combat Arms Training and Maintenance (CATM) will turn-in munitions residue, empty munitions containers and packing materiel at least on a **monthly** basis.

1.3. Munitions assets authorized for demilitarization/disposal and transfer to Defense Reutilization and Marketing Services (DRMS) will be processed in accordance with AFI 21-201.

### **2. Responsibilities.**

#### 2.1. Users will:

2.1.1. Maintain accountability of residue, containers and associated packing materiel until turned in to the munitions storage area.

2.1.2. Segregate residue by caliber and/or type, sift for live rounds, and ensure that residue is free of debris.

2.1.3. Schedule all turn-ins through Munitions Control at 687-8137.

#### 2.2. Munitions Flight Personnel will:

2.2.1. Manage turn-in, processing, inspection, control, and certification of 442d Fighter Wing generated Ammunition, Explosives, Dangerous Articles (AEDA), AEDA residue, range residue, explosives-contaminated property and empty containers in accordance with Department of Defense (DOD) 4160.21-M, *Defense Materiel Disposition Manual*, Chapter 4; T.O. 11A-1-60, *General Instructions--Inspection of Reusable Munitions Containers and Scrap Material Generated From Items Exposed to, or Containing Explosives*; and AFI 21-201, *Conventional Munitions Maintenance Management*.

2.2.2. Segregate, certify, and account for containers at designated area away from uncertified containers.

2.2.3. Inventory empty containers and submit turn-ins to munitions accountability as required by AFI 21-201.

2.2.3.1. Ensure that munitions and munitions containers not accounted for in the Combat Ammunition System (CAS) are picked up on accountable records and certified in accordance with applicable directives.

2.2.4. Ensure that qualified munitions personnel certify and prepare munitions residue and containers for proper disposal and shipment to DRMS.

2.2.5. Segregate live munitions found during the certification process and inspect for serviceability in accordance with applicable technical orders.

2.2.6. Coordinate all turn-ins with DRMS by calling and scheduling an appointment at DSN 975- 5595. Off base shipments will be coordinated with the base Traffic Management Office.

2.3. Munitions Accountability will:

2.3.1. Process turn-ins in CAS when requested by the in-checker.

2.3.2. Coordinate disposition of serviceable excess containers via the Global Ammunition Control Point (GACP).

2.3.3. Process shipments in CAS to DRMS or other depots as directed by the GACP.

2.3.4. Assist with container inventories as requested.

**3. Documentation Procedures.**

3.1. Munitions Inspectors will complete Defense Department (DD) Information Management Tool (IMT) 1348-1A, *Issue Release/Receipt Document*, in four copies, for all residue turned in to DRMS.

3.2. To ensure proper credit from the sale of recyclable materials, fund site account number 57F3875 8900 667100 must be annotated on the DD IMT 1348-1A.

3.3. Maintain associated documentation IAW AFI 21-201 and applicable records disposition schedules (RDS) IAW the Air Force Records Information's Management System (AFRIMS).

**4. Reporting Procedures.**

4.1. All incidents involving live munitions found during the certification process will be documented and the applicable group or unit commander will be notified.

4.2. For live munitions found at DRMS or the contractors' site, HQ AFRC/SEW/LGMW/CEXX will be notified immediately. Notification shall include all details regarding the incident.

**5. Points of Contact.**

5.1. Munitions Control at 687-8137 or Munitions Accountability at 687-8136 are the primary points of contact for scheduling munitions residue or container turn-in.

5.2. The Munitions Flight Senior Munitions Inspector is the 442d Fighter Wing technical advisor for the munitions residue, reusable and empty container program.

**6. Special Packaging Instructions.**

6.1. In accordance with T.O. 11A-1-10, use of a SPID is mandatory in preparation shipment of hazardous material, explosives, and repairable items with Expendability, Recoverability, Repairability Category designator code (ERRC) of XD1, SD2, OR ND2. Items not in one of these categories do not require the use of a SPID.

6.2. SPIDs or T.O. drawings and instructions are obtained through the Special Packaging Instruction Retrieval and Exchange System (SPIRES). Current links can be found on the GACP Ammo website under Ammo related links.

6.3. If unable to obtain a SPID through the above website, submit a request through the customer relationship management system (CRM) located on the GACP Ammo website.

## **7. Procedures.**

7.1. A qualified and appointed Munitions Inspector must prepare all munitions for shipment.

7.2. Prior to preparing an item for shipment that requires a SPID, refer to the above listed SPIRES website.

7.2.1. If a SPID is not available in the catalog, obtain one by utilizing the resources listed in the Special Packaging Instructions section of this instruction.

7.2.2. If a SPID is available on the SPIRES website, check for updates to ensure it is the latest version.

7.3. Stenciling of the SPID number on shipping containers is not necessary if the item in its original container or a container from the same stock numbered item.

7.4. Performance Oriented Packaging markings, proper shipping names and UN identification numbers are found on the SPID.

ERIC S. OVERTURE, Brig Gen, USAFR  
Commander

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

AFI 21-201, *Conventional Munitions Maintenance Management*, 25 February 2011

AFMAN 33-363, *Management of Records*, 1 March 2008

AFPD 21-2, *Non-Nuclear and Nuclear Munitions*, 20 September 2005

DOD 4160.21-M, *Defense Materiel Disposition Manual*, 18 August 1997

T.O. 11A-1-10, *Air Force Munitions Surveillance Program and Serviceability Procedures*, 7 July 2010

T.O. 11A-1-60, *General Instructions--Inspection of Reusable Munitions Containers and Scrap Material Generated From Items Exposed to, or Containing Explosives*, 17 Feb 2009

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*, 22 Sep 2009

DD IMT 1348-1A, *Issue Release/Receipt Document*, July 1991

***Abbreviations and Acronyms***

**AEDA**—Ammunition, explosives, dangerous articles

**AF**—Air Force

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**AFRIMS**—Air Force Records Information Management System

**CAS**—Combat Ammunition System

**CATM**—Combat Arms Training and Maintenance

**CRM**—Customer Relationship Management

**DD**—Defense Department

**DOD**—Department of Defense

**DRMS**—Defense Reutilization and Marketing Services

**ERRC**—Expendability, Recoverability, Repair ability Category

**GACP**—Global Ammunition Control Point

**IAW**—in accordance with

**IMT**—Information Management Tool

**OPR**—Office of Primary Responsibility

**RDS**—Records Disposition Schedule

**SPID**—Special Packaging Instruction Drawing

**SPIRES**—Special Packaging Instruction Retrieval and Exchange System

**T.O.**—Technical Order