

27 DECEMBER 2011



Maintenance

**MUNITIONS ACCOUNTABILITY
PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 45 LRF/CC

Certified by: 45 MSG/CC (Col Charles J. Beck)

Supersedes: 45SWI21-201, 15 May 2006

Pages: 33

This instruction implements AFI 21-201, *Conventional Munitions Maintenance Management*. It prescribes additional policies and procedures for accountability, issue, turn-in, inventory control, and requirements forecasting of munitions items. It provides information on maintaining custody accounts, courtesy storage requirements, loss/damage reporting, and mobility procedures. It applies to all organizations and activities assigned to, attached to, or supported by the 45th Space Wing, having a valid requirement and proper authority to possess, maintain, consume or expend munitions items. This instruction is intended to be used in conjunction with AFI 21-201. 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 Major Command (MAJCOM) publications/forms managers. 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 Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://my.af.mil/afrims/afrims/afrims/rims.cfm>.

SUMMARY OF CHANGES

This revision incorporates new changes from AFI 21-201, *Conventional Munitions Maintenance Management*, dated 23 Nov 2007, and IMC dated 22 Jan 09. It also adds the Munitions Customer Information Matrix, as attachment 12.

1.	Responsibilities.	3
2.	Establishment of Munitions Account.	3

3.	Electronic Custody Account Jacket Files.	3
4.	Authorization to Certify or Receipt for Munitions.	4
5.	Munitions User Briefings and Training.	5
6.	Issue Procedures for Custody or Consumption of Munitions.	5
7.	Issue of Munitions Required for Aircraft Time Change.	6
8.	Munitions Custody Account Expenditure (Nonsortie-Generated) Procedures.	7
9.	Munitions Custody Account Expenditure (Sortie-Generated) Procedures.	7
10.	Procedures for Turn in of Munitions.	7
11.	Shelf/Service Life.	8
12.	Munitions Support.	8
13.	Munitions Storage Procedures.	9
14.	Courtesy Storage Requirements.	9
15.	Munitions Inventory Procedures.	10
16.	Loss/Damage Procedures.	11
16. 2.	Commanders must submit a Report of Survey (ROS) if negligence, willful misconduct, or deliberate unauthorized use of munitions is suspected or when the loss involves the following controlled inventory item codes (CIICs):	11
17.	Suspended/Restricted Munitions Procedures.	12
18.	Failed to Function Munitions.	12
19.	Munitions Requirements Forecasting.	12
20.	Allocation Process.	13
21.	Mobility Requirements.	13
22.	Lot Number Integrity.	14
23.	Transportation (On/Off Base).	14
24.	Expended Brass, Munitions Residue.	15
25.	Post-Post Procedures.	15
26.	End-Of-Year Procedures.	16
27.	Adopted Forms:	16
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION		17
Attachment 3—SAMPLE – AF ELECTRONIC ISSUE REQUEST		21
Attachment 4—SAMPLE – ELECTRONIC TURN-IN DOCUMENT		22
Attachment 5—SAMPLE – ELECTRONIC EXPENDITURE REQUEST		23
Attachment 6—FV 2520 COP INITIAL REGISTRATION INSTRUCTIONS		24

Attachment 8—SAMPLE – POST-POST CONSUMPTION ISSUE DOCUMENT	26
Attachment 9—SAMPLE – POST-POST CUSTODY ISSUE DOCUMENT	28
Attachment 10—SAMPLE – POST-POST CUSTODY EXPENDITURE DOCUMENT	29
Attachment 11—SAMPLE – POST-POST DD FORM 1348-1A ISSUE RELEASE/RECEIPT DOCUMENT (SHIPMENT)	30
Attachment 12—CUSTOMER INFORMATION MATRIX	31

1. Responsibilities. All organizational commanders, account custodians, and customers that consume or maintain munitions items are responsible for ensuring compliance with the procedures of this instruction.

2. Establishment of Munitions Account. Prior to the release of any munitions item, the requesting activity must establish a munitions account. The requesting activity should use the following procedures as a guide:

2.1. The unit commander will request, in writing, assignment of an organizational custody account code from the Munitions Operations Office.

2.2. The requesting unit will prepare an electronic version of AF Form 68 and forward to the 45 SW Munitions Accountable Systems Officer (MASO) for approval.

2.3. The 45 SW MASO/designated representative will review the request to determine if the items are munitions-type assets (FK- or FV-managed). The requesting commander will be notified if the establishment of a munitions account has been approved or disapproved.

2.4. Once approved, the requesting unit commander will submit an out-of-cycle allocation request. Request will be prepared on the automated Allocation Transfer and Out-of-Cycle system located at the AMMO website via the AF Portal at <https://rso.my.af.mil/wm/>.

2.5. To ensure commanders and appointed custodians fully understand and recognize their responsibilities, the 45 SW MASO or designated representative will brief them prior to approving the AF Form 68. The commander and all custodians electronically sign the AF Form 68 to acknowledge receipt of briefing.

3. Electronic Custody Account Jacket Files. An account folder will be created for each active organizational account managed under FV2520 control (Ex. 999XX). The following folders and subfolders will be created under each organizational account folder, as applicable.

3.1. **Transactions.** The folder containing all accountable transactions associated with the account.

3.1.1. Consumption Issue. All completed Consumption Issues for the affected account.

3.1.2. Consumption Turn-Ins. Completed Consumption Turn-Ins for the affected account.

3.1.3. Custody Issues. Completed Custody Issues for the affected account.

3.1.4. Custody Turn-Ins. Completed Custody Turn-Ins for the affected account.

3.1.5. Expenditures. Processed expenditures for the affected account.

3.2. **AF Form 68.** Current AF Form 68 for the organizational account.

3.3. **Inventories.** Current Annual/Semiannual and Quarterly inventory custody account listings for the organizational account.

3.3.1. **Adjustments.** Any IAD for the organizational account.

3.3.2. **MASO.** Annual 45 SW MASO account review and inventory results package.

3.3.3. **Quarterly:** Most current quarterly account inventory with results package.

3.3.4. **Special:** Any special inventory conducted on the account.

4. Authorization to Certify or Receipt for Munitions.

4.1. Organizational commanders must account for all ammunition/explosive items received by their organization. This includes maintaining an auditable record of all receipts, expenditures, and turn-ins. They must also provide adequate storage, proper security, and custodial responsibility for all ammunition items received for immediate consumption, custody, or installation. The organizational commander must also ensure proper documenting and disposing of munitions/explosive scrap residue and fired casings.

4.2. The 45 SW MASO/designated representative will personally brief commanders and custodians on specific responsibilities for managing a munitions account at the time the account is established and each time there is a change in personnel.

4.3. Commanders may delegate authority to request and certify expenditures of munitions. For this purpose, use the AF Form 68.

4.4. Only those persons listed on the approved AF Form 68, Part II or Part III, can submit a request for turn-in, munitions issue requests, and/or to certify that assets were properly expended.

4.5. Only those persons listed on the approved AF Form 68, Part II or Part III, can take receipt of munitions for consumption or retention of custody.

4.6. Commanders may elect to personally sign certificates of authorization and to receipt for munitions.

4.7. Commanders must ensure their unit clearance forms require departing personnel to notify the Munitions Section prior to departure. Accomplish a new AF Form 68 removing the departing custodian.

4.8. The AF Form 68 with electronic signatures will be re-accomplished annually or when the custodians or commander changes.

4.9. If the custody account is not managed or maintained in accordance with this instruction, the following procedures will be accomplished:

4.9.1. The organizational commander will be notified, in writing, and given the opportunity to correct deficiencies within 15 days.

4.9.2. If discrepancies are not corrected within 15 days after notification, the MASO will "freeze" the account and no further transactions will be processed until discrepancies are corrected.

4.9.2.1. The 45 SW MASO will “unfreeze” the account when identified discrepancies have been corrected or may direct assets be turned in. If discrepancies are not corrected within 30 days after notification, the group commander or equivalent will be notified through appropriate channels for assistance.

5. Munitions User Briefings and Training.

5.1. The 45 SW MASO/designated representative will provide custody account management training to the unit commander. Patrick Logistics Support Services Contract (PLSSC) Munitions personnel will provide custody account management training to all custodians prior to MASO approval of the AF Form 68.

5.2. Custody account management training will consist of:

5.2.1. Electronic Documentation and Electronic Files Management.

5.2.2. Electronic Custody Account Maintenance.

5.2.3. AF Form 68.

5.2.4. General Storage Procedures.

5.2.5. Security, Transportation, and Safety.

5.2.6. Major Category Codes; Functional User Codes; and Requirements Codes Issues, Turn-ins, and Allocation Documents, including AF Form 1996.

5.2.7. Expenditures.

5.2.8. Forecasts/Allocations.

5.2.9. Time Change Forecast.

5.2.10. Suspended/ Restricted Munitions.

5.2.11. Deployment/Mobility.

5.2.12. Inventory Procedures and Responsibilities.

5.2.13. Lot Integrity.

5.2.14. Shelf/Service Life.

5.2.15. How to read the **AM507A**, Custody Account Listing.

5.2.16. Circumstances Requiring Formal Report/Letter (i.e., Dropped Object Relief of Accountability, etc.).

5.2.17. Munitions Customer Information Matrix.

5.3. Training will be documented on the AF Form 68.

5.4. The 45 SW MASO will not validate the AF Form 68 until all custodians have been trained.

6. Issue Procedures for Custody or Consumption of Munitions.

6.1. There are two types of issues authorized for munitions items: consumption issues and custody issues. All issue requests will be submitted by electronic means. Utilize the FV2520 CoP (<https://afkm.wpafb.af.mil/ASPs/CoP/ClosedCoP.asp?Filter=OO-LG-SP-17>) to the

fullest extent possible. If you cannot get access to the CoP, your issue request can be submitted on a locally generated issue template.

6.1.1. Consumption Issues. Consumption issues are limited to those assets consumed or installed within 15 days. Consumption issues may vary from that quantity which must be consumed on the day of issue to that quantity which will be consumed within 15 calendar days from the date and time of issue. If available storage facilities cannot satisfy the security and safety requirements, the consumption issues are restricted to that quantity which can be consumed on the day of issue. See AFI 21-201, paragraph 7.13.2.1.

6.1.2. Custody Issues. A custody issue is an issue to an individual or organization for use at a point in time that may exceed 15 days. Secure facilities and adequate storage must be available for support of all custody issues. All custody issues are controlled on a custody account. See

AFI 21-201, paragraph 7.13.2.2.

6.2. Requests for issue will be accomplished by submitting an electronic Issue Request via the FV2520 CoP. All requests will be reviewed by PLSSC munitions personnel and approved or disapproved for processing. Any issues submitted that exceed approved allocation quantities will be disapproved. If additional allocations are required, the unit will submit an Out-Of-Cycle Request in accordance with AFI 21-201.

6.2.1. Issue requests for assets required for Flightline Sortie Generation will be requested on a quarterly basis. Custodians will send requirements via email to the PLSSC Munitions Section NLT the 15th day of the month prior to each new quarter. PLSSC munitions personnel will verify the requirements against current authorizations. All requests that exceed allocations will be rejected.

6.3. Munitions items will not be issued until all documentation has been properly processed and qualified munitions inspectors have performed required inspections.

6.4. Using munitions for purposes other than those for which the munitions were originally issued may constitute a violation under the Air Force Fraud, Waste, and Abuse Program. If exercises, training, or competitive events are cancelled, or a unit is not selected to take part in these events, then the original munitions authorization is void and the organization must turn in the unused munitions. Munitions are only authorized for use by the owning organization/shop identified on the AF Form 68 and are not authorized for release/use to other organizations/shops within the unit or to other external units.

6.5. Munitions issued to organizations must be retained in the original packing except for assets in use. When munitions assets are in use, the organizations must still retain the original packing.

6.6. When custody account issues are not processed for the total allocation, a due-out will be linked to the issue document number in the Combat Ammunition System (CAS) system for the remaining quantity until the allocation is filled. Due-outs not filled will be canceled in the CAS system by the end of FY.

7. Issue of Munitions Required for Aircraft Time Change.

7.1. Forecasting of CAD/PAD items shall be accomplished in accordance with AFI 21-101. When units must forecast for CAD/PAD requirements not visible to the ALC in the

Requirement Determination Module (RDM) of REMIS, use the AFTO Form 223, *Time Change Requirements Forecast*, (automated or manual) in accordance with Technical Order (T.O.) 00-20-9, *Forecasting Replacement Requirements for Selected Calendar and Hourly Time Change Items*.

7.2. Munitions organizations will meet quarterly with Maintenance Operations Flight (MOF) P&S and the Flight Service Center (FSC) to determine requirements for the next 6-month period.

7.3. All issues of time change items, regardless of expendability, recoverability, or reparability code (ERRC), will be issued under the due-in from maintenance (DIFM) control concept. The DIFM control concept means that when an asset is issued, it is tracked until it is turned in. The only exception to this procedure would be an inadvertent firing of munitions where there is nothing left to turn in except an empty casing. In this instance, an initial issue will be processed.

7.4. Submit the issue request using the electronic Issue Request Form located on the FV2520 CoP. Include the aircraft tail number and the ground date in the request.

7.5. Munitions Operations will maintain close coordination with the requesting activity to ensure the issue document is not processed until 72 hours prior to the actual required date.

7.6. A copy will be filed in the account folder on the share drive (FV2520 CoP).

8. Munitions Custody Account Expenditure (Nonsortie-Generated) Procedures.

8.1. Requests for expenditures from FV2520 Custody Accounts will be accomplished by submitting an electronic Expenditure Request via the FV2520 CoP. If you cannot get access to the CoP, your expenditure request can be submitted on a locally-generated expenditure template.

8.2. Request will be reviewed by PLSSC munitions personnel, validated, and processed. A copy of the processed expenditure document will be returned via email. A copy will be filed in the account folder on the FV2520 CoP.

8.3. Expenditure request must be electronically submitted within 5 workdays after expenditure or installation.

9. Munitions Custody Account Expenditure (Sortie-Generated) Procedures.

9.1. Utilize direct input methods to the fullest extent possible when completing sortie-generated expenditures.

9.2. It is the responsibility of flight-line expeditors to relay expenditure information as quickly as possible to PLSSC munitions personnel. Account custodians will use radio, telephone, fax, e-mail, or runner to relay the information as soon as actions are completed.

9.3. Expenditures will not be processed in CAS until a validated AF Form 2434 or local equivalent is obtained from account custodians.

10. Procedures for Turn in of Munitions.

10.1. Units will request turn-in actions of munitions by preparing an electronic Turn-In Request via the FV2520 CoP at least 5 workdays prior to the requested turn-in date.

10.1.1. DIFM assets will be returned within 15 days after issue. The 15-day count starts from the date assets were physically issued.

10.2. The using organization will ensure munitions are returned, except for assets in use. Returning munitions will be in their original container and packaging. All munitions will be segregated and identified by lot number.

10.3. The PLSSC Munitions Inspector will perform a physical count of all munitions and the content of the containers, except for those still factory-sealed and intact. If the physical count differs from the quantity entered on the electronic turn-in document, the Munitions Inspector will coordinate with the responsible individual, resolve the discrepancy, correct the turn-in document, and return the electronic form via e-mail. A copy will be filed in the account folder on the share drive FV2520 CoP.

10.4. Intransit found-on-base (FOB) munitions will be placarded "Hold for FOB" and stored in the appropriate munitions facility until approval to process the FOB turn-in is received from the MASO.

10.5. Allocation Excess Munitions.

10.5.1. After receipt of the allocations and no later than 45 days prior to the end of the fiscal year, the 45 SW MASO/designated representative will inform custodians of excess munitions requiring turn-in action by national stock number (NSN), quantity, and category code.

10.5.2. Custodians will make arrangements to have assets turned in no later than 14 days after notification. When custodians fail to turn in excess assets, the 45 SW MASO will "Freeze" accounts and take action according to AFI 21-201, paragraphs 7.4.5 and 7.5.1.5.3.

11. Shelf/Service Life.

11.1. Assigned Munitions Inspectors will utilize CAS Program AM501A, Asset Balance Report, CAS Program AM573A, Asset Balance-Periodic Inspection Listing, TO 00-20K-1, *Inspection and Control of USAF Shelf-Life Equipment*, and specific item(s) TOs to monitor shelf/service life of munitions items issued and in stock.

11.2. This review will be conducted monthly, and custodians will be notified of any extensions or required changes verbally and electronically.

12. Munitions Support.

12.1. Normal duty hours for the PLSSC Munitions Office are 0730-1630, Monday through Friday. Second shift operations for flight-line movements are 1630 - 0130, Monday through Friday. After-hours and/or weekend support is provided, as required. All munitions transactions will take place during these hours, except for verified emergency requirements. All documentation will be completed using electronic means to the fullest extent possible. If electronic means are unavailable, use post-post procedures and accomplish electronic documentation as soon as possible.

12.1.1. Emergency after-hours requirements will be called in to the Base Command Post, extension 4-7071; the Base Command Post, in turn, will notify the PLSSC Duty Supervisor.

12.1.2. Additionally, personnel will be available to process flight-line movements and expenditures. The availability of personnel will be coordinated with the daily flying schedule and will vary.

12.1.3. During unit training assembly (UTA) weekends, personnel will be available to process flight-line movements and expenditures. The availability of personnel will be coordinated with the daily flying schedule and will vary.

12.2. Issue and turn-in support should be forecasted 5 duty days prior to mission requirements. However, if assets are stored at Cape Canaveral Air Force Station, 10 duty days are required to schedule the support.

12.2.1. Receiving, periodic, and shipping inspections will be scheduled to the fullest extent possible. A weekly schedule will be published and utilized to assist in the scheduling process.

13. Munitions Storage Procedures.

13.1. FV2520 custodians should not request munitions items for custody/consumption issue unless adequate and properly licensed storage facilities are available, as required. See paragraph 14 for Courtesy Storage Agreements.

13.2. The account custodian is responsible for providing a copy of the explosive storage license to the PLSSC Munitions Operations Office prior to requesting any issues. Base Safety is the issuing authority for explosive facility licenses.

13.3. Organizational Munitions Movements. Organizations with Custody Accounts will provide written or electronic notification of all munitions movements between facilities to the Munitions Section NLT the following duty day.

14. Courtesy Storage Requirements.

14.1. Munitions Storage Office will provide courtesy storage of munitions if requested by the using organization. Organizations will submit a written request for courtesy storage. The below listed statements of responsibility will be listed on the courtesy storage request form:

14.1.1. The owning organization is responsible for accounting and reporting custody account munitions.

14.1.2. Non-DOD explosives and other hazardous and toxic materials will not be stored in the base Munitions Storage Area (MSA).

14.1.3. Responsibility for repairing packing discrepancies caused by storage conditions belongs to the munitions organization.

14.1.4. The owning organization will ensure proper packaging, marking, and labeling prior to being presented for storage.

14.1.5. Personnel authorized to remove or place items in courtesy storage will be designated in writing.

14.1.6. If courtesy-stored items are to be delivered to and from the base MSA by owning unit personnel, they must be in a government vehicle. Vehicles transporting explosives will adhere to all standards, as outlined in AFMAN 91-201.

14.1.7. Except for operational emergencies, the owning organization will provide 48-hour notification prior to required entry into the base MSA.

14.1.8. Owing organizations will provide NSN, nomenclature, and quantity of munitions to be stored.

14.1.9. All items will be inventoried at least quarterly by an authorized representative of the owning unit.

14.1.10. Commanders will perform an annual review and renewal of this agreement.

15. Munitions Inventory Procedures.

15.1. All munitions supply points will be inventoried once every 3 months. An individual from PLSSC munitions will assist with the inventory and provide over-the-shoulder guidance. Two weeks prior to each of these scheduled inventories, organizations will be notified of the inventory start date. Custodians are asked to review their account to ensure all assets are on hand and stored in their proper location. Any movements, expenditures, or issue requests must be submitted and completed by the inventory start date. Only emergency requirements will be issued during the inventory. Refer to AFI 21-201 for the types and frequency of inventories.

15.2. Inventories will be performed using electronic CAS-generated inventory worksheets (AM427) and direct input methods to the fullest extent possible. The account will be frozen before the physical count. Inventories will be conducted during the appropriate inventory month and reconciled within 30 days of inventory start date. Exception: Complete all semiannual inventory processes and post all necessary records by the last day of the scheduled inventory month.

15.2.1. Custody Account Inventories. PLSSC munitions personnel will electronically forward a CAS-generated AM427G Inventory Count Listing to account custodians. The custodian will have 14 calendar days to return the completed inventory listing to munitions for processing in CAS. If discrepancies were discovered during processing, a recount of the affected item will take place. When all inventory discrepancies have cleared, munitions personnel will “unfreeze” the inventory in CAS and generate an AM507A, Custody Account Listing, for signature by the custodian and unit commander. Additionally, an inventory results letter will be generated listing all discrepancies discovered during the inventory. These discrepancies must be corrected and verified within 15 days of notification.

15.2.2. Annually, the 45 SW MASO/designated representative will inventory each account with the custodian.

15.3. The 45 SW MASO conducts a semiannual, wall-to-wall inventory of all munitions and explosives maintained on the stock record account. The inventory team will consist of PLSSC contractor munitions personnel and the 45 SW MASO or designated representative. During monthly 10% inventories, the inventory team will consist of a minimum of two individuals (at least one will be a contractor munitions person), with all findings forwarded to the MASO.

15.4. Reconciliation and recount procedures. If discrepancies exist after the first count, conduct a recount, to include a check of the following areas (**Note:** Inventory recounts will be conducted by an alternate team, if available):

- 15.4.1. The inspection/maintenance bay.
- 15.4.2. The transportation holding area (if applicable).
- 15.4.3. The unserviceable bay.
- 15.4.4. Courtesy storage areas.
- 15.4.5. Any other applicable holding/storage areas not noted above.

15.5. If discrepancies still exist after performing the above actions, a second recount will be conducted, with the addition of verifying "LITE" box contents. If discrepancies still exist after the second recount, perform the following procedures:

- 15.5.1. Process a transaction history on the affected NSN back to the date of last inventory (DOLI).
- 15.5.2. Collect all documents currently out of file and movement control forms for affected NSN/lot number.
- 15.5.3. Compare source/input documentation against all transactions reflected on the transaction history beginning from the DOLI.
- 15.5.4. Compare all movement control forms against transaction history.
- 15.5.5. Research all custody accounts with the same NSN.
- 15.5.6. Verify assets are not pending transportation.

15.6. If the discrepancy still can't be resolved, the MASO must initiate inventory adjustment procedures.

16. Loss/Damage Procedures.

16.1. Discrepancies between accountable records and on-hand balances may be discovered during inventory or while accomplishing day-to-day operations. In either case, the 45 SW MASO must be notified immediately, and discrepancies must be thoroughly investigated to determine the cause.

16. 2. Commanders must submit a Report of Survey (ROS) if negligence, willful misconduct, or deliberate unauthorized use of munitions is suspected or when the loss involves the following controlled inventory item codes (CIICs):

- 16.2.1. Category 1 - Very high risk.
- 16.2.2. Category 2 - High risk.
- 16.2.3. Category C - Confidential, 6, or 8.
- 16.2.4. Category S - Secret or 5.
- 16.2.5. Category T - Top Secret.

16.3. In addition, the commander must submit a ROS for all adjustments to custody account balances unless the adjustment:

16.3.1. Is a one-time loss of category 3 (moderate risk) munitions of 20 or fewer items valued at \$200 or less.

16.3.2. Is a one-time loss of a category 4 and 7 (low risk) or U (unclassified) munitions of 200 or fewer items valued at \$250 or less.

16.3.3. Commanders may elect to process a ROS, regardless of criteria.

17. Suspended/Restricted Munitions Procedures.

17.1. Suspended munitions are those munitions that have been withdrawn from issue and use, either temporarily or permanently, because they are either known to be or suspected of being unsafe or otherwise defective. Restricted munitions are those munitions that cannot be expected to perform satisfactorily under all conditions, but may be used safely within certain prescribed limitations.

17.2. The Munitions Operations Office will provide immediate notification of suspended or restricted munitions to all current or former users via e-mail using the “*read receipt*” option in MS Outlook. Upon notification issued munitions are suspended or restricted, the munitions user will conduct a thorough search of all assets, placing particular emphasis on screening munitions installed in aircraft and life support equipment, mobility packages, and issues in support of war mobility commitments.

17.3. The suspended or restricted munitions will be immediately turned in to the Munitions Office and a new lot number will be issued.

18. Failed to Function Munitions.

18.1. If any munitions fail to function, custodians will notify the Munitions Office within 24 hours. The Munitions Inspector will attempt to determine probable cause and recommend corrective actions. Munitions Inspection will notify the Item Manager/Equipment Specialist in accordance with T.O. 00-35D-54.

19. Munitions Requirements Forecasting.

19.1. All organizations that use munitions are required to submit a yearly munitions requirements forecast. Tenant units will ensure, through their MAJCOM Munitions User Functional Manager (MUFM), Patrick AFB-assigned munitions org and shop codes are loaded in the Agile Munitions Support Tool (AMST) Hill site to reflect current year allocations authorized for each munitions account. Tenant units will also ensure, through their MFUM, accurate functional account codes are loaded for each asset in their particular account. Any asset incorrectly identified will be corrected within 5 working days of notification. The Munitions Office will provide an instruction letter and example format for forecasting.

19.2. Custodians are required to load and verify their forecast using procedures assigned by the 784th Combat Sustainment Group (CBSG), Ogden Air Logistics Center. The forecast instruction letter notification will be posted to the 784 CBSG website: <https://www.my.af.mil/ammoprod/wm/>.

19.3. The annual munitions forecast is the primary vehicle to request and allocate munitions required for training and operations needs. It is the single most important report submitted,

and its accuracy and validity cannot be over-emphasized. For additional information, refer to AFI 21-201, Chapter 14.2.

20. Allocation Process.

20.1. On 1 October or the first duty day of October, the CAS System Administrator (SA) will process an AMC12A, Level Reconciliation Listing Report. A copy of this report will be made accessible to the 45 SW MASO.

20.1.1. Once current allocated quantities for each NSN by account number (to include Cat Code) are accurately loaded, one more AMC12A will be processed and validated against the appropriate allocation document. All discrepancies will be corrected immediately.

20.1.2. The AMC12A and the allocation documents will be provided to the 45 SW MASO for approval and signature, and all copies of the AMC12As will be filed on the share drive.

20.2. After receipt of the allocations and no later than 45 days prior to the end of the fiscal year, the 45 SW MASO/designated representative will inform custodians of excess munitions requiring turn-in actions by NSN, quantity, and category code. Custodians will have assets turned in NLT 14 days after notification.

20.3. All changes made to the allocation will be filed electronically in the account electronic files folder.

21. Mobility Requirements.

21.1. Training. When munitions units deploy expendable training assets to an established SRAN/DODACC for longer than 60 days, transfer accountability to the gaining MASO. If the deployment is originally planned for less than 60 days but extends, the losing MASO coordinates with the gaining MASO to transfer accountability. Tactical-ferried, non-expendable training assets (i.e., captive carry missiles) are considered part of the aircraft. Accountability is retained by the home-station MASO, regardless of deployment duration.

21.2. Custody Accounts. If custodians require shipment of assets via the transportation activity to an established SRAN/DODACC, a request will be submitted to the Munitions Section and appropriate shipment documents will be processed. Shipment documents must be forwarded to the gaining MASO.

21.2.1. If units are deploying with assets on custody accounts and time does not permit actual turn-in and shipment of the assets, custodians will submit the required documentation for processing the deployment action (paperwork transaction only). A shipment document will be given to the deployment custodian(s) to give to the MASO at the deployed location. If time does not allow custodian(s) to obtain the shipment document(s) to take with the munitions, the losing MASO will mail the document(s) to the gaining MASO.

21.3. The Installation Deployment Officer (IDO) or deployed commander will designate a responsible individual to maintain accountability of assets until turned in to the home station or deployed MASO. This can be accomplished by handcarrying or completing an AF FORM 68 for the deployed location.

21.4. USAF members who are deploying and do not have an established munitions custody account will contact the 45 SW MASO to receive small arms ammo for the weapons being handcarried. The 45 SW MASO/designated representatives will process a shipment document with the ship to location SRAN/DoDAAC, if known. If the SRAN/DoDAAC is unknown, the MASO will use FV9999.

21.5. The following statement will be on the back of the shipment document(s) and briefed to the member by the MASO/MASO representative. *“Small arms ammunition will be controlled and the person receiving the munitions must maintain accountability and lot number integrity for these assets. The shipping document and munitions will be turned in to the Air Force munitions storage area at the deployed location. If a storage area has not been established, member will retain accountability for these assets. Member will document on the back of the shipment document if assets are expended or turned over to any other military storage area (Army, Navy, etc.). If turned over to a military authority, member will receive documentation showing who accepted accountability for the assets (i.e., name, rank, SSN, organization, home-base DSN). This documentation will be given to the home station MASO upon return from deployment.”*

22. Lot Number Integrity.

22.1. Custodians are responsible for maintaining lot number integrity on all items issued to their custody account.

22.2. Small arms ammunition removed from original packaging and installed in clips will have the lot number written on the outside of the clips.

23. Transportation (On/Off Base).

23.1. The vehicle operator must have a complete understanding of the explosive hazards involved and emergency procedures. The individual must also meet the qualification requirements of AFMAN 91-201.

23.2. The vehicle operator must ensure munitions cargo is stable and secure on transporting vehicle prior to movement. **Explosives will not be transported in the passenger compartment of a vehicle or in privately owned vehicles (POVs).**

23.3. The vehicle must display appropriate Department of Transportation (DOT) placards on all four sides of vehicle. Exception: Not required for 1.4, less than 1,000 pounds net explosive weight (NEW).

23.4. Transporting vehicle must be equipped with two serviceable fire extinguishers, each rated at least 2A:10BC.

23.5. **NO SMOKING!** Will be observed while transporting explosives. Smoking is prohibited within 50 feet of an explosives-laden vehicle.

23.6. For small arms (1.4), the vehicle operator must ensure the vehicles and equipment are serviceable and inspected prior to use. Prior to off-base movements on public roads, perform an inspection using DD Form 626, **Motor Vehicle Inspection**, and DD Form 836, **Shipping Paper and Emergency Response Information for Hazardous Materials Transported by Government Vehicles**.

23.7. Ensure the proper primary and alternate explosive movement routes are selected prior to the operation.

24. Expended Brass, Munitions Residue.

24.1. T.O. 11A-1-60, Chapter 3, states the qualification requirements and appointment of qualified personnel who will inspect and certify material to be free of explosive/chemical contamination.

24.2. These assets will be treated as explosives until certified.

24.3. Organizations with authorized personnel (i.e., AFSC's 2W0, 3E8, or 3P0), will be required to inspect, certify, and turn-in spent brass and residue to the servicing Defense Reutilization Marketing Office (DRMO). Patrick AFB organizations without authorized personnel will coordinate with Munitions Operations for pickup.

24.4. Organizations/custodians certifying munitions residue, as authorized by T.O. 11A-1-60, will develop procedures for disposal of packaging and residue.

24.5. The commander or flight chief is responsible for appointing qualified personnel, in writing.

24.6. The appointment letter will include name, rank, authorization (i.e., inspect, certify, and/or verify), and sample signature.

24.7. A current copy of the letter will be provided to the servicing DRMO.

24.8. Failure to provide the DRMO officer with a current/updated copy of the appointment letter may result in a refusal of the turn-in.

25. Post-Post Procedures.

25.1. Contractor munitions personnel will be assigned to the cross-functional recovery team. These individuals will execute accountable transactions during off-line processing.

25.2. The following reports and listings shall be used and maintained to prepare and process Post-Post documents:

- 25.2.1. Asset Balance Report - Weekly.
- 25.2.2. Asset Balance Report-Periodic - Weekly.
- 25.2.3. Custody Account Listing - Weekly.
- 25.2.4. DIFM Status Report - Weekly.
- 25.2.5. Storage Location Report - Weekly.
- 25.2.6. Document Control Report - Weekly.
- 25.2.7. Asset Levels Listing - Weekly.
- 25.2.8. Requisitions Status Report - Biweekly.
- 25.2.9. Due-Out Validation Listing - Weekly.
- 25.2.10. Base Information File (BIF) Report - Semiannually.
- 25.2.11. Complete Round Build-Up Report - As required.

25.3. The central document control collection point is located in the PLSSC Munitions Operations Office, room 6, Building 1353. When post-post procedures are utilized, PLSSC Munitions Operations will maintain a post-post folder containing the following items:

25.3. 1 Document Control Log to assign document numbers.

25.3.2. Sample post-post documents (see attachments 8-11).

25.3.3. Copy of all post-post transactions.

25.4. All post-post documents will be processed in CAS prior to resuming normal operations. This will be the systematic process for recovery of information.

25.5. Electronic Report Filing. Weekly/monthly/semiannual electronic CAS-generated reports will be saved to the share drive by munitions contractors. The share drive will be backed up at least weekly.

26. End-Of-Year Procedures.

26.1. All munitions expenditure documents must be received by PLSSC/LGRSM no later than 3 workdays prior to the last duty day of September. Units expending munitions in support of mission-essential requirements or training during the last week of September must coordinate with PLSSC/LGRSM no later than 20 September.

NOTE: Expenditure documentation received after the cutoff date may not be processed until after 30 September, and will reduce the allocation of those assets for the new fiscal year.

26.2. With the exception of valid emergency issue requests, all issue or turn-in requests for the current fiscal year must be received by PLSSC/LGRSM no later than 1 September.

27. Adopted Forms:

AF Form 847, *Recommendation for Change of Publication*

ANDRÉ L. LOVETT, COLONEL, USAF
Vice Commander

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

AFI 21-201, *Conventional Munitions Maintenance Management*, 23 November 2007, Incorporating Change 2, 21 May 2009

AFMAN 91-201, *Explosive Safety Standards*, 17 November 2008

T.O. 00-20-9, *Forecasting Replacement Requirements for Selected Calendar and Hourly Time Change Items*, 15 Mar 2008

T.O. 00-20K-1, *Inspection and Control of USAF Shelf-Life Equipment*,

T.O. 00-35D-54, *USAF Material Deficiency Reporting and Investigating System*, 1 May 2007

AFMAN 23-220, *Reports of Survey for Air Force Property*, 1 July 1996

T.O. 11A-1-60, *General Instructions Inspection of Reusable Munitions Containers, and Scrap Material Generated from Items Exposed to, or Containing Explosives*, 15 Jan 2007

Terms

Allocation—quantity of munitions items a command can expect (up to forecasted quantity) to be available for the designated fiscal year.

Audit Trail—clear and distinct documented chain of events showing all actions affecting accountability.

Consumption Issue—Consumption issues are limited to those assets consumed or installed within 15 days (i.e., DIFM, Time Change, Shop Code, Stock, and R&D).

Custody Issue—Use 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.

Commander—For the purpose of this instruction, this is the organization or unit commander.

Courtesy-Stored Munitions—Munitions belonging to an on-base organization stored in the Base Munitions Storage Area (MSA). Responsibility for these items remains with the owning organization.

Emergency Issue—An emergency issue is an unforeseen requirement preventing a unit from performing its mission; the item is to be installed/consumed within 12 hours of issue. Poor planning does not constitute an emergency.

Lot Number—An alpha/numeric series of characters systematically assigned to each ammunition lot at the time of manufacture, assembly, or modification that uniquely identifies a particular lot. Provides for “cradle-to-grave” visibility. For safety purposes, all munitions have a lifetime lot number assigned. The lot number allows major commands to target suspected hazardous ammunition by manufacturer and date of manufacture.

Munitions Accountable Systems Officer (MASO)—An individual obligated to exercise due care and observe legal and administrative restrictions for property in their custody. The term

applied to the individual (military or civilian) assigned the responsibility to account for, manage, and report munitions items in an FB, FK, FV, or FZ account.

Pecuniary Liability—a personal, joint, or corporate monetary obligation to make good any lost, damaged, or destroyed property resulting from fault or neglect. It may also result under conditions stipulated in a contract or bond. The statutory obligation of an individual to reimburse the government for loss or improper application of funds or property arising from their failure to exercise assigned responsibilities.

Property Custodial Responsibility—The obligation of an individual for the proper custody, care, and safekeeping of government property entrusted to their possession or under their supervision.

Restricted Ammunition—Any item that cannot be expected to meet performance requirements under all conditions.

Service Life—The length of time an item can remain in an operating configuration or in actual usage, or as directed by an item T.O. Shelf life and service life are not cumulative; any combination of shelf life and service life accrued by an item cannot exceed the shelf life of the item.

Shelf Life—The length of time an item may remain in storage under prescribed packaging and storage conditions. The expiration date for shelf life on items with the month and year listed is the last day of the month. Shelf life begins on the item's manufacture, assembly, or rework date.

Suspended Ammunitions—Items that have been withdrawn, temporarily or permanently, from issue and use because they are either known to be, or are suspected of being, unsafe or otherwise defective.

Attachment 3

SAMPLE – AF ELECTRONIC ISSUE REQUEST

Figure A3.1. Electronic Issue Request.

Munitions Issue Request

Section A - General Information

Account Number: * Requestor: *

Issue Type: E-Mail: *

Requested Pick-Up Date/Time: * 00:00 * Phone: *

Aircraft: Grounding Date:

Insert Emergency Issue Letter

Section B - Requested Assets

C/W NSN	Nomenclature	QTY	CAT	Remarks
<input type="checkbox"/> Enter NSN without dashes (-)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Insert Item

Section C - Scheduling Information (Completed by Munitions Personnel)

Denial Reason:

Scheduled:

OPR: ACC/A4WC
OCR: AF/A4MW
Version 2.1.1

Form template's location: <https://afkm.wpafb.af.mil>

Attachment 4

SAMPLE – ELECTRONIC TURN-IN DOCUMENT

Figure A4.1. Electronic Turn-In Document.

Munitions Turn-In Request

Section A - General Information

Requestor: * Account: *

E-Mail: * Phone: *

Requested Turn-In Date/Time: * 00:00

Section B - Turn-In

NSN	Document Number	Lot Number	CC	QTY	CAT	Comments
Enter NSN without dashes (-)						

Insert Item

Details for :

Structure	Location	Nomenclature	Reason for Turn-In

Click here to sign this section

In-checker Phone:

Section C - Processing (Completed by Munitions Personnel)

Denial:

Scheduled:

Form template's location: https://afkm.wpafb.af.mil

Attachment 5

SAMPLE – ELECTRONIC EXPENDITURE REQUEST

Figure A5.1. Electronic Expenditure Request.

Munitions Expenditure Request

Section A - General Information

Custodian: * Account: *

E-Mail: * Date: 13-Dec-07

Phone: *

Section B - Expenditures

NSN	Document Number	Lot Number	GC	QTY	CAT	Comments
Enter NSN without dashes (-)						

Insert Item

Details for :

Structure	Location	Nomenclature	Justification/Reason for Use

Click here to sign this section

Section C - Processing (Completed by Munitions Personnel)

Denial: Transaction:

Form template's location: <https://afkm.wpafb.af.mil>

Attachment 6

FV 2520 COP INITIAL REGISTRATION INSTRUCTIONS

1. Munitions EDOCS Your paperless Munitions Account. The future is now! Let's get started!!!
2. The Air Force Ammo community is entering the 21st Century in the area of Custody Account Management.
3. PLSSC has created a Community of Practice (CoP) website accessible through the Air Force Portal. For those of you not familiar with CoPs, they are small functional area websites providing links and other information to all areas of Air Force practices. The PLSSC CoP is your link to all your munitions custodian account needs. You will request issues, process turn-ins and expenditures, get access to inventories, get information on upcoming events, and obtain all sorts of information you may need. It's kind of a "one-stop shop" for all your "Ammo" needs.
4. The first step in your process is to request access to our CoP using the link below. Once given access, take some time to familiarize yourself with the page layout. On the left-hand side, you'll see links for issue, turn-in, and expenditure requests. Click on the link and open a form; look at the information required and become familiar with it.
5. If you look in the middle, you'll see a set of folder links. These folders will contain basic information for your account, forms for your use, operating instructions, training manuals, and other useful information. Again, open the folders and look around.
6. This is the first step in establishing your paperless munitions account. So please, visit the link and request access; we'll set you up. Additionally, we will need to grant you access to the 45 LRF "Ammo" share folder; please let us know if you cannot access folders on the "Patrick" share drives.
7. If you experience any problems while viewing the page, please let us know right away. We'll do our best to get your problems resolved.

LINK: <https://afkm.wpafb.af.mil/ASPs/CoP/ClosedCoP.asp?Filter=OO-LG-SP-17>

You will need to be logged into The Air Force Portal to get access to this site.

NOTE: When requesting access, please place the following information in the large request block: Name, Account Number, Phone Number, MAJCOM, and CAC Card, YES or NO.

Attachment 7

SAMPLE – Out-of-Cycle Allocation Request

Date

MEMORANDUM FOR (Insert Base MASO and Complete Mailing Address)

FROM: Self Explanatory (include SRAN)

SUBJECT: Out-of-Cycle Ground Munitions Allocation Request

1. An FY04 out-of-cycle munitions allocation is requested for the following item(s):

- **Master NSN/DODIC or CRC:** 1305 01 155 5459 / A059
- **Nomenclature:** CTG, 5.56 MM BALL
- **MSRC:** 1DJA
- **Requirement Code:** BA
- **Category Code:** B
- **Functional User Code:** B5
- **Custody Account Number:** 999MU
- **Current Years Allocation:** 0
- **Current Expenditure Data:** 0
- **Requested Increase:** 1000000 EA
- **On-hand Quantity:** 0
- **Host-User Command Code (1S-1S, 1S-OB)** 1S – 0M

2. **AUTHORIZING DIRECTIVE:** Example - AFCAT 21-209, para 3.13. This allocation increase is required due to an increase in authorized mobility weapons to support our miscellaneous UTC tasking. **FORMULA:** 84 each M-16 weapons X 60 rounds per weapon = 5,040. If disapproved, we will not be able to support all required UTC taskings with required quantities of weapons and ammo.

3. **MISSION IMPACT IF NOT APPROVED:** Insert mission impact.

4. Insert POC name, rank, organization, office symbol, DSN, and e-mail. For example, SSgt Smith, 419 FW/LGMW, DSN 682-1234, smith@hill.af.mil.

Insert Applicable Commander or Equivalent
Complete Signature Block and Signature

Attachment 8

SAMPLE – POST-POST CONSUMPTION ISSUE DOCUMENT

SAMPLE

 POST-POST CONSUMPTION ISSUE DOCUMENT

DoDAC: FV2520 DOC-NBR: R893WE40027500 ORG TITLE: 920
MXS/LGMW

MASTER NSN: 1377012117211ES MSRG: _____ DODIC: _____

NOUN: CARTRIDGE, THRUSTER

ERRC: XB3 (DIFM) U OF I: EA

CAT CODE: S PRI: 15 PROJ-CODE: _____

TOTAL-COST: \$172.96 CIIC: 7 (UNCLASSIFIED)

TYPE-CARGO: F TPO DATA: _____ DEL DEST: TCG

<u>NSN</u>	<u>LOT NUMBER</u>	<u>C/C</u>	<u>STRUCTURE</u>	<u>LOCATION</u>	<u>QUANTITY</u>	<u>UNIT</u>
1377012117211ES	SEB95F007-002	A	1425	01A002E003	1	\$172.96

(LOW) RISK MUNS ITEM

HAND RECEIPT (LOW) RISK MUNS ITEM HANDLING

I HEREBY ACKNOWLEDGE RECEIPT FOR MATERIAL
 IDENTIFIED ON THE FACE OF THIS FORM.

PRINT NAME _____ DATE: _____

SIGNATURE _____ TIME: _____

ORGANIZATION _____

DATE: 2 JAN 04 TIME: 09 00 00

Attachment 9

SAMPLE – POST-POST CUSTODY ISSUE DOCUMENT

SAMPLE

POST-POST CUSTODY ISSUE DOCUMENT

DoDAC: FV2520 DOC-NBR: S892MU40027501 ORG TITLE: 920 MXS/LGMW

MASTER NSN: 1305012328338 MSRG: 1CH DODIC: A011

NOUN: CARTRIDGE, 12 GAGE 00 BUCKSHOT

ERRC: XB3 U OF I: EA

CAT CODE: D PRI: 15 PROJ-CODE:

TOTAL-COST: \$157.50 CIIC: 4 (SENSITIVE)

TYPE-CARGO: E TPO DATA: _____ DEL DEST: 1327

<u>NSN</u>	<u>LOT NUMBER</u>	<u>C/C</u>	<u>STRUCTURE</u>	<u>LOCATION</u>	<u>QUANTITY</u>	<u>UNIT COST:</u>
1305008924254	FC-83M001-016 A	1435	01B015A002A		450	\$0.35

(LOW) RISK MUNS ITEM

HAND RECEIPT (LOW) RISK MUNS ITEM HANDLING

I HEREBY ACKNOWLEDGE RECEIPT FOR MATERIAL IDENTIFIED ON THE FACE OF THIS FORM.

PRINT NAME _____ DATE: _____

SIGNATURE _____ TIME: _____

ORGANIZATION _____

DATE: 2 JAN 04 TIME: 09 05 00

SAMPLE

Attachment 10

SAMPLE – POST-POST CUSTODY EXPENDITURE DOCUMENT

SAMPLE

 POST-POST CUSTODY EXPENDITURE DOCUMENT

PGM ID: AM723I DODAAC: FV2520
 DOC-NBR: S892MU80287903 NSN: 1377010496365
 NOUN: CARTRIDGE, IMPLUSE, M796 ORG TITLE: AFRES 920 RQS
 UNIT OF ISSUE: EA ERRC: XB3 (EOQ)
 CATEGORY-CODE: D
 UNIT COST: \$0.60 TOTAL COST: \$ 828.00

MASO'S (PRINT) _____
 NAME: _____
 (SIGNATURE) _____ DATE: _____

LOT#	STRUCTURE	LOCATION	C/C	QTY	LINE COST
AMN84D001Y004	1440 01C005A004B	B	720	432.00	
TOS93C003-006	1440 01C003A003B	A	660	396.00	

DATE - 2 JAN 2004 TIME - 09 15 00

SAMPLE

Attachment 12

CUSTOMER INFORMATION MATRIX

This matrix provides organizational commanders and appointed custodians of using and managing munitions activities with a quick reference to key policies, responsibilities, and procedures essential for proper management of their munitions account and issued assets. It shall be used to augment responsibilities and procedures briefed to commanders and custodians on the AF FORM 68, *Munitions Authorization Record*. Commanders and custodians must be familiar with and understand the content within these references. Direct questions to the local Munitions Accountable Systems Officer (MASO).

Table A12.1. Customer Information Matrix.

Paragraph	General Topic	Specific Topic
1.2.	Deviations and Waivers	Requesting deviations and waivers to munitions policy
2.3.	Commander Responsibilities	Responsibilities of commanders of organizations “using or possessing” munitions
2.4.	Commander Responsibilities	Specific responsibilities of squadron commanders (or equivalent)
2.4.4.	Commander Responsibilities	Responsibility and timelines to sign the semiannual inventory results letter and return to the MASO
2.5.	Munitions Supervision Responsibilities	Responsibilities of munitions supervision
2.6.11.	MASO Responsibilities	MASO responsibility for commander and custodian training, briefing and support
2.6.14.	Restricted and Suspended Munitions	Responsibilities and procedures for notification and customer response guidelines
2.7.11.	Release of Munitions	Approval process to release munitions to agencies or individuals outside the Air Force
3.1.1.	Product Assurance	Key product assurance duties
3.3.	Container Management	Management procedure for empty munitions containers
5.4.	Munitions Accountability	Responsibilities for munitions accountability element
5.4.13.	Restricted and Suspended Munitions	Procedure and format for notification of customers/users of Conventional Munitions Restricted or Suspended (CMRS)
7.3.	AF FORM 68	Procedures for preparation and use of the AF FORM 68, Munitions Authorization Record
7.4.	Custody Account Management	Custodial procedures for managing organizational custody accounts

7.4.3.3.	Lot Number Integrity	Requirements to maintain munitions lot number integrity
Paragraph	General Topic	Specific Topic
7.4.3.4.	Inventories	Custody account inventory, reconciliation, and filing procedures
7.4.3.5.	Loss of Munitions	Requirements to report theft, loss, or destruction of munitions
7.4.3.6.	Packing Material	Requirements to retain and manage custody account packaging materials
7.4.3.8.	Courtesy Storage	Procedures for initiating a courtesy storage agreement with the munitions storage activity
7.4.3.9.	Expenditures	Requirement and timelines for validating and processing expenditures
7.4.4.	Custody Account Management	Custody account filing requirements
7.4.5.	Custody Account Management	Custody account management and maintenance deficiencies
7.4.6.	Custody Account Management	Closure of a custody account
7.5.2.	Allocations Management	Out-of-Cycle Requests (OOCRs) and Allocation Transfer Requests (ATRs)
7.11.	Inventories	Custody account inventory and reconciliation procedures
7.11.6.	Inventories	Types and guidelines for custody account inventories (annual, quarterly, monthly, and special)
7.11.10.	Inventories	Procedures for performing and recording custody inventories
7.11.12.3.6.	Inventory Discrepancies	Procedure and responsibility for identifying and reporting inventory losses in accordance with AFI 31-101
7.13.	Issues	Procedure for requesting, processing, documenting, and turning over munitions property
7.13.1.	Issues	General issue procedures
7.13.1.5.	Issues	Organizational refusals; procedures for organizations to refuse requested property
7.13.2.1.	Issues	Consumption issue procedures
7.13.2.2.	Issues	Custody issue procedures
7.13.2.3.	Issues	Emergency issue procedures
7.15.	Expenditures	Procedure and responsibility for reporting and processing munitions expenditures to account for physical consumption of custody munitions

Paragraph	General Topic	Specific Topic
7.15.2.	Expenditures	Procedure to gain approval to expend WRM munitions in peacetime (AFI 25-101)
7.16.	Turn-Ins	Responsibilities and procedures for requesting, processing, and managing munitions turn-ins
7.16.1.	Turn-Ins	Types of turn-ins; organizational; custody; expenditure; due-in from maintenance (DIFM); and found on base (FOB) turn-ins
7.16.2.	Turn-Ins	Processing turn-in requests
7.18.	TCI and CAD/PAD Management	Policy and procedure for managing Time-Change Items (TCIs) and Cartridge Actuated Device/Propellant Actuated Device (CAD/PAD) items
7.19.	Aircrew Life Support (ALS) Time Change	Policy and procedure for managing ALS Time Change items
7.21.	COTS Munitions Management	Policy, procedure, and responsibility for obtaining COTS and managing COTS munitions
9.5.	Inter-Service Support	Procedure for providing and gaining approval for munitions inter-service release
9.6.	Foreign Military Sales (FMS)	Procedures for coordination and approving FMS cases