

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

911 AIRLIFT WING INSTRUCTION 23-202

26 MARCH 2013



Supply

**STORAGE AND ISSUE OF MOBILITY
SMALL ARMS**

COMPLIANCE WITH THIS PUBLICATION IS MANADATORY

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: 911 LRS/LGSP

Certified by: 911 LRS/CC
(Major Tanaka Dunn)

Supersedes: 911AWI23-202,
24 February 2007

Pages: 3

This instruction implements Air Force Policy Directive (AFPD) 23-1, *Material Management*, and the 911 AW Installation Deployment Plan, 9 January 2011. It establishes local procedures and guidelines for maintaining mobility weapons and applies to all 911 AW organizations authorized small arms. 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://www.my.af.mil/afirms/afirms/afirms/rds/rds_series.cfm.” Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional’s chain of command. See **Attachment 1** for a Glossary of References and Supporting Information.

SUMMARY OF CHANGES

Paragraph **1.4** was rewritten.

1. OrganizationalDeploymentResponsibilities:

- 1.1. When possible the unit/squadron commander will notify the Base Supply Equipment Technician and/or the Logistics Manager in writing (letter form or electronically) at least two (2) weeks prior to the required deployment date. The request will include:

- 1.1.1. For each weapon being deployed, provide the quantity, stock number(s) and the serial number.
- 1.1.2. The departure and return dates and destination (if known).
- 1.1.3. The name of the Deployment Equipment Custodian authorized to sign for weapons.
- 1.1.4. The date and time weapons are to be picked up in Building 320.
- 1.1.5. Units are responsible for palletizing weapons.
- 1.1.6. Provide appoint of contact for additional information or changes.
- 1.2. If the deployment or exercise is expected to be for 15 days or more the unit/squadron Commander (or designated representative) will ensure the Deployment Equipment Custodian coordinates information with the Equipment Management Technician and arranges to sign for transfer of property.
 - 1.2.1. For deployments less than 15 days, an AF Form 1297, **Temporary Hand Receipt**, will be used.
- 1.3. Upon completion of deployments/exercises, arranges for the weapons to be returned to the supply vault Building 320. The units are responsible for the inventory, cleaning and securing weapons into the vault.
 - 1.3.1. After the weapons are returned to the base, notify the Equipment Management Technician so the paperwork can be processed to return weapons to the base accountable records.
- 1.4. All organizations assigned mobility weapons are responsible for conducting an annual inventory, verifying the serial number of each weapon together with the BOS Base Supply Weapons Custodian and Security Forces/CATM official.

CRAIG C. PETERS, Colonel, USAFR
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFMAN 33-363, *Management of Records*, 01 March 2009

AFPD 23-1, *Material Management*, 15 February 2011

911 AW *Installation Deployment Plan*, 9 January 2011

Adopted Forms

AF Form 1297, *Temporary Hand Receipt*, 1 July 1987

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