

**BY ORDER OF THE SECRETARY  
OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 34-271**

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*Services*



**AIR FORCE SHOOTING PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFPD 34-2, *Managing Nonappropriated Funds*. It outlines responsibilities and procedures for the United States Air Force (USAF) Shooting Program, establishes documentation procedures, and standardizes conduct for the USAF Shooting team members. This instruction applies to all active duty military, Air National Guard, and Air Force Reserve members participating in the program. The reports in this instruction are exempt from licensing in accordance with (IAW) AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*. This AFI may be supplemented at any level, but all supplements that directly implement this Instruction must be routed to AF/A1S for coordination prior to certification and approval. 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. Ensure all records created as a result of processes prescribed in this publication are maintained 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/afrims/afrims/rims.cfm>.

**SUMMARY OF CHANGES**

This publication updates guidance to delete availability of limited quantities of weapons for developmental team members' use. It deletes the Shooting Program Logistic Manager and redefines the Shooting Program Manager's duty description. The publication clarifies team selection periods and specifies HQ Air Force Services Agency (AFSVA), Directorate of Programs, Community Programs Division, Sports and Shooting Branch (HQ AFSVA/SVPCR)

selects team members, with selection notification accomplished by prepared and distributed selection messages.

### ***Section A—Program Overview***

**1. Purpose and Background.** Marksmanship is an inherent military skill, which sets shooting apart from other Services activities. The Competitive Shooting Program motivates participants to improve their shooting skill in hopes of being selected for the Air Force Shooting Teams. The Shooting Program is limited to Active Duty, Air National Guard, or Air Reserve personnel. Participants can ultimately, gain a position on the Olympic, Pan American, Conseil International du Sport Militaire (CISM), or other teams representing the United States in international competition. The Competitive Shooting Program:

1.1. Leads to international competition and supports Department of Defense (DoD) Directive 1330.4. *Participation in Armed Forces, National, and International Sports Activities*, 9 March 1987.

1.2. Includes participation in Interservice and National sports.

1.3. Is eligible for appropriated fund support through Olympic training funds.

1.4. Advances marksmanship by a formal program similar to those conducted by the other services, Reserve Forces and the National Guard (NG).

1.4.1. The Chief, National Guard Bureau (CNGB) exercises control over small arms competitive marksmanship activities for the NG.

1.4.1.1. The CNGB approves interservice, national, and international level competitions in which NG personnel may compete; supports the participation of NG personnel selected to represent the NG and United States in approved interservice, national, and international marksmanship competitions; and supervises the expenditure of funds for support of NG personnel in national, interservice, and international competitions.

1.4.1.1.1. The Commander, National Guard Marksmanship Training Center (NGMTC) conducts competitive marksmanship clinics as directed by CNGB; maintains records of NG personnel competing in Excellence-in-Competition (EIC) matches; conducts and supervises annual Armed Forces Skill-at-Arms Meeting; conducts and supervises annual Interservice Sniper Sustainment Exercise; supervises Marksmanship Advisory Council's Regional Marksmanship Proficiency Training Exercises; selects, supports and supervises personnel to represent NG in Armed Forces interservice, national, and international level competitions; and notifies CNGB of NG personnel selected to represent the United States in approved international sporting level competitions.

1.5. Augments Air Force recruiting efforts by conducting shooting clinics at universities, high schools, and local clubs.

**2. Equipping Team Members.** Individuals traditionally provide their own equipment, ammunition, and weapons. The Air Force provides a reasonable amount of ammunition for training and competition, entry fees, travel, and personal maintenance expense allowance, or per

diem (if available), as well as funding for miscellaneous expenses to include the availability of gunsmith support.

**3. Shooting Discipline Composition.** The number of shooting discipline (teams) team members may vary each year depending on availability and demonstrated performance of applicants and projected funding levels. The teams are comprised of a primary and a developmental team. Each shooting discipline is restricted to a maximum membership of ten members, primary and developmental combined. Deployed team members may be placed in inactive (unfunded) status and not count against the total team composition during deployment. The overall shooting program is made up of the following nine distinct and separate teams.

- 3.1. National Pistol.
- 3.2. Action Pistol.
- 3.3. American Skeet.
- 3.4. International Pistol.
- 3.5. International Rifle.
- 3.6. High Power Rifle.
- 3.7. International Skeet.
- 3.8. International Trap.
- 3.9. International Running Target.

#### ***Section B—What People Do***

**4. Shooting Program Manager.** This individual works for HQ AFSVA/SVPCR. Specific responsibilities include, but are not limited to, the following:

- 4.1. Managing the Air Force Excellence-in-Competition (EIC) program IAW AFI 34-227, *Excellence-In-Competition (EIC)*.
- 4.2. Managing team matters including temporary duty (TDY) selection and instructions.
- 4.3. Enforcing policies and procedures.
- 4.4. Preparing host-tenant support agreements.
- 4.5. Approving team member selections and removals.
- 4.6. Annually budgeting for travel, per diem, ammunition, entry fees, equipment, and other miscellaneous expenses.
- 4.7. Coordinating all team member reimbursements for permissive TDYs.
- 4.8. Perform Munitions User Function Manager duties outlined in AFI 21-201, *Conventional Munitions Maintenance Management*.
- 4.9. Coordinating AF Gunsmith Shop support for training camps and competitions approved by HQ AFSVA/SVP.
- 4.10. Managing costs and protecting cash, inventory, and facilities.

- 4.11. Maintaining inventory of all supplies and equipment.
- 4.12. Shipping supplies, equipment, and uniforms to team members.
- 4.13. Requisitioning supplies and equipment.
- 4.14. Maintaining records of uniform issues.
- 4.15. Determining replacement uniform needs.
- 4.16. Reviewing equipment table of allowances.
- 4.17. Reviewing after-match reports, evaluating team members, and coordinating all public affairs activities.
- 4.18. Conducting quarterly or biannual teleconferences with the team captains to streamline communication and important issues.

**5. Team Captains.** Specific duties include, but are not limited to, the following:

- 5.1. Acting as liaison for the program manager and individual team members.
- 5.2. Monitoring conduct of team members.
- 5.3. Recommending removal (through Shooting Program manager for SVP approval) of a member from the team or termination of any member's TDY who does not adhere to Air Force standards and discipline.
- 5.4. Conducting training and selection camps.
- 5.5. Submitting training requirements, competition schedules, and ammunition requirements, to include submittal of Commercial off the Shelf (COTS) munitions' data package requirements.
- 5.6. Submitting after-match and cumulative cost summaries, and munitions expenditures within ten days of trip completion to HQ AFSVA/SVPCR.
- 5.7. Making all necessary arrangements for team members including entry and registration, lodging, and other necessary support.
- 5.8. Requesting AF Gunsmith Shop support through HQ AFSVA/SVPCR.
- 5.9. Assuring safety and security in all firearms and ammunition handling.
- 5.10. Furnishing HQ AFSVA/SVPCR serialized listings of weapons used by current and past USAF Team Members. Listings, signed by the team captains, must be forwarded to HQ AFSVA/SVPCR, 10100 Reunion Place, San Antonio, TX 78216-4188. Serialized listings are required before the weapon can be repaired.
- 5.11. Annually providing updated serialized lists of the team members' personal weapons. This provides the authorization for repair on personally owned match-grade weapons.

**6. Team Members.**

- 6.1. Maintain safety and security of all equipment including firearms and ammunition.
- 6.2. Establish personal training schedules, with concurrence of team captains.

6.3. Annually update and submit to Shooting Program Manager an AF Form 1297, *Temporary Issue Receipt*, for all weapons and team equipment issued to them by the AF Gunsmith Shop or HQ AFSVA/SVPCR.

6.4. Coordinate with the local Munitions Accountable Supply Officer (MASO), IAW AFI 21-201 when establishing custody accounts, receiving munitions items, and recording expenditures.

## **7. Air Force Gunsmith Shop.**

7.1. The AF Gunsmith Shop is managed by Warner Robins Air Logistics Center (WR-ALC) Small Arms Program Office.

7.2. WR-ALC Small Armed Program Office programs and budgets for Gunsmith Shop support to include spare parts and travel expenses to cover competition support.

7.3. Provides support, upon coordination from HQ AFSVS/SVPCR via the request of Team Captains, based on funding, who maintain all shooting team competitive weapons and personal competitive weapons including rifles, shotguns, and handguns.

7.4. May accomplish repairs on a "part-for-part" basis, according to availability and mission requirements. Therefore, team members must turn over any parts replaced by the Gunsmith Shop. Parts which are usable after repair are returned to bench stock. Parts which are unserviceable are turned in to Defense Property Disposal by the Gunsmith Shop. This maintenance requires coordination with HQ AFSVA/SVPCR.

7.5. Team members may also supply their own parts for fitting and installation. The AF Gunsmith Shop will maintain the removed parts from shooting team weapons, but return replaced parts from privately owned weapons to the team member.

7.6. Requests weapons serialized listings from HQ AFSVA/SVPCR as needed.

## **8. Air Force Shooting Program (AFSP) Munitions Management.**

8.1. The AFSP manager obtains ammunition for Team Members by two methods:

8.1.1. Use DoD stock-listed assets obtained through the munitions forecast, allocation and distribution process ISA AFI 21-201 instructions.

8.1.2. Use COTS munitions procedures to procure match grade ammunition when existing DoD stock-listed assets are not suitable. The AFSP manager, using COTS procedures, centrally purchases annual munitions requirements.

8.1.2.1. Since COTS munitions are centrally procured directly from the manufacturer or vendor, the AFSP manager may stockpile up to a one-year supply. These assets will be centrally managed by the AFSP director.

8.1.2.2. COTS munitions for the AFSP must be approved by the 784th Combat Sustainment Group (CBSG) Hill AFB, UT and Nonnuclear Munitions Safety Board (NNMSB) IAW AFI 21-201 but will not have munitions system management under the 784 CBSG.

8.2. Due to the unique requirements, the following responsibilities are established to ensure proper procurement, storage, serviceability, distribution, accountability, and disposition of AFSP COTS munitions.

8.2.1. The AFSP Manager will:

8.2.1.1. Process COTS Munitions Data package request through the 784 CBSG website (<https://www.my.af.mil/ammoprod/wm/>) and obtain approval for all COTS munitions prior to procurement IAW AFI 21-201. Maintain currency and request annual renewal of ammunition Interim hazard classification through the 784 CBSG.

8.2.1.2. Ensure only small arms ammunition are procured; no ammunition components are authorized, and pellets are exempt from COTS munitions procedures.

8.2.1.2.1. Use AF Form 9, *Request for Purchase*, procedures. Do not use the Government Purchase Card.

8.2.1.2.2. Centrally procure munitions and direct shipments to 37 LRS/SGRB, Lackland AFB, TX to be assigned a local stock number and picked up on munitions accountable records IAW AFI 21-201.

8.2.1.3. Provide shipping (redistribution) instructions to 37 LRS/LGRB to include:

8.2.1.3.1. Local assigned stock number, COTS approval number (and current Interim Hazard Classification (IHC) documentation, if required), quantity, DoD Activity Address Code (DoDAAC) destination (FVXXX, servicing munitions activity).

8.2.1.3.2. Fund cite for COTS munitions shipment costs, if required.

8.2.1.4. Provide 37 LRS/LGRB and servicing munitions activities with the following information:

8.2.1.4.1. Local assigned stock number (obtained from 37 LRS/LGRB), COTS approval number (and Current IHC documentation, if required), annual quantity allocated to each team member.

8.2.1.4.2. List of all authorized team members with name, rank, organization, and DSN. Ensure the Privacy Act statement is included on documents.

8.2.1.5. Retain “cradle-to-grave” responsibility for COTS munitions IAW AFI 21-201, paragraph 3.11.8.2. Provides fund cite for any costs required for the proper disposition of unserviceable ammunition.

8.2.1.6. Provide a copy of the Material Safety Data Sheet for all ammunition stored at or transiting Lackland AFB, Texas.

8.2.1.7. Provide redistribution orders with shipping fund cite to servicing munitions activity, if required.

8.2.2. The 37 LRS/LGRB (AETC), DoDAAC FV3047, Lackland AFB, TX is the Air Force central munitions activity for SFSP ammunition and explosives components. The 37 LRS/LGRB will:

8.2.2.1. Receive ammunition and explosive components from manufacturer and/or vendors.

8.2.2.2. Validate COTS ammunition are approved by 784 CBSG for AFSP use and have an assigned Hazard Classification (HC) or IHC (obtain verification through 784

CGSG website). If approved, place in condition code (CC)-A, if not approved place in CC-J until HQ AFSVA/SVPCR obtains approval.

8.2.2.3. Use Combat Ammunition System (CAS) AMD03A, *Load Local IDR/IDR Challenge*, to load local stock number into CAS. Local stock numbers will be designed as follows:

8.2.2.3.1. Positions 1-4 will be federal supply class "1305."

8.2.2.3.2. Position 5 will be "L."

8.2.2.3.3. Positions 6-11 will be locally assigned serial number, e.g., "001001."

8.2.2.3.4. Positions 12-15 will be the last four numbers of the DoDAAC "3047."

8.2.2.3.5. Example: "1305L0010013047."

8.2.2.4. Receive assets in CAS. All accountability requirements in this instruction apply. If items do not have an assigned lot number from the manufacturer, assign and mark all containers with a local lot number according to TO 11A-1-10, *AF Munitions Surveillance Program and Serviceability Procedures*.

8.2.2.5. Provide a listing of local assigned stock, lot numbers, and nomenclature to HQ AFSVA/SVPCR.

8.2.2.6. Treat items as like DoD stock listed items and inspect, store, and ship as small arms ammunition IAW TT 11A-13-10-7, *Specialized Storage and Maintenance Procedures, Small Arms Ammunition*, unless otherwise directed by 784 CBSG.

8.2.2.7. Prepare and ship assets as directed by HQ AFSVS/SVPCR AFSP manager.

8.2.2.7.1. Use HQ AFSVA/SVPCR fund cite for COTS munitions.

8.2.2.7.2. Assets will be shipped quantity unit pack as received from the manufacturer/vender.

8.2.2.8. Request disposition from AFSP manager or HQ AETC/A4MSW for excess munitions.

8.2.3. The servicing munitions unit (DoDAAC) FV3047 (code for shipments to Lackland AFB, TX) will:

8.2.3.1. Receive assets using the local assigned stock number on the shipping document. Validate COTS ammunition are approved by 784 CBSG for SFSP use and have an assigned HC or IHC (obtain verification through 784 CBSG website). If approved, place in CC-A, if not approved place in CC-J until HQ AFSVA/SVPCR obtains approval.

8.2.3.1.1. Use CAS AMD03A *Load Local IDR/IDR Challenge*, to load local stock number into CAS.

8.2.3.1.2. Maintain and account for items according to this instruction and applicable technical data.

8.2.3.2. Treat items as like DoD stock-listed items and inspect, store, issue, and ship as small arms ammunition IAW TO 11A-13-10-7, unless otherwise directed by 784 CBSG.

8.2.3.3. When requested, establish a custody or consumption account IAW AFI 21-201 instructions. Load levels in CAS IAW HQ AFSVA/SVPCR authorized/allocated quantities.

8.2.3.4. Request disposition from AFSP manager or 784 CBSG for excess munitions.

8.2.4. AFSP Team Members will:

8.2.4.1. Request munitions custody or consumption account from the DoDAAC and perform all required account actions IAW AFI 21-201 and local installation instructions.

8.2.4.2. Report all issues, expenditures, and balances to team captains and HQ AFSVA/SVPCR on quarterly basis.

8.2.4.3. Comply with all explosive safety requirements within AFMAN 91-201 and physical security requirements of AFI 31-101, *The Air Force Installation Security Program (FOUO)*

### ***Section C—Primary and Developmental Teams***

#### **9. Primary Shooting Team Selections.**

9.1. Member Selection Basis. HQ AFSVA/SVPCR selects team members based on background, shooting performance, and demonstrated potential as listed on the applicant's AF Form 303, *Request for USAF Specialized Sports Training*. HQ AFSVA/SVPCR will send team selection messages to commanders when members are selected. Commanders are required to confirm the satisfactory bearing and behavior of new team members. Team members must also meet fitness and personal appearance standards IAW AFI 10-248, *Fitness Program* and AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, and be available to participate in scheduled competitions. If members do not meet standards or are unavailable, alternates will be selected.

9.2. Primary Shooting Team. This group of shooting program members represents the primary traveling competitive team. It is generally limited to half the shooting discipline membership (normally five to six team members).

**10. Developmental Shooting Team.** Each shooting discipline has an in-training group known as developmental members for the Competitive Shooting Program.

10.1. Team Selection Periods. HQ AFSVA/SVPCR, assisted by the team captains, will annually select new team members. Tentative selection will be made by the team captain based on the results of training camps conducted for that purpose.

10.2. Developmental Team Members.

10.2.1. Attend training camps in a permissive TDY status.

10.2.2. HQ AFSVA/SVPCR may provide lodging and funds for nominal travel expenses depending on funding availability.

10.2.3. Selected based on demonstrated potential. Individuals selected to the development teams will be limited to team position vacancies.

10.2.4. Issued ammunition, as approved by the program manager.

10.2.5. May be selected for the Primary Shooting Team, released from the Developmental Team, or elect to leave the Developmental Shooting Team.

10.2.6. Procure (at their own expense) all weapons and equipment necessary to fully compete in their discipline if selected for the Primary Shooting Team (except as provided on-hand receipt from the Gunsmith Shop).

### ***Section D—Other Information***

**11. Dress and Personal Appearance.** Members of the Air Force Shooting Program wear the shooting uniform prescribed by the Air Force Shooting Program Director or HQ AFSVA/SVPCR and cannot deviate without prior approval by HQ AFSVA/SVPCR. Team members wear BDU/ABUs IAW AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*.

**12. Acceptance of Awards.** Team members can accept trophies, medals, National Rifle Association Sport Certificates, and other awards. They cannot accept merchandise, valuable equipment, or cash. Air Force personnel who are off-duty, not on official or permissive TDY, and who entirely pay their own expenses are exempt from this rule. HQ AFSVA/SVPCR, through coordination with HQ AFSVA/SVL, makes the final determination concerning whether or not awards are acceptable.

**13. After-Match and Cumulative Cost Summary.** These are informal summaries that team captains submit. They include the names and scores of first, second, and third place finishers in each major event and the scores and relative standing of all Air Force competitors. The reports also include recommendations and a summary of total travel, personal maintenance expense allowance or per diem (if available), entry fees, and miscellaneous expenses. Individuals who participate in competitions must submit after-match data to the team captain.

**14. Shooting Program Ammunition.** If budget permits, a limited amount of ammunition will be provided by HQ AFSVA/SVPCR to team members on an annual basis. Team members must coordinate with their respective installation MASO for use and disposition of government ammunition. Ammunition residue is not turned in due to safety requirements during competitions prohibiting the pickup of brass. Minor quantities of match brass recovered is reloaded by team members and reused. Orders on DD Form 1610, *Request and Authorization for TDY Travel of DOD Personnel*, or AF Form 988, *Leave Request/Authorization*, must include the following statement: "IAW Federal Firearms Act, 18 U.S.C. 925, individuals are authorized to transport firearms and ammunition during the period of official TDY."

### **15. Prescribed and Adopted Forms.**

AF Form 847, *Request for Change of Publication*

AF Form 988, *Leave Request/Authorization*

DD Form 1610, *Request and Authorization for TDY Travel of DOD Personnel*

AF Form 303, *Request for USAF Specialized Sports Training*

AF Form 9, *Request for Purchase*

AF Form 1297, *Temporary Issue Receipt*

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

DOD Directive 1330.4, *Participation in Armed Forces, National, and International Sports Activities*, 9 March 1987

AFPD 34-1, *Air Force Service Combat Support Programs*, 1 November 1997

AFI 10-248, *Fitness Program*, 25 September 2006

AFI 21-201, *Conventional Munitions Maintenance Management*, 23 November 2007

AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*, 1 June 2007

AFI 34-227, *Excellence-In-Competition (EIC)*, 15 November 2004

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 2 August 2006

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

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

***Abbreviations and Acronyms***

**ABU**—Airman Battle Uniform

**AFI**—Air Force Instruction

**AFPD**—Air Force Policy Directive

**AFSP**—Air Force Shooting Program

**AFSVA**—Air Force Services Agency

**BDU**—Battle Dress Uniforms

**CC**—Condition Code

**CAS**—Combat Ammunition System

**CISM**—Conseil International du Sport Militaire

**COTS**—Commercial Off-the-Shelf

**DoD**—Department of Defense

**DoDAAC**—Department of Defense Activity Address Code

**EIC**—Excellence-in-Competition

**HC**—Hazard Classification

**HQ**—Headquarters

**IAW**—In Accordance With

**IHC**—Interim Hazard Classification

**MASO**—Munitions Accountable Supply Officer

**NG**—National Guard

**SVPCR**—Directorate of Programs, Community Programs Division, Sports and Shooting Branch

**TDY**—Temporary Duty

**TO**—Technical Order

**USAF**—United States Air Force

**WR**—ALC—Small Arms Program Office