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COMBAT ARMS PROGRAM

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This instruction implements Air Force Policy Directive (AFPD) 36-22, *Air Force Military Training* and supports Air Force Instruction (AFI) 31-207, *Arming and Use of Force by Air Force Personnel*. This publication requires the collection and or maintenance of information protected by the Privacy Act (PA) of 1974. The authorities to collect and or maintain the records prescribed in this publication are 10 *United States Code* (U.S.C.), Section 8013, Secretary of the Air Force; DoD Directive 7730.47, *Defense Incident Based Reporting System (DIBRS)*; AFI 31-203, *Security Forces Management Information System*; 18 U.S.C., Section 922 note, *Brady Handgun Violence Prevention Act*; 28 U.S.C., Section 534 note, *Uniform Federal Crime Reporting Act*; 42 U.S.C., Section 10601 et seq., *Victims Rights and Restitution Act of 1990*; and Executive Order 9397 (SSN). System of Records Notice (SORN) F031 AF SF B, *Security Forces Management Information System (SFMIS)*, applies. Forms affected by the PA have an appropriate PA statement. The applicable Privacy Act System Notice is available online at **http://www.defenselink.mil/privacy/notices/usaf**. 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 Disposition Schedule (RDS) located at **https://www.my.af.mil/gcss-**

af61a/afrims/afrims/. This instruction describes how to plan, conduct, administer, evaluate, and manage the USAF Combat Arms Program. The program develops individual and crew-served ground-weapons skills. Use this instruction with Air Force Manual (AFMAN) 36-2227, Volume 1, *Combat Arms Training Programs Individual Use Weapons*, and Volume 2, *Combat Arms Training Programs Crew Served Weapons*. Process proposed supplements as required by AFI 33-360, *AF Publications and Forms Management*. Refer recommended changes and questions about this publication to HQ AFSFC/SFXW, 1517 Billy Mitchell Blvd, Lackland AFB, TX 78236-0119, using AF Form 847, **Recommendation for Change of Publication**; route AF Forms 847 from the field through the appropriate functional's chain of command. Do not use the Air Force Innovative Development through Employee Awareness (IDEA) Program to suggest changes to Air Force qualification courses of fire. This publication applies to Air Force Reserve Command (AFRC) units and the Air National Guard (ANG).

(ANG) AFI 36-2226, Combat Arms Program, 24 February 2009, is supplemented as follows and is applicable to the Air National Guard with the following exceptions and modifications to Air Force (AF) policies and procedures. For the purpose of this instruction Major Command (MAJCOM) for the National Guard Bureau (NGB) is defined as the Air National Guard (ANG).

(ANG) It identifies specific responsibilities for managing the Combat Arms training programs affecting both officer and enlisted ANG personnel. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123 (will convert to AFMAN 33-363), *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at **https://afrims.amc.af.mil**/. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF IMT 847s from the field through the appropriate functional's chain of command.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. This revision updates Combat Arms and Weapons Maintenance Programs and changes arming groups and frequencies of live-fire qualification training. It also implements unit level live-fire sustainment training, pre-deployment training, and mandatory wear of combat equipment by individuals completing live-fire qualification for deployment to a combat zone in time of war or a designated hostile fire area. Additionally, it changes inspection frequency for all active in-use (operational use) weapons to six-months.

(ANG) This interim change provides correction to paragraph 1.13.19.

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Chapter 1

RESPONSIBILITIES

1.1. Headquarters USAF, Deputy Chief of Staff (DCS) for Logistics, Installations and Mission Support, Director of Security Forces (HQ USAF/A7S):

1.1.1. Establishes and approves policies related to the USAF Combat Arms Program.

1.1.2. Develops field and organizational-level maintenance and repair policies for Air Force small arms.

1.1.3. Develops and reviews maintenance policies, procedures and range safety criteria for small arms introduced into the Air Force inventory.

1.1.4. Manages waiver authority for the USAF Combat Arms Program.

1.1.5. Manages Air Force Specialty Code (AFSC) 3P0X1B, SEI 312, and DoD civilian equivalent personnel to ensure sufficient numbers of personnel to support the USAF Combat Arms Program.

1.1.6. Assists and coordinates with appropriate Functional Area Managers (FAM) to submit programming initiatives and obtain funding for new or updated weapons or related equipment.

1.1.7. Recognizes and ensures the unique surface combat capabilities of Battlefield Airmen are completely supported in the USAF Combat Arms Program, through facilities, policies, and procedures.

1.2. Headquarters Air Force Security Forces Center, Combat Arms Branch (HQ AFSFC/SFXW):

1.2.1. Implements policies and procedures and develops instructions for the USAF Combat Arms Program consistent with DoD and Air Force Policy Directives, to include weapon training programs at regional training centers, expeditionary skills training courses (e.g. Common Battlefield Airmen Training, Air and Space Basic Course), or other formal training courses.

1.2.2. Develops small arms training and qualification programs and establishes qualification training criteria and standards.

1.2.3. Reviews all Combat Arms Major Command (MAJCOM) supplements.

1.2.4. Implements field and organizational-level maintenance and repair policies for Air Force small arms.

1.2.5. Implements maintenance policies, procedures and range safety criteria for all Air Force small arms.

1.2.6. Coordinates programming for sufficient numbers of weapons and munitions to support the USAF Combat Arms Program.

1.2.7. Manages Combat Arms training munitions requirements. Provides guidance on the distribution of munitions to support Combat Arms mission requirements.

1.2.8. Assists career field managers with training development to support career field small arms proficiency/sustainment training programs.

1.2.9. Reviews facility criteria (e.g. firing ranges, offices, classrooms, maintenance rooms, storage areas) and provides guidance to MAJCOMs on firing range rehabilitation, renovation, and new construction. Coordinates with MAJCOM/A7S staff on range projects. Approves all new range designs and major renovations (changes to the type or function of the range). This approval also applies to portable or trailer type ranges.

1.2.10. Develops small arms range design requirements and forwards to Headquarters Air Force Civil Engineer Support Agency (HQ AFCESA)/CC for implementation in the form of an Engineering Technical Letter (ETL) or master range plan.

1.2.11. Approval authority for base requests for deviation/waiver from Combat Arms facility criteria, after MAJCOM review and concurrence. Coordinates deviation/waiver requests with HQ AFCESA for review.

1.2.12. Provides technical solutions and recommendations to the Security Forces Equipment and Weapons Configuration Board (EWCB) and the 575th Combat Sustainment Squadron (575 CBSS)/Small Arms Program Office, Warner Robins Air Logistics Center (WR-ALC) for approval and authorization of weapon accessories for Air Force use. Includes new accessories in Air Force small arms qualification programs. Provides guidance to these organizations for acquisition of new small arms.

1.2.13. Researches and develops innovative small arms, accessories, and range solutions using existing and emerging technology. Provides recommendations to use existing Air Force or DoD assets to meet mission needs or pursue acquisition of non-developmental item (NDI)/commercial-off-the-shelf (COTS) solutions if they are known and available from industry. Coordinates with the Joint Service Small Arms Synchronization Team (JSSAST) to determine if other Services have potential solutions.

1.2.14. Serves as the Air Force representative on the Joint Service Small Arms Program (JSSAP), JSSAST. Participates in joint service small arms training and equipment activities.

1.2.15. Authors the Air Force Small Arms Master Plan (AFSAMP) available on the HQ AFSFC web site (**https://afsfmil.lackland.af.mil**/), which outlines the Air Force Small Arms and Associated Equipment Requirements, Procurement, Modification, and Improvement Process.

1.2.16. Ensures command Combat Arms Programs adhere to the intent of Air Force policies and instructions by developing Air Force core checklists and MAJCOM supplemental checklists to facilitate standardization in the Combat Arms function Air Force-wide.

1.2.17. Provides periodic trend analyses to the field, MAJCOMs, and Air Staff along with ad-hoc reports via the Security Forces Management Information System (SFMIS).

1.2.18. Provides technical assistance and guidance to unit Combat Arms sections Air Force-wide.

1.3. Headquarters USAF, DCS for Logistics, Installations and Mission Support, Directorate of Logistics Readiness (HQ USAF/A4R): HQ USAF/A4R develops policies for logistical support of the USAF Combat Arms Program.

1.4. Headquarters USAF, DCS for Logistics, Installations and Mission Support, The Civil Engineer (HQ USAF/A7C): HQ USAF/A7C, through HQ AFCESA and the Air Force Center for Environmental Excellence, provides design, construction, and environmental expertise for construction and maintenance of small arms ranges.

1.5. Headquarters Air Force Materiel Command (HQ AFMC) (Small Arms Program Office, WR-ALC):

1.5.1. Serves as the worldwide inventory manager for Air Force small arms.

1.5.2. Centrally procures weapons, parts, tools, and Test Measurement Diagnostic Equipment (TMDE) for existing and future items.

1.5.3. Provides depot maintenance for small arms.

1.5.4. Publishes and revises small arms and TMDE TOs in coordination with HQ AFSFC/SFXW.

1.5.5. Advises HQ AFSFC/SFXW by providing engineering risk assessment and cost analysis for proposed weapons and equipment when required.

1.5.6. Manages the United States Air Force Gunsmith Shop. The United States Air Force Gunsmith Shop:

1.5.6.1. Repairs, refurbishes, and modifies small arms to fulfill mission requirements to address gaps in the procurement system where rifles, handguns, or other small arms are not purchased.

1.5.6.2. Accomplishes upgrades or reconfiguration of small arms to enhance capabilities, increase reliability or improve safety.

1.5.6.3. Maintains a supply of parts no longer manufactured and parts requiring tooling to manufacture.

1.5.6.4. Manufactures tools, fixtures and other miscellaneous items not available through the Standard Base Supply System (SBSS) necessary to support the Air Force small arms program.

1.5.6.5. Performs gunsmith services for USAF team shooters at inter-service and national competitions, tryouts for international competitions, and security forces annual shooting competitions (such as Defender and Atlantic Challenges).

1.5.6.6. Provides technical assistance for maintenance and repair of small arms and maintains a limited capability for testing and evaluating small arms, ammunition, and other related equipment.

1.6. Headquarters Air Education and Training Command (HQ AETC):

1.6.1. Ensures technical training (TT) capability in support of initial and follow-on skills development for the Combat Arms skill sets (AFSC 3P0X1B/SEI 312 and civilian equivalent).

1.6.2. Manages Combat Arms training and weapons maintenance in support of Basic Military Training (BMT), Officer Training School (OTS), Reserve Officer Training Corps (ROTC), and TT courses.

1.6.3. The 37th Training Group provides Combat Arms support to HQ AETC/DO formal courses and non-formal courses at Lackland AF Base.

1.7. MAJCOM/A7S:

1.7.1. Appoints a Combat Arms Program Manager, and if necessary, an assistant program manager to oversee the small arms training and maintenance, range modernization, and ground munitions programs. This individual must be an NCO or civilian equivalent and possess a Special Experience Identifier (SEI) 312.

1.7.2. Advises the MAJCOM/CC on range status, training facilities, equipment, and munitions capability and availability in support of the MAJCOM force protection and expeditionary support programs.

1.7.3. Monitors the status of ranges to formulate a MAJCOM plan for maintaining ranges in operational condition.

1.7.4. Air Reserve Component (ARC) Combat Arms (CA) Program Managers are the waiver authorities for their respective Combat Arms program. ARC training initiatives may not coincide with active duty requirements; however, they should strive to meet all active duty objectives.

1.7.5. Approves the use of virtual training systems (VTS)/simulators for Group A night fire and Group B qualification training when situations exist that preclude live fire qualification training.

1.8. MAJCOM Combat Arms Program Manager:

1.8.1. Provides technical assistance and guidance to subordinate base Combat Arms sections.

1.8.2. Monitors planning, programming, construction, rehabilitation, and major repair of facilities within the command.

1.8.3. Works with other MAJCOM officials (e.g., Safety, Civil Engineer (CE), Bioenvironmental Engineering, etc.) to ensure proposed range projects meet operational requirements and forwards design proposals to HQ AFSFC/SFXW for approval and coordination with HQ AFCESA.

1.8.4. Evaluates base requests for deviation/waiver of Combat Arms facility criteria when the installation level authority cannot resolve the deviation within 12 months. Routes deviation requests through all applicable MAJCOM functional areas (e.g., Safety, CE, BE). After MAJCOM coordination, forwards requests to HQ AFSFC/SFXW for final approval/disapproval.

1.8.5. Reviews and prepares instructions, supplements, and lesson plans relating to the MAJCOM small arms training and maintenance program.

1.8.6. Forwards MAJCOM supplements for all Combat Arms pertinent directives and courses of fire to HQ AFSFC/SFXW for review.

1.8.7. Reviews and validates MAJCOM Security Forces ammunition forecasts to support the command's operational and weapons training programs in accordance with (IAW) AFI 21-201, *Management and Maintenance of Non-Nuclear Munitions*, Air Force Catalog (AFCAT) 21-209, Volume 1, *Ground Munitions*, and AFCAT, Volume 2, *Demolition Munitions.*

1.8.8. Ensures all data for Combat Arms measurement reports is current and entered into SFMIS by field units. Assures all field unit(s) utilize SFMIS as the sole method of entering and maintaining Combat Arms training records.

1.8.9. Represents the MAJCOM as the small arms representative. Presents current and future MAJCOM small arms requirements to the Small Arms Program Office, WR-ALC, HQ AFSFC/SFXW, and the Security Forces Equipment and Weapons Configuration Board.

1.9. Installation Commander:

1.9.1. Ensures funds, manpower, and modernized combat arms training facilities are available to meet the installation force protection and expeditionary mission.

1.9.2. Enforces health and safety standards by mitigating harmful noise levels, reducing harmful levels of airborne toxic substances such as lead and solvent, and ensuring adequate ventilation of ranges.

1.9.3. Ensures the combat arms training complex complies with applicable environmental requirements.

1.10. Local Medical Treatment Facility:

1.10.1. Provides first-aid kit supplies, according to AFMAN 23-110, *USAF Supply Manual* and Technical Order (TO) 00-35A-39, *Instruction for Procurement, Issue, Use, and Maintenance of Medical Kits*.

1.10.2. Provides occupational and environmental health support according to AFI 48-101, *Aerospace Medicine Operations*; AFMAN 48-153, *Health Risk Assessment*; AFMAN 48-154, *Occupational and Environmental Health Site Assessment*; AFI 48-145, *Occupational and Environmental Health Program*; AFI 90-901, *Operational Risk Management*; AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Program*; AFOSH Standard 48-8, *Controlling Exposures to Hazardous Materials*; and AFOSH Standard 48-20, *Occupational Noise and Hearing Conservation Program*. This support includes but is not limited to:

1.10.2.1. Visits by Bioenvironmental Engineering (BE) to conduct comprehensive health risk assessment (HRA) in accordance with AFMAN 48-153. This health risk assessment will be used by the Occupational Health Working Group to determine the need for blood-lead and heavy metal testing for personnel performing range duties, according to accepted occupational health standards.

1.10.2.2. Initial measurement of airborne lead and heavy metals concentrations and follow-up action as necessary IAW applicable AFOSH standards governing airborne lead and heavy metal contaminants.

1.10.2.3. Initial and recurring assessment of firing range noise levels for all calibers of firearms used on the firing range complex. Provides oversight of the Combat Arms hearing conservation program and determines frequency of audiograms for instructors based on exposure levels.

1.10.2.4. Assists with annual inspections of base ranges/support facilities and non-Air Force ranges/facilities regularly used by Air Force personnel.

1.10.3. Provides on-site medical support when required by host range officials. **NOTE:** This is normally required when Air Force personnel utilize US Army or US Marine Corps ranges.

1.10.4. Provides medical assessment and line of duty determination for pregnant females working in and around firing range operations and/or weapons maintenance.

1.11. Installation Support Agencies:

1.11.1. Civil Engineer Squadron:

1.11.1.1. Provides design, construction, repair, environmental clean up and soil remediation as applicable, and maintenance to range facilities according to installation small arms training requirements. Provides oversight regarding the environmental condition of the firing range complex **NOTE:** Major range rehabilitation projects, such as new bullet traps, shall be reviewed and approved by MAJCOM proponents for safety, engineering, environmental protection, and security forces, prior to construction).

1.11.1.2. Ensures the installation master plan accurately depicts the firing range boundaries. Plots the range Surface Danger Zones (SDZ) on base maps to ensure there is no encroachment of the SDZ. Plots the vertical danger zone (VDZ) to ensure aircraft operations (flight path/approach patterns) are not at risk. Updates the plan to reflect an adjusted danger zone whenever aircraft operations change (e.g., new aircraft approach angle) or a higher velocity of ammunition is used on the range.

1.11.1.3. Reviews the SDZ and VDZ boundaries before site selection of any new base construction project (**NOTE:** New facilities will be located far enough away from the firing range to prevent projectile impact. In addition, due to the high decibel levels associated with firing ranges, consider noise abatement when planning to build near the range complex. Proper site selections, indoor ranges, and new technologies can reduce this hazard).

1.11.1.4. Ensures all major range projects are coordinated through MAJCOM civil engineer, security forces, bioenvironmental engineering, and safety functional area managers (FAMs) during the 35%, 65%, and 95% design reviews, providing complete plans and job specifications for range repairs/renovations.

1.11.1.5. Assists with annual inspections of ranges and facilities used by Air Force personnel.

1.11.2. Communications Squadron: Installs and maintains communication systems to support range facilities.

1.11.3. Safety Office: Assists the Combat Arms NCOIC in conducting annual inspections of ranges and small arms training facilities used by Air Force personnel. If unsafe conditions exist, provides guidance and assistance to the Combat Arms NCOIC to develop appropriate corrective/mitigating actions.

1.11.4. Logistics Readiness Unit/Squadron:

1.11.4.1. Notifies Combat Arms personnel when small arms are initially received (either as initial issue from depot or return from deployment) or prior to shipment off the installation for any reason (e.g. turn-in, transfer, deployment, etc.).

1.11.4.2. Processes unserviceable weapons parts for turn-in to Defense Reutilization and Marketing Offices (DRMO) IAW logistics guidance and DOD 4160.21-M-1, *Defense Demilitarization Manual.*

1.11.4.3. Provides assistance for processing Product Quality Deficiency Reports (PQDRs).

1.11.4.4. Provides transportation for trainees to and from distant training facilities.

1.11.4.5. Provides adequate and appropriate vehicles for Combat Arms personnel to transport range equipment, munitions, and weapons.

1.11.4.6. The Logistics Readiness Unit/Squadron and Security Forces Squadron commanders will jointly develop a process that will accommodate one stop for the customer to comply with equipping and training requirements for pre-deployment training with individual combat equipment (ICE).

1.11.4.7. Coordinates with Combat Arms to ensure serialized inventories of extended storage weapons are synchronized with Combat Arms inspections so inventories and inspections are conducted simultaneously. This prevents unnecessary removal of extended storage weapons from packaging and ensures accountability of weapons when Combat Arms conducts inspections.

1.12. Security Forces Commander/Combat Arms Organizational Commander:

1.12. (ANG) Security Forces Commander/Combat Arms Organizational Commander: ANG Combat Arms organizational commander is the Security Forces Commander unless indicated otherwise on the unit-manning document.

1.12.1. Plans for new Combat Arms range facility construction, range modification/rehabilitation, and facility maintenance. Ensures facility requirements are identified to the base facility review board. If necessary, conducts periodic follow-ups to ensure range construction projects maintain work order priority commensurate to the force protection mission. Establishes milestones to ensure projects and work orders are tracked until completed. Delays in this process can result in range closure, hamper weapons maintenance, and have a negative impact on readiness. Notifies senior installation leadership whenever delays disrupt work order/construction accomplishment.

1.12.2. Determines if on base ranges will be made available for non-Air Force and non-military use, military Air Force use always has priority. This use will be based on command and local range instructions, safety restrictions, and legal considerations.

1.12.3. Ensures the Combat Arms section submits budget forecasts for equipment and supplies to meet the installation small arms training and maintenance program.

1.12.4. Reviews and approves all Security Forces-unit munitions forecasts.

1.12.5. Ensures Combat Arms is adequately funded to support the repair and maintenance of all military small arms assigned to the installation.

1.12.6. Ensures Combat Arms personnel are available to conduct required weapons inspections (**NOTE:** This service is dependent upon owner/user notification responsibility, minimum lead-time. This requirement must be included in the wing mobility plan).

1.12.7. Ensures Combat Arms personnel receive arming and use of force training IAW AFI 31-207, *Arming and Use of Force by Air Force Personnel*, and theater specific rules of engagement as required.

1.12.8. Establishes written guidelines to address procedures to postpone/cancel training during adverse weather conditions. As a minimum, these procedures must cover severe cold, extreme heat, heavy rain, and lightning.

1.12.9. When appropriate, enters into local agreements with other agencies/Services (military, host nation, civilian police departments, etc.) to use their firearms training facilities (or to allow other agencies/Services to use Air Force firearms training facilities).

1.12.10. Ensures the Combat Arms NCOIC is AFSFC 3P051B, SEI 312, or DoD civilian equivalent (graduate of the Air Force Combat Arms Apprentice Course) and is a graduate of the Combat Arms Supervisor Course. Ensures lead instructors, tower operators and weapons repair personnel are AFSC 3P0X1B/SEI 312/DoD civilian equivalent or others identified in this instruction and task certified to perform Combat Arms activities. Appoints a Combat Arms SSgt (minimum), AFSFC 3P051B or DoD civilian equivalent, as the NCOIC of the Security Forces/organizational armory.

1.12.10. **(ANG)** SF Commanders will appoint full time (AGR) as the NCOIC of ANG SF armories when manpower permits. Units with less than 3 full time (AGR) positions are exempt from this requirement and may assign a traditional guard member to the position if needed.

1.12.11. Requires the Combat Arms NCOIC to review proposed host tenant support agreements when tenant units request weapons maintenance, weapons qualification training, or range use from the host wing.

1.12.12. Ensures all 3P0X1 personnel assigned to the installation are aware of lateral retraining opportunities for AFSC 3P0X1B, and actively recruits qualified personnel.

1.12.13. Ensures the Combat Arms task priority meets the installation training and maintenance requirements for force protection and contingency deployments including during range closures, instructor shortages, or instructor deployments.

1.12.13.1. Provides firearms training for Air Force personnel using the priorities outlined in paragraph 2.2.14.3. of this instruction.

1.12.13.2. Provides small arms inspection and repair support for all ground weapons assigned to the installation and other supported units per agreement.

1.12.13.3. Ensures adequate quantities of trained and certified non-Combat Arms Group A personnel are available to perform block officer and assistant instructor duties during live fire and classroom training when numbers of Combat Arms personnel are not sufficient to meet mission requirements. Group A personnel must have a 5-skill level and can only be used when insufficient numbers of Combat Arms personnel are assigned to the Combat Arms parent organization.

1.12.14. Ensures the Combat Arms section uses SFMIS IAW AFI 31-203, *Security Forces Management Information System*.

1.12.15. Provides assigned Combat Arms instructors opportunities to attend advanced weapon training courses/programs conducted by other DoD agencies and civilian schools.

1.13. Combat Arms Noncommissioned Officer in Charge (NCOIC) or Civilian Equivalent (Combat Arms Manager): (refer to the Air Force Enlisted Classification Directory [AFECD] for AFSC qualifications)

1.13.1. Manages the installation Combat Arms Program.

1.13.2. Ensures all safety precautions are adhered to during Combat Arms operations.

1.13.3. Serves as the facility manager for the Combat Arms base range complex.

1.13.4. Ensures assigned weapons and ammunition are properly safeguarded IAW AFI 31-101, *The Air Force Installation Security Program*, MAJCOM supplements and local instructions.

1.13.5. Monitors special environmental concerns such as lead/heavy-metals abatement and removal. Works with local civil engineer to develop joint hazardous waste disposal procedures complying with local environmental laws for disposal of hazardous waste, to include lead/heavy-metals abatement and removal.

1.13.6. Supervises the base weapons maintenance and inspection program.

1.13.7. Coordinates with civil engineers, ground safety officials, and bioenvironmental engineering on technical issues pertaining to range facility maintenance, safety, occupational health, and design. Advises on plans for new range construction, modifications, and/or rehabilitation to ensure the planned facilities meet mission requirements and range criteria directives.

1.13.8. Maintains a current copy of the base map indicating the plotted SDZ and VDZ for Air Force-owned or controlled non-contained and partially contained ranges.

1.13.9. Administers and tracks Instructor and Weapons Maintenance Evaluation Programs.

1.13.10. Submits Product Quality Deficiency Reports (PQDR) through the Deficiency Report Entry and Mail Submitter (DREAMS) program (preferred method). If DREAMS is unavailable, submits Standard Form (SF) Form 368, **Product Quality Deficiency Report**, according to T.O. 00-35D-54, *USAF Material Deficiency Reporting and Investigating System*. In addition submits PQDR's (within 30 days upon failure notification) on new inspection gauges failing initial calibration. Electronic (e-mail) copies of the PQDR will be forwarded to HQ AFSFC/SFXW for information and the MAJCOM Combat Arms Program Manager for review.

1.13.11. Appoints custodians to maintain and account for all munitions, weapons, equipment, supplies, and weapon repair parts according to AFMAN 23-110V1, *USAF Supply Manual* and AFI 21-201. Also appoints a TO monitor for Combat Arms TOs.

1.13.12. Ensures budget requirements are submitted to applicable authority for consideration into the annual unit budget.

1.13.13. Forecasts for munitions requirements and validates allocations provided by the servicing MAJCOM IAW AFCAT 21-209, Volumes 1 and 2.

1.13.14. Develops and publishes operating instructions (OI) IAW MAJCOM, installation, and unit policies as necessary.

1.13.15. Establishes and maintains a reference library (either electronic or paper) for the Combat Arms section to include Air Force, MAJCOM, base publications, TOs, and other Services publications as needed. This library must include manufacturer's instructions for all equipment that is associated with the weapons/ancillary equipment assigned and /or tools assigned to the section.

1.13.16. Obtains annual training forecasts from each supported organization. Provides guidance to unit scheduling personnel for obtaining and managing training quotas. This guidance will include individual or group briefings and a scheduling handbook outlining requirements and procedures. Briefings and training must include proper use of SFMIS to accomplish unit scheduling responsibilities.

1.13.17. Develops and publishes a Combat Arms training schedule for base organizations. Use of SFMIS for scheduling satisfies this requirement.

1.13.18. Maintains training statistics for all Combat Arms training scheduled and accomplished. Combat Arms will use SFMIS exclusively to maintain records of all training scheduled and conducted. No other systems are authorized to maintain these records. SFMIS should be located at the base range complex for immediate updates and changes but is only required to be located somewhere in the Combat Arms organization.

1.13.19. Submits requests for deviations to range criteria through the unit commander to the MAJCOM/A7S as required.

1.13.19. **(ANG)** ANG units will submit deviations and waivers through NGB/A7SX, Combat Arms Program Manager. These may be electronically transmitted and approved, providing concurrence is shown at each step of the approval process in order to meet the intent of the waiver guidance outlined in paragraph 5.23 Waivers and deviation requests that require NGB/A7SX approval will originate with the squadron commander and have concurrence through the installation commander prior to review by the NGB/A7SX office.

1.13.20. Ensures test-fire and trial operation of base firing range after construction or rehabilitation. Documents results and receives approval from the installation commander. Maintains records of these actions at the Combat Arms facility for the life of the range.

1.13.20. **(ANG)** ANG units not having a CATM facility may use any suitable facility provided through their host SF unit.

1.13.21. Requests bioenvironmental engineering HRA when changes occur which may alter the acoustics, ventilation, or air quality in work areas or when conditions exists that indicate the potential to cause a health risk. Bioenvironmental engineering personnel determine the frequency of HRA activity using requirements outlined in AFI 48-145.

1.13.22. Ensures Combat Arms personnel are aware of the hazards (e.g., airborne lead, noise, solvents, weather exposure, etc.) associated with their duties (document according to AFI 91-301). Coordinates with appropriate support agencies to ensure personnel are aware of range-unique health hazards.

1.13.23. Ensures assigned personnel receive explosive safety training IAW established policy.

1.13.24. Maintains Combat Arms section management information in SFMIS IAW AFI 31-203 and this publication (see paragraph 2.2.2.).

1.13.25. Reviews all proposed and updated support agreements with tenant organizations and agencies requesting Combat Arms support.

1.13.26. Establishes procedures, IAW Precision Measurement Equipment Laboratory (PMEL) guidelines, to ensure required small arms gauges receive calibration inspections within required time-lines. Completes PQDRs for any new gauges that do not pass PMEL calibration inspections. Maintains three sets of calibrated gauges for each type weapon supported (primary set, secondary set, and spare set). Required tools and gauges are listed in the applicable weapon TO.

1.13.26. **(ANG)** ANG units only need to maintain two (primary and secondary) sets of gauges for each type of weapon supported. The requirement to maintain two sets of gages may be fulfilled by a signed MOA/MOU with a host unit, if the host unit can ensure timely access to gauges that are properly calibrated IAW PMEL guidelines.

1.13.27. Briefs unit weapon custodians and provides guidance on procedures for issue, maintenance, inspection, and turn-in of all assigned small arms (see Chapter 6). This guidance will include individual or group briefings and a handbook outlining requirements and procedures. Briefings, training, and handbooks must include proper use of SFMIS to accomplish unit weapon custodian responsibilities.

1.13.27. **(ANG)** ANG units may use electronic and/or web-based formats to meet the intent of creating handbooks. Briefings will be documented on a locally devised form letter and should be maintained in the CATM scheduling book as the source document for authorized unit schedulers.

1.13.28. Ensures a sufficient number of personnel are trained and certified to perform block officer duties during live fire when adequate 3P0X1B or SEI 312 are not available. Documents training and certification on AF Form 1098, **Special Task Certification and Recurring Training**.

1.13.29. Certifies personnel to operate the base small arms range in support of approved unit proficiency or sustainment training programs (see paragraphs 2.3.2.2. – 2.3.2.7.), recreational programs, and non-Air Force range use (see paragraphs 2.3.3.1. – 2.3.3.3.). Certified personnel must possess an AF Form 483, **Certificate of Competency**. Personnel must complete refresher training annually to maintain their certification. Document training of Air Force members on AF Form 1098. Maintain a locally developed training log of all personnel certified to operate the range(s) and indicate when their certification expires (refresher training is due).

1.13.29. **(ANG)** The locally developed training log will be maintained in the CATM unit scheduling book. This will assist in ensuring scheduling ranges only for trained personnel. Once training is conducted, the SF commander (or designated representative) will sign the roster, this will ensure SFS/CC is aware of who is using the ranges. Units wishing to utilize ANG-owned ranges for proficiency training will schedule training periods at least 30 days in advance unless prior coordination with the SF/CC is accomplished beforehand.

1.13.30. With MAJCOM Combat Arms Program Manager approval, plans and conducts Excellence-In-Competition (EIC) matches; also requests approval from HQ AFSVA/SVPAF, Air Force Shooting Program Manager.

1.13.31. Ensures assigned instructors are trained, evaluated, and certified to perform Combat Arms duties.

1.13.32. Establishes and administers a Combat Arms firearms proficiency training program to ensure instructors develop and maintain expertise with all weapons they train.

1.13.33. Assists base units in developing unit-level sustainment/proficiency training programs by helping them develop courses of fire, approving courses for use on the base firing range, certifying unit personnel as range officials and providing guidance on approved Air Force weapon handling procedures. Combat Arms personnel will not conduct the unit level training, as this should be handled by unit NCOs.

1.13.33. **(ANG)** A copy of the locally approved sustainment or proficiency training program courses of fire will be maintained in the CATM section until a course is superseded. Deviations from previously approved courses of fire are highly discouraged. Unsafe practices are grounds for immediate removal from the range until the safety issues can be resolved. Once approved by CATM, a course of fire will not be used until the "using" squadron commander has approved the course. This ensures the squadron commander is aware of, and accepts the risks on the range. Combat Arms personnel are not required to conduct these courses, and units wishing to have combat arms personnel during the course, must provide resources.

1.13.34. With the assistance of the base safety office, conducts annual inspections of ranges and small arms training facilities used by Air Force personnel using operational risk management techniques and reports findings in writing to the installation commander. This includes range certification of non-USAF firing ranges used for Air Force weapons training. This ensures all ranges meet the intent of published Air Force safety standards. Inspections will ensure Air Force personnel are not exposed to unsafe conditions. The Combat Arms NCOIC will:

1.13.34.1. Document the results of the inspection and corrective action(s) necessary to resolve the unsafe condition(s). Coordinate the report through the base safety office and other appropriate base agencies.

1.13.34.2. Notify the security forces commander of the findings and provide recommendations for corrective action.

1.13.34.2. **(ANG)** Ranges having evaluations from a sister Service, host nation, or an ORM that has been documented within the last 24 months need only to have the documentation reviewed by the SF/CC and CATM NCOIC before the range is utilized. Civilian ranges, when utilized, must meet ORM requirements AND must have full civilian insurance coverage. SFS/CC must provide written concurrence with use of any civilian ranges. Combat Arms sections will maintain copies of the ORM and the SF/CC concurrence in their files.

1.14. Combat Arms Instructor: (refer to the Air Force Enlisted Classification Directory [AFECD] for AFSC qualifications)

1.14.1. Must be an Air Force military member awarded AFSFC 3P0X1B, SEI 312 or a DoD civilian with equivalent qualification (defined as a graduate of the Air Force Combat Arms Apprentice Course).

1.14.2. Trains, qualifies, and certifies personnel on Air Force ground weapons and courses.

1.14.3. Conducts firing range operations and courses of fire IAW applicable directives.

1.14.4. Evaluates and corrects student performance during weapons training.

1.14.5. Maintains qualifications on all weapons and courses, for which they are required to instruct.

1.14.6. Maintains and personalizes approved Air Force lesson plans with emphasis on enhancing student learning effectiveness.

1.14.7. Continuously improves teaching and weapons training skills through practice and study.

1.14.8. Participates regularly in a proficiency training program to enhance coaching and weapons training techniques.

1.14.9. Maintains proficiency on weapons inspection and maintenance procedures.

1.14.10. Performs inspections and maintenance (repair) of ground weapons.

Chapter 2

COMBAT ARMS SECTION MANAGEMENT AND USAF RANGE OPERATIONS

2.1. Purpose: Provides guidance for efficient management of the base Combat Arms program and administration/safe operation of Air Force small arms training and maintenance complexes/facilities.

2.2. Combat Arms Section Management: The Combat Arms section implements weapons training through the Air Force small arms qualification training program and executes the small arms inspection and maintenance program. The following paragraphs will aid in operation and administration of the Combat Arms section. In some cases, this is an expansion of responsibilities listed for the Combat Arms section organizational commander and the Combat Arms NCOIC.

2.2.1. Administration. Combat Arms sections must enforce accurate and timely management of their administrative functions to accomplish their mission. Combat Arms will use SFMIS to document daily training and maintenance operations.

2.2.2. Combat Arms Program Measurement. HQ AFSFC/SFXW measures training, manpower, ammunition expenditure, range facilities, and firearm types/quantities on a recurring basis. HQ AFSFC/SFXW obtains this data through SFMIS using the Combat Arms module. These reports will cover the fiscal year period 1 Oct through 30 Sep. Combat Arms field units will enter data into SFMIS and keep it current.

2.2.3. Reference Library. Combat Arms sections will establish and maintain an up to date reference library (may be electronic or a combination of electronic and hard-copy) containing applicable DoD and Air Force publications, TOs, US Army manuals, commercial manuals, copies of MAJCOM and locally produced supplements/Operating Instructions (OIs), as well as other guidance required to perform the Combat Arms function. Periodically check Air Force indexes for changes to publications and TO indexes for new or changed manuals covering tools (e.g., hand and power), equipment (e.g., binoculars, scopes, night vision devices [NVD], machinery, etc), gauges, ammunition, weapons, mounts, etc. to ensure proper guidance on maintenance, repair, and handling is available. Attachment 1 contains a listing of references relating to the Combat Arms function. Combat Arms unit type codes (UTC) may use an electronic reference library.

2.2.3. **(ANG)** All ANG units may use an electronic reference library in lieu of hard copies. These must be available at any given time and kept up to date IAW applicable guidance.

2.2.4. Forms and Records Management. Manage records and files IAW AFMAN 33-363, *Management of Records*, and Air Force Records Information Management System (AFRIMS) records disposition schedule.

2.2.5. Operating Instructions. The Combat Arms NCOIC will develop and maintain OIs to provide guidance for local policies/procedures required to manage the base small arms training, range operations and weapon maintenance programs IAW squadron/base policy. Review OIs annually and update as necessary. Document reviews electronically or on a general-purpose form. As a minimum, the following items will be included in Combat Arms section OIs.

2.2.5.1. Specific Range Rules. This portion of the document sets the standards for the specific range(s) in question (rifle range, handgun range, shoot house, or shotgun range). This will also include other ranges the section may use periodically. Explain unique requirements for range operations, including special circumstances such as specialized firing or events. Include limitations and prohibitions for range activities as well as emergency notification procedures.

2.2.5.2. Required Personnel Protective Equipment. Identify the operations and the protective gear needed. This will include all Combat Arms activities and operations involving hazards and personnel. In addition, describe the care of this equipment.

2.2.5.3. Approved Weapons. Identify the permitted and prohibited weapons.

2.2.5.4. Approved Ammunition. Identify the permitted and prohibited munitions.

2.2.5.5. Approved Laser Devices. Identify approved laser devices that may be used on the range(s).

2.2.5.5. **(ANG)** Units will only use AF approved laser devices on the range(s) IAW applicable technical order. To ensure commanders are aware of the risks, ANY item not specifically approved by the applicable T.O. MUST have a letter signed by the commander authorizing the item to be used, as this ensures commanders are aware of the risks being taken. This letter will be maintained in the CATM section's records.

2.2.5.6. Approved Targets and Barricades. Develop standards for the safe use and placement of targets based on range type or configuration, and the types of firearms and ammunition used on the range. In addition, intermediate barriers may be set up to shoot through that create hazards of their own (glass, wallboard, car doors). The Combat Arms NCOIC must develop standards for their safe use.

2.2.5.7. Daily Range Opening and Closing Procedures. Identify all activities necessary for range opening and closing. Include checks of facilities, equipment, and communications. Include checks of the classroom facility and weapon cleaning area.

2.2.5.8. Lead Management. Explain lead management procedures such as remediation. In addition, this area could be used to define precautions for airborne lead hazards. Combat Arms personnel will not attempt to perform de-leading or lead decontamination projects. Specific hazards are associated with exposure to lead and bullet residue.

2.2.5.9. Explosive Safety/Munitions Operations. Define safety procedures for handling, transporting and storing of munitions and explosives. Include mishap and reporting procedures. Define personnel limits and protective equipment for each operation.

2.2.5.10. Range Closure and Cancellation Procedures. Identify procedures for range closures due to hazardous conditions. Define training cancellation procedures for inclement weather as defined by the Combat Arms section organizational commander. The final decision to conduct or cancel training on any given day rests with the senior ranking Combat Arms official. Conditions to consider include severe cold, extreme heat, local lightning, heavy fog, heavy rain, etc.

2.2.5.11. Hazardous Material (HAZMAT) Procedures. Identify HAZMAT associated with local range operations and necessary safety precautions when dealing with these substances. Outline procedures for storing and handling HAZMAT.

2.2.5.12. General Safety/ Hazards. Identify potential hazards and mitigating activities associated with each. Include all operations regardless of frequency.

2.2.5.13. Weapons and Munitions Transport (if applicable). Explain in detail the procedures for transporting weapons and munitions. Include vehicle preparation, securing the load, routes (both primary and alternate), coordinated safe havens, communication requirements, notification procedures, personnel and arming requirements and incident procedures as a minimum.

2.2.5.14. Annual Range Inspection Procedures. Identify procedures for conducting annual range safety inspections; include required tools, base agencies needed/requested, and report contents/routing.

2.2.5.15. Resource Protection. Identify procedures for protecting sensitive assets during all Combat Arms operations such as: storage, range, classroom, and transportation.

2.2.5.16. Weapon Maintenance Procedures. Define procedures for all weapons maintenance, scheduling, repairs, documentation, parts accountability/inventory, and safety. Most parts are coded as pilferable items and are subject to Air Force audit review. This audit trail will accurately track the requisition of parts (from Combat Arms), accountability, and disposition of the end item. At a minimum, Combat Arms will conduct an inventory of all weapons parts annually (every 12 months). A non-Combat Arms, disinterested NCO should observe and validate this inventory.

2.2.5.16. **(ANG)** Parts coded as pilferable, and are no longer serviceable, as determined IAW applicable T.O. will be destroyed or demilitarized IAW DOD guidance. These parts will be documented by type, quantity, NSN, and method of destruction. The documentation will have two signature blocks. One signature block will be of the CATM individual and the other will be the person observing the process and confirming item(s) are officially disposed of. Serialized items (coded other than “XB3”) will be disposed of IAW AF depot instructions. Resulting scrap, if recyclable will be turned into the base recycling center. One CATM individual may conduct inventories, but the inventory letter must be counter-signed by the SF/CC.

2.2.5.17. Scheduling. Explain all necessary procedures and activities for scheduling training and range operations. This will include dealing with unit schedulers. Define all elements, which facilitate scheduling of classes, timeframes, cancellations, rescheduling, and no shows.

2.2.5.18. Instructor Proficiency Training Procedures. Define requirements for instructor proficiency training, frequency, purpose, and documentation.

2.2.5.19. Military Use of Ranges by Non-Combat Arms Personnel/Units. Specify the procedures and practices for non-Combat Arms military personnel/units to use Combat Arms facilities for official military training other than qualification training provided by Combat Arms (unit-level sustainment training and proficiency). Describe scheduling, course of fire approval, range official certification process, identify personnel limitations, range restrictions, conduct, authorized and prohibited firing operations, mishap and hazard reporting procedures, opening and closing procedures and emergency notification procedures.

2.2.5.20. Non-Military/Civilian Use of Ranges. Define the procedures and practices for personnel to use Combat Arms facilities for other than official military training. Describe range official certification process, identify personnel limitations, range restrictions, conduct, authorized and prohibited firing operations, mishap and hazard reporting procedures, opening and closing procedures and emergency notification procedures.

2.2.5.20. **(ANG)** Non military personnel obtaining certifications must be over the age of 18 and have a valid driver's license. Under no circumstances will certifications exceed 12 months. There will be no difference in the training requirements between an initial certification or recertification.

2.2.5.21. Certification of non-Combat Arms Personnel. Identify the criteria and process for certifying personnel to operate the firing range. Include duration of certification and recertification procedures.

2.2.5.21. **(ANG)** Non-CATM ANG personnel will be a minimum rank of TSgt, and identified in writing by their Squadron Commander.

2.2.6. Support Agreements. Works with the Logistics Readiness Squadron Support Agreements manager on creation and maintenance of support agreements pertinent to Combat Arms support of tenant units and other organizations. Combat Arms maintains approved copies of all in-force Support Agreements.

2.2.7. Budget Requirements. Prepare and submit annual budget inputs for all resources necessary to accomplish the mission. The Combat Arms section is responsible for the weapons maintenance and training of the entire installation including tenant units with approved support agreements (SA) and geographically separated units assigned to the wing or with approved SAs. Sections should budget accordingly; in addition, it is incumbent on the NCOIC to clearly justify these financial requirements.

2.2.8. Evaluations. All instructors who perform weapon training and/or maintenance will have current evaluations (instructor and/or maintenance) dependant on their duties.

2.2.9. Munitions.

2.2.9.1. Maintain ammunition accountability records for expenditures, issues and turn-ins IAW AFI 21-201 and local Logistics Readiness directives and procedures.

2.2.9.2. Ammunition Authorizations and Forecasting. AFI 21-201 outlines standard forecasting procedures. Use AFCAT 21-209, Volumes 1 and 2, to develop appropriate requirements forecasts. Commands and/or units will prepare and submit a Peacetime Conventional Ammunition Requirements (PCAR) forecast using the Forecast and Allocation Module (FAM) of the Agile Munitions Support Tool (AMST).

2.2.9.2. **(ANG)** Each using organization is responsible for forecasting their own munitions requirements IAW AFI 21-201, which outlines standard forecasting procedures. Combat Arms and SF units are not responsible for forecasting other units' proficiency or sustainment requirements for munitions.

2.2.10. Weapons Maintenance Log. Combat Arms will maintain a permanent weapons maintenance log (may be electronic) of all maintenance performed and parts replaced on each weapon repaired (all maintenance must be recorded even if parts are not used). The weapons maintenance log will provide a historical record of parts used and maintenance

performed. The maintenance log must include the model, type, serial number, owning organization, maintenance accomplished, stock number/nomenclature of parts replaced, and total man-hours used to complete the repair for each weapon repaired. This log will be separate from SFMIS and must support data entered into SFMIS. Weapons maintenance actions will also be documented on the weapon's Air Force Technical Order (AFTO) Form 105, **Inspection Maintenance Firing Data for Ground Weapons,** IAW TO 11W-1-10, *Recording of Historical Data for Small Arms* using SFMIS.

2.2.11. At least annually, obtain a serialized listing from the base Logistics Readiness Squadron/Unit of all small arms assigned to the installation, identified by unit. If automated, this listing can be used in a spreadsheet format as an individualized weapon status report, which will provide a working resource for individual weapon actions such as inspections.

2.2.12. Maintain Precision Measurement Equipment Laboratory (PMEL) documentation provided by the PMEL office for all weapon inspection gauges in use by the Combat Arms section.

2.2.13. Weapon Inspection Reports. Describe the type of inspection (e.g. Semi-Annual, Pre-Embarkation, Pre-Issue, Turn-In, etc.), total number of weapons inspected, identified by type and status of weapons (extended storage, in-use or deployed). List all weapons with uncorrected discrepancies and include the weapon model, caliber, serial number, discrepancy, and required corrective action. Document discrepancies corrected at the time of inspection by the type and number of weapons and a brief description of the discrepancies. For example: "Three M4 carbines found with firing pins installed incorrectly--Corrected at time of inspection."

2.2.13.1. Combat Arms sections will accomplish a weapons inspection report for all types of inspections (e.g. Semi-Annual, Pre-Embarkation, Pre-Issue, Turn-In). The Combat Arms NCOIC will prepare the initial report within five duty days of completing the inspection. Address the report to the weapon custodian of the unit possessing the weapons, with a realistic suspense date to correct the discrepancies (not to exceed 30 calendar days). Ensure the cover memo or report instructs the custodian to receive their unit commander's endorsement on the report after all discrepancies are corrected and before returning it to the Combat Arms NCOIC. If owner user maintenance or corrective action is required, Combat Arms must complete a follow-up inspection within 30 calendar days of the initial report date. The Combat Arms NCOIC must complete a report (if open discrepancies continue to exist) or memorandum to the inspected unit weapon custodian (if all discrepancies are corrected) for all follow-up inspections, using the previous guidance for initial inspection reports. Refer to the HQ AFSFC/SFXW website for an example of a weapons inspection report and memo.

2.2.13.1. **(ANG)** ANG units have no more than 3 UTA's to correct discrepancies and complete follow up reports.

2.2.13.2. If no discrepancies are noted, the Combat Arms NCOIC will prepare a memo to the unit weapon custodian indicating the date and type of inspection, as well as listing the quantity (by model), model, and storage status of weapons inspected. The memo should inform the unit that no further action is needed.

2.2.13.3. The Combat Arms section will maintain copies of the last two unit inspection reports for each type of inspection and maintain pre-embarkation inspections until deployed weapons return to home station. The Combat Arms NCOIC will maintain a record of all man-hours used to schedule and conduct weapons inspections and will maintain statistics on inspections conducted in SFMIS.

2.2.14. Combat Arms Scheduling. The Combat Arms NCOIC will maintain records of unit annual training requirements, requests for training, weapons qualification training statistics, class/range schedules, and range utilization data. Combat Arms will develop a scheduling handbook for unit scheduling officials that explains the process and identifies local requirements for obtaining Combat Arms training quotas, as well as briefing unit representatives on these items.

2.2.14.1. Training Schedules. Develop weapons training schedules to ensure maximum use of Combat Arms facilities and resources. Instructor availability is a key consideration when developing schedules. Schedules must also consider and include time for weapons inspections/maintenance, range maintenance, instructor training/evaluation, instructor proficiency firing, and unit sustainment/proficiency training programs.

2.2.14.2. The Combat Arms section will receive an annual training forecast from each supported unit. This forecast will identify the number of personnel requiring weapons qualification training each year by weapon and course, and must include the commander's rationale or justification for the training (in-garrison/peace time arming requirement, permanent change of station [PCS] overseas or deployment to a combat zone/designated hostile fire area). Refer to AFI 31-207, *Arming and Use of Force for Air Force Personnel*, for additional guidance on arming plans. Unit annual training forecasts will provide the basis for the Combat Arms training schedule. Combat Arms must schedule a sufficient number of classes for each weapon and course throughout the year to ensure unit training requirements are supported.

2.2.14.3. Combat Arms will use the following priorities for scheduling individuals for training. The Combat Arms organizational commander may modify these priorities when base mission requirements dictate.

2.2.14.3.1. Qualification training of individuals identified by name by their commander to fill a deployment tasking to a combat zone in time of war or a designated hostile fire area (actually deploying, not merely subject to deployment).

2.2.14.3.2. Qualification training of individuals being permanently reassigned overseas with a personnel processing code requiring small arms qualification.

2.2.14.3.3. Qualification training of individuals defined as Arming Group A in AFI 31-207.

2.2.14.3.4. Qualification training of any other individuals requiring arming to support operational missions.

2.2.14.3.4. **(ANG)** ANG units providing personnel in the role of homeland defense or direct support to civil authorities fall into this category.

2.2.14.3.5. Unit sustainment/proficiency training.

2.2.14.4. Unit scheduling officials will schedule personnel for training through the Combat Arms section using SFMIS. Although other systems may exist that perform similar functions, SFMIS is the only official database for MAJCOM and Air Staff agencies to access small arms qualification training and range utilization data.

2.2.14.5. If no-shows or poor range utilization become a concern, the Combat Arms NCOIC will establish an effective "no-show" program, at the discretion of the Combat Arms organizational commander. The program should involve no-show letters, attendance statistics, or unit range utilization data. The key to this program is ensuring maximum use of available facilities and personnel to provide support for all base small arms training needs.

2.2.15. Trespass Notices. Annually, place legal notices to the public in the base bulletin and base newspapers. Place similar notices in local area newspapers if the base is considered an open installation or all or part of the range impact area lies outside secured base perimeters. In such notices, give the location of the range or ranges, and state trespassing is not only illegal but also dangerous because of gunfire. Include in the notice: the office address, personnel to contact, and phone numbers to call in case there is a valid need for entry. Notices are not required at overseas locations where tensions are high and the local threat could cause such notices to bring undue attention to the base or for fully contained ranges.

2.2.16. Firearms and Ammunition Protection and Control. Use established standards for protecting sensitive conventional arms, major weapons parts and assemblies, ammunition, and explosives in the custody of any component of DoD. AFPD 24-2, *Preparation and Movement of Air Force Materiel*, AFI 31-101, *AF Installation Security Program,* and DOD 5100.76-M, *Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives,* outline protection standards. Combat Arms must also refer to the base OPLAN to ensure all local policies are followed.

2.2.17. Annual Range Safety Inspection Reports. The Combat Arms NCOIC will prepare a report of the annual range safety inspection and forward the report to the Combat Arms organizational commander, after coordination with the base safety office and all other agencies who participated in the inspection. The report must include any discrepancies/safety items noted during the inspection and corrective action needed.

2.3. USAF Range Use: Safety is paramount when operating Air Force firing ranges. At least two personnel must be present when conducting any live-fire operation. The host base Combat Arms section is responsible for the military combat arms range program. Combat Arms sections will develop a "range book" for use on the firing range during all live-fire operations. It will include all items necessary to safely operate the range; this book will remain on the range while the range is in operation.

2.3.1. Air Force units/personnel will not conduct any live-fire training on a range unless it is certified for Air Force use. This certification is not required for ranges managed and operated by other DoD components. If required to use non-USAF firing ranges (host nation, DOE, FBI, local civilian, etc.) for weapons qualification or proficiency training, the local Combat Arms NCOIC and the local base safety representative will conduct a range certification inspection per the Operational Risk Management (ORM) Evaluation of Existing Range Facilities guide and checklist contained in HQ AFCESA Engineering Technical Letter (ETL) titled *Small Arms Range Design and Construction* and any future versions of this

publication. The Combat Arms NCOIC must develop a localized version of the ORM checklist and consider unique items that are not included in the example. This inspection, at a minimum, will cover basic range safety and Air Force training requirements. Non-USAF facility managers are not obligated to install equipment or modify their facilities to accommodate USAF courses. The range certification inspection ensures the facilities meet the intent of USAF training programs and do not expose Air Force personnel to unmitigated conditions or endanger others. Document the certification and provide a copy to the MAJCOM/A7S.

2.3.1. **(ANG)** In instances where a safety inspection has been conducted in the last 12 months by another DoD entity, and a copy of the inspection is on file, units need only supply the report to the SF/CC and gain written concurrence for use. If no safety inspection is on file, one must be accomplished before use.

2.3.2. Military Use. Combat Arms live-fire qualification training of military/DoD civilian and contract personnel has priority over any other use of the range. This includes test firing of repaired weapons and zeroing firearms for operational use.

2.3.2.1. Support Agreements (SA) - Training Support. The host Combat Arms section will provide weapons qualification training to those AFRC tenant units without their own AFSC 3P0X1B, SEI 312, or DoD civilian equivalent personnel assigned. Tenant AFRC units without sufficient numbers of their own AFSC 3P0X1B, SEI 312, or civilian equivalent personnel assigned and present during a Unit Training Assembly (UTA), request host Combat Arms support to augment their personnel during qualification training through the host-base Security Forces commander. If host Combat Arms manpower support is required, it will be provided if manpower permits. For AFRC units, this support will include complete access to all items necessary to conduct weapons qualification training. Unless specified in the SA, and agreed upon by the host Security Forces commander, this support will not include ammunition. Formalize this training and/or support through an agreement according to AFI 25-201, *Support Agreements Procedures*. Tenant AFRC units will have range and facility priority on scheduled UTA weekends over non-Air Force users and non-mission essential training.

2.3.2.1. **(ANG)** For ANG units, this support will include complete access to all items necessary to conduct weapons qualification training. Unless specified in the support agreement, and agreed upon by the host Security Forces commander, this support will not include ammunition. Formalize this training and/or support through an agreement according to AFI 25-201, *Support Agreements Procedures*. Tenant ANG units will have range and facility priority on scheduled UTA weekends over non-Air Force users and non-mission essential training.

2.3.2.2. Unit Sustainment (Proficiency) Training. Organizations with approved proficiency training munitions IAW AFCAT 21-209 are permitted to use the range on an "as available" basis. Combat Arms sections will promote this program and should facilitate flexible scheduling as long as this training does not interfere with qualification training. The Combat Arms NCOIC must approve all live-fire courses that units will use on the base range to ensure they are safe and within the limitations of the range. Units with courses approved by the Combat Arms NCOIC and certified range safety officials as

outlined in the following paragraphs may use the range without Combat Arms supervision, at the discretion of the Combat Arms organizational commander.

2.3.2.2. **(ANG)** When proficiency courses of fire are reviewed or CATM personnel are requested to oversee training, those units requesting the assistance must provide resources (i.e. putting individuals on orders) to support these events. CATM sections are not resourced to support these activities, therefore requesting offices must provide the necessary resources.

2.3.2.3. All units using the range will have personnel task certified by the Combat Arms NCOIC. Units require the following range safety officials, a chief range officer (CRO), in the grade of E-6 or above, and range safety officers (RSO) in the grade of E-5 or above or DoD civilians of equivalent grade. The CRO has overall responsibility for all range operations and safety. The RSO(s) supervise shooters on the firing line and maintain shooter safety during firing. The ratio of RSOs to shooters will be 1:3 for non-combat arms personnel conducting unit sustainment training for rifle, handgun, and shotgun.

2.3.2.4. Combat Arms sections will develop a comprehensive training and certification program through a range operations certification workshop or similar program. At a minimum, range certification will include opening and closing procedures, weapon safety, RSO ratios, firing line procedures, tower operator duties, weapon-clearing procedures, range limitations, and emergency notification procedures. This certification must include evaluation during live-fire. Combat Arms personnel must periodically spot check units during range use to ensure they follow proper procedures. The Combat Arms organizational commander will approve all range safety official training plans.

2.3.2.4. **(ANG)** Combat Arms sections will document this training on a AF 1098 and maintain these records for 12 months or until superseded.

2.3.2.5. Document task certification of Air Force members on AF Form 1098 and all personnel on AF Form 483. Range safety officials must have an AF Form 483, signed by the CA NCOIC, on their person while operating the range. Maintain a locally developed training log of all personnel certified to operate the range(s) and indicate when their certification expires (refresher training is due) at the Combat Arms section.

2.3.2.6. Range safety officials must be appointed in writing by their commander and approved in writing by the Combat Arms organizational commander. Combat Arms will maintain a copy of the appointment letter at the Combat Arms section. This certification is valid for one year and only pertains to the host Combat Arms ranges. Personnel must complete refresher training annually to maintain their certification. The Combat Arms NCOIC will revoke certifications if individuals fail to follow established guidance or operate the range in an unsafe manner.

2.3.2.7. Range safety officials are responsible for safe range operations and will remain on the firing range until all weapons have been cleared and removed from the range. Units/individuals using the range for this purpose are liable for damage caused during their use.

2.3.3. Recreational and Nonmilitary Use. The Combat Arms organizational commander may authorize range use for recreational shooting activities including the firing of privately owned firearms. This activity will not interfere with the completion of military training to

meet mission requirements. Before granting approval, local security forces and staff judge advocate office (liability reasons) must coordinate on official nonmilitary range user's requests to fire privately owned weapons (POWs) on base firing ranges. Use a support agreement or memorandum of agreement/understanding with organizations to ensure controls and reimbursement for wear-and-tear or damages. Recreational shooters will provide their own targets, first aid kit, and other associated supplies/equipment.

2.3.3.1. When firing is conducted on Air Force ranges for recreational purposes, no less than two people must be present. As a minimum, the CRO will have been briefed by Combat Arms personnel on range safety, operation policies and procedures, and possess written certification. The other person must be a minimum of 18 years old and capable of summoning assistance, if needed. Firearms and ammunition fired on Air Force ranges will not exceed range limitations. The owner will ensure the weapons are serviceable and approved by Combat Arms to fire on the range. When shooting competitions are conducted on Air Force ranges, instructors, safety personnel, and those managing the event will brief participants on operating procedures, methods, and commands. All personnel, including spectators, are under the control of the tower operator while on the range complex. Combat Arms personnel are not required to be safety officials or tower operators for non-military purposes.

2.3.3.2. Authorized civilian shooting groups may use Air Force ranges during those times when they are not required for Air Force or other military purposes. These organizations will ensure sufficient personnel receive certification training outlined in paragraphs 2.3.2.2. through 2.3.2.7. from the Combat Arms NCOIC to safely operate the range.

2.3.3.3. Civilian police agencies using Air Force small arms firing ranges must comply with the requirements of paragraphs 2.3.2.2. through 2.3.2.7.

2.3.3.4. Recreational Use of Range Property. Base agencies such as CE real property, CE environmental flight, ground safety, and security forces, in coordination with the staff judge advocate, are responsible for safe implementation of this authorization.

2.3.3.5. Recreational activities on range complexes must not conflict with weapons training requirements. The installation Combat Arms section will control and schedule range areas in case of changes in training or emergencies.

2.3.3.6. Personnel, both military and civilian, must first demonstrate their firearm safety and proficiency to designated officials before they are allowed to use the range area for hunting. Local requirements dictate the course content and scope of examinations for hunters.

2.3.3.7. If the range area is used for recreational purposes, post the date and hours recreational use is permitted and the range point of contact (POC) in the installation base bulletin and/or other news sources once a week. After the recreational season is over, return the range area to a no-trespass basis and place this information in the base bulletin for at least three consecutive weeks.

2.3.3.8. Non-DoD civilian shooters and range safety officials must sign a hold harmless agreement relieving the Air Force and DoD from any liability resulting from injuries or death of these personnel while utilizing the base range(s). This hold harmless agreement

must be approved by the installation Judge Advocate office and will be maintained in the Combat Arms section. Non-DoD civilians are not authorized to use the range or supervise range operations without this agreement.

2.4. Range Safety: Combat Arms and units using the range must apply the ORM process before conducting live-fire training. Use the information in the following paragraphs as a basis for this process. Local conditions may require additional safety precautions.

2.4.1. Range Facility. Range conditions could constitute safety hazards and cause bounce backs or ricochets. Excessive rains may erode berms and bullet catches so they do not contain bullets; overhead and ground baffles rot or become damaged and no longer stop bullets; and electrical wires become frayed and are no longer properly insulated. Backstops (earth or metal) can develop a build-up of residue and pose ricochet hazards. If unsafe conditions are detected, report the safety deficiencies to the appropriate civil engineer section and ground safety official(s). Inspect ranges for safety deficiencies before firing each day. If unsafe conditions are discovered, correct them before the start of firing. On impact ranges, check entry points for unauthorized entry and, where possible, inspect the impact area before the start of firing to make sure personnel or equipment are not in the impact area. Ensure barriers and fences are in place. Post a range safety plan on every range tower.

2.4.2. Range Safety Plan. A detailed plan of those predetermined hazards that could result in death or injury to any person at the facility and preventive measures. Include by hazard all preventive measures, first aid, emergency contact information and reporting instructions. A checklist format is permitted. Use ORM principles to develop the plan.

2.4.3. Range Safety Rules. Prominently display range safety rules on the firing range. The sign will include, but is not limited to, the following:

2.4.3.1. Treat all weapons as if they are loaded.

2.4.3.2. Holster, clear, or secure all weapons when they are not in use.

2.4.3.3. Keep the muzzle of the weapon under control at all times.

2.4.3.4. Never point the weapon at anything you do not intend to shoot.

2.4.3.5. No horseplay while on the range or while handling weapons.

2.4.3.6. Do not handle weapons while personnel are down range.

2.4.3.7. Do not handle weapons until instructed to do so by the range official.

2.4.3.8. No smoking within 50 feet of the firing line.

2.4.4. Road Guards. Post road guards along frequently traveled trails or footpaths, at places where anyone might enter into range danger areas, and where adequate fences or barriers do not exist.

2.4.5. Range Communications. Firing ranges will have effective communications equipment for emergency notification and communicating with students and instructors. Ensure the systems are checked before live-fire operations. Do not operate any firing range without the ability to contact emergency services.

2.4.6. Display of Flag and Streamers. Display a red streamer and/or a rotating red beacon at each range complex entry point. A rotating red beacon is required for use during night firing.

This streamer or beacon indicates the range complex is in operation and firing is scheduled. Place a sign near the range complex entry point, which reads "DANGER, FIRING IN PROGRESS WHEN RED FLAG IS FLYING (OR RED BEACON IS FLASHING)." Streamers may be ordered or locally manufactured. Flagstaffs used to display the streamer will be no less than 20 feet in height. Flagstaffs used to display a rotating red beacon must be at a height (depending on local conditions) allowing it to be visible to all personnel approaching the range complex. If multiple ranges exist, each individual range will display an additional red flag (at least 2 feet by 3 feet) and/or a rotating red beacon while the range is in operation. Fully contained ranges, with controlled access through secured doors, do not require streamers or beacons. Instead, place a removable sign at the facility entrance to alert personnel firing is in progress.

2.4.7. Emergency Equipment. Ensure serviceable fire extinguishers are readily available during range operations and munitions movements. Ensure a serviceable first aid kit and a serviceable vehicle (military or civilian) is immediately available (on the range) any time the range is in operation. Provide and approved eyewash station for students and instructors in locations where chemical are used for weapon maintenance. During range operations, at least one individual must be present at the range who has received and can administer Self-Aid and Buddy Care. All Combat Arms personnel will receive Self-Aid and Buddy Care or equivalent first aid training as a minimum; this does not prevent an individual from working the firing line while awaiting training.

2.4.8. Unsafe Acts and Conditions. Range personnel have the responsibility to enforce proper safety procedures on firing ranges. They have the prerogative, authority, and duty to remove any person(s) from the firing line or the range whom they deem unsafe. Using appropriate military bearing and behavior, immediately remove any person(s) from the firing line who disregards instructions, or violates safety practices. In the event an individual refuses to leave the range, contact on-duty security forces for assistance. If a person is removed, provide a written summary to the individual's commander with a courtesy copy to the commander of the Combat Arms section. Accomplish this within five duty days and before the individual is allowed to return for training.

2.4.9. Safety Equipment. Units/sections will budget and forecast for the procurement of mandated personal safety equipment.

2.4.9.1. Issued to Combat Arms Instructors:

2.4.9.1.1. Combat Arms personnel will wear a red baseball type cap with the words COMBAT ARMS embossed with 1-inch black letters while performing duties on the range complex. This allows students, visitors, and shooters to rapidly identify Combat Arms personnel for assistance and to report safety issues. It is only to be worn while performing duties on the range complex and will not be worn outside the range complex.

2.4.9.1.2. Eye protection with side protection, or wrap around in design and meeting OSHA standards, is mandatory for all instructors working or observing live-fire operations. Combat Arms personnel are authorized two pair of high-quality non-prescription or prescription shooting glasses IAW Allowance Standard Code (ASC) 538, Section J. Prescription shooting glasses are authorized IAW AFMAN 23-110, Volume 5, Chapter 16, Section 22.

2.4.9.1.3. To decrease the risk of permanent hearing damage, Combat Arms personnel must be issued quality-hearing protection, meeting the level of protection determined by bioenvironmental health officials and based on the decibel ratings of the range environment and exposure time. Electronic, noise cancelling hearing protection should be considered, as well as hearing protection that provides two-way communication between range personnel. Bioenvironmental Engineering officials can provide specific guidance.

2.4.9.1.4. Firing line officials are authorized and should consider wearing protective nomex gloves during live-fire operations for safety and protection from the elements. Thin gloves protect the hands and allow work on weapons during immediate action procedures, clearing and repairing jammed weapons.

2.4.9.2. Provide to the students:

2.4.9.2.1. During live-fire training, all personnel will wear hearing protection. Dual hearing protection may be necessary (for students and instructors) depending on decibel levels and exposure time. Bioenvironmental Engineering officials will determine the protection level needed based on the noise levels and exposure time.

2.4.9.2.2. Eye protection meeting OSHA standards must be available for all trainees (maintain adequate quantities for all firing positions and observers) who desire it during live-fire and is mandatory if firing at steel targets, if exposed steel target supports/holders are used, or if course directions require them.

2.4.9.2.3. Brass deflectors for rifles will help reduce the possibility of students being burned by hot brass.

2.5. Live-fire Procedures: Clear all weapons transported to and from the firing range. Pistols may be transported to the range cleared, holstered, and secured. Weapons may be transported to the range by each shooter once cleared by Combat Arms personnel. Before firing begins, the tower operator or certified CRO will give a range safety briefing to all personnel scheduled to fire.

2.5.1. Prefire Briefing. Brief all students on each order of fire. This briefing will include, but is not limited to, each phase of fire, position to be used, time limits, number of rounds, rounds per magazine, and number of magazines used.

2.5.2. Ready Line. The ready line is normally a yellow line placed to the rear of the firing line. Shooters will remain behind the ready line and at assigned firing positions until they are given further instructions. The tower operator notifies the shooters when to proceed from the ready line to the firing line.

2.5.3. Firing Line. The firing line is normally a red line where the shooter occupies a predetermined position and fires a course or order of fire. Firing line officials must observe all personnel approaching, occupying, or departing the firing line as this is one of the times when a breach of safety is likely to occur. Ground weapons at the firing positions with the actions open, safety on, and muzzles pointed downrange. Shooters will handle the weapons only on the tower operator's command. Do not permit anyone forward of the firing line until the line is declared “safe.” “Safe” means weapons are visually inspected for safe conditions by range personnel, grounded with actions open, safety on, or holstered and secured. Pistols

may be holstered under the “hot range” (weapons loaded with a round in the chamber) concept providing line officials ensure pistols remain secured in place in between orders of fire. During orders of fire, range personnel must ensure no one assumes a firing position in front of the firing line and all shooters are aligned. Firing is only permitted from the firing platform when using a partially contained baffled range. Authorization may be given to coaches to occupy the firing line during special events or training, as required. Once firing has been completed, all weapons will be cleared by range officials prior to the weapons being removed from the firing line.

2.5.4. Target Scoring. Range officials will score and record student targets for qualification evaluation phases. Each shot not fired for any reason, other than ammunition or weapon malfunction, is counted as a miss. In the case of re-fires for malfunctions, the time allowed is prorated for the number of rounds remaining and the orders of fire. Return all serviceable rounds not fired for any reason (example: shooter does not fire all rounds within the time limit) to ammunition stocks for future use. Annotate this in the remarks block of the AF Form 710, **Combat Arms Training Record**. If a score is questioned, the highest ranking Combat Arms individual on the range will make the final decision.

2.5.5. Range Policing. When practical, students will police the range for spent brass, litter, and other materials. Range officials will make sure the students in their area police the range. The tower operator or a designated instructor will make sure other range facilities, such as classrooms and cleaning areas (used by students during the training day), are cleaned, and policed.

2.5.6. Range Commands. Range commands listed below are the normal commands for conducting rifle, handgun, and shotgun courses of fire. Additional or substitute commands may be given when they do not violate safety rules or cause safety hazards. Normal range commands are: CLEAR THE RANGE! IS THE RANGE CLEAR? THE RANGE IS CLEAR! SHOOTERS MOVE FORWARD TO THE _____POSITION! YOU MAY HANDLE YOUR WEAPONS! SHOOTERS, THIS ORDER OF FIRE IS _____, YOU WILL FIRE _____ ROUNDS IN _____ SECONDS OR MINUTES! WITH _____ ROUNDS LOAD! (It may be necessary to repeat orders of fire, positions, number of rounds, and time limits to ensure all shooters understand the orders of fire.) IS THE LINE READY? THE LINE IS READY! NOT READY! FIRE! CEASE-FIRE! (see paragraph 2.5.7.) ARE THERE ANY ROUNDS REMAINING? INSTRUCTORS, TAKE CARE OF YOUR ALIBIS! CLEAR, GROUND, OR HOLSTER AND SECURE ALL WEAPONS! MAKE THE LINE SAFE! IS THE LINE SAFE? THE LINE IS SAFE! GO FORWARD FOR TARGET ANALYSIS or (SCORE/ REPAIR/CHANGE TARGETS). Examples of additional or substitute commands: IS THE BAY CLEAR? THE BAY IS CLEAR! SHOOTERS, YOU MAY SAFELY HANDLE YOUR WEAPON AND MAKE ANY SIGHT CORRECTIONS.

2.5.7. Cease Fire Commands. The tower operator gives cease-fire commands with the use of a distinctive loud whistle, buzzer, horn, verbally over a public address (PA) system, or the disappearance of the target through a turning or dropping of the target by a target control system. If there is an emergency, such as an accident, unsafe condition or aircraft within the range airspace, anyone who sees it, whether it is range personnel, shooter, or spectator, immediately yells, "cease fire!" in a loud, clear voice. The tower operator repeats the cease-fire command and then commands, "make the line safe!” Regardless of who gives the cease-

fire command, all shooters must cease firing immediately. After range personnel correct the condition causing the emergency, firing may resume.

2.6. Range Safety Inspections: The Combat Arms section will inspect ranges and other facilities using a locally developed guide and checklist following the ORM Evaluation of Existing Range Facilities guide and checklist contained in HQ AFCESA Engineering Technical Letter (ETL) titled *Small Arms Range Design and Construction* and any future versions of this publication. During range inspections, ensure all potential problem areas are identified for maintenance. Minor shot damage, erosion, peeling paint, etc., may become serious problems if not repaired early.

2.6.1. The Combat Arms section will visually inspect the range(s) each day before the start of firing and when firing is completed. Look for obvious indicators of potential safety problems (e.g., exposed rocks exceeding the size permitted on the range, loose boards on overhead baffles, debris in the backstop/bullet trap, insect nests, walkways, etc.). Postpone firing until unsafe conditions are corrected.

2.6.2. Schedule other inspections to coincide with programmed range inspections, such as quarterly self-inspections. Document range condition and list maintenance needed. Submit work requests through coordination channels to civil engineers.

2.6.3. Annually, the Combat Arms NCOIC, base safety official, CE environmental representative, CE maintenance representative, and a bioenvironmental engineering representative will conduct a formal range inspection. The Combat Arms NCOIC prepares a report of the inspection as outlined in paragraph 2.2.17. The Combat Arms NCOIC ensures corrective actions are taken to ensure safe range operation. The Combat Arms NCOIC along with CE personnel ensures all corrective actions and repairs comply with Engineering Technical Letter (ETL) titled “Small Arms Range Design and Construction” criteria published by HQ AFCESA. MAJCOM and local Combat Arms officials may add inspection requirements as necessary to meet their particular situation. As a minimum, inspect the items listed below.

2.6.3.1. Backstop Condition. Dirt backstops will be regularly checked for erosion. If installed, check the bullet deflector/bullet catch for bullet holes and ensure the structure is firmly attached to the backstop. Check for erosion both behind the targets and at all points facing the shooters. Heavy lead buildup could cause ricochets. To test for excessive leading of the dirt backstop, tap a 3/8-inch rod at least 4-feet long into the earthen backstop using a 4-pound (maximum) hammer. Repeat this test on impact area from all firing points. The rod must pass unimpeded through the 3-foot layer of topsoil. If the rod will not pass, the Combat Arms NCOIC must coordinate required maintenance (removal of built-up lead or addition of earth) before continued use of the range. The Combat Arms NCOIC will ensure this inspection is accomplished and documented. The Combat Arms NCOIC will also maintain the last two inspection reports.

2.6.3.2. Deterioration of Baffles and Supports. Overhead and canopy baffles must completely stop all direct-fired rounds of the caliber/type with the greatest penetration authorized for use on the range. Visually check each baffle to make sure rounds are not passing through them. Baffles that are not stopping fired rounds will be modified to stop the rounds or firing will be postponed until the base CE can repair or upgrade them.

2.6.3.3. Exposed Rocks. On baffled ranges, remove rocks larger than 3/8-inch in diameter from the range floor, backstop, side berms (from the range floor to the top of the berm). Closely inspect these areas after severe weather as topsoil may erode and expose rocks. For impact ranges, remove large rocks and boulders creating hazards to shooters on the range or people on adjacent ranges.

2.6.3.4. Bullet Traps (Baffled Ranges with Metal Backstops). Check for excessive lead build-up in trap area. Cleaning schedule depends on the amount of use. Mining of a bullet catch is the removal of bullet residue (lead and jacket material). Coordinate with the local Civil Engineer environmental engineers to ensure compliance with federal, state, and local requirements for disposal of hazardous material. Unless certified to handle hazardous material, Combat Arms will not remove or handle bullet residue from the bullet trap or filtration system. Use of contractors for these actions is preferred. Inspect and maintain commercial backstops IAW manufacturer guidance.

2.6.3.5. Cracks in Metal Bullet Traps and Support Brackets. If cracks are detected in metal bullet traps or their supports, repair the area in question as soon as possible. If there are dimpled areas in the steel, fired bullets could return toward the shooter or be deflected out of the bullet trap. When making repairs, welds may not be permitted in the impact area directly behind the target, depending on the design and manufacturer's guidance. Welds will be finished and ground to the same angle as the original surface. Constant bullet strikes on a metal trap may cause fatigue cracks in the support brackets. When repairing support brackets, do not change the angle of the trap from the original design.

2.6.3.6. Impact ranges must posses an adequate SDZ from any location that shooters fire from to ensure rounds fired remain within range boundaries. Additionally, the ranges SDZ and VDZ must be plotted on base maps to prevent encroachment.

2.7. Range Maintenance: The Combat Arms section and CE organization are responsible for upkeep and maintenance of ranges and range facilities. All ranges require comprehensive regular and routine maintenance. A proactive maintenance and self-help program will benefit the Combat Arms section in maintaining safe, professional, and long-standing facilities. The Combat Arms NCOIC is responsible for ensuring range facilities are maintained in a safe condition and necessary repairs or upgrades are identified to the appropriate agencies in a timely manner.

2.7.1. The Combat Arms NCOIC will include time for this maintenance in the monthly schedule. CE provides materials to the Combat Arms section for approved minor maintenance and self-help projects. Deteriorated wooden material removed from the firing range may contain lead projectile residue. Check with the environmental flight before disposing of such material. Combat Arms personnel will not perform range maintenance if a risk of exposure to hazardous materials exists without guidance from bioenvironmental engineering. Contracting this function to a company that specializes in this type work, may be more cost effective and safe.

2.7.2. The CE organization provides facility board-approved maintenance to ensure continued operation of the range and range facilities. This maintenance includes, but is not limited to, the replacement of eroding earth, mowing of large grass areas on the range complex, repair or replacement of baffles and baffle supports, and emergency maintenance.

The CE scheduling office and the Combat Arms section will jointly schedule required range maintenance. The need to de-lead or resurface backstops/ bullet traps, replace or overhaul baffles, surface and repair range roads, parking lots, and range floors, paint range and range facilities, and repair or replace facilities will be identified for scheduled maintenance.

2.7.3. Mining of Backstops. The CE environmental flight and the bioenvironmental engineering flight/element will advise on environmental protection requirements and health risk management/health hazard exposure controls, respectively, for de-leading and/or cleaning bullet traps and backstops. Compliance with environmental cleanup and residue disposal is mandatory. Contract service for cleanup is preferred. The frequency of de-leading and residue removal depends upon the amount of lead accumulated, and the potential for unsafe conditions due to excessive lead build up. Combat Arms personnel will not attempt to perform de-leading projects. Specific hazards are associated with exposure to lead and bullet residue.

2.8. Range Closures: When a range is to be closed for more than 120 days, the Combat Arms organizational commander must notify the MAJCOM/A7S by memorandum, e-mail, or message (during MINIMIZE, use mail). At a minimum, coordinate with base safety, CE, bioenvironmental engineering, and other applicable base/wing agencies. Include the following information as well as updating the range status in SFMIS:

2.8.1. Date closed or planned closure date.

2.8.2. Length of closure.

2.8.3. Projected reopening date.

2.8.4. Reason for closure (if possible include costs of repairs).

2.8.5. Type of training and number of people due training during period of closure.

2.8.6. Nearest military and civilian installation with available range facilities.

2.8.7. Actions taken to continue training.

2.8.8. Date and length of time the range was last closed and reason.

2.9. Range Design and Support Facilities Criteria: Use the most current ETL titled “Small Arms Range Design and Construction” criteria published by HQ AFCESA when planning, constructing, and rehabilitating any type of range or range complex. The ETL is directive in nature. MAJCOMs may require additional criteria before projects are approved. Range construction will take into account the need to fire tracers (as part of a course or accidentally in repacked ammo), target positions/distances (e.g., 10 meters for machine gun (M/G), 7, 15, 25 meters for others), target width (e.g. M/G 10 meter target), and shooters positions (e.g. prone, kneeling, standing, barricades) used to engage the targets at varying distances. If the range will use firing stalls or divided firing points, they must be designed to allow block officials and the tower operator an unobstructed view of the firing line and shooters. Ranges will not be designed for exclusive use of frangible ammunition and must be designed to contain operational (ball) ammunition. HQ AFSFC/SFXW and HQ AFCESA/CEOA must approve all new range designs and major renovations (changes to the type or function of the range). This approval also applies to portable or trailer type ranges. HQ AFSFC/SFXW is the approval authority for deviations or waivers from design criteria and will coordinate requests with HQ AFCESA/CEOA.

2.10. Facility Certification: Certify new and rehabilitated range facilities as meeting required specifications. Conduct and document this certification and trial operation per HQ AFCESA ETL. All non-USAF firing ranges certified must be loaded into the SFMIS range module. If this cannot be completed at base level, the MAJCOM Combat Arms program manager will be contacted to complete this task. Combat Arms sections maintain these certifications for the life of the range or until the next certification is accomplished. The Combat Arms section must update SFMIS with the status of all ranges at least annually and within five duty days after changes occur.

Chapter 3

TRAINING MANAGEMENT OF COMBAT ARMS PERSONNEL

3.1. Purpose: This chapter explains requirements for all Combat Arms instructors.

3.2. Combat Arms Training Requirements: Combat Arms personnel assigned to perform Combat Arms duties either at home station or deployed must meet criteria for training and qualification identified in the AFECD. The Combat Arms NCOIC will ensure all assigned Combat Arms personnel are trained, evaluated, maintain skill proficiency, and participate in continuation training. For upgrade training, unit-training managers will enter newly assigned 3P031B personnel into the appropriate upgrade training status code IAW AFI 36-2201, *Air Force Training Program.* AFSC 3P031B personnel should be utilized in their new specialty at the Combat Arms section to ensure effective and timely on-the-job training (OJT) and advancement to the 5-skill level.

3.2.1. Civilian personnel as Combat Arms Instructors. In order to perform Combat Arms duties, traditionally performed by 3P0X1B or SEI 312 personnel, civilian instructors must be graduates of the Combat Arms Apprentice Course (or previous/future versions of the course). If not a prior 3P0X1B/SEI 312 they must attend the Combat Arms Apprentice Course once hired, regardless of previous experience. HQ USAF/A7S will manage the Combat Arms civilian force as part of the Security Forces civilian police job series 083. Similar to their military counterparts, they will be civilian police first and Combat Arms instructors second. When developed, HQ AFPC will provide core position descriptions including medical requirements to accommodate the unique health risks associated with Combat Arms duties.

3.2.1. **(ANG)** Course attendees must be in a non temporary civilian position in order to attend the CATM technical school. This ensures time in the position mirrors military positions (meets incurred service commitment).

3.3. Instructor Evaluations: Combat Arms personnel who perform lead instructor duties must successfully complete a lead instructor evaluation on each weapon for which they provide training before being task certified to instruct the weapon without supervision. Thereafter they must have regular evaluations to maintain training standards. Use the instructor evaluation checklist posted on the HQ AFSFC/SFXW web site. Modifications to the checklist are not allowed without approval of HQ AFSFC/SFXW.

3.3.1. Lead Instructor Evaluations. This evaluation is required once the individual has successfully completed two training evaluations. Satisfactory completion of this evaluation authorizes an individual to perform lead instructor duties without supervision. The evaluator must be present for the entire program of instruction.

3.3.2. Once an instructor is lead instructor task certified on one weapon, they need only satisfactorily complete a lead instructor evaluation for additional weapons on which they conduct training. The trainer or Combat Arms NCOIC may conduct training evaluations for additional weapons; however, they are not required. Newly assigned instructors who were previously task certified on a weapon and completed a lead instructor evaluation do not require another lead instructor evaluation on the same weapon, but must satisfactorily complete a lead instructor evaluation for weapons they are not certified to instruct.

3.3.2.1. Lead instructor evaluations must cover the complete Air Force qualification course training program to include performance of tower operator duties and evaluating preventive maintenance.

3.3.2.2. All tasks performed for lead instructor evaluations are rated on the evaluation checklist for certification. The instructor being evaluated must achieve at least a satisfactory rating on all areas to receive task certification.

3.3.3. Once lead instructor certified, each Combat Arms instructor will receive at least one "No-Notice" evaluation each calendar year to ensure continued quality of instruction and training. This annual evaluation must be conducted on a different weapon each year (evaluations cannot be on the same type weapon for consecutive years). This evaluation must meet the same requirements as lead instructor evaluations. Additional no-notice evaluations are encouraged.

3.3.3. **(ANG)** ANG Combat Arms instructors who have a 7 level (or higher) AND have more than 10 years experience as a Combat Arms lead instructor are required to be evaluated every 24 months.

3.3.4. Conducting evaluations. The Combat Arms NCOIC conducts lead instructor and annual no-notice evaluations. The individual's trainer will conduct training evaluations. The immediate supervisor or someone higher in the chain of command will conduct evaluations on the Combat Arms NCOIC. Instructors subordinate to the NCOIC will not conduct official evaluations on the NCOIC (the MAJCOM/A7S may approve use of any task certified lead instructor [even if subordinate to the NCOIC] to conduct evaluations on the Combat Arms NCOIC when necessary). Other instructors may perform informal evaluations on any instructor to provide additional feedback on their performance. Higher HQ Combat Arms officials may also accomplish lead instructor and "no notice" evaluations. The evaluator will critique each instructor evaluated. Feedback must be provided within 2 workdays following the evaluation. The instructor, supervisor, and evaluator should be present during the feedback session. If instructor performance was unsatisfactory, include the NCOIC in the feedback session.

3.3.4. **(ANG)** Verbal feedback, as a minimum, will be provided on the same date as the evaluation is accomplished. Written feedback will be accomplished within 2 UTA's.

3.3.5. Document all instructor and weapon maintenance evaluation results on the individual's AF Form 1098 in AFTR. Combat Arms sections may use SFMIS to record and track when evaluations are accomplished. Completed evaluation forms must be filed in the Combat Arms section. Maintain completed evaluation checklists for one year from completion date, then dispose of them or return them to the individual. Retain the evaluation checklists for one year after unsatisfactory areas are upgraded to satisfactory.

3.3.6. Remedial Training. Provide additional training for an instructor rated unsatisfactory for any area. Give a follow-up evaluation within 30 days (ARC members have 2 UTAs to meet this requirement). Instructors must satisfactorily accomplish the evaluation before permitting the individual to perform lead instructor or tower operator duties.

3.3.7. If an instructor receives an unsatisfactory rating on both formal evaluation and the follow-up evaluation, the Combat Arms NCOIC will make a recommendation to the commander whether the individual should receive further training or have their instructor

status (B-shred or SEI) revoked. These individuals are not allowed to instruct classes or perform tower operator duties until the commander reaches a decision. Ensure the supervisor completes thorough documentation of remedial training in AFTR.

3.4. Weapons Maintenance Evaluations: The Combat Arms NCOIC will establish a system to ensure initial and annual evaluations for their personnel who conduct weapons inspections and maintenance. This evaluation may be conducted during actual inspections. Use the "GO/NO-GO" scale to rate each item. Combat Arms personnel must satisfactorily complete a weapon maintenance evaluation on each weapon before being task certified to perform inspections or maintenance without supervision. The individual's trainer or any Combat Arms member who is task certified to perform maintenance on the weapon may conduct the evaluation.

3.4.1. Use the weapon maintenance evaluation checklist posted on the HQ AFSFC/SFXW web site. Modifications to the checklist are not allowed without approval of HQ AFSFC/SFXW.

3.4.2. Establish instructor proficiency folders to maintain evaluations for senior non-commissioned officers who require evaluations but do not require an AF Form 623, **Individual Training Record Folder**. Evaluations include, but are not limited to, accomplishing and identifying procedures for:

3.4.2.1. Scheduling weapons inspections and maintenance.

3.4.2.2. Use of TOs, proper sequence, required gauges, fixtures, tools, etc.

3.4.2.3. Troubleshooting suspected weapon malfunctions.

3.4.2.4. Function firing of repaired weapons, when applicable.

3.4.2.5. Completing required documentation; i.e., weapons parts accountability, AFTO Form 105, **Inspection Maintenance Firing Data for Ground Weapons**, and appropriate Department of Defense forms.

3.5. Firearms Qualification: The NCOIC is responsible for weapon qualification training of assigned Combat Arms personnel. Combat Arms instructors will maintain live-fire qualifications on all weapons and courses of fire on which they are lead instructor certified. They will also maintain qualification on any weapon for which they have an armed duty/UTC requirement.

3.5.1. Instructors performing Combat Arms duties who are lead instructor certified or who qualify strictly to maintain instructional skills are not required to attend classroom training or participate in the 6 month recurring training (classroom only) sessions for weapons with this requirement.

3.5.2. Personnel assigned to a QFEBL will accomplish task certification on all weapons designated by the QFEBL Mission Capability Statement (MISCAP). Training for unique weapons not provided/available at home station and maintenance training certification can be accomplished at AETC formal schools or at regional training centers. Live fire qualification is not required for Combat Arms assigned to the QFEBL as the UTC is designated for maintenance support and not training. When practical, it is highly recommended proficiency ammunition be used to increase instructor weapons skills and knowledge of all weapons supported by the QFEBL.

3.6. Combat Arms Proficiency Training: The NCOIC will establish policies and schedule use of authorized Combat Arms proficiency ammunition for assigned Combat Arms personnel (See AFCAT 21-209, Volume 1). These policies should permit and encourage assigned Combat Arms personnel to gain additional firearm proficiency and become a more skilled instructor. Proficiency rounds are to be expended throughout the fiscal year. Proficiency firing will be conducted quarterly. Instructors should not wait until the last month of the fiscal year to expend the annual allotment authorized. Combat Arms proficiency ammunition is authorized for Combat Arms proficiency only. Ensure weapons proficiency and in-house training times for Combat Arms are included in monthly schedules.

3.6. (ANG) Combat Arms Proficiency Training: Due to limited opportunities and fiscal resources, ANG CATM personnel may conduct proficiency firing as their schedules allow. This may or may not coincide with quarterly schedules, but should take place in time to allow proper documentation of expended munitions to be submitted before the end of each fiscal year.

3.7. Safety Training: Combat Arms personnel will be trained to use all authorized equipment and know the potential hazards of the workplace, review AFOSH Standards, and be familiar with the Material Safety Data Sheets (MSDS) for all hazardous products used in the section. Such hazards include exposure to noise, airborne lead, cleaning solvents, various chemicals, and improper range, or cleaning room ventilation. The squadron training section ensures all Combat Arms personnel receive periodic training in ground/weapons safety, use of force, and self-aid/buddy care. Annotate all completed training as directed in AFI 91-301 and any locally directed records.

Chapter 4

FIREARMS TRAINING PROCEDURES AND PROGRAM MANAGEMENT

4.1. Purpose: This chapter provides information to assist Combat Arms personnel in preparing for classroom and range activities. Security Forces Combat Arms personnel are charged with providing the Air Force with trained personnel who are confident and capable of effectively employing Air Force weapons. The significance of this responsibility cannot be overstated. As such, Combat Arms operations must be executed with the utmost professionalism and consciousness, with emphasis on continued improvement. Weapons' training requires individual mental and physical skills. Personnel must pass all objectives by demonstrating their ability to safely employ and maintain the weapon(s) as well as effectively engage targets prior to being certified.

4.2. Classroom Procedures: Good classroom procedures enhance student learning. Remove or reduce controllable distractions within the classroom. Ensure all material is adequately covered; shortcuts are not authorized. Every class must include all objectives outlined in AFMAN 36-2227, Volume 1, *Combat Arms Training Programs Individual Use Weapons*, or AFMAN 36-2227, Volume 2, *Combat Arms Training Programs Crew Served Weapons*, as applicable. Ensure assistance is provided to students especially those having difficulty with the material.

4.2.1. Instruction Procedures. Instructors will only use Air Force approved lesson plans (approved by HQ AFSFC/SFXW) when conducting training. They will make sure all information in the lesson plan (both left and right columns if preprinted from HQ AFSFC) is presented so students will acquire intended knowledge and skills. It is the responsibility of Combat Arms instructors to ensure learning is achieved. Additional information that does not conflict with Air Force policy or procedure and is approved by the Combat Arms NCOIC, above what is contained in the lesson plan, is highly encouraged.

4.2.2. Breaks. Provide breaks in the presentation at regular intervals (typically every 50 minutes) to prevent "information overload."

4.2.3. Instructors will ensure all necessary preparations are accomplished prior to starting the class. Failure to do so demonstrates a lack of professionalism and detracts from the learning process.

4.2.4. Continually evaluate all elements and materials to support training and ensure effectiveness.

4.2.5. Primary Instructors (PI). The lead instructor must possess either a Primary AFSC (PAFSC) 3P051B, be a task certified 3P031B, SEI 312, or DoD civilian equivalent, and be qualified on the weapon and course of fire on which they are providing training. For OJT purposes, a 3P031B may perform as lead instructor under the direct supervision of a 3P051B, SEI 312, or DoD civilian equivalent until task certified.

4.2.6. Tower operators must possess either a PAFSC of 3P051B, be a task certified 3P031B, SEI 312, or DoD civilian equivalent.

4.3. Assistant Instructors (AI): AIs perform key duties during weapons qualification training, to include safety, resource protection, and coaching trainees. In the classroom, they augment the primary instructor during portions of training requiring physical handling of weapons and during

performance evaluation sessions. They assist trainees by reinforcing correct techniques and helping to promote a positive learning environment. On the firing line, they help maintain a safe training environment for trainees and fellow instructors. They are responsible for coaching and assisting shooters as necessary during the practice phases of qualification training. Clear communication between the tower operator and firing line officials is key to effective firing line operations. Table 4.1. outlines student to AI ratios for classroom and range activities.

4.3.1. AIs are 3P0X1B/SEI 312, DoD civilian equivalent, or task certified Group A personnel qualified on the weapon and course of fire for which they are providing training. Group A personnel must have a 5-skill level and can only be used when insufficient numbers of Combat Arms personnel are assigned to the Combat Arms parent organization.

4.3.1. **(ANG)** Under no circumstances will any non-CATM personnel be certified for more than 24 months. Both initial certification and recertification will consist of same material. This will help ensure no safety issues arise. ANG units may use personnel assigned to base marksmanship teams (regardless of AFSC or assigned firing group) as AI's providing they maintain certifications as such. These individuals must have a letter with commander's approval and a statement to the effect that the member is assigned to the base marksmanship team.

4.3.2. As a standard, firing line officials (block officers) are 3P0XlB, SEI 312, or DoD civilian equivalent personnel. However, Group A personnel with a 5-skill level, task certified on firing line official duties by the Combat Arms NCOIC and qualified on the weapon and course of fire may perform as a firing line official. Leadership should not overuse this option and should not allow it to become standard practice. The preferred method is to use Combat Arms instructors for this duty. These individuals perform a critical role in training and coaching shooters and these skills take experience and significant time to develop.

4.3.2.1. Combat Arms sections will develop a comprehensive training and certification program to certify individuals as firing line officials. At a minimum, firing line official training/certification will include weapon safety, range safety, role of the tower operator, role of firing line officials, range operations, range commands, course of fire requirements/procedures, firing line official duties/responsibilities, coaching techniques, firing line evaluation techniques, shooter errors, target analysis, and emergency notification procedures. This certification must include evaluation during live-fire. The Combat Arms organizational commander will approve all firing line official training plans.

4.3.2.2. Document task certification of firing line officials on AF Form 1098. Maintain a locally developed training log of all personnel certified as firing line officials and indicate when their certification expires (refresher training is due) at the Combat Arms section.

4.3.2.3. Firing line officials must be approved in writing by their commander and the Combat Arms organizational commander. Combat Arms will maintain a copy of approval letters at the Combat Arms section. This certification is valid for one year and only pertains to host Combat Arms ranges and ranges operated by the host Combat Arms organization. Personnel must complete refresher training annually to maintain their certification. The Combat Arms NCOIC will revoke certifications if individuals fail to follow established guidance or perform duties in an unsafe manner.

Table 4.1. Minimum Instructor to Student Requirements/Ratios.

RULE	If the weapon is	Then one classroom AI per:	With the exception of paragraph 4.3.3., one tower operator per firing line is required. In addition, one firing line official per:
1	Rifle, sub-machine gun, carbine, pistol, revolver, shotgun	28 students (see notes)	3 students during day automatic/burst phases, when students are using automatic or burst capable weapons, and during all night fire phases
			7 students during all semi-automatic day fire phases.
			1 student during any training involving shooter movement with loaded weapons (shoot, move, & communicate)
2	M203/LAW/ AT4	14 students (see notes)	Weapon
3	M249/M60/ M240	14 students (see notes)	Weapon
4	M2/MK19	7 students	Weapon

NOTE: A minimum of one AI is required for all classroom instruction. If class size dictates a need for multiple AI's, additional AIs are only required during the weapon performance/evaluation portions of the class.

4.3.3. During live-fire training sessions, Combat Arms may supervise up to three students for semi-automatic day fire phases for weapons specified under rule 1 in Table 4.1. without the presence of a tower operator. When four or more students are on the line, a tower operator must be present. This only pertains to rifle, pistol, and shotgun training programs. Instructors must be task certified AFSC 3P031B, 3P051B, SEI 312, or DoD civilian equivalent. All other safety requirements apply. When Combat Arms (B shred, SEI 312, or civilian equivalent) personnel are firing their own instructor qualification training or proficiency ammunition, the Combat Arms NCOIC may establish written procedures to conduct firing of up to six Combat Arms personnel using only a tower operator. Line officials are required for Combat Arms Apprentice Course graduates in 5-level upgrade training until task certified on the weapon and course.

4.4. Instructor Skill Level: Certified instructors are responsible for the safety of all personnel participating in weapons qualification training. Table 4.2. outlines instructor skill level requirements.

Table 4.2. Instructor Skill Level.

RULE	If duty is: (See Note)	The individual must possess Air Force Specialty code (3P0X1B/SEI 312 includes DoD civilian equivalent)				
		Non-Task Certified 3P000 3P091 3P071 with (SEI 312)	**Task Certified 3P000 3P091 3P071 with (SEI 312)**	**Non-Task Certified 3P051B 3P031B**	**Task Certified 3P051B 3P031B**	**Qualified 5-Skill Level Group A Personnel (IAW para 4.3.1. and/or 4.3.2.)**
1	Lead Instructor		X		X	
2	AI	X	X	X	X	X
3	Tower Operator		X		X	
4	Firing Line Official	X	X	X	X	X

NOTE: For OJT purposes, a non-task certified 3P031B may perform as lead instructor and/or tower operator under the direct supervision of a task certified 3P051B, SEI 312, or DoD civilian equivalent until task certified.

4.5. Weapons Safety: Combat Arms will ensure a safe weapons handling environment at all times. Refer to AFMAN 31-229, *USAF Weapons Handling Manual*, for additional guidance.

4.5.1. Primary instructors are not permitted to have live ammunition while performing lead-instructor duties. Only instructors performing resource protection duties are permitted to be armed in the classroom or weapons cleaning area. Negligent discharge incidents can be avoided when sound safety precautions are observed. Students with their assigned duty weapon will have their weapons cleared (no live ammunition present) before entering the classroom. Instructors will ask students if they have live ammunition, dummy rounds, or blank rounds on their person before allowing the weapon to be brought into classroom. Other than rounds carried by resource protection personnel, no live ammunition is ever allowed in the classroom.

4.5.2. Use only dummy ammunition authorized in AFCAT 21-209 or empty cartridge cases for instructional purposes. Dummy ammunition boxes/containers will be inspected for live rounds before daily classroom use.

4.5.3. Combat Arms sections should maintain two sets of training web gear for rifle and pistol classes. Training gear used in the classroom should not be intermingled with the live-fire gear used on the range. Combat Arms officials must ensure the gear is purged of live ammunition before returning the gear to the classroom environment.

4.5.4. Trainees are to use their issued duty gear, providing no ammunition is introduced into the classroom. Personnel completing small arms qualification training are encouraged to fire

the applicable course(s) of fire wearing individual combat equipment (ICE) every time they fire. This is a requirement for pre-deployment and all handgun training covered in Chapter 5.

4.6. Lesson Plans: Maintain a hard or electronic master copy of all HQ AFSFC approved lesson plans in the Combat Arms office for weapons and/or courses where training is provided. The NCOIC will review/ update the master whenever changes (TO or Field Manuals [FM]) are required. Instructors will maintain their own updated personalized lesson plans to use during instruction. A personalized lesson plan has questions, transitions, examples, training aid correlation, personal notes and anything else necessary to assist or enhance training. The NCOIC will certify each master and personalized lesson plan for accuracy by reviewing all lesson plans every year or whenever changes (HQ AFSFC, TO, or FM) occur. Document proof of lesson plan review on a form letter, general-purpose worksheet, or MAJCOM approved lesson plan review form. The NCOIC will place a copy of the lesson plan review form in the master and each personalized copy.

4.6. (ANG) The NCOIC may initial and date the handwritten statement: "I have reviewed and found this document current and ready for use" on the front page of individuals lesson plans in lieu of a lesson plan review form. This alleviates the need for additional paperwork and ensures lesson plans meet the intent of the paragraph 4.6.

4.7. Training Aids: Many types of training aids (including firearms training simulators) are available to Combat Arms and units. Good training aids and techniques can shorten the time needed for teaching, learning, and proficiency. Training aids stimulate student interest and get them actively involved. Instructors should use them wisely and with ingenuity. The Army Training Command and most Training Support Agencies found on Army installations are possible sources for firearms related training aids. Additionally "Dry- fire" practice is an excellent method of reducing the cost of training.

4.7. (ANG) Training Aids. ANG units may use Virtual Training Systems (VTS) for all the practice phases of any course of fire without waiver. If qualification portions of a course of fire are conducted on a VTS, a waiver must be obtained through NGB/A7S. Additionally, the AF 522 and AF 710 must reflect that a waiver is on file at the unit, and qualification took place on a VTS. Those munitions allocated towards practice phases, may be reduced and returned to stocks. Zero phases of fire may be reduced once the instructor and student are confident in the weapons zero before qualification phases are fired. Live fire qualification is always the preferred method whenever possible.

4.8. Weapon Cleaning Procedures: Students must clean the weapons they use for training. They will be taught how to properly maintain their firearm(s) IAW procedures and equipment listed in operator manuals.

4.8.1. The Security Forces or Combat Arms organizational commander may establish an alternate weapons cleaning procedure using approved cleaning tanks and solvents meeting specific military standards for use on weapons if they are within environmental compliance. Personnel may use only cleaning solutions and lubricants approved in the applicable weapon TO. However, students must still be trained on the cleaning procedures included in the Air Force approved lesson plans. All solvents and approved cleaning tanks must meet Air Force and local environmental requirements for safe handling and proper ventilation.

4.8.2. Personnel will not be permitted to use unauthorized cleaners/solvents, such as automotive cleaners, degreasers, or unauthorized equipment.

4.8.3. Brief students about any safety precautions contained in the MSDS and the location of the MSDS for the type of solvent or lubricant used. The MSDS must be available to students upon request.

4.8.4. Do not allow eating, drinking, or tobacco use in the cleaning area. This reduces the chances of ingestion of transferred lead/heavy-metals residue or splattered cleaning solvents during cleaning operations. At a minimum, brief students to wash their hands with soap and water before eating, drinking, or smoking (including smokeless tobacco).

4.9. Student Evaluations: Instructors will evaluate students on weapons safety, the course of fire, all required operator skills, preventive maintenance, and function check of the firearm in accordance with the TOs. If an individual fails any evaluation in the training program, the individual is unqualified with the weapon until able to pass the failed portions of the evaluation(s). Reasons for failure will be entered on the AF Form 522, **USAF Ground Weapons Training Data**, in SFMIS. Students must perform all tasks without assistance to pass evaluations.

4.10. Student Critique: Provide students the opportunity to accomplish a written critique of all phases of their training. The primary instructor will inform students of this program at the beginning of training and will ensure student critique forms are made available. The Combat Arms NCOIC will review critiques and provide requested answers to any concerns noted.

4.11. Documentation of Training: Proper documentation is necessary to ensure accurate ammunition accountability and proof of firearm qualification. The Combat Arms section will use SFMIS to document all firearms training. If SFMIS is offline, all entries must be in ink or typed electronically on the most current Information Management Tool (IMT) versions of AF Form 710 and AF Form 522. Combat Arms must enter the data from manually completed documents into SFMIS when it becomes available, not to exceed one duty day from when the system is back online. The example forms provided in this instruction are the SFMIS versions. The IMT versions are almost identical and will be completed using the same guidance. When AF Forms 710 and 522 information are entered into SFMIS, printed copies of these forms are not required and the Combat Arms lead instructor verifies the accuracy of the information before closing out the class. Combat Arms must ensure that units/agencies that require printed copies of the AF Form 522 are provided access to SFMIS to produce the form.

4.11.1. AF Form 710 is a class roster, record of individual qualification, ammunition expenditure, range utilization, and firearm use. Complete the form according to Figure 4.1. Students will initial next to their printed name after training is completed and the rounds used, score, and status blocks are completed (not required for SFMIS version). The lead instructor will sign in the “Certificate of Expenditures” block after all students have initialed and ammunition expenditures are finalized. In SFMIS, the lead instructor verifies that all information is entered for the class and that it is accurate before closing out the class. If copies of the form are needed after closing out the class in SFMIS, enter “//SIGNED//” in this block. This form is not to be used as a weapons issue roster/hand receipt. File manually completed (IMT) AF Forms 710 in the Combat Arms office as the primary record of ammunition expended and training conducted.

4.11.2. Use AF Form 522 to document training. If a hard-copy is desired, the individual's unit may print the form and maintain it to provide a record of training, use as a scheduling aid, or provide a crosscheck of qualification training. Organizations will use SFMIS for validation of qualification, previous training, or pre-deployment training. A completed SFMIS, AF Form 710, AF Form 522, or manually completed (IMT) version signed by Combat Arms (3P0XlB, SEI 312, DoD civilian equivalent), are the only allowable source documents for current or past qualifications. Complete AF Form 522 according to Figure 4.2. The form may be initiated during the first period of training. Annotate rounds fired, score, status, and both student's and range official's signatures (student and range official signatures only required on manually prepared form) after completion of training. Instructors do not sign the SFMIS generated version of the form, as the system enters "SFMIS Authenticated" in the signature block. Combat Arms personnel must also annotate if the student qualified wearing ICE (pre-deployment training) and/or the types of holsters the student is qualified to use in the remarks section. The AF Form 522 reflects the qualification status, type of firearm, date of qualification, and if appropriate, the individual's qualification for the award of the Small Arms Expert Marksmanship Ribbon (SAEMR).

4.11.3. To ensure students receive the appropriate type of training (initial, recurring or remedial), student training records will be obtained from SFMIS or the student's hard copy AF Form 522. If the student's status cannot be determined, they will qualify under initial training guidelines.

Figure 4.1. AF Form 710, SFMIS Version

GROUND WEAPONS TRAINING RECORD

WEAPONS/CLASS	DATE	TIME	COURSE OF FIRE
Rifle/Semiautomatic action (autoloading)	2008 03 24	0800	M16/M16A2-AFQC

LOT NUMBERS USED		AMMUNITION CALIBER	TYPE	DODIC	ROUNDS FIRED
Lot Number 1	LC04B103-021	.223 Remington/5.56x45 mm NATO	Rifle Semiautomatic action (autoloading)	A071	200

NO	NAME	INITIALS	RANK	ORGANIZATION REASON	BUTT NUMBER SERIAL NUMBER	TARGET NUMBER	ROUNDS USED	SCORE	STATUS	GRP
1	BENNETT, JOSEPH M		MSgt	HQ AFSFC AEF	28 W019614	1	100	37/ 0/ 0	EXP	A
2	LA MUDGE, CRAIG R		MSgt	HQ AFSFC AEF	3 W101207	2	100	36/ 0/ 0	EXP	A
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										
23										
24										
25										
26										
27										
28										
29										
30										
31										
									TOTAL ROUNDS FIRED STUDENT 1-2	200

AF Form 710 20041215(SFMIS Generated)

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NOTE: Separate entries for multiple qualification phases are not required. For multiple phases, enter the total number of rounds fired, score as "---," and status as qualified "Q" or un-qualified "UQ." If the individual does not meet minimum qualification standards, indicate in the remarks section what phase(s) the shooter failed.

Figure 4.1.1. Continued.

TOTAL ROUNDS FIRED STUDENT 1-2	200
GRAND TOTAL FIRED	200

CERTIFICATE OF EXPENDITURES

I CERTIFY 200 ROUNDS OF .223 Remington/5.56x45 mm NATO Rifle Semiautomatic action (autoloading) AMMUNITION, WERE EXPENDED IN TRAINING THE 2 PERSONNEL LISTED ON THIS FORM. AN ADDITIONAL 0 ROUNDS WERE EXPENDED FOR DEMONSTRATIONS, REFIRES, AND OR DUDS. THE TOTAL NUMBER OF ROUNDS FIRED FOR THE TRAINING OF THIS CLASS WAS 200 ROUNDS.

DATE	PRINTED NAME AND GRADE OF PRIMARY CLASSROOM INSTRUCTOR	SIGNATURE
MAR 24, 2008	STPIERRE, JOHN F MSgt	

ORGANIZATION	SCH	TRN	QUAL	ORGANIZATION	SCH	TRN	QUAL	CLASS BREAKDOWNS	
HQ AFSFC	2	2	2					BY GROUPS	TOT
								GROUP A-SF PISTOL	0
								GROUP A-SF	2
								GROUP A-OSI	0
								GROUP A-SFA	0
								GROUP A-IMA	0
								GROUP A-OTHER	0
								GROUP B	0
								GROUP C	0
								UNKNOWN	0
								TOTAL	2
								BY REASON	TOT
								AEF	2
								MOBILITY	0
								PCS	0
								TDY	0
								DUTY	0
								PROFICIENCY	0
								OTHER	0
								TOTAL	2

REMARKS:
None

AF Form 710 20041215(SFMIS Generated)

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NOTES:
Use the "remarks" section to explain any unusual annotations, mistakes, or information that should be captured such as, why students did not fire the prescribed amount of ammunition, e.g., "student #2 fired 3 additional rounds to confirm zero."

Figure 4.2. AF Form 522, SFMIS Version.

USAF GROUND WEAPONS TRAINING DATA

PRIVACY ACT STATEMENT

PRIVACY ACT-1974 as Amended applies - This memo may contain information which must be protected IAW DOD 5400.11, and it is For Official Use Only (FOUO)

AUTHORITY: 10 U.S.C 8013, and Executive Order 9397(SSN)

PRINCIPAL PURPOSES: Used to record results of small arms qualification training. Services as the official source document for proof of firearms qualification.

ROUTINE USES: None

DISCLOSURE: Disclosure is voluntary. SSN may be used by arming authority officials to positively identify the individual for suitability to bear arms.

LAST NAME	FIRST NAME	MIDDLE INITIAL	RANK	SSN
ROTH	ROLLAND	H	CMSgt	

ORGANIZATION	OFFICE SYMBOL	BASE	DSN NUMBER	ARMING GROUP	PRIMARY DUTY WEAPON
HQ AFSFC	SFXW	Lackland	945-5659	A	Rifle Automatic action

COMBAT ARMS SECTION	DSN NUMBER	COMBAT ARMS EMAIL ADDRESS
355 SFS / SFTC	228-8377	patrick.perkins@dm.af.mil

DATE TRAINED	WEAPON	COURSE	ROUNDS FIRED	STATUS	SCORE	DATE EXPIRES	
2005 04 28	Pistol | Semiautomatic action (autoloading)	M9-AFQC Live Fire	90	E	45/ 25/ 8	2005 12 31	SHOOTER'S SIGNATURE PRINTED NAME AND RANK OF INSTRUCTOR HUDSON, MERLE A, TSgt *** SFMIS AUTHENTICATED *** hudson, merle, TSgt
2005 04 28	Rifle | Carbine	M4 - TRQC Live Fire	160	E	27/ 0/ 0	2005 12 31	SHOOTER'S SIGNATURE PRINTED NAME AND RANK OF INSTRUCTOR HUDSON, MERLE A, TSgt *** SFMIS AUTHENTICATED *** perkins, patrick, TSgt
							SHOOTER'S SIGNATURE PRINTED NAME AND RANK OF INSTRUCTOR *** SFMIS AUTHENTICATED ***
							SHOOTER'S SIGNATURE PRINTED NAME AND RANK OF INSTRUCTOR *** SFMIS AUTHENTICATED ***

REMARKS
None

AF Form 522 20041215(SFMIS Generated)

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NOTE: Separate entries for multiple qualification phases are not required. For multiple phases, enter the total number of rounds fired, score as N/A, and status as "Q" or "UQ." If the individual is unqualified, indicate in the “remarks” section what phases the shooter failed. This form may be used for multiple weapon qualifications. Combat Arms must annotate if the shooter qualified wearing ICE for pre-deployment and what holsters the individual is qualified to use in the remarks section.

Chapter 5

WEAPONS TRAINING

5.1. Purpose: This chapter defines policy and procedures for the execution of the Air Force small arms training program. Only task certified Combat Arms personnel (3P0X1B, SEI 312, or DoD civilian equivalent) or others identified in this instruction are authorized to conduct weapons qualification training programs implemented by this instruction. Personnel who receive training (based on mission need) may be military, DoD civilian or civilian contractors in support of Air Force missions. Weapon qualification requirements are based upon in-garrison/peacetime arming requirements, weapon qualifications required by certain Air Force specialties, and deployments to combat zones/designated hostile fire areas.

5.2. General Requirements: Completion of small arms qualification training is not an authority to be armed; unit commanders are the sole arming authority (see AFI 31-207 *Arming and Use of Force by Air Force Personnel*). Weapons qualification training certifies an individual's ability to properly employ a firearm.

5.2.1. Air Force weapon qualification courses listed in AFMAN 36-2227, Volumes 1 & 2, provide the minimum training and evaluation requirements necessary for Air Force members to employ individual and crew-served ground weapons.

5.2.2. Due to resource limitations non-mission essential weapons training is prohibited. It is incumbent on the requesting unit commander to ensure only personnel with an arming requirement attend Combat Arms qualification training. Combat Arms sections will establish a practice of coordinating this validation with unit schedulers.

5.2.3. Personnel who report for weapons training must be able to perform all physical requirements, to include assuming all firing positions, unassisted. Personnel are not permitted to cover their non-shooting eye with patches, cloth, or other material to control eye dominance problems.

5.2.3.1. Members who are on a temporary physical profile (e.g., wearing a cast or leg brace) may be permitted to live-fire if their injury does not prevent them from meeting course objectives, assuming proper firing positions, or detracts from safe weapons handling.

5.2.3.2. If a pregnant member does not have live weapons firing or range duties excluded on an AF Form 469, **Duty Limiting Condition Report**, they are permitted to participate in these functions.

5.2.4. If live-fire cannot be accomplished the same day, students must complete qualification training evaluations (live-fire) within 30 days of completion of mechanical and pre-marksmanship training (this also applies to remedial training).

5.2.5. Assistant machine gunners must complete the same training program and meet the same qualification standards as primary machine gunners.

5.2.6. HQ AFSFC/SFXW must approve all weapon training courses provided at expeditionary skills training courses (e.g. Common Battlefield Airmen Training, Air and Space Basic Course) or other formal training courses. Additionally, if HQ AFSFC/CC

approves use of other Service courses for qualification of Airmen, HQ AFSFC/SFXW must approve the courses (other than training provided as outlined in paragraph 5.15.). This ensures all weapon training provided to Airmen is consistent and based on the same common skills and techniques. Air Force personnel must be initially qualified as directed in this instruction on any weapon prior to attending any other weapon training courses or programs.

5.2.7. Unit commanders are responsible for ensuring all their unit members scheduled for any type of weapon training are in compliance with the Gun Control Act of 1968 (18 U.S.C. § 922(d)(9) and (g)(9)/Lautenberg Amendment), as outlined in AFI 31-207. Combat Arms personnel will not verify compliance or complete required documentation in regard to the Gun Control Act, as this is a unit responsibility and Combat Arms personnel cannot determine the status of individuals in regard to this act.

5.2.8. Combat Arms personnel will provide Use of Force and Rules of Engagement basics training during all qualification training classes. This training does not replace any other training requirements and is specifically designed as additional training. The goal is to provide students with a general understanding of Use of Force and Rules of Engagement guidelines as well as the differences between the two. This training is for familiarization only and students will not be evaluated on comprehension. Combat Arms will use the slide presentation approved by HQ AFSFC/SFXW available on the HQ AFSFC web site (**https://afsfmil.lackland.af.mil**/) to conduct this training.

5.2.9. Combat Arms personnel will also provide training on individual small arms accountability and security requirements during all qualification training classes. This training ensures all personnel are aware of their responsibilities to properly safeguard Air Force small arms. Combat Arms will use the slide presentation approved by HQ AFSFC/SFXW and available on the HQ AFSFC web site (**https://afsfmil.lackland.af.mil**/) to conduct this training.

5.3. Individual Equipment Requirements:

5.3.1. Airmen will train and qualify with their authorized issued duty holster, whether the holster is part of their field gear or concealed wear. The process for getting holsters authorized is outlined in the AFSAMP posted on the HQ AFSFC website. The evaluation phase of an Air Force qualification course will be fired as the holster qualification course. When individuals are authorized additional Air Force approved holsters by their unit commander (concealed carry, shoulder holster, etc.), Combat Arms will use the procedures in the next paragraph to qualify them. Document qualification and holster type(s) in the remarks section of the AF Form 522. Individuals will live fire with their primary holster, unless prohibited in the next paragraph.

5.3.2. When commanders authorize the use of a shoulder, cross draw, or concealed carry holster, Combat Arms will use the following procedures to certify individuals to use them. Other than the exceptions in this paragraph, individuals will not complete live-fire using shoulder, cross draw, or concealed holsters. Combat Arms will include a combination of classroom and range dry-fire training on the proper techniques for drawing the weapon from these type holsters (all personnel will be performance tested on their ability to safely and correctly draw from a cross draw/concealed holster). Combat Arms will have individuals practice drawing in the classroom and satisfactorily complete performance evaluations on the range, without ammunition in the weapon. Once this training has been completed, personnel

will use the standard belt and M12 holster or their primary holster (if not shoulder, cross draw, or concealed carry) if using multiple holsters, to qualify on the appropriate course of fire. If an individual is authorized multiple holsters, Combat Arms will use this classroom, dry-fire, and performance evaluation method to certify them on each type holster. EXCEPTIONS: Air Force Office of Special Investigations (AFOSI) agents and Security Forces investigators will utilize their standard concealed duty holster and are authorized to live-fire using a cross draw/concealed weapon on the firing line. Combat Arms is authorized to live fire using a cross draw/concealed weapon only while qualifying on the AFOSI courses of fire. Personnel reporting for Combat Arms training who are authorized concealed carry must present documentation from the authorizing official to Combat Arms personnel to receive concealed carry training (a properly completed and current AF Form 523, **USAF Authorization to Bear Firearms**, indicating concealed carry meets this requirement).

5.3.2. **(ANG)** SF units with wireless VTS are highly encouraged to use the system to train their Wing personnel on the specialized holsters (i.e. shoulder holsters or vests with an integral holster).

5.3.3. Deploying personnel will qualify wearing the individual combat equipment (ICE) they will use at their deployed location. As a minimum, ICE must include helmet, individual body armor (IBA), load bearing apparatus, magazine pouches (if not incorporated in a vest), and holster/magazine pouches for the handgun if applicable. Commanders may require other unique ICE to be worn during firing, with approval from the Combat Arms NCOIC to ensure range safety is not compromised. Logistics Readiness Squadron/Unit and Security Forces Squadron/Combat Arms organizational commanders will develop a process that will accommodate one stop for shooters to comply with equipping and training requirements.

5.3.3. **(ANG)** ANG units may or may not have a “one stop” issue for ICE and related equipment due to limited space or resources.

5.3.4. Individuals will bring their own protective mask and documentation that they are certified in its use in accordance with AFI 10-2501, *AF Emergency Management (EM) Program Planning and Operations*. Combat Arms sections do not maintain these items and they are issued through the installation readiness section.

5.4. Weapon Qualification:

5.4.1. Due to various limitations such as munitions and facilities it is necessary to divide the Air Force population requiring weapons training into groups based on their arming potential. DoD Directive 5210.56, *Use of Deadly Force and the Carrying of Firearms by DoD Personnel Engaged in Law Enforcement and Security Duties*, and AFI 31-207 identify the minimum training requirements and frequency of qualification training needed to arm personnel. These guidelines govern peacetime/in-garrison arming and specifically state requirements do not apply to contingencies and designated hostile fire zones. Air Force weapons qualifications do not expire during deployments to combat zones or designated hostile fire areas, regardless of the length of deployment, providing qualification training was successfully completed as required by this instruction.

5.4.2. Computer based training (CBT) modules for the M16 rifle and M9 pistol are available on the AETC Advanced Distributed Learning System website and individuals are encouraged to complete these courses prior to attending Combat Arms qualification training.

Commander's and unit training personnel may also use this training to augment qualification training and as part of unit sustainment training programs.

5.4.3. Mechanical weapons training is a highly effective way to increase weapons familiarity and should be accomplished at unit level by NCOs qualified on the weapon. AFMAN 10-100, *Airman's Manual*, also contains a weapon skills section that unit NCOs can use to provide unit level training to their personnel.

5.5. Arming Groups and Qualification Frequencies: Air Force Career Field Managers (AFCFM) and Air Staff functional area directors establish overarching arming requirements for their personnel, which include arming groups, weapon types, any specialized training. If an AFCFM wishes to change the arming group of personnel under their functional area, they must coordinate their request with HQ AFSFC/CC for approval. All Air Force personnel are categorized into the following arming groups. If an individual changes arming groups from Group B to Group A and their current qualification has exceeded 12 months or they are not qualified, they must complete qualification training before being armed. All qualifications will expire on the last day of the month.

5.5.1. Air Force personnel who are armed to perform their in-garrison duties or as a requirement of their PAFSC are Group A. As an example, this group includes Security Forces, Security Forces augmentees, AFOSI agents, RED HORSE, Prime Base Engineer Emergency Force (BEEF), Explosive Ordnance Disposal (EOD) personnel (RED HORSE, Prime BEEF, and EOD directed Group A by their AFCFM), and Battlefield Airmen AFSCs. Battlefield Airmen AFSCs include Combat Rescue Officers (13DXA), Special Tactics Officers (13DXB), Pararescue Airmen (1T2X1), Combat Control Airmen (1C2X1), Tactical Air Control Personnel (1C4X1), Special Operations Weather Team Airmen (1W0X1)/Officers (15WX) and Battlefield Weather Airmen (1W0X1)/Officers (15WX). HQ AFSFC/SFXW will post a listing of Group A career fields and those requiring unit live-fire sustainment training on their website, **https://afsfmil.lackland.af.mil/**, on the Combat Arms Branch page. Group A personnel will complete weapons qualification training once every 12 months on all weapons with which they are armed. Training consists of classroom and live-fire qualification. Security Forces, Battlefield Airmen AFSCs, and others directed by their AFCFM are additionally required to complete mandatory unit live-fire sustainment training 5 to 7 months after completion of qualification training on their primary weapon(s). Unit sustainment training is at the option of the AFCFM. For Group A individuals who require unit live-fire sustainment training, their qualification will expire on the first day of the eighth month after qualification training if unit sustainment training is not accomplished and documented by unit training officials.

5.5.1. **(ANG)** ANG Group A personnel must qualify annually with live fire using the rifle or carbine and advanced or specialized courses and phases (i.e. TRQC) , as a minimum. ANG/A7S has waiver authority on the night fire portions of advanced and specialized courses. Qualification requirements for ANG group A shooters fall into two separate timeframes. The following members of group A will qualify every 12 months: Security Forces (31PXX and 3P0X1), Combat Rescue Officers (13DXA), Special Tactics Officers (13DXB), Pararescue Airmen (1T2X1), Combat Control Airmen (1C2X1), Tactical Air Control Personnel (1C4X1), Special Operations Weather Team Airmen (1W0X1)/Officers (15WX), Weather Airmen (1W0X1) / Officers (15WX). ANG group A shooters who will qualify every 24 months are: SF augmentees or individuals otherwise identified on

installation arming plans, Munitions couriers (may shoot pistol only), Weapons couriers (may shoot pistol only), Classified couriers (may shoot pistol only), RED HORSE (may shoot rifle only), Explosive ordnance disposal , PRIME BEEF (may shoot rifle only), Aircrew members armed for anti-hijacking purposes (may shoot pistol only), Facility managers, and their alternates, who provide armed constant surveillance to vaults or SCIF's either during duty hours or in cases of alarm failures (may shoot pistol only).

5.5.1.1. Security Forces and Battlefield Airmen AFSCs will qualify annually using the specialized qualification course (rifle/carbine and handgun as applicable) or advanced phases/orders of the Air Force Qualification Course (AFQC) when implemented. Individuals who are only armed occasionally and are not identified by their AFCFM are exempt from completing unit sustainment training. An example is Security Forces augmentee personnel. Unless otherwise identified on the HQ AFSFC/SFXW listing, these individuals will qualify annually using the AFQC and are not required to complete the advanced phases/orders when implemented. Qualifications will expire on the last day of the month, 12 months from the date of qualification (e.g. individual qualifies on 10 Mar 08, their expiration date will be 31 Mar 09).

5.5.1.2. Exceptions to the above frequencies are the MK19 and M2 machineguns. Live-fire qualification on these weapons is valid for 12 months. M2 and MK19 gunners must complete mechanical training five to seven months after live-fire training. Gunners are unqualified on the first day of the eighth month if mechanical training is not accomplished however, personnel who complete mechanical training any time between the eighth month and before the annual qualification expiration date will once again be considered qualified until the annual expiration date. At the 12-month point, individuals must complete the full course again including live-fire. Individuals are not required to complete mechanical training and performance evaluations while deployed and their qualification remains valid for the entire length of the deployment. Any other unique qualification frequencies will be indentified in the applicable chapter of AFMAN 36-2227, Volumes 1 & 2.

5.5.1.3. Unless otherwise directed by mission requirements (i.e. Security Forces Investigator) or the Security Forces commander, the primary duty weapon for all Security Forces personnel is the M4 carbine or M16 series rifle (M16A2, GAU, or GUU-5P). Individuals must train more frequently with the particular weapon type they routinely carry.

5.5.1.4. Credentialed Security Forces investigators will be assigned, as a minimum, the Air Force service pistol as their primary duty weapon. Security Forces investigators must qualify on the handgun AFQC with Air Force law enforcement ensemble (AF-LEE) standard issue gear. Security Forces investigators must qualify on the Air Force Office of Special Investigations (AFOSI) Practical Pistol Course (PPC) using the approved AFOSI concealed carry holster. Security Forces investigators must qualify on the AFOSI PPC prior to being authorized to carry a concealed firearm. If mission requirements dictate an immediate need for an authorization for concealed carry, the AFOSI PPC will be fired prior to carrying the Air Force service pistol concealed without regard to the previous AFQC qualification date. Once initial AFOSI PPC qualification has been completed, and with commander approval, the AFOSI PPC will continue to qualify the Security Forces investigator for concealed carry.

5.5.1.5. Graduates of the Security Forces Apprentice Course depart school dual qualified on the carbine and pistol. This qualification is valid for the current cycle they fired and expires at the end of the following qualification cycle at their gaining base (12 months maximum). Graduates who arrive at their first permanent duty station during the unit sustainment training firing cycle should be scheduled to fire the sustainment course (carbine and/or pistol) with their assigned weapon before the end of the cycle. Do not fire personnel out of cycle to meet the intent of advanced/specialized programs.

5.5.1.6. AFOSI agents will qualify annually with the AFOSI issue handgun. Agents will fire the AFOSI PPC using the handgun AFQC objectives in addition to the PPC objectives. Agents must fire the unit sustainment training course as specified in AFOSIMAN 71-113, *Firearms, Use of Force, and Apprehension Tactics*.

5.5.1.6.1. All AFOSI active duty, reserve, and civilian special agents and support personnel identified to deploy will be qualified on a specific M16 series weapon (M16A2, GAU, GUU, M4 carbine). **NOTE:** AFOSI support personnel are considered Group B.

5.5.1.6.2. AFOSI agents are responsible for meeting other requirements as specified in AFOSIMAN 71-113.

5.5.1.6.3. Changes to the AFOSI PPC and special weapons courses are authorized when approved by HQ AFOSI/XI and the United States Air Force Special Investigations Academy Commander (USAFSIA/CC). Changes must be coordinated with HQ AFSFC/SFXW.

5.5.1.6.4. Combat Arms units with range and maintenance capability are to provide support for specialized/specific AFOSI weapons and courses coordinated and approved by HQ AFSFC/SFXW. AFOSI is to make any specialized/specific weapons available to Combat Arms to conduct instructor training, maintenance training, and qualifications. Combat Arms units not directly assigned to AFOSI are not authorized to order these AFOSI specialized/specific weapons for this purpose. AFOSI is to provide any specialized/specific targets (not already used for normal qualification courses) and any special equipment required for their courses.

5.5.1.6.5. Agents reporting for weapon qualification will be in either agent or casual civilian attire. Civilian attire for AFOSI PPC is mandatory.

5.5.1.6.6. Joint Drug Enforcement Teams (J-DETs), while assigned to AFOSI, will qualify on both the AFQC and AFOSI PPC. J-DETs subject to recall by the security forces commander will maintain Air Force service pistol qualification. J-DETs will only make the transition to the M11 if there is no possibility of recall to their Security Forces unit.

5.5.1.7. Air National Guard (ANG) Group A personnel must qualify annually on the rifle/carbine advanced/specialized courses/phases, as a minimum. ANG/A7S has waiver authority on the night fire portions of advanced/specialized courses.

5.5.1.7. **(ANG)** ANG Group A personnel will be trained on both rifle and pistol courses, unless otherwise specified. Additional weapons training, such as proficiency firing at quarterly intervals, is encouraged and may be implemented via squadron training

offices. NBG/A7S has waiver authority on the night fire portions of advanced and or specialized courses.

5.5.1.7.1. **(Added-ANG)** ANG Wings may designate personnel for defense support to civil authorities (DSCA) mission sets. These personnel will be considered Group B shooters and have a 48 month qualification period. This will help to maintain a qualified pool of individuals for short notice operations.

5.5.1.7.2. **(Added-ANG)** In support of NGR 500-1/ANGI 10-8101, *National Guard Domestic Operations* and the *National Guard Reaction Force Implementation Plan*, ANG Wings who have group B personnel identified to support potential DSCA mission sets are authorized to train and qualify those identified personnel to group B standards.

5.5.1.7.3. **(Added-ANG)** ANG Wings who train personnel to support DSCA mission sets may forecast appropriate munitions to meet these requirements.

5.5.1.8. Newly assigned Group A personnel and Group A personnel with individually assigned weapons replaced or having major repairs affecting the sight setting of the weapon (e.g. replaced barrel, upper receiver, sights, etc.) will be provided the opportunity to zero their assigned weapon prior to being armed with it. Combat Arms must forecast for these munitions IAW AFCAT 21-209 and ensure the range and needed Combat Arms personnel are available to conduct this operation.

5.5.1.9. Aircrew members armed for air operations security (e.g. antihijacking) or other aircrew arming missions are classified as Group A. MAJCOMs may link Group A aircrew firearms qualification training to an aircrew ground training cycle program with a training frequency not to exceed 24 months. Management of the aircrew ground training cycle is the responsibility of the aircrew OPR. Aircrew small arms qualifications may be linked to their appropriate airframe-specific ground cycle training program identified in the applicable AFI 11-2 series aircrew training publication. Combat Arms personnel will enter an expiration date 24 months after the month of qualification on the AF Form 522 in SFMIS. Aircrew personnel using this process may complete recurring qualification training during the 15th to 24th month after qualification. If firearms training is not linked to an aircrew ground training cycle program, the standard Group A qualification length of 12 months applies. These individuals will qualify using the AFQC and are not required to complete the advanced phases/orders when implemented.

5.5.1.10. All personnel assigned (including support personnel) to a Tactical Air Control Party (TACP), Air Support Operations Center (ASOC), or Control and Reporting Center (CRC) UTC may be classified as Group A, at the discretion of the unit commander and based on mission requirements. If classified as Group A, these individuals must meet all Group A qualification requirements, including unit level sustainment training if applicable. Personnel assigned to Combat Camera squadrons are classified as Group A.

5.5.2. Individuals/AFSCs who are not armed in-garrison and are only armed for contingencies are Group B. These individuals will complete weapons qualification only when they are identified by name by their commander to fill a deployment tasking to a combat zone in time of war or a designated hostile fire area (actually deploying, not merely subject to deployment). Group B individuals must qualify on the rifle/carbine or handgun

AFQC and any other weapons identified in their deployment tasking. These individuals will complete qualification training as outlined in paragraph 5.13. Group B qualifications will be valid for 12 months or the length of the deployment, whichever is longer. If required to qualify for reasons other than a contingency deployment, such as overseas assignment or non-contingency deployment, Group B qualifications will be valid for 12 months. Qualifications will expire on the last day of the month, 12 months from the date of qualification (e.g. individual qualifies on 10 Mar 08, their expiration date will be 31 Mar 09).

5.5.2. **(ANG)** Personnel in AFSC's (or functions) not mentioned above, and not normally armed in-garrison, only need to complete weapons qualification before deploying. Individuals must be identified by name by their commander to fill a deployment tasking to a combat zone in time of war, or a designated hostile fire area (actually deploying, not merely subject to deployment), or an individual is identified by name (by their commander) to perform resource protection duties during situations that dictate constant armed surveillance (e.g., alarm failures). Group B individuals must qualify on the rifle or carbine or handgun IAW AFMAN 36-2227 and any other weapons identified in their deployment tasking. These individuals will complete qualification training as outlined in paragraph 5.13. Group B qualifications will be valid for 48 months or the length of the deployment, whichever is longer. Qualifications will expire on the last day of the month, 48 months from the date of qualification (e.g. individual qualifies on 10 Mar 08, their expiration date will be 31 Mar 12).

5.5.3. Staff personnel assigned at group level and above, who would normally maintain firearms qualification by virtue of their AFSC, are not required to maintain firearms qualification unless designated for armed duty or deployment tasking. However, the staff agency director may establish qualification training requirements.

5.5. (ANG) Arming Groups and Qualification Frequencies: Air Force Career Field Managers (AFCFM) and Air Staff functional area directors establish overarching arming requirements for their personnel, which include arming groups, weapon types, and any specialized training. If an AFCFM wishes to change the arming group of personnel within his functional area, they must coordinate with NGB/A7S for approval. All ANG personnel are categorized into the following arming groups. If an individual changes arming groups from Group B to Group A and their current qualification has exceeded 12 months or they are not qualified, they must complete qualification training before being armed. All qualifications will expire on the last day of the month. Unless otherwise directed by the AFCFM, the primary duty weapon for officers is the handgun and the rifle or carbine for enlisted personnel. Reporting instructions may drive additional requirements for qualifications at certain locations. Deploying ANG personnel must meet any applicable special qualification requirements for the high threat area and AOR Commander they are tasked to support. ANG personnel who deploy frequently (more than once in a 12 month period) to a hostile theater need only qualify once every 12 months IAW DOD qualification requirements.

5.6. Firearms Training Programs: The Air Force courses listed in AFMAN 36-2227, Volumes 1 and 2, provide the minimum training and evaluation necessary for Air Force members to employ individual and crew-served ground weapons. Should an individual initially fail to meet standards, the person's unit will determine if the person will be rescheduled for remedial training or if the person's arming requirement is revoked. Combat Arms may provide same day refire attempt(s) on the evaluation portion the individual failed, resources permitting (this is not considered remedial training). Group A personnel who fail any second attempt of the

evaluation portion, will be immediately scheduled for remedial training. The Combat Arms section will notify the appropriate commander of the option of granting a 30-day qualification extension IAW paragraph 5.10.3. of this AFI. Instructors may determine the number of zero or practice rounds (if any) to expend before the student attempts to qualify.

5.6.1. Personnel are not authorized to fire government procured ammunition using privately owned weapons. Personnel are not authorized to fire privately owned ammunition using government weapons. If possible, individuals are to fire and qualify with the actual assigned military firearm with which they are or will be armed. Do not remove firearms from extended storage packaging solely to comply with this requirement, unless the individual is deploying with the weapon.

5.6.2. Where applicable, the Air Force has adopted US Army Field Manuals as instructor guides and references for most weapons. Combat Arms sections will use them as a guide for conducting the training programs. However, Air Force publications and policies take precedence when there are conflicts in guidance or procedures.

5.6.3. Do not mix initial or recurring students with remedial students in the same classes.

5.6.3. **(ANG)** ANG units may mix remedial students into classes on an "as needed" basis due to limited resources and training dates. When this occurs, ensure students are provided additional attention in the area of marksmanship fundamentals.

5.7. Handgun Orientation Training: Handgun orientation training may be conducted for United States Air Force Academy (USAFA) Cadets, Reserve Officer Training Corps (ROTC) officer accessions and Air Force Basic Military Training (BMT) enlisted accessions. This training consists of classroom instruction in general firearms safety, basic operation, and marksmanship fundamentals. After completion of classroom training, students participate in a live-fire session by completing phase II (evaluation) of the handgun AFQC. Trainees earn the Small Arms Expert Marksmanship Ribbon (SAEMR) if they achieve an expert score. This program does not qualify an individual for armed duty. If qualification is required, personnel must meet the full objectives and requirements in AFMAN 36-2227 for the handgun AFQC training program.

5.8. Rifle Orientation Training: Rifle orientation training may be conducted for USAFA Cadets and ROTC officer accessions. This training consists of classroom instruction in general firearms safety, basic operation, and marksmanship fundamentals. After completion of classroom training, students participate in a live-fire session by completing the zero and evaluation portions of the rifle AFQC. Trainees earn the SAEMR if they achieve an expert score. This program does not qualify an individual for armed duty. If qualification is required, personnel must meet the full objectives and requirements in AFMAN 36-2227 for the rifle AFQC training program.

5.9. Initial Firearms Live-Fire Qualification:

5.9.1. Initial weapons training will be completed through live-fire training and qualification for individual, gunner, and assistant gunners. Initial full distance qualification is mandatory for first time qualification on the MK19 and M2 machine guns. Initial full distance qualification is the preferred method for the M60 and M240 machine guns, and the M249 automatic rifle. MAJCOMs may implement initial 10-meter (10m) qualifications when local full distance ranges are not available for M60, M240, and M249 weapons training programs.

The Combat Arms organizational commander may implement initial 10-meter (10m) qualifications when local full distance ranges are not available, or their use is cost prohibitive, for M60, M240, and M249 weapons training programs. The Security Forces commander will inform the MAJCOM/A7S when they are using initial 10-meter qualification.

5.9.1. **(ANG)** ANG units may use Combat Arms personnel as the commander's representative to inform NGB/A7S when 10 meter qualifications occur. Theses notifications will be made via email provided the Commanders approval is documented on that notification.

5.9.2. Initial live-fire qualification is detailed, in-depth training designed to give an individual the knowledge and skills necessary to meet qualification standards to be armed for a specific type of firearm. The firearms program evaluates the individual's marksmanship and operator skills. Individuals who have an arming requirement (peacetime or wartime) must satisfactorily complete the appropriate qualification course for the type of firearm(s) they will be required to employ. Officer accessions at the Air Force Academy are to receive initial handgun and rifle live-fire qualification. Officer accessions at Officer Training School are to receive initial handgun live fire qualification. Air Force enlisted accessions complete initial rifle live-fire qualification during BMT.

5.10. Recurring Qualification Training: Personnel required to maintain weapons qualification must successfully complete qualification training at a frequency specified for their arming group. They must have already been initially qualified (live-fire) on the weapon. Combat Arms can verify qualification using SFMIS or the individual's AF Form 522. Recurring qualification is not usually as detailed as initial or remedial training and is used to counter proficiency and skill retention lost over time.

5.10.1. Weapons safety procedures and the training objectives (performance tests) in AFMAN 36-2227, Volume 1, are the minimum mandatory items required for Group A recurring training on the M16 series rifle, M9 pistol, and shotgun.

5.10.2. A "training session" is defined as one trip to the classroom/range to receive weapons qualification training. "Re-fires" are defined as additional attempts during a qualification training session (occurs when a student fails to qualify). If a student fails to qualify only one re-fire is permitted, then the student must be scheduled for remedial training.

5.10.3. Unit commanders may grant a 30-day qualification extension to individuals who were qualified at the time they reported for training, but failed the course. This extension will not cause the individual's qualification to exceed 12 months, or 24 months for Group A aircrew personnel when the MAJCOM has elected to link small arms qualification to an aircrew ground training cycle program. Unit training sections will ensure qualification extensions are annotated in the remarks section of the individual's printed AF Form 522 and provide the Combat Arms organizational commander with a courtesy copy of the extension letter. Since this extension can only be granted by the individual's current commander, it is not transferable if the individual changes units and does not require entry into SFMIS. This 30-day extension gives commanders some flexibility in meeting home station peacetime arming requirements. This option does not permit personnel to deploy to high threat areas. If a person fails to qualify after the second attempt, the person is considered unqualified at the time of the second failure and not authorized an extension. **NOTE:** This provision is not

automatic. It can only be administered on a case-by-case basis with the written approval of each individual's unit commander/designated official.

5.10.4. Individuals who fail to meet a specific qualification training standard during multiple phase courses may continue to fire the entire course before receiving an on the spot re-fire attempt on the phase they failed. Group re-fire attempts may be administered after the entire course is fired or anytime between phases. However, accurate ammunition expenditures must be included on the AF Form 710.

5.11. Remedial Firearms Training: This is in-depth training to emphasize shooting fundamentals. Remedial training sessions are kept small, or individualized, to focus on specific problems and afford the trainee an opportunity to improve.

5.11.1. Instructors may issue additional ammunition for use during remedial zeroing/teaching phases. Conduct ball and dummy exercises or simulator training, as needed, before evaluation.

5.11.2. Students are permitted one re-fire during the remedial training session(s), if they fail on the second attempt; schedule them for a second and final remedial class.

5.11.3. If a student fails to qualify and has been scheduled for remedial training, the firing line official will prepare a written assessment of the shooter's problems. This evaluation will assist future instructors to focus efforts on the problems. Maintain the assessment until the next scheduled remedial training class.

5.11.4. If the student fails to qualify after the final remedial class, the Combat Arms NCOIC will provide the individual's unit commander a written summary of probable causes of the failures. If the commander determines the individual's duties require arming and recommends the individual for additional training, the student will attend a remedial class with no more than two attempts at qualifying.

5.11.5. The Combat Arms NCOIC will provide a progress report to the commander for review after each training session.

5.11.6. If the member still fails to qualify after additional training, the commander needs to make a determination regarding the need to consider the individual for armed duty or contingency deployment.

5.12. Overseas Firearms Qualification Information:

5.12.1. Some Air Force personnel require small arms qualification training for assignment to overseas areas. A Personnel Processing Code (PPC) will identify personnel if an assignment requires them to be weapons qualified. Personnel with questions about PPCs or overseas firing requirements should contact their local Military Personnel Element (MPE) or gaining command for guidance on this personnel action. The Combat Arms section only provides weapons qualification training not interpretation of the codes or justification. For unique situations, refer to AFI 31-207 for qualification extensions.

5.12.2. MAJCOM PPC identified individuals from either arming group with overseas assignments normally receive either rifle/carbine qualification training (enlisted) or handgun qualification training (officer) unless function or mission dictate otherwise. The goal is for these individuals to meet live-fire qualification training standards. However, if an individual

fails to qualify after three attempts, the losing MPE should contact the gaining command for guidance.

5.12.3. When an assignment has a PPC assigned requiring an individual to be small arms qualified, the MPE personnel relocation element sends a letter to the individual's unit commander specifying when to complete the training. If training is not entered in SFMIS, the individual or the individual's unit ensures the AF Form(s) 522 is provided to the MPE for transfer to the new assignment. During in-processing, the gaining MPE will ensure the AF Form(s) 522 is given to the member's new unit. See the MPE for further guidance.

5.12.4. When identified by a PPC code, Air Force personnel receive firearms training before departing for an overseas assignment. While assigned overseas, individuals receive recurring firearms training according to established training policies. Personnel requesting weapons qualification training for a PCS will provide proof of impending assignment along with out-processing worksheet.

5.13. Pre-Deployment Firearms Qualification Training Requirements: This section provides guidance on the minimum firearms qualification training required for Air Force personnel deploying to a contingency operation. **NOTE:** Combatant commanders may impose more stringent requirements and unit deployment managers must verify reporting instructions to ensure their personnel receive required training within the specified time.

5.13.1. All personnel identified by name by their commander to fill a deployment tasking to a combat zone in time of war or a designated hostile fire area (actually deploying, not merely subject to deployment) will complete live-fire qualification training on all individual weapons (e.g. rifle, carbine, handgun, grenade launcher, shotgun, submachine gun, automatic rifle, etc.) identified for the deployment within 120 days (180 days for crew-served weapons) of the date they final out-process their home station for deployment. This qualification will be valid for 12 months or the entire duration of the deployment, regardless of length. The weapon training requirement will be identified on the individual's deployment orders. Students must present a deployment tasking letter signed by their unit commander when reporting for training.

5.13.2. Due to more frequent and advanced training, Group A personnel who have successfully completed live-fire qualification training, wearing ICE, within 180 days of deployment final out-processing are considered deployment weapons qualified and do not require any additional qualification training. However, these individuals must complete live-fire zero with the weapons and sights (optics) they will take on the deployment, prior to leaving home station.

5.13.3. If the deployment departure is delayed, for any reason, the individual will remain deployment qualified.

5.13.4. If after returning from deployment, more than 12 months has passed since qualification the individual must complete live-fire qualification prior to being armed in-garrison. Group A individuals are exempt from unit live-fire sustainment training while deployed. Personnel armed with the MK19 and M2 machineguns are exempt from six-month mechanical recurring training while deployed.

5.13.5. All personnel completing small arms qualification training, in preparation for deployment, will fire the applicable course(s) of fire wearing individual combat equipment

(ICE). The ICE requirement includes those who will be issued ICE at their deployed location. As a minimum, ICE must include helmet, individual body armor (IBA), load bearing apparatus, magazine pouches (if not incorporated in a vest), and holster/magazine pouch for the handgun if applicable. Equipment must be the same as that used at the deployed location. Individuals must perform all reloading portions in the course of fire using the magazine pouches or vest they expect to use when deployed. Commanders may require other unique ICE to be worn during firing, with approval from the Combat Arms NCOIC to ensure range safety is not compromised. For ranges where helmets cannot be worn during live-fire due to hearing protection requirements, Combat Arms will perform dry-fire training with students wearing helmets in the classroom and on the range and conduct performance evaluations to ensure proficiency. These individuals will then complete live-fire without the helmet.

5.13.6. This policy applies to all individuals with an arming requirement at the deployed location, whether they take weapons or have them issued in theater.

5.13.7. Aircrew personnel who will not perform any ground combat duties at the deployed location or use ICE are exempt from this requirement. If they have an aircrew arming requirement, their live-fire qualification must be current before deployment departure.

5.13.8. Individuals who regularly deploy to hostile fire areas multiple times during a 12-month period are not required to complete qualification training prior to each deployment. If the individual has completed live-fire qualification wearing ICE during the previous 12-month period and they must deploy again, after returning to their home station, they will be considered deployment qualified. Unit commanders are responsible for ensuring their personnel do not abuse this policy by using it as a way to circumvent the intent of ensuring Airmen are prepared for combat.

5.13.9. Units/bases unable to comply with these requirements must contact the MAJCOM/A7S for guidance on alternate methods of accomplishing the training. The MAJCOM/A7S will coordinate with HQ AFSFC/CC to facilitate action to meet this requirement.

5.13.10. There are locations with pre-positioned weapons and firing the actual weapon before the deployment is not feasible. In these cases, if possible, the installation/site commander at the deployed location should make allowances for conducting zero firing soon after the deployed personnel arrive. Combat Arms personnel should make provisions for individuals deploying with a weapon from extended storage to zero their weapon if already qualified or if their weapon has been changed for some reason. Group A personnel must complete live-fire zero with the weapons and sights (optics) they will take on the deployment, prior to leaving home station if they used a different weapon to complete qualification training.

5.14. Virtual Training Systems (VTS) Use for Weapons Qualification Training: Virtual Training Systems (VTS) are efficient and time/cost effective tools to provide real world training at the unit level in the following areas: use of force, theater or command specific rules of engagement, tactical and judgmental scenarios. VTS are very good for initial through advance marksmanship and remedial training. Personnel are encouraged to utilize VTS to practice marksmanship fundamentals prior to qualification training. Approved courseware is authorized for Air Force use and encouraged for training at the unit level.

5.14.1. Arming groups that do not fire on an annual basis are encouraged to use VTS.

5.14.2. ANG/A7S may continue to use simulators if range firing is not possible. This approval will require a written waiver request through the wing commander.

5.14.2. **(ANG)** ANG Combat Arms must have a waiver on file if simulators are used for the qualification phases of fire. Qualification waiver must be obtained from NGB/A7SX and will be kept on file at the unit. Annotate an individuals AF form 522 (in the remarks section) to reflect that qualification occurred on a simulator. Personnel trained on VTS only, must still comply with OCONUS reporting instructions.

5.14.3. When approved by MAJCOM/A7S, VTS firearm simulators must:

5.14.3.1. Perform in all respects like the actual weapon. The intent of the simulator is to allow realistic training to increase survival skills and to ensure instinctive reactions when needed.

5.14.3.2. Have adjustable noise and recoil simulation to make the experience as real as possible.

5.14.3.3. Make the student use the same physical skills and actions needed to fire the actual weapon.

5.14.3.4. The firing line must mimic an actual firing line.

5.15. Firearms Qualifications for Air Force Personnel Assigned to Other Services: Air Force personnel permanently assigned to sister service installations and directly supporting joint service missions, such as Tactical Air Control Party or Air Support Operations Center personnel, are authorized to use sister service approved firearms qualification courses conducted by host service personnel as their primary method of accomplishing qualification training during their tour of duty. Units with personnel receiving qualification training from other Services must arrange to have their qualification data entered into SFMIS. The Combat Arms section at the installation providing administrative support is responsible for updating weapons qualification data submitted by the unit. This will ensure a record of qualification is visible within in the Air Force system.

5.15.1. Other Service qualifications will not be used to arm Air Force personnel for in-garrison arming missions on Air Force installations. Members who are reassigned from a sister service installation to an Air Force installation must complete Air Force firearms qualification training to remain qualified.

5.15.2. Units using this option must ensure individuals receive basic Use of Force and Rules of Engagement training during qualification training. Unit training personnel may provide this training following the guidance in paragraph 5.2.8.

5.16. Pre-Deployment Qualification Training by Other Services: In short notice or unanticipated circumstances, Airmen may have no alternative other than to report to pre-deployment training conducted by another Service or agency (e.g. US Army Power Projection Platform) without prior Air Force qualification. This must be the exception to policy and only after all efforts to get the Airmen qualified by Air Force Combat Arms have been exhausted.

5.16.1. When an Airman reports to pre-deployment training conducted by another Service or agency under such conditions, training and qualification by the host Service may be required.

Commanders may use one of two courses of action to offset this shortfall: send Air Force Combat Arms personnel to the training location to qualify Air Force members, or if not feasible, request approval from HQ AFSFC/SFXW to utilize host Service training, qualification courses, and training personnel to qualify Air Force personnel.

5.16.2. If leadership selects the second option above, qualification training must satisfy the training objectives for the appropriate weapon(s) as listed in the applicable volume of AFMAN 36-2227. Additionally, other Service qualifications under these conditions are only valid for the specific mission requiring the training and may not be used for in-garrison arming of Air Force personnel.

5.17. Weapons Training by other than Air Force Combat Arms Personnel: Other than individuals addressed in paragraphs 5.15. and 5.16., Air Force members must be live-fire qualified by Air Force Combat Arms personnel before participating in any other live-fire weapons training including training provided by another Service, agency, or contractor.

5.18. Unit Live-Fire Proficiency/Sustainment Training: This section describes an innovative concept to facilitate increased hands-on weapons training. The intent is to permit the user to create a weapons training program more in-line with their operational needs. This effort will not replace periodic Air Force weapons qualification requirements but is additional training to maintain perishable skills by affording personnel more live-fire time. Individuals must be currently qualified on the weapon prior to participating in the proficiency/sustainment program. For this initiative to be effective Combat Arms sections must be open-minded and creative without sacrificing safety. Combat Arms must be responsive to the unique training requirements of other specialties and able to identify training capabilities within the restrictions of the firing range. Only Combat Arms personnel are authorized to conduct weapons qualification training, but anyone range official certified by the Combat Arms NCOIC can conduct proficiency or sustainment training.

5.18.1. Units with authorized proficiency munitions, per AFCAT 21-209, Volume 1, may use Air Force small arms ranges to conduct their proficiency/sustainment training on an as-available basis. The Combat Arms NCOIC will establish procedures for scheduling and use of the firing range.

5.18.2. Air Force specialties, which previously maintained semi-annual and quarterly weapons qualification requirements, may use this provision to supplement their annual qualification training.

5.18.3. Units who are authorized proficiency/competition ammunition are responsible for managing their individual ammunition supply accounts, to include disposition of munitions residue. Combat Arms is not required to provide ammunition, manpower, or weapons to conduct unit proficiency/competition training programs.

5.18.4. Combat Arms sections will assist units with development of their weapons training program.

5.18.5. Before conducting live fire training, Combat Arms must approve courses/type of fire for each weapon used on their range to ensure range safety limitations are met.

5.18.6. The unit training section can establish a unit level proficiency weapons training program at the discretion of the unit commander in accordance with this instruction. This

program should focus training on advanced weapons tactics, techniques, and procedures. This program should also be progressive in nature to encourage a continual improvement in weapons handling skills and tactics proficiency.

5.18.7. Unit commanders are also encouraged to institute a small arms training program that does not include live-fire. Unit NCOs who are qualified on the weapon being trained can provide training to their personnel using AFMAN 10-100 as a reference. Individuals are not required to be qualified in order to participate in non-live-fire small arms training.

5.18.8. Unit training managers will document all required proficiency/sustainment training in SFMIS.

5.18.9. Individuals range safety officer certified by the Combat Arms NCOIC may conduct unit live-fire sustainment training as outlined in paragraph 2.3.2.2.

5.19. Firearms Competitions/Courses: Commanders may approve Air Force personnel to use duty weapons and approved munitions to participate in military and civilian shooting competitions and courses. AFCAT 21-209, Volume 1, provides allowances for matches conducted as outlined in AFI 34-227, *Excellence-In-Competition*, and other competitions between security forces units and local law enforcement agencies.

5.20. Small Arms Expert Marksmanship Ribbon (SAEMR):

5.20.1. Award the SAEMR to the following personnel:

5.20.1.1. Personnel who live-fire qualify with an expert score on the handgun/rifle AFQC, the rifle TRQC (see AFMAN 36-2227, Volume 1), or the AFOSI PPC.

5.20.1.2. Personnel who are unable to fire the AFQC and achieve an expert score (through live-fire) on another Service's qualification program such as the U.S. Army M16 rifle qualification course. This course must be pre-approved by an Air Force MAJCOM for Air Force personnel/units physically assigned to another branch of the military.

5.20.1.3. Personnel who live-fire qualify with an expert score on the rifle or handgun orientation training identified in paragraphs 5.7. and 5.8. of this instruction.

5.20.2. The AF Form 522 is the basis for the SAEMR award. The individual awarded the SAEMR is responsible for bringing the AF Form 522 to the MPE Awards and Decorations section. The MPE enters the award on the individual's automated personnel record.

5.20.3. AFI 36-2803, *Individual and Unit Awards and Decorations*, prescribes authority for the award of this ribbon. AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, shows proper wear of the SAEMR.

5.20.4. One Bronze Service Star can be awarded in addition to the SAEMR when an individual qualifies as expert with both the rifle and a handgun. Only one award per weapon type (rifle or handgun) is made no matter how many times the individual qualifies as expert.

5.20.5. Individuals may not fire the handgun or rifle AFQC, rifle specialized courses or phases/orders from the AFQC when implemented, USAFSIA/FT PPC, or another Service’s qualification program, for the sole purpose of obtaining the expert ribbon.

5.21. Non-Lethal Munitions Qualification with Firearms: Personnel identified by their unit commander to be armed with non-lethal munitions must initially qualify on the AFQC or specialized course as applicable; then fire the non-lethal course, phases, or orders outlined in AFMAN 36-2227 V1 or V2. Students should wear full riot control gear when possible/practical. Non-lethal qualification training is documented as a separate qualification in SFMIS and on the individual's AF Form 522 and expires on the weapons AFQC expiration date. Combat Arms personnel are not required to be qualified as non-lethal instructors in order to train on non-lethal munitions.

5.21. (ANG) Non-Lethal Munitions Qualification with Firearms. ANG units are HIGHLY encouraged to fire additional non-lethal munitions immediately following firing their normal weapons qualifications. This maximizes training opportunity and provides a pool of trained personnel for defense support to civil authorities (DSCA) missions as needed. ANG units may substitute ICE for full riot gear if the riot gear is not readily available.

5.22. Blank Fire and Exercises: Air Force personnel engaged in training with blank ammunition such as field exercises, military working dog teams, and honor guard are not considered armed as defined by AFI 31-207. Therefore, they are not required to maintain firearms qualification. Individual units will provide their own training to emphasize safe handling, weapon operation, use of blank ammunition and operator maintenance as directed in AFMAN 31-229. This training should be documented on AF Form 1098 or AF Form 797.

5.22. (ANG) Blank Fire and Exercises : ANG units will not qualify solely for the purpose of inspections.

5.22.1. Bird/wildlife Aircraft Strike Hazard (BASH) Program. Combat Arms should assist unit trainers in OJT task certifying their personnel. These personnel are not certified to go "solo" until, they have completed training as outlined in the approved local BASH plan.

5.22.2. Individuals who carry the weapon with ammunition that fires any type of projectile (including shot) must complete the appropriate complete qualification course before carrying the weapon with this type ammunition.

5.22.2. **(ANG)** ANG utilizing equipment originally designed to launch flares are exempt from completing a qualification course before carrying or using the weapon.

5.23. Deviations:

5.23.1. Deviations from program or facility criteria are categorized as permanent or temporary waivers.

5.23.1.1. A permanent deviation is given when a condition makes it impossible to comply with program or facility criteria or a training objective, and it is impossible or too expensive to correct the condition. The deviation must not create an unsafe situation.

5.23.1.2. A temporary deviation is for a correctable condition temporarily making it impossible to comply with program or facility criteria or a training objective.

5.23.2. The Security Forces commander/Combat Arms organizational commander submits deviation requests to the appropriate approval authority for all facility and equipment limitations preventing full compliance with or accomplishment of program or facility criteria. The request for deviation must:

5.23.2.1. Specify the reasons why a deviation is needed.

5.23.2.2. Explain what is being done to lessen the impact and meet criteria.

5.23.2.3. Include plans to correct the situation.

5.24. General Exceptions:

5.24.1. Individuals stationed in countries or areas within a country where customs, laws, or international agreements make it difficult or impossible to receive firearms training are not required to have firearms training for the duration of the assignment, not to exceed 24 months. This provision does not preclude MAJCOMs from maintaining qualification intervals at established TDY locations. **NOTE:** Individual weapons qualifications must be current prior to being granted the 24 month extension.

5.24.2. HQ AFRC/A7S and HQ ANG/A7S may implement approved training initiatives to help manage their programs. There is a possibility approved initiatives may not coincide with active duty requirements. Refer to their specific publications/supplements for additional guidance.

5.24.3. Students attending technical training courses at Lackland AFB are exempt from firing weapons phases/orders requiring chemical warfare protective equipment (i.e., gas mask and gloves). Students are considered qualified if they achieve a qualifying score and their AF Form 522 is annotated with a "Q" in the status block. Although not required, students may fire these phases/orders upon arrival at their first duty station. Individuals must fire these phases/orders before deployment to a hostile fire area.

5.24.4. HQ AFOSI will manage use of Federal Law Enforcement Training Center (FLETC) certified instructors and task certified AFSC 7S0X1 individuals to ensure sufficient numbers of personnel to support the USAFSIA Combat Arms Program.

5.24.4.1. When insufficient numbers of Combat Arms or civilian equivalent personnel are available, USAFSIA/CC may authorize FLETC firearms instructors at the USAFSIA who have successfully completed the Firearms Instructor Training Program and Law Enforcement Instructor Training Program to perform lead instructor, tower operator, assistant instructor, and firing line official duties for Air Force qualification training of AFOSI students/agents at the USAFSIA on the AFOSI issue handgun, M-16 series rifle/carbine, and the AFOSI issue shotgun. FLETC firearms instructors must successfully complete the live-fire qualification course before conducting training and annually thereafter. These personnel must be trained and evaluated by a task certified Combat Arms instructor whenever possible.

5.24.4.1.1. FLETC firearms instructors must follow the guidance in this instruction as well as the guidance in the appropriate chapter of AFMAN 36-2227, Volume 1 and/or AFOSIMAN 71-113 (for the AFOSI PPC) while conducting Air Force qualification training. FLETC firearms instructors will use Air Force approved lesson plans for this training.

5.24.4.1.2. FLETC firearms instructors that meet the requirements outlined in paragraph 5.24.4.1. may certify AFSC 7S0X1 personnel to perform assistant instructor and/or firing line official duties at the USAFSIA following the guidance in paragraph 5.3. and subparagraphs.

5.24.4.2. If Air Force Combat Arms weapon maintenance support is unavailable (lack of assigned Combat Arms personnel or not reasonably available at a nearby Air Force installation), USAFSIA/CC may approve use of the FLETC Gunsmith Shop to inspect and repair student/agent Air Force weapons. Weapons will be inspected/repaired IAW chapter 6 of this instruction and the applicable AFTO for the weapon. When FLETC gunsmiths perform inspections or maintenance, they will provide a copy of the inspection report and/or repair documents to the office designated by USAFSIA/CC for entry into SFMIS. All inspections and repairs of Air Force weapons must be entered into SFMIS on the weapon AFTO Form 105.

5.25. General Deviations:

5.25.1. Personnel who live-fire qualify on one type of shotgun may carry another shotgun type once they have successfully completed mechanical training and performance evaluations conducted by Combat Arms. Combat Arms will document mechanical training as a separate qualification in SFMIS or on the individual's AF Form 522. Qualification expires on the weapon AFQC expiration date.

5.25.2. Personnel live-fire qualified on the GAU, GUU-5P, or M4 carbine may carry the M16A2 once they complete mechanical training and performance evaluations on the M16A2. Individuals qualified on the M16A2 may not arm with the GAU, GUU, or M4 carbine without live-fire qualification. Qualification will consist of academic training on the differences between the weapons, live-fire zero and the M68 orders/phases of the qualification course only. Document this training as a separate qualification on the individual's AF Form 522 and align the expiration date with the dates of the weapon actually fired for qualification.

5.25.3. The Combat Arms organizational commander may approve temporary use of qualified Group A personnel to help the Combat Arms section when there is not enough Combat Arms (3P0XlB, SEI 312, DoD civilian equivalent) manpower at the installation to meet the workload. These personnel may serve as assistant instructors or firing line officials only as outlined in paragraphs 4.3.1. and 4.3.2.

5.26. Installation-Level Deviations:

5.26.1. Firearm qualification extensions authorized IAW AFI 31-207.

5.26.2. Temporary facility criteria deviations. When the installation is unable to construct or maintain ranges according to specified criteria, installation commanders may approve a temporary deviation not to exceed 12 months. The Combat Arms NCOIC, in coordination with civil engineers, base ground safety, and, if necessary, bioenvironmental engineering develops the request and forward it through the security forces commander to the installation commander. Ensure the MAJCOM Combat Arms functional manager receives a courtesy copy of the temporary deviation. If the deviation cannot be resolved within 12 months, forward deviation request, through installation channels, to MAJCOM Combat Arms functional manager.

5.27. MAJCOM Deviations: MAJCOMs can:

5.27.1. Approve qualification extensions IAW AFI 31-207.

5.27.2. MAJCOM/A7S may waive night fire familiarization/qualification training if the night fire course of fire cannot be fired as intended due to range limitations, mandatory quiet hours, etc.

5.27.3. Modify specialized courses of fire if warranted by local installation capabilities and mission requirements. HQ AFSFC/SFXW approves all deviations to all courses of fire contained in AFMAN 36-2227, Volumes 1 and 2. HQ AFOSI/XRJ has approval authority for deviations to the AFOSI specialized weapons courses.

5.27.4. Together, MAJCOM security forces, civil engineer, and safety submit Combat Arms facility waivers to HQ AFSFC/SFXW if local installation deviations cannot be resolved within 12 months or a permanent deviation is necessary. Base level Security Forces units must coordinate requests through safety, civil engineers, and other base agencies responsible for facility criteria. Provide a coordinated copy of the waiver request to HQ AFSFC/SFXW for approval consideration and coordination with HQ AFCESA.

Chapter 6

WEAPONS MAINTENANCE

6.1. Purpose and Program Overview: This chapter provides guidance on the installation's ground weapons inspection and maintenance program. Base Combat Arms personnel are responsible for the inspection and maintenance of all military ground weapons assigned to the installation and those required by an approved support agreement. Conduct weapon inspections and repairs as outlined in applicable Air Force Technical Orders (TO), Time Compliance Technical Orders (TCTO), Technical Manuals (TM), and applicable safety messages.

6.1.1. Air Force ground weapons are to be repaired by tasked-certified Combat Arms personnel only. Personnel assigned to the Air Force Gunsmith Shop may perform weapon maintenance (to depot-level) and test fire ground weapons with proper training and certification. Air Force units/personnel are not authorized to contract or hire civilian gunsmiths or other non-Combat Arms personnel to repair, inspect, or modify Air Force weapons. Modification of any kind to Air Force weapons is not authorized without approval from the Small Arms Program Office, WR-ALC and HQ AFSFC/SFXW. When assigned to other U.S. military installations, units are to receive support from the servicing Air Force installation Combat Arms. If the servicing Air Force installation's Combat Arms support is unavailable, the MAJCOM/A7S may approve use of other Service qualified (Combat Arms equivalent) personnel to inspect and repair Air Force weapons, after coordination with HQ AFSFC/SFXW. The Small Arms Program Office, WR-ALC, may approve or establish repair of Air Force weapons through contracts when requested by the unit. When other agencies perform inspections, maintenance, or modifications, the owning unit of the weapons will provide a copy of the inspection report and/or repair documents to the host Combat Arms section. The host Combat Arms section will enter the action performed on each weapon into SFMIS.

6.1.2. On a case-by-case basis, non-Air Force military and commercial ammunition may be approved and procured through the Air Force ammunition control point at the 784 CBSG Hill AFB UT (OO-ALC). Air Force TOs specify the Additional Authorization List (AAL) items and authorized munitions for each type of firearm. The Allowance Standard Code (ASC) 538 identifies additional equipment items approved through depot for use with Air Force firearms. Units requesting non-standard commercially purchased items (commercial parts, services, accessories [grips, slings, lights, etc], ammunition) not specifically identified for use in applicable TOs will follow the guidance in the next paragraphs, as well as additional guidance established by the Air Force logistics support community.

6.1.3. Air Force Small Arms and Associated Equipment Requirements, Procurement, Modification and Improvement Process: A solid need coupled with senior leadership involvement is essential when establishing a requirement, acquiring a new weapon system/accessory or identifying a needed modification or improvement. Needs or capability gaps should be identified by the MAJCOMs and pushed forward to the appropriate Air Staff functional agency so a coherent picture is presented when working acquisition strategies.

6.1.3.1. If there is a need, requirement, capability gap or new mission, which cannot be supported by current types, amounts and capabilities of Air Force small arms, associated

equipment or munitions, unit commanders will identify the need to their respective MAJCOM functional manager. Use of MAJCOM functional area management will allow all needs to be checked and authenticated, while also allowing all doctrine, tactics, techniques, procedures, training and guidance to be screened for possible solutions before equipment, modifications or accessories are funded and procured.

6.1.3.2. The MAJCOM evaluates the shortfall and/or validates the need to determine if a change in tactics, doctrine, or training would be appropriate to resolve the deficiency. If changes in tactics, doctrine, and training cannot satisfy user needs, a new weapon or improvement to an existing system may be required.

6.1.3.3. The MAJCOM will develop an Initial Capabilities Document (ICD) or a Capabilities Development Document (CDD). The MAJCOM will forward proposals to HQ AFSFC/CC or more directly to HQ AFSFC/SFXW for advance staffing, coordination and forwarding to appropriate agencies.

6.1.3.4. HQ AFSFC/SFXW will forward the capabilities document to the appropriate Air Staff functional agency with a recommendation for use of existing Air Force or DoD weapons/ accessories that will satisfy the need or non-developmental item (NDI)/commercial-off-the-shelf (COTS) solutions if they are known and available from industry. HQ AFSFC/SFXW will also coordinate with the JSSAST to determine if other services have potential solutions.

6.1.3.5. The evaluation process will include coordination with the Small Arms Program Office, WR-ALC. Authorization for existing systems may follow, if the Air Staff functional agency validates the mission need and solutions are available in the inventory. Acquisition of new items will follow established procedures for procurement.

6.1.3.6. The Air Force Weapons Configuration Board (AFWCB) will manage this process, provide oversight, and act as the Executive Council for HQ USAF/A7S. HQ AFSFC/SFXW chairs the board and the board includes an Air Staff representative from every functional area that has a requirement for small arms as core members. Shell members will include personnel from the Air Logistics Centers (Warner Robins and Ogden), IL, LG, Air Force Nonnuclear Munitions Safety Board (NNMSB), MAJCOM small arms representatives, and other agencies relevant to the Air Force small arms program and logistical support tail. This cross-functional board and its supporting members will streamline acquisition, fielding, and support of all small arms, associated equipment, and munitions. The board will also ensure commonality and supportability (training and maintenance) of all Air Force small arms and accessories. (HQ AFSFC/SFXW will publish details and supporting guidance on the process in a future directive and update this document as appropriate.)

6.1.3.6.1. Acquisition process:

6.1.3.6.1.1. Lower echelons (unit, group, wing) – identify need

6.1.3.6.1.2. MAJCOM – validate need/capabilities gap

6.1.3.6.1.3. Air Staff Functionals – (if other than Security Forces) – validate requirement

6.1.3.6.1.4. AFWCB – identify Air Force, DoD or industry solutions to support

requirement

6.1.3.6.1.5. HQ AFSFC/SFXW – recommend system or alternatives to meet requirement and ensure system is supportable with organizational level maintenance and training

6.1.3.6.1.6. HQ USAF/A7SX (PEM) – Program Objective Memorandum (POM) for funding of system

6.1.3.6.1.7. Small Arms Program Management Office (WR-ALC) – procure/sustain system

6.1.3.7. Responsibilities:

6.1.3.7.1. HQ USAF/A7SX, Base Physical Security Systems Program Element Manager; overall Air Force Small Arms Executive Office representative for procurement dollars and program support dollars and Air Staff representative for program management and oversight.

6.1.3.7.2. HQ USAF/A7S staff and HQ AFSFC/SFXW, Combat Weapons Superintendent; provides user input/support and requirements solutions to activities related to the development, systems integration, test, evaluation, and fielding of Air Force small arms and related requirements such as fire-control, optics, modifications, associated equipment, accessories, munitions and critical maintenance tools/gauges. Works closely with Air Logistics Centers, battlelabs or other entities, as required. Represents the Air Force at Joint Services Small Arms Program and works with US Army Program Executive Officer offices. Monitors research, development and testing to incorporate Air Force requirements.

6.1.3.7.3. The Small Arms Program Office, WR-ALC; provides overall life cycle logistic management of Air Force small arms and takes funding direction from HQ USAF/A7SX (PEM). Responsible for acquisition and sustainment of all USAF handguns, rifles, carbines, shotguns, machineguns, grenade launchers, ceremonial weapons and mortars. Supports warfighters' needs based on funding, direction, and valid requirements. Works closely with HQ USAF/A7S and HQ AFSFC/SFXW.

6.1.3.7.4. HQ USAF/A4RE, Vehicle, Equipment and Fuels Management, is responsible for procedures, policies and documents for the management of equipment, to include the accountability of small arms, under USAF integrated logistics systems.

NOTE: This does not apply to tools and fixtures used for weapon repairs by Combat Arms. Once approved, all non-standard commercially purchased items must be installed and inspected by Combat Arms personnel regardless of owning organization. Commercial munitions must have Air Force NNMSB approval and will be sought by HQ AFSFC/SFXR. Weapons are to be procured through approved Air Force logistics channels only. Organizations are not authorized to use government credit cards to purchase firearms or ammunition.

6.2. Ground Weapon Categories and Storage Definitions:

6.2.1. Service Weapons. Any hand, shoulder, or crew-served weapon generally issued to troops in the field. Crew-served weapons are any ground weapon designed to fire a projectile and normally require more than one person to properly operate. In the Air Force, crew-

served weapons include the M60, M240, M2 and MK19 machine guns. Combat Arms personnel must obtain a complete listing of all ground weapons assigned to their installation from base supply (para 6.6.). This listing includes types and quantities of firearms, owning organizations (account codes), and points of contact.

6.2.2. Match Grade Weapons. Any hand or shoulder weapon designed, modified, or manufactured for use in competitive shooting.

6.2.3. Ceremonial Weapons. Military service and non-service model weapons used for drill team and honor guard purposes. These weapons may or may not be inert (design altered to prevent live-fire use) depending on the need to fire blank ammunition.

6.2.4. Storage Definitions:

6.2.4.1. In-Use: Any weapons not stored and packaged according to applicable Special Packaging Instructions (SPI) as outlined on **https://spires.wpafb.af.mil/sindex.cfm** are considered in-use and fall under one of two sub-categories. Regardless of the sub-category, they are still classified as in-use weapons.

6.2.4.1.1. Active: An active weapon is a weapon issued for duty within a period of 90 days. The weapon may or may not be assigned to an individual.

6.2.4.1.2. Inactive: An inactive weapon is a weapon that has been stored for a period of 90 days without use. The weapon may or may not have been assigned to an individual.

6.2.4.2. Extended Storage/Preferred Packaging: Only weapons stored and packaged according to applicable SPI as outlined on **https://spires.wpafb.af.mil/sindex.cfm** fall into this category. All others are considered In-Use. Weapons removed from special packaging become in-use until they are properly returned to storage following the applicable SPI.

6.3. Levels of Firearms Maintenance:

6.3.1. Depot Maintenance. Maintenance on weapons beyond base level Combat Arms capabilities (may include complete rebuilding of parts, assemblies, and end items). This could include parts manufacture, parts and weapon modifications and testing, and parts and weapon reclamation. Usually, depot maintenance is done in support of the Air Force supply system. HQ USAF/A4R has depot maintenance policy responsibility. Air Force Materiel Command (AFMC) and WR-ALC are supporting agencies. Depot-level maintenance on Air Force weapons is usually done by other Services through contracts from WR-ALC. The Air Force Gunsmith Shop at Lackland AFB, Texas, has limited depot maintenance capability.

6.3.2. Field Maintenance (Organizational, Direct Support, and General Support). Inspections and maintenance authorized for and accomplished by Combat Arms personnel in direct support of using organizations. This includes all inspection and maintenance of ground weapons assigned to the installation and governed by support agreements. This maintenance is limited to the repair of end items or unserviceable assemblies in support of using organization. Combat Arms personnel must ensure all weapons parts are properly secured when not in use. These inspections and maintenance procedures are a detailed and time intensive process requiring special training and equipment to adequately and properly perform. Owners of unique weapons systems are responsible for providing funding to

procure required gauges/tools/parts through supply or depot channels for inspection/repair/replacement by Combat Arms. Combat Arms will ensure PMEL inspections are performed on gauges procured for these weapons. Weapon parts for unique weapons not used for base or personal defense should not be stocked. Owning units will provide funds as needed to purchase replacement parts. Installation Combat Arms sections are authorized to perform the following maintenance:

6.3.2.1. Service Weapons (non-match grade). Inspect and repair within applicable limits of the TO pertaining to the weapon. Combat Arms are authorized to stock weapon spare parts for maintenance levels below depot. Every Combat Arms member is responsible for practicing supply discipline. Use historical data, maintenance records, and anticipated mission needs to assist in determining stock levels of weapon replacement parts. Keep in stock at least one of any item when a known requirement exists. This includes parts requiring infrequent replacement. Use the total number of "in use" and packaged weapons, where maintenance support is provided, to establish a spare parts inventory.

6.3.2.2. Match Grade Weapons. Inspections, to include gauging, must be performed IAW applicable TOs by Combat Arms personnel. For inspection and repair/replacement of specialized or fitted parts outside the scope of normal Combat Arms sections, owning units are to refer these items to depot or the Air Force Gunsmith Shop for support. Those Air Force shooting team members with weapons needing specialized inspection/repair must coordinate with HQ AFSVA/SVPAF, 10100 Reunion Place Ste 402, San Antonio TX 78216-4138, DSN 487-5470, for shipment of weapons. The mailing address of the Gunsmith Shop is 1520 Service Road, Suite 1, Lackland AFB TX 78236-5722. All other requests for match grade specialized inspection/repair must go through Small Arms Program Office, WR-ALC.

6.3.2.3. Ceremonial Weapons. Inspections, to include gauging, must be performed IAW applicable TOs by Combat Arms personnel on all ceremonial weapons capable of firing a live or blank ammunition cartridge. Additional support is limited to those inspections to ensure units are conducting proper operator maintenance, and replacement of broken or worn parts preventing the proper operation of the weapon, or posing a safety hazard. Replacement parts for some of these non-service model weapons (e.g., M1 Garands, 1903 Springfields) are not always available through routine military supply channels. The owner/user is responsible for coordinating maintenance outside the scope of local Combat Arms sections with Small Arms Program Office, WR-ALC.

6.3.2.4. EOD Weapons. Inspections, to include gauging, must be performed IAW applicable TOs by Combat Arms personnel on all EOD weapons. Additional support is limited to those inspections to ensure units are conducting proper operator maintenance, and replacement of broken or worn parts preventing the proper operation of the weapon, or posing a safety hazard. EOD is responsible for coordinating maintenance outside the scope of local Combat Arms sections with Small Arms Program Office, WR-ALC.

6.3.3. Operator Maintenance (Individual). This is weapons maintenance performed by individuals and/or assigned unit. This maintenance is limited to authorized disassembly, assembly, cleaning, lubricating, preserving, tightening some screws, adjusting sights, replacing slings, spare barrel bags, etc., and performing preventive maintenance checks according to applicable TOs. Using organizations will not order or bench stock weapon

parts, as this is outside the scope of operator maintenance. ***NOTE:*** Using organizations will not procure commercial weapons parts, accessories (grips, slings, holsters, lights, etc.). The base Combat Arms section is the focal point for all authorized weapon parts procurement and replacement. Using organization can transfer funds to the Combat Arms account so Combat Arms can control ordering of replacement parts for service weapons. TO references to "Organizational Maintenance" refer to Army maintenance levels. In the Air Force, Combat Arms personnel perform this level of maintenance.

6.3.4. Weapons Cleaning. Each unit possessing firearms is responsible for their own weapon preventive maintenance (PM) cleaning and lubrication program (to include magazines, spare barrel kits, tripods, etc.) IAW weapon TOs for both in-use and extended storage weapons. Combat Arms will advise custodians on cleaning frequency if local conditions warrant more frequent cleaning. Combat Arms sections will develop a weapon custodian handbook listing the needed cleaning items and general information needed in support of service weapons. This handbook must also outline weapon custodian responsibilities and procedures in regard to Combat Arms related requirements.

6.3.4.1. Units are responsible for developing a standardized method of documenting their required cleaning. Units may use an Air Force general purpose form for documenting this cleaning. The AFTO Form 105 will not be used to document this cleaning. Combat Arms training weapons are exempt from this requirement.

6.3.4.2. Combat Arms will review unit weapon preventive maintenance (cleaning/operator inspection) documentation during weapon inspections and annotate findings on the weapon inspection report.

6.3.4.3. IAW each weapon Operator's Manual, owning units are responsible for ensuring proper cleaning equipment/materials are available for each assigned weapon to include those in extended storage.

6.4. Procedures for Maintenance of Unserviceable Weapons: Owning agencies will take weapons needing repair and AFTO Form 105 (SFMIS AFTO 105 will replace this need) to the base Combat Arms section. Combat Arms personnel will inspect the weapon and determine if they can repair it or if depot repair is needed. If Combat Arms is to retain the weapon for repair, place a Department of Defense (DD) Form 1577-2, **Unserviceable (Repairable) Tag**, on the weapon, until all repairs are made, and issue a receipt to the owning agency. Notify the owning agency when the weapon is repaired. If Combat Arms does not retain the weapon for repairs at the time of inspection, ensure coordination with the owning unit to complete repairs is made. Combat Arms will place a completed DD Form 1577-2 on weapons needing depot maintenance and return them to the owning organization for turn-in to base supply. Maintain a permanent weapons maintenance log of all maintenance performed on weapons. This log must be maintained in the weapons maintenance shop to provide a historical record of parts used, maintenance performed, etc. Record the maintenance action on the weapons AFTO Form 105 (SFMIS AFTO 105 will replace this need) IAW TO 11W-1-10, *Recording of Historical Data for Ground Weapons*. Combat Arms will annotate the existing paper (hard-copy) AFTO Form 105 indicating that all future inspections and maintenance will be listed in SFMIS. Process unserviceable parts/scrap material for turn-in IAW local supply or DRMO procedures. If DRMO or local supply are unable to receive unserviceable parts/scrap, Combat Arms will coordinate demilitarization or disposal of unserviceable weapons parts according to DOD Directive

4160.21-M-1, *Defense Demilitarization Manual*. Where conflicts occur between TOs for the same weapon, follow the more stringent/detailed guidance.

6.4.1. Weapons requiring depot maintenance must be shipped to depot as complete end items, to include all accessories (i.e., magazines, slings, spare barrel, spare barrel cases, and AFTO Form(s) 105). Do not ship weapons cannibalized, stripped of parts, or those containing unserviceable parts back to depot when they are repairable/replaceable by Combat Arms, unless specifically authorized by Small Arms Program Office, WR-ALC.

6.4.2. Limited parts cannibalization may be accomplished by Combat Arms personnel for the sole purpose of reducing the total number of unserviceable weapons assigned to a unit. This procedure is limited to weapons assigned within the same unit. An example of proper use of this procedure is when there are four weapons with four different broken parts such as a missing sling, cracked hand guard, pistol grip, and stock. Placing all of these broken parts on one weapon would result in only one weapon being tagged for repairs versus four. When the weapon is repaired, all new parts will be installed and annotated appropriately. **CAUTION**: Do not exchange any parts expressly forbidden in the TO or other guidance.

6.5. Weapon Modifications: For logistic support, small arm weapon systems are categorized and defined as support equipment items. As such, the modification of small arm weapon systems is addressed in AFI 10-601, *Capabilities-Based Requirements Development*. In accordance with AFI 10-601, a modification is defined as an alteration to a configuration item (CI) that, as a minimum, changes the form, fit, function, or interface of the item. All modifications to small arms weapon systems, whether permanent or temporary, must be approved by the Small Arms Program Office, WR-ALC.

6.5.1. Permanent modifications are managed as acquisition programs and therefore must satisfy approved requirements and cannot be accomplished without higher headquarters guidance. This guidance normally comes in the form of an approved Time Compliance Technical Order (TCTO) from the Small Arms Program Office. Permanent modifications usually result in an NSN change. The installation of the M16A2 modification kit is an example of a permanent modification.

6.5.2. Temporary modifications change the configuration of a system for test purposes or to support the accomplishment of a specific mission. Temporary modifications use existing Commercial-Off-The-Shelf (COTS) and Non Developmental Items (NDI) or stock listed systems, equipment, spares, materials, etc., to accomplish the modification and are typically accomplished locally, by a unit, with the appropriate funds. There are two subsets of temporary modifications.

6.5.2.1. T-1 temporary modifications temporarily change the configuration of the item to perform a special mission, add, or remove equipment to provide increased capability for a special mission. T-1 modifications are normally made by the using command for operational reasons, are not used as substitutes for permanent modifications, and are not authorized permanent logistics support (technical data, software changes, engineering support, spares, or support equipment, etc.). Logistics support will be constrained to the level of effort required for the temporary modification program. T-1 modifications will not be maintained on the system for more than one year without a waiver from the Small Arms Program Office. The configured item must be capable of being returned to its original configuration within 48 hours. T-1 modifications are normally funded with 3400

monies (Operations & Maintenance). The installation of non-standard optics, sighting systems and lights are an example of T-1 modifications to a small arm weapon system.

6.5.2.2. T-2 temporary modifications are required to support research, development, test, and evaluation (RDT&E). T-2 modifications will normally be accomplished on programs having an approved Program Management Directive (PMD). T-2 modification to small arms weapon systems are normally accomplished at the direction of the Small Arms Program Office and not accomplished at the unit-level. T-2 modifications are normally funded with 3600 monies (RDT&E) and systems will be returned to their original configuration upon completion of the test.

6.5. (ANG) Weapons Modifications. Weapon modifications must be approved by both NGB/A7S and the Small Arms Program Office (WR-ALC) prior to being implemented. Units requesting modifications will submit the request through both their unit and Wing commanders to WR-ALC through the NGB/A7S. Approved requests are the responsibility of the unit and will kept on file at the requesting unit. The approved modification request will be readily available to the local Combat Arms section and provided upon request.

6.6. Inspection of Weapons: Use the guidance in the following paragraphs when specific guidance is not provided in the TOs or as stringent. Weapons inspections are performed to determine weapon serviceability, safety, discover conditions causing (or could cause) failures, and to determine if required preventive maintenance checks are being performed. Additionally, Combat Arms will verify the serial numbers of all inspected weapons against the unit's Custodian Authorization/Custody Receipt Listing (CA/CRL) during all types of inspections and report any discrepancies to the base supply Equipment Management Section (EMS). Qualified Combat Arms personnel will inspect military weapons assigned to all organizations. Annually, Combat Arms personnel are to contact the base supply EMS to validate the weapon types, quantities, and accounts assigned to the installation. This may also include local school/university ROTC programs with drill weapons. Occasionally, new weapons are received and accounts are established without custodians notifying the servicing Combat Arms section. This same validation process must be applied to units who are supported IAW an approved host tenant support agreement and do not have their own assigned Combat Arms personnel. The Combat Arms section is responsible for obtaining sufficient levels of tools and gauges needed to accomplish inspections on service weapons. Additionally, they must ensure gauges are processed for calibration through the servicing PMEL at intervals established in TO 33K-1-100-2, *Technical Manual, TMDE Calibration Interval Technical Order and Work Unit Code Reference Guide*. Where conflicts occur between TOs for the same weapon, follow the more stringent/detailed guidance.

6.6.1. Organizations and individuals possessing weapons are responsible for:

6.6.1.1. Coordinating inspections with all applicable agencies (Combat Arms, Traffic Management Office, Packing and Crating, Supply, and Resource Protection).

6.6.1.2. Preparing the weapons for inspection, initiating, and maintaining AFTO Form 105 for all weapons and DD Form 1574, **Serviceable Tag**, for extended storage weapons. Do not place DD Form 1574 on in-use weapons. Entering weapon maintenance and inspection information in SFMIS eliminates the need for a paper AFTO Form 105.

6.6.1.3. Ensuring all weapons are cleaned and ready for inspection, to include the mechanical zeroing of extended storage weapons IAW applicable TOs.

6.6.2. Pre-Issue Inspection. Base supply or the organization receiving weapons from depot or another installation must notify the Combat Arms section within 10 days (ANG/AFRC within 30 days) to schedule a weapons inspection. Combat Arms personnel must inspect weapons within 30 days (ANG/AFRC within 60 days) of notification. All weapons must be inspected prior to being placed into operational service or extended storage. This inspection consists of disassembly, gauging, proper assembly, and function check. If required, Combat Arms personnel will assist owning organizations in completing the SF 368, *Product Quality Deficiency Report*, as outlined in TO 00-35D-54, *USAF Material Deficiency Reporting and Investigating System*. Combat Arms personnel will enter "Pre-issue Inspection/Gauged" on the weapon's AFTO Form 105 (Entering weapon in SFMIS eliminates the need for paper AFTO 105). Combat Arms will annotate the existing paper (hard-copy) AFTO Form 105 indicating that all future inspections and maintenance will be listed in SFMIS.

6.6.3. Inspection of In-Use Weapons. In-use weapons are those not in extended storage packaging IAW Specialized Packing Instructions (SPI). As a minimum, Combat Arms personnel will perform this inspection on active in-use (used for operational purposes) weapons semi-annually (every six months) and on inactive in-use weapons annually (every 12 months). Combat Arms will inspect active in-use weapons not used for operational purposes and used exclusively for training (except for Combat Arms training weapons) annually (every 12 months). All in-use weapons inspected will have a complete serviceability inspection to include cleanliness, lubrication, authorized parts/accessories, and complete function check. Weapons found to have been painted or coated with a substance other than that authorized in the applicable TO should be removed from service immediately. At least 25 percent of the weapons are to receive full gauging IAW maintenance TOs. The MAJCOM/A7S may increase this percentage. However, under no circumstances will this percentage be reduced to less than 25 percent. This inspection may be accomplished at the time the weapons are used for firearms training or staggered throughout the year to meet requirements. At the time of inspection, Combat Arms will ensure all quadrant sights, magazines, spare barrels, tripods, traversing and elevating mechanisms, and other subassemblies of crew-served weapons are inspected for serviceability. A statement will be added to the inspection report describing the quantity and type of items inspected, the condition they were found in, and whether corrective actions are needed or were taken. All items with a serial number will be reflected in the report to assist in accountability and tracking of corrective actions. Weapons not available for the inspection (temporary duty [TDY], issued, etc.) must be inspected within 15 duty days upon return from TDY or issue status. Combat Arms personnel will enter "Semi-Annual Inspection" or "Annual Inspection" (for inactive in-use weapons) on the weapon's AFTO Form 105 (SFMIS AFTO 105 will be used) and "Semi-Annual Inspection/Gauged" or "Annual Inspection/Gauged" (for inactive in-use weapons) on those receiving full gauging. Pre-deployment inspections and/or post-deployment inspections satisfy the requirements of this paragraph.

6.6.3. **(ANG)** Inspection of In-Use Weapons. ANG units will inspect weapons on active in-use (used for operational purposes) weapons every 12 months. Any weapon not in extended storage is considered to be "in-use." Weapons used exclusively for training, except for Combat Arms training weapons, will be inspected every 24 months. Weapons painted or

coated with a substance other than coatings authorized in the applicable TO should be removed from service if immediate replacements are available. Paint or other unauthorized coatings, must be removed IAW applicable T.O.'s. Removal of paint or coatings is the responsibility of the owning organization. Twenty-five percent of the weapons are to receive full gauging IAW maintenance T.O.'s. This inspection may be accomplished at the time the weapons are used for firearms training, deployments or staggered throughout the year. Weapons not available for inspection (temporary duty [TDY], issued, etc.) must be inspected within 2 UTA's upon return from TDY or when returned to stock.

6.6.4. Inspection of Combat Arms Training Weapons. All rifles and pistols assigned to the Combat Arms section must receive full gauging IAW maintenance TOs semi-annually (ANG and AFRC units will inspect Combat Arms rifles and pistols annually). This inspection may be accomplished at the time the weapons are used for firearms training or staggered throughout the year to meet requirements. At the time of inspection, ensure all quadrant sights, magazines, spare barrels, tripods, traversing and elevating mechanisms, and other subassemblies of crew-served weapons are inspected for serviceability. MAJCOMS may change this requirement to a percentage less than 100 percent, for USAFA, Regional Training Centers, and AETC bases conducting BMT/Technical Training, as appropriate. However, under no circumstances will this percentage be reduced to less than 20 percent. Combat Arms personnel will enter "Semi-annual Inspection/Gauged" on the weapon's AFTO Form 105 (SFMIS AFTO 105 will be used). Combat Arms will annotate the existing paper (hard-copy) AFTO Form 105 indicating that all future inspections and maintenance will be listed in SFMIS.

6.6.4. **(ANG)** Inspection of Combat Arms Training Weapons. This should be scheduled to coincide with annual training requirements on those weapons. ANG units will inspect all handguns, rifles, carbines, shotguns and grenade launchers at 25% annually. MK19, M2, M240, and M249 weapons will be inspected at 100% per year.

6.6.5. Inspection of Weapons in Extended Storage/Preferred Packaging. Units must not remove weapons from extended storage for use during exercises unless absolutely necessary and authorized by the installation commander. Inspection of these weapons takes a joint effort from the organization or unit possessing the weapons, Traffic Management Branch (Preservation, Packing, and Packaging), Base Supply, and Combat Arms. Combat Arms personnel will perform a complete serviceability inspection immediately before units return the weapons to extended storage, IAW special packaging instructions (SPI). Weapons must be properly packaged/sealed within 30 days of this inspection or re-inspection is required. Combat Arms will also conduct this inspection on all weapons removed from packaging. Pre-deployment inspections and/or post-deployment inspections satisfy the requirements of this paragraph. Obtain SPI's for weapon system at **https://spires.wpafb.af.mil/sindex.cfm**; enter NSN for weapon in "Quick Search."

6.6.5. **(ANG)** ANG units have no more than 2 UTA's to ensure weapons are inspected and packed IAW SPI's. Organizations that use longer periods of time between inspections, will be responsible for funding CATM resources to support the additional workload.

6.6.5.1. Annually (every 12 months), Combat Arms must inspect 20 percent of each type of weapon an organization has in extended storage/preferred packaging. Combat Arms will coordinate these inspections with base supply to ensure serialized inventories of

inspected weapons are completed simultaneously and to prevent unnecessary removal of weapons from packaging to conduct inventories at another time. To ease the scheduling process, Combat Arms may schedule this inspection within 45 days (plus or minus) of the annual due date. Give the weapons a complete serviceability inspection (to include gauging), paying particular attention to corrosion protection of each weapon inspected. Personnel handling weapons must wear lint-free, clean gloves to prevent perspiration from rusting metal surfaces. If weapons are containerized and not individually packaged, inspect and gauge all the weapons in the opened container.

6.6.5.1. **(ANG)** ANG units will schedule annual inspections within 3 UTA's of the annual due date.

6.6.5.2. If any unsatisfactory condition is found (preventing proper operation of the weapon, failed gauging, barrel erosion, or rusting) with any weapon type, inspect an additional five percent of the same type. If any unsatisfactory condition is found (preventing the proper operation of the weapon, failed barrel erosion, or rusting) with these weapons, complete a 50 percent inspection of the type weapon owned by the organization. If any unsatisfactory condition is found (preventing the proper operation of the weapon, failed gauging, barrel erosion, or rusting) after the 50 percent inspection, complete a 100 percent inspection of the type weapon owned by the organization. Combat Arms personnel, or other personnel assisting in the paperwork portion of the inspection, will enter "Extended Storage Inspection/Gauged" as necessary on the weapon's AFTO Form 105 in SFMIS. Combat Arms will annotate the existing paper (hard-copy) AFTO Form 105 indicating that all future inspections and maintenance will be listed in SFMIS. Only Combat Arms or Gunsmith personnel may initial the AFTO Form 105 indicating an inspection has been completed. Organizations owning the weapons may schedule this inspection with Combat Arms in conjunction with base supply serialized inventories to avoid additional inspections prior to repackaging of weapons opened during inventory.

6.6.5.2. **(ANG)** ANG units that are responsible for weapons that are found to be in an unsatisfactory condition are responsible for providing resources to bring CATM back to re-inspect those weapons if conditions mandate re inspection at a later date or drive unexpected repair time.

6.6.5.3. Combat Arms will ensure weapons previously inspected are not inspected again until the entire quantity of weapons of the same type have been inspected. Inspectors will plainly mark on each container and bag (if applicable) the date and initials of the person conducting the inspection. These marks provide a visible indicator of weapons inspected.

6.6.6. Pre-embarkation Inspections. Due to the time required to conduct these in-depth and detailed inspections, units alerted for deployment must contact Combat Arms as soon as possible to schedule/ conduct this inspection. This requirement must be included in the Installation Deployment Plan. The security forces commander may work with the installation deployment officer to establish a centralized location for this inspection. Combat Arms must ensure all weapons and associated equipment being deployed meet the applicable TO requirements. Combat Arms personnel will enter "Pre-embarkation Inspection/Gauged" on the weapon's AFTO Forms 105. Ensure the unit sends the SFMIS AFTO Form 105 with the weapons.

6.6.7. Post Deployment Inspections. Combat Arms personnel will perform a complete serviceability inspection on in-use weapons returning from deployments exceeding 30 days and any weapon removed from extended storage, regardless of deployment length. Perform a complete serviceability inspection including gauging on 100 percent of all weapons IAW maintenance TOs. Weapons found to have been painted or coated with a substance other than that authorized in the applicable TO should be removed from service immediately. Accomplish this inspection within 60 days of return date on in-use weapons and within 120 days on weapons being returned to extended storage. Combat Arms personnel will enter "Post Deployment Inspection/Gauged" on the SFMIS weapon's AFTO Form 105 and enter any maintenance accomplished while deployed if not previously entered.

6.6.7. **(ANG)** Post deployment inspections: ANG units have 3 UTA's to accomplish inspections on in use weapons and 4 UTA's on those weapons returned for extended storage.

6.6.8. Turn-In Inspection. Combat Arms will perform a complete serviceability inspection to include full gauging on all weapons and accessories being turned in. Only approved stock-listed items for the weapon are authorized for turn in. Non-standard items such as after-market slings, sights, grips, camouflage paint, or other items will be removed and replaced (if applicable) with stock-listed items. Combat Arms will ensure repair of the weapon (within their authorization) if parts are unserviceable. Combat Arms personnel will enter "Turn-in Inspection/Gauged" on the weapon's AFTO Form 105. Combat Arms will notify the unit of damaged or missing accessories required for complete end item turn-in. The owning unit is responsible for replacing these accessories prior to turn-in, ensuring a DD Form 1574 is attached to the weapon, and shipping the AFTO Form 105 with the weapon.

6.6.9. Inspection Reports. Refer to paragraph 2.2.13 for weapon inspection report requirements and procedures.

6.7. Packaging Weapons: Packaging weapons for shipment or storage takes a joint effort from the organization or unit possessing the weapons, Traffic Management Branch (Preservation, Packing, and Packaging), Base Supply, and Combat Arms. Before packaging weapons, Combat Arms personnel must inspect the weapon and complete the DD 1574 or DD 1577-2 (if required). A completed SFMIS generated AFTO Form 105 must accompany the weapon in shipment through supply channels. Weapons will be prepared and packed for shipment or storage according to applicable SPI or TO. The owning organization is responsible for packaging and/or sealing weapons scheduled for shipment or storage. For example, M16 rifles will be packed for storage or shipment according to SPI 00-856-6885, Special Packaging Instruction, M16 Rifle or M9 Pistols use SPI 00-317-2468. Organizations may obtain SPI's for weapon systems at **https://spires.wpafb.af.mil/sindex.cfm**; enter NSN for weapon in "Quick Search."

6.8. Support Agreements (Weapons Maintenance Support): The host Combat Arms section will provide all weapons maintenance support, mandated in this chapter, to those tenant units without their own AFSC 3P0X1B, SEI 312, or DoD civilian equivalent personnel assigned. Tenant units without sufficient numbers of their own AFSC 3P0X1B, SEI 312, or civilian equivalent personnel assigned and present during a Unit Training Assembly (UTA), request host Combat Arms support to augment their personnel during weapons maintenance cycles through the host-base Security Forces commander. If host Combat Arms manpower support is required, it will be provided if manpower permits. For AFRC units, this support will include complete access to and the use of all weapon maintenance facilities, tools, gauges, publications, and any

other items necessary for weapons maintenance. Unless specified in the support agreement, and agreed upon by the host Security Forces commander, this support will not include spare weapons parts. Formalize this training and/or support through an agreement according to AFI 25-201.

6.8. (ANG) Turn-In Inspection. This support will include complete access to and the use of all weapon maintenance facilities, tools, gauges, publications, and any other items necessary for weapons maintenance. Whenever possible, minimize duplication of effort regarding physical resources (tools, gages, parts, etc). Unless specified in the support agreement, or and agreed by the host Security Forces commander, this support will not include spare weapons parts. Units that are capable of "sharing" gauges may do so. Units who share gauges will have signed memoranda of agreement between SF/CCs. This MOA should include provisions for reimbursement for any lost or damaged gauges. Formalize this training and/or support through an agreement IAW AFI 25-201.

6.9. Prescribed Forms:

6.9.1. AF Form 522, **USAF Ground Weapons Training Data**

6.9.2. AF Form 710, **Combat Arms Training Record**

6.10. Adopted Forms:

6.10.1. AF Form 469, **Duty Limiting Condition Report**

6.10.2. AF Form 483, **Certificate of Competency**

6.10.3. AF Form 523, **USAF Authorization to Bear Firearms**

6.10.4. AF Form 623, **Individual Training Record Folder**

6.10.5. AF Form 797, **Job Qualification Standard Continuation/Command JQS**

6.10.6. AF Form 847, **Recommendation for Change of Publication**

6.10.7. AF Form 1098, **Special Task Certification and Recurring Training**

6.10.8. AFTO Form 105, **Inspection Maintenance Firing Data for Ground Weapons**

6.10.9. DD Form 1574, **Serviceable Tag**

6.10.10. DD Form 1577-2, **Unserviceable (Repairable) Tag**

6.10.11. SF Form 368, **Product Quality Deficiency Report**

RICHARD Y. NEWTON III, Lt General, USAF
DCS, Manpower and Personnel

(ANG)

HARRY M. WYATT III, Lt General, USAF
Director, Air National Guard

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

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Abbreviations and Acronyms

AAL—Additional Authorization List

ABU—Airman Battle Uniform

AEF—Aerospace Expeditionary Force

AETC—Air Education and Training Command

AF—Air Force

AFB—Air Force Base

AFCAT—Air Force Catalog

AFCESA—Air Force Civil Engineer Support Agency

AFCFM—Air Force Career Field Manager

AFECD—Air Force Enlisted Classification Directory

AFH—Air Force Handbook

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFMC—Air Force Materiel Command

AFOSH—Air Force Occupational and Environmental Safety Fire Protection and Health

AFOSI—Air Force Office of Special Investigations

AFOSI PPC—Air Force Office of Special Investigations Practical Pistol Course

AFPAM—Air Force Pamphlet

AFPC—Air Force Personnel Center

AFPD—Air Force Policy Directive

AFQC—Air Force Qualification Course

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

AFSAMP—Air Force Small Arms Master Plan

AFSC—Air Force Specialty Code

AFSFC—Air Force Security Forces Center

AFSVA—Air Force Services Agency

AFTO—Air Force Technical Order

AFTR—Air Force Training Record

AFWCB—Air Force Weapons Configuration Board

AI—Assistant Instructor

AIC—Assignment Instruction Code

ALC—Air Logistics Center

AMST—Agile Munitions Support Tool

ANG—Air National Guard

ARC—Air Reserve Component

ASC—Allowance Standard Code

ASOC—Air Support Operations Center

BASH—Bird/wildlife Aircraft Strike Hazard

BCE—Base Civil Engineer

BDU—Battle Dress Uniform

BE—Bioenvironmental Engineering

BEEF—Base Engineer Emergency Force

BMT—Basic Military Training

CA—Combat Arms

CA/CRL—Custodian Authorization/Custody Receipt Listing

CBSS—Combat Sustainment Squadron

CBT—Computer Based Training

CC—Commander

CDD—Capabilities Development Document

CE—Civil Engineer

CFETP—Career Field Education and Training Plan

CI—Configuration Item

CONUS—Continental United States

COTS—Commercial-Off-the-Shelf

CRO—Chief Range Officer

CY—Calendar Year

DCS—Deputy Chief of Staff

DD—Department of Defense Form

DIBRS—Defense Incident Based Reporting System

DoD—Department of Defense

DoDD—Department of Defense Directive

DOE—Department of Energy

DREAMS—Deficiency Report Entry And Mail Submitter

DRMO—Defense Reutilization and Marketing Office

EIC—Excellence-In-Competition

EM—Emergency Management

EMS—Equipment Management Section

EOD—Explosive Ordnance Disposal

ETL—Engineering Technical Letter

EWCB—Equipment and Weapons Configuration Board

FAM—Functional Area Manager

FBI—Federal Bureau of Investigation

FITP—Firearms Instructor Training Program

FM—Field Manual

HAZMAT—Hazardous Material

HQ—Headquarters

HQ AETC—Headquarters Air Education and Training Command

HQ AFCESA—Air Force Civil Engineer Support Agency

HQ AFMC/XRW—Headquarters Air Force Materiel Command, Munitions, Logistics, Systems, and Program

HQ AFOSI/XI—Headquarters Air Force Office of Special Investigations, Director of Warfighting Integration

HQ AFOSI/XRJ—Headquarters Air Force Office of Special Investigations, Policy Division

HQ AFSFC—Headquarters Air Force Security Forces Center

HQ USAF/A4R—Headquarters United States Air Force, Deputy Chief of Staff for Logistics, Directorate of Maintenance

HQ USAF/A7S—Headquarters United States Air Force, Director of Security Forces

HRA—Health Risk Assessment

IAW—In Accordance With

IBA—Individual Body Armor

ICD—Initial Capabilities Document

ICE—Individual Combat Equipment

IDEA—Innovative Development through Employee Awareness

IG—Inspector General

IMA—Individual Mobilization Augmentee

IMT—Information Management Tool

DET—Joint Drug Enforcement Team

JQS—Job Qualification Standard

JSSAP—Joint Service Small Arms Program

JSSAST—Joint Service Small Arms Synchronization Team

LAW—Light Antitank Weapon

LEITP—Law Enforcement Instructor Training Program

LG—Logistics Group

MAJCOM—Major Command

MISCAP—Mission Capability Statement

MOB—Main Operating Base

MPE—Military Personnel Element

MSDS—Material Safety Data Sheet

MUNSS—Munitions Support Squadron

NCO—Noncommissioned Officer

NCOIC—Noncommissioned Officer in Charge

NDI—Non Developmental Item

NNMSB—Nonnuclear Munitions Safety Board

NSN—National Stock Number

NVD—Night Vision Device

OI—Operating Instruction

OJT—On-the-Job Training

OPLAN—Operations Plan

OPR—Office of Primary Responsibility

ORM—Operational Risk Management

OSHA—Occupational Safety and Health Administration

OTS—Officer Training School

PA—Privacy Act

PAFSC—Primary Air Force Specialty Code

PCAR—Peacetime Conventional Ammunition Requirements

PCS—Permanent Change of Station

PDO—Publications Distribution Office

PEM—Program Element Manager

PI—Primary Instructor

PM—Preventive Maintenance

PMD—Program Management Directive

PMEL—Precision Measurement Equipment Laboratory

POC—Point Of Contact

POM—Program Objective Memorandum

POW—Privately Owned Weapon

PPC—PCS Processing Code (Replaces Assignment Instruction Code [AIC])

PQDR—Product Quality Deficiency Report

RDS—Records Disposition Schedule

RDT&E—Research Development Test and Evaluation

ROTC—Reserve Officer Training Corps

RSO—Range Safety Officer

SA—Support Agreement

SABC—Self-Aid and Buddy Care

SAEMR—Small Arms Expert Marksmanship Ribbon

SBSS—Standard Base Supply System

SDZ—Surface Danger Zone

SEI—Special Experience Identifier

SF—Security Forces

SFMIS—Security Forces Management Information System

SORN—System of Records Notice

SPI—Special Packaging Instruction

SQ—Squadron

SSN—Social Security Number

STD—Standard

TACP—Tactical Air Control Party

TBD—To Be Determined

TCTO—Time Compliance Technical Order

TDY—Temporary Duty

TM—Technical Manual

TMDE—Test Measurement Diagnostic Equipment

TO—Technical Order

TRQC—Tactical Rifle Qualification Course

TT—Technical Training

UFITP—Use of Force Instructor Training Program

UQ—Unqualified

US—United States

USAF—United States Air Force

USAFA—United States Air Force Academy

USAFE—United States Air Forces in Europe

USAFSIA—United States Air Force Special Investigations Academy

USAFSIA/FT—United States Air Force Special Investigations Academy, Firearms and Tactics

USC—United States Code

UTA—Unit Training Assembly

UTC—Unit Type Code

VDZ—Vertical Danger Zone

VTS—Virtual Training System

WR—Warner Robins

WR— ALC—Warner Robins Air Logistics Center

Terms

Armed—Equipped with a loaded (live ammunition) firearm.

Certification—A formal indication of an individual's ability to perform a task to required standards.

Certification Official—A person whom the commander assigns to determine an individual's ability to perform a task to required standards.

Combat Arms Organizational Commander—An officer who commands the unit designated to perform the base combat arms function. Usually the Security Forces squadron commander.

Contingency—An emergency involving military forces caused by natural disasters, terrorists, subversives, or by required military operations. Due to the uncertainty of the situation, contingencies require plans, rapid response, and special procedures to ensure the safety and readiness of personnel, installations, and equipment.

Contingency Operations—A military operation that is either designated by the Secretary of Defense as a contingency operation or becomes a contingency operation as a matter of law (10 United States Code (USC) 101[a][13]). It is a military operation that: a. is designated by the Secretary of Defense as an operation in which members of the Armed Forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing force; b. is created by definition of law. Under 10 USC 101 (a)(13)(b), a contingency operation exists if a military operation results in the (1) callup to (or retention on) active duty of members of the uniformed Services under certain enumerated statutes (10 USC Sections 688, 12301(a), 12302, 12304, 12305, 12406, or 331-335); and (2) the callup to (or retention on) active duty members of the uniformed Services under other (non-enumerated) statutes during war or national emergency declared by the President or Congress.

Core Task—Tasks the Air Force Career Field Manager (AFCFM) identifies as minimum qualification requirements within an AFSC, regardless of duty position. Core tasks may be specified for a particular skill level or in general across the AFSC. Guidance for using core tasks can be found in the applicable Career Field Education and Training Plan (CFETP) narrative.

Deployment—The relocation of forces and material to desired areas of operations. Deployment encompasses all activities from origin or home station through destination, specifically including intra-continental United States, inter-theater, and intra-theater movement legs, staging, and holding areas. Deviations

Permanent Deviation (Exceptions)—when a condition can't be corrected or when correcting a problem would result in exorbitant costs.

Temporary Deviations (Waivers)—when a correctable condition exists. Conditions approved as temporary deviations require compensatory measures. Grant temporary waivers for no more than one year.

Technical Deviations (Variances)—when a condition exists that are different from established requirements. Conditions approved as technical deviations don't require compensatory measures or corrective actions. Approve technical deviations for an indefinite time.

DoD Civilian with Equivalent Qualification—A DoD civilian who has graduated from the AFSC awarding Small Arms or Combat Arms Technical School.

Firearm—Any weapon designed to expel a projectile through a barrel by the action of a propellant or one you can readily convert to this purpose.

Firing Line—The line where weapons are fired and where no one may move in front/forward of during firing. A red line located as close as possible to the front of the firing position.

Firing Line Instructor—The assigned individual(s) on the firing platform who enforces safety procedures/policies and coaches shooters during range training.

Firing Position—The point or location where a weapon, other than demolitions, is placed for firing. (For demolitions, the firing position is the point or location where the firing crew is located during demolition operations).

Functional Manager—The office of primary responsibility for a particular Air Force specialty. Examples: HQ USAF/A7S for security forces; HQ USAF/A7C for civil engineers; HQ USAF/A1 for personnel, and education and training specialists.

GO/NO GO—The stage where an individual has gained enough skill, knowledge, and experience to perform the tasks without supervision. Meeting the task standard.

High Threat Area—Deployment location where the theater commander requires all personnel be fully qualified to participate in the force protection mission based upon the threat condition. Deployment requirements are usually identified in the deployment tasking order.

Installation Commander—The individual responsible for all operations performed by an installation.

Impact Area—The land area and associated airspace within a training complex intended to capture or contain ammunition, munitions, or explosives as well as resulting debris, fragments, and components from various weapon system employments.

On—the-Job Training—Hands-on, "over-the-shoulder" training a duty location uses to certify personnel in both upgrade (skill-level award) and job qualification (position certification) training.

Range—An area reserved and normally equipped for qualification/practice in weapons delivery and/or shooting at targets.

Ready Line—The line located behind the firing line. Serves as a "staging" area for shooters to receive pre-fire range commands. Usually identified by a yellow line located behind the firing line.

Standard—An exact value, a physical entity, or an abstract concept the appropriate authority, custom, or common consent sets up and defines to serve as a reference, model, or rule in measuring quantities or qualities, developing practices or procedures, or evaluating results.

Surface Danger Zone—The area designed on the ground of a training complex (to include associated safety areas) for the vertical and lateral containment of projectiles, fragments, debris, and components resulting from the firing, or detonation of weapon systems to include explosives.

Training Complex—Includes all firing ranges, weapons training facilities, associated impact areas, and maneuver training areas within the installation/ community boundary.

Theater—The geographical area outside the continental United States a commander of a combatant command has been assigned responsibility.

Trainer—A trained and certified person who teaches personnel to perform specific tasks through OJT methods. In addition, equipment the trainer uses to teach personnel specified tasks.

Training Provider—An organization that develops or conducts training.

Tower Operator—The person who monitors the entire range at all times, paying particular attention to the firing line.

Unauthorized Firearms Discharge—Intentionally or accidentally discharging a firearm without authorization.

Unit Commander—An officer who commands a designated unit assigned, attached, or tenant to an installation and whom administrative orders identify as a "commander."