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Maintenance

MUNITIONS OPERATIONS CUSTOMER GUIDE

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*This instruction implements AFD 21-2, *Munitions*. It prescribes base ammunition operations policy and procedures, assigns management responsibilities for ammunition accountability of non-nuclear munitions managed by munitions operations and used in conjunction with AFI 21-201, *Conventional Munitions Maintenance Management*, and the AETC Supplement thereto. Waivers to this publication are not authorized. Submit an AF Form 847, *Recommendation for Change of Publication*, to the OPR to recommend changes to this publication. 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 are disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). This instruction applies to all assigned, attached, and associate units supported by the 42d Air Base Wing at Maxwell AFB AL, to include the 908th Airlift Wing (AFRC); it does not apply to the ANG. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This rewrite: Adds required guidance to the opening paragraph; deletes requirement to conduct semi-annual inventory of Security Forces and CATM applicable accounts; updates CATM will inspect and certify expended brass; and updates Attachments 1, 3, 4 and 5. An asterisk () identifies updated material.

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1. Responsibilities.

1.1. Organizational Commanders:

1.1.1. The organizational commander (or equivalent) is responsible for munitions received by their organization and signs the AF Form 68, *Munitions Authorization Record*. Civil Service (GS/GM) personnel appointed as division heads/chiefs within a military unit may sign the AF Form 68 as the commander. In contracted operations, a military officer who holds command authority (functional commander) or civilian division heads/chiefs holding a GS/GM rating signs the AF Form 68. Contractors will not sign or approve the AF Form 68.

1.1.2. If the commander appoints a designated representative to act on their behalf, this delegation authority is required in writing (i.e., ‘G’ series orders). Send the delegation authority to the Munitions Accountable System Officer (MASO) or Munitions Operations (MO). **NOTE:** Delegation of authority does not release the commander from pecuniary liability.

1.1.3. Provide accurate forecasting, adequate storage, proper security and control, and custodial responsibility for all ammunition the organization receives.

1.1.4. Properly accomplish forecasts and requirements for quantities authorized in governing directives.

1.1.5. Before requesting a munitions account, contact the MASO or MO to establish a munitions custody account. Commanders, custodians and all personnel performing munitions operations must become familiar with and understand the content within listed references. Direct questions to the MASO or MO personnel.

1.1.5.1. The Munitions Customer Information Matrix is available in AFI 21-201, Attachment 4 (<http://www.e-publishing.af.mil/>). This matrix provides commanders and munitions custodians a quick reference to key policies, responsibilities, and procedures essential for proper munitions account management. Organizations shall use the the matix to augment and manage responsibilities and procedures contained on the AF Form 68, *Munitions Authorization Record*.

1.1.5.2. AFI 21-201, *Conventional Munitions Maintenance Management*.

1.1.5.3. AFI 21-201, AETC Supplement, *Conventional Munitions Maintenance Management*.

1.1.5.4. AFPD 24-2, *Preparation and Movement of Air Force Materiel*.

1.1.5.5. AFI 31-101, *Integrated Defense*.

1.1.5.6. AFMAN 91-201, *Explosives Safety Standards*.

1.1.5.7. MAXWELLAFB121-201, *Munitions Operations Customer Guide*.

1.1.5.8. T.O. 00-20-9-WA-1, Forecasting Replacement Requirements for Selected Calendar and Hourly Time Change Items.

*1.1.6. Organizations must store munitions outside the Munitions Storage Area (MSA) in a secure storage area with a valid explosive safety license for the types and quantities stored. No explosive safety license is required if less than 1,000 rounds/HC/D 1.4. If an organization requires courtesy storage within the MSA, coordinate with the MASO or MO as outlined in paragraph 7.

1.1.7. Commanders may elect to personally receipt for munitions or delegate within their authority in Part II and Part III of the AF Form 68.

1.1.8. Units re-validate the AF Form 68 annually. Any changes in personnel require a new AF Form 68.

*1.1.9. If an organization requires additional custodians be added to the account, accomplish a new AF Form 68 or process an addendum AF Form 68. Mark the

addendum AF Form 68 as “Addendum”. MO will file the electronic addendum to the AF Form 68 in the organizations custodian file. Ensure personnel appointments are current and the form is properly completed. If changes are required, change the form and once complete, forward electronic AF Form 68 with signatures to the munitions section for MASO approval.

1.1.10. Safely maintain, safeguard, inventory and account for all issued munitions until expended or turned in.

1.1.10.1. Accomplish all munitions inventories and required documentation within 15 calendar days from the inventory start date.

1.1.11. Upon notification by MO or automated Conventional Munitions Restricted or Suspended (CMRS) program, immediately screen and remove on-hand/installed munitions items of suspended or restricted munitions and take appropriate turn-in action.

1.1.12. Immediately report munitions theft, suspected theft, loss, or destruction occurrence to the MASO.

1.2. The MASO:

1.2.1. Provides commanders and all custodians a documented “face-to-face” briefing on custody account responsibilities and management for new accounts or upon commander or custodian change.

1.2.2. Provides detailed training to organization custodians in property accounting management. This training is conducted within 30 calendar days of appointment and is documented using the AF Form 68

2. Custody Account Management.

2.1. Account Establishment:

2.1.1. An organization establishes a munitions custody account when the organization has valid munitions requirements. The commander-appointed account custodian contacts their major command functional manager to verify these requirements.

2.1.2. To establish a custody account, forward a formal request in writing to the MASO or MO. MO arranges to provide custodial training session within 30 days of account establishment. Munitions assign a custody account number in the Combat Ammunition System (CAS) computer system. All munitions processes use this account number for tracking and management purposes.

2.1.3. MO will establish a custody account number when the organization commander forwards a completed electronic AF Form 68 for MASO approval. **NOTE:** Use the current version of the AF Form 68 available on the AF E-publishing web site located at: <http://www.e-publishing.af.mil>. If commanders or custodians have questions about correctly completing this form, contact the munitions operations personnel or the MASO.

2.1.4. The munitions custodian will ensure their unit custody account jackets have the required documentation on file as outlined in Attachment 3 using E-documentation procedures.

2.2. Account Maintenance:

2.2.1. Custodians use E-document procedures and become familiar with munitions electronic document procedures. E-documentation procedures can be located in AFI 21-201, paragraph 7.4.4.

2.2.2. When the MASO or MO determines that an organization is not properly managing or maintaining their custody account in accordance with AFI 21-201, the MASO initiates the following procedures:

2.2.2.1. Notifies the organizational commander in writing and allots 15 calendar days to correct deficiencies.

2.2.2.2. If the organization does not correct discrepancies within 15 calendar days after notification, the MASO "freezes" the account and no further munitions transactions can occur until the custodian corrects the discrepancies.

2.2.2.3. The MASO "unfreezes" the account when the organization corrects the identified discrepancies or may direct the unit to turn-in all assets.

2.2.2.4. If the organization does not correct the discrepancies within 30 calendar days, the MASO notifies the group commander or equivalent for assistance.

2.3. Inventories:

2.3.1. All personnel must maintain inventory integrity to prevent ammunition/explosives from unauthorized use and theft. Units must account for munitions items until expended, turned-in, or disposed of according to this instruction's guidance.

2.3.2. Munitions custodians inventory their account to ensure proper asset accountability. Custodians can use either CAS AM427G output, MO provided, or manual inventory sheets in performing inventories. MO provides the inventory team chief the CAS AM427G output. MO freezes the account before the physical count. Upon inventory completion, the custodian and inventory team chief sign and date the inventory count sheets.

2.3.2.1. Yearly, the MASO or MO and the account custodian conduct an annual MASO custody account inventory. The MASO verifies custodian's custody account management is in accordance with established guidance and procedures.

*2.3.2.2. DELETED

2.3.3. The MO team chief updates the account inventory in CAS. Once the inventory account is reconciled in CAS, the team chief prints and validates the CAS report,

AM507A, *Custody Account Listing*. The team chief will annotate the listing with any findings and takes the required corrective actions. If discrepancies exist between the accountable records and on-hand balances, conduct a thorough investigation in accordance with AFI 21-201 and AFI 31-101. The account custodian and the organization's commander sign and date the AM507A and return the completed electronic AM507A within 15 calendar days to MO for MASO review and signature.

2.4. Issue Procedures:

2.4.1. Organizations submit issue requests to MO using the Maxwell AFB Form 26, *Munitions Turn-In, Issue Request and Expenditure*. Submit these requests no later than 3 duty days prior to the required issue date.

*2.4.2. An emergency exists when any unforeseen requirement preventing a unit from performing its mission and the munitions item requires installation consumption within 24 hours from the requested date.

2.4.3. The group commander (or equivalent), or designated representative, must justify and approve, in writing, all emergency requests and submit to the MASO for final approval.

2.4.4. Coordinate, through MO, all requests not meeting the requirements of paragraphs 2.4.1 and 2.4.2.

2.4.5. See example of a completed Maxwell AFB Form 26 at Attachment 2.

2.4.6. An authorized representative listed on the requesting organization's AF Form 68 must pick up the munitions in a government owned or contractor vehicle from the MSA. Strictly adhere to explosive safety procedures outlined in AFMAN 91-201.

2.4.7. The using munitions custodian completes and signs the AM517, *Custody Issue Document*, before receiving requested munitions.

2.5. Turn-In Procedures:

2.5.1. Organizations submit Turn-In requests to MO using the Maxwell AFB Form 26; see example at Attachment 2.

2.5.2. Using organizations return munitions in their original or other suitable container. Units must segregate munitions by type and identify by lot number/serial number before turn-in.

2.5.3. Munitions personnel verify the munitions type and quantity turned in. A qualified munitions inspector determines actual serviceability, completes the Maxwell AFB Form 26, Turn-In, Issue, Expenditure form and provides a copy of the request to the account custodian.

*2.6. Expenditure Procedures. Organizations submit expenditure requests to MO using Maxwell AFB Form 26 (see example at Attachment 2). Submit these requests within 5 workdays of expenditure.

3. Forecasting Requirements.

3.1. Forecasting Procedures:

3.1.1. The annual munitions forecast is the primary means for requesting and allocating required training munitions, base mobility and operational requirements. This is the single most important report in munitions and completeness, accuracy, and validity are necessary.

*3.1.2. Forecast unit's requirements to the applicable Munitions User Functional Manager (MUFM). Validate requirements using governing Air Force directives and approved by the unit's organizational commander. If requirements change, submit an Out-of-Cycle Request (OOCR) (see Attachment 5) in the same manner. MO personnel assist but are not responsible for unit forecasts.

*3.1.3. Forward forecast requirements to MO for Agile Munitions Support Tool (AMST) validation. MO accomplishes forecast validation each FY as directed by the MAJCOM via the FY Peacetime Conventional Ammunition Requirements (PCAR) forecast submission.

3.1.4. Forecast only munitions items with a Master Subsidiary Relationship Code (MSRC). DO NOT forecast for Cartridge Actuated Devices (CAD)/Propulsion Actuated Devices (PAD) items.

3.1.5. Make time change forecasts by preparing an AFTO Form 223, *Time Change Requirements Forecast*, as prescribed in Technical Order (T.O.) 00-20-9-WA-1, paragraph 4.5. Forward the electronic AFTO Form 223 to MO no later than 7 duty days from the "as of date" on the form.

4. Mobility/WRM Munitions Accounting. War Reserve Munitions (WRM) support wartime activities listed in the *USAF War and Mobilization Plan (WMP)* until the industrial base meets wartime demand. Munitions custodians account for munitions required for deployments. Custodians notify the MASO when scheduling munitions for deployment or relocation to another geographical area.

5. Suspended and Restricted Munitions Procedures.

5.1. When CMRS notices are received, the MASO ensures that custody account users of affected national stock/lot numbers are notified verbally and electronically via e-mail using the return receipt option.

5.2. Upon notification, the affected lot number users take immediate action to screen on-hand assets in use and immediately report the restricted/suspended munitions on-hand

quantity to MO. Place particular emphasis on screening munitions installed in aircraft or life support equipment.

5.3. Users with on-hand suspended munitions immediately remove these items from use and turn in the property to MO.

6. Security, Handling and Storage of Munitions Procedures.

*6.1. Munitions and its components are sensitive, hazardous, and highly technical items. Each requires a high degree of protection and control. Store munitions in approved storage containers and facilities in accordance with AFMAN 91-201 and AFI 21-201. Security standards and protection are in accordance with AFI 31-101. Limit munitions handling to authorized personnel and maintain constant surveillance during processing.

6.2. Report any munitions theft, suspected theft, loss or destruction or their components, other than fair wear and tear, authorized expenditure, installation or authorized disposal action to the MASO and 42d Security Forces. This policy applies to all munitions issued to a consumption or custody account, whether in transit or storage.

***7. Courtesy Storage of Munitions.** MO may store ammunition and explosives belonging to an organization in the MSA on a space-available basis when the using organization does not have approved storage facilities or space. When this situation exists, the requesting organization submits a Courtesy Storage Agreement (CSA) letter at Attachment 4. The organization's commander will sign the CSA and munitions supervision will approve the CSA. The requestor agrees to the terms set forth in the formal courtesy storage agreement letter with MO. Organizations accomplish this before storing any assets in the MSA. Although assets are courtesy stored within the MSA, the users maintain full responsibility for proper asset accountability and storage.

***8. Disposition of Spent Brass and Cartridges.** Custodians/users turn in all casings and fired brass generated from expenditures for storage at CATM for inspection and disposal. As authorized by the commander, the CATM will inspect and certify all expended brass casings at CATM in accordance with T.O. 11A-1-60, *General Instructions – Inspection of Reusable Munitions Containers and Scrap Material Generated from Items Exposed To or Containing Explosives*, and turn items into the servicing Defense Reutilization and Marketing Office (DRMO). For all other units, MO personnel will receive, inspect and certify all expended brass casings, steel and aluminum. Once the inspection and certification are complete, all full containers with expended casings will be turned into Base Supply for disposition to DRMO.

9. Commercial Off-the-Shelf (COTS) Munitions. All COTS munitions require prior approval as outlined in AFI 21-201, Chapter 7, paragraph 7.24.

10. Management Products. It is the using activity's responsibility to review all management products affecting their respective accounts. If using activity detects any errors, deficiencies or adverse trends, they must notify MO. All commanders and custodians concerned with munitions consumption or custody accounts must become thoroughly familiar with the following listings:

10.1. AM507A – Custody Account Listing

10.2. AM535A – DIFM Listing

***11. Documentation Responsibilities.** All munitions users have the responsibility to annotate electronically all documentation affecting munitions as outlined by this instruction. Whenever MO personnel detect errors or omissions on munitions, documentation MO personnel returns the document to the respective activity.

12. Munitions After Hours Support. If munitions are required during other than normal duty hours (0700-1600, Monday through Friday), contact the Command Post at 953-7474.

BRIAN M. KILLOUGH, Colonel, USAF
Commander

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

AFPD 21-2, *Munitions*, 20 September 2005

AFPD 24-2, *Preparation and Movement of Air Force Materiel*, 27 April 2011

AFI 11-212, *Munitions Requirements for Aircrew Training*, 8 April 2009

AFI 21-201, *Conventional Munitions Maintenance Management*, 7 March 2012

AFI 21-201_AETCSUP, *Conventional Munitions Maintenance Management*, 24 May 2011

AFI 31-101, *Integrated Defense*, 8 October 2009

AFMAN 91-201, *Explosives Safety Standards*, 12 January 2011

T.O. 00-20-9-WA-1, *Forecasting Replacement Requirements for Selected Calendar and Hourly Time Change Items*, 15 March 2008

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

USAF War and Mobilization Plan

Prescribed Forms

MAXWELLAFB Form 26, *Munitions Turn-in, Issue Request and Expenditure (TIRE) Form*

Adopted Forms

AF Form 68, *Munitions Authorization Record*

AF Form 847, *Recommendation for Change of Publication*

AFTO Form 223, *Time Change Requirements Forecast*

Abbreviations and Acronyms

AMST—Agile Munitions Support Tool

CAD/PAD—Cartridge Actuated Devices/Propulsion Actuated Devices

CAS—Combat Ammunition System

CATM—Combat Arms Training and Maintenance

CMRS—Conventional Munitions Restricted or Suspended

COTS—Commercial Off the Shelf

CSA—Courtesy Storage Agreement

DOD—Department of Defense

DRMO—Defense Reutilization and Marketing Office

FY—Fiscal Year

GMAT—Ground Munitions Ammunition Table

MASO—Munitions Accountable System Officer

MO—Munitions Operations

MSA—Munitions Storage Area

MSRC—Master Subsidiary Relationship Code

MUFM—Munitions User Functional Manager

OOCR—Out-of-Cycle Request

PCAR—Peacetime Conventional Ammunition Requirements

T.O.—Technical Order

WMP—War and Mobilization Plan

WRM—War Reserve Munitions

Attachment 2

MAXWELL AFB FORM 26 EXAMPLES

Figure A2.1. Example Maxwell AFB Form 26 for Issue Request

MUNITIONS TURN-IN, ISSUE REQUEST AND EXPENDITURE (TIRE) FORM						
SECTION A: CUSTOMER INFORMATION						
REQUESTOR/CUSTODIAN	E-MAIL	PHONE	ACCOUNT NUMBER			
Robert R. Robertson	robert.robertson@us.af.mil	953-0000	002RR			
REQUESTED PICK-UP/TURN-IN DATE	TIME	AIRCRAFT			GROUNDING DATE	
20120601	10:00					
SECTION B: ISSUE REQUEST						
C/W	NSN	NOMENCLATURE	QTY	CAT	REMARKS	
<input type="checkbox"/>	1305-01-442-8717	Ctg 9mm Frangible	4000	D	IAW AFCAT 21-209	
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
ROBERTSON,ROBERT,R. 0000000000		7 May 2012	E-MAIL	e-Mail: MAXWELL.FV3300@maxwell.af.mil		
SECTION C: EXPENDITURE						
NSN		DOCUMENT NUMBER	LOT NUMBER	CC	QTY	CAT
DETAILS FOR:						
STRUCTURE	LOCATION	NOMENCLATURE	JUSTIFICATION/REASON FOR USE			
				e-Mail: MAXWELL.FV3300@maxwell.af.mil		
SECTION D: TURN-IN						
NSN		DOCUMENT NUMBER	LOT NUMBER	CC	QTY	CAT
DETAILS FOR:						
STRUCTURE	LOCATION	NOMENCLATURE	REASON FOR TURN-IN			
				e-Mail: MAXWELL.FV3300@maxwell.af.mil		
SECTION E: MUNITIONS MANAGEMENT SECTION						
DENIED						
YES <input type="checkbox"/> NO <input type="checkbox"/>						
JCN#	TRANSACTION #	MUNITIONS STAFF SIGNATURE				
		Click to sign				

Figure A2.2. Example Maxwell AFB Form 26 for Turn-In

MUNITIONS TURN-IN, ISSUE REQUEST AND EXPENDITURE (TIRE) FORM						
SECTION A: CUSTOMER INFORMATION						
REQUESTOR/CUSTODIAN	E-MAIL	PHONE	ACCOUNT NUMBER			
Robert R. Robertson	robert.robertson@us.af.mil	953-0000	002RR			
REQUESTED PICK-UP/TURN-IN DATE	TIME	AIRCRAFT	GROUNDING DATE			
20120507	10:00					
SECTION B: ISSUE REQUEST						
C/W	NSN	NOMENCLATURE	QTY	CAT	REMARKS	
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
				e-Mail: MAXWELL.FV3300@maxwell.af.mil		
SECTION C: EXPENDITURE						
NSN	DOCUMENT NUMBER	LOT NUMBER	CC	QTY	CAT	
DETAILS FOR:						
STRUCTURE	LOCATION	NOMENCLATURE	JUSTIFICATION/REASON FOR USE			
				e-Mail: MAXWELL.FV3300@maxwell.af.mil		
SECTION D: TURN-IN						
NSN	DOCUMENT NUMBER	LOT NUMBER	CC	QTY	CAT	
1305-01-442-8717	S002RR13330001	WCC99X251-999	A	522	D	
DETAILS FOR:						
STRUCTURE	LOCATION	NOMENCLATURE	REASON FOR TURN-IN			
1325	25A000S000G	Ctg 9mm Frangible	GACP directed			
ROBERTSON.ROBERT.R. 0000000000		E-MAIL	e-Mail: MAXWELL.FV3300@maxwell.af.mil			
SECTION E: MUNITIONS MANAGEMENT SECTION						
DENIED						
YES <input type="checkbox"/> NO <input type="checkbox"/>						
JCN#	TRANSACTION #	MUNITIONS STAFF SIGNATURE				
		Click to sign				

Figure A2.3. Example Maxwell AFB Form 26 for Expenditure

MUNITIONS TURN-IN, ISSUE REQUEST AND EXPENDITURE (TIRE) FORM						
SECTION A: CUSTOMER INFORMATION						
REQUESTOR/CUSTODIAN Robert R. Robertson		E-MAIL robert.robertson@us.af.mil		PHONE 953-0000	ACCOUNT NUMBER 002RR	
REQUESTED PICK-UP/TURN-IN DATE		TIME	AIRCRAFT		GROUNDING DATE	
SECTION B: ISSUE REQUEST						
C/W	NSN	NOMENCLATURE	QTY	CAT	REMARKS	
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
				e-Mail: MAXWELL.FV3300@maxwell.af.mil		
SECTION C: EXPENDITURE						
NSN		DOCUMENT NUMBER	LOT NUMBER	CC	QTY	CAT
1305-01-442-8717		S002RR13350001	WCC11A025-019		4000	D
DETAILS FOR:						
STRUCTURE	LOCATION	NOMENCLATURE	JUSTIFICATION/REASON FOR USE			
1325	25A000A000A	Ctg 9mm Frangible	TNG IAW AFI99-999			
ROBERTSON.ROBERT.R. 0000000000		E-MAIL		e-Mail: MAXWELL.FV3300@maxwell.af.mil		
SECTION D: TURN-IN						
NSN		DOCUMENT NUMBER	LOT NUMBER	CC	QTY	CAT
DETAILS FOR:						
STRUCTURE	LOCATION	NOMENCLATURE	REASON FOR TURN-IN			
				e-Mail: MAXWELL.FV3300@maxwell.af.mil		
SECTION E: MUNITIONS MANAGEMENT SECTION						
DENIED						
YES <input type="checkbox"/> NO <input type="checkbox"/>						
JCN#	TRANSACTION #	MUNITIONS STAFF SIGNATURE				
		Click to sign				

Attachment 3*CUSTODY JACKET/ELECTRONIC DOCUMENT (E-DOC) FILE****A3.1. Maintain the following items in your munitions account custody jacket file:**

A3.1.1. Latest Approved AF Form 68, Annual Validation Letters, and Addendums.

A3.1.2. Allocation Document. The organization's current fiscal year munitions allocation and future Out-Year Forecast

A3.1.3. 5 Year Forecast Document.

A3.1.4. Quarterly Custodian Inventory. Latest reconciled Quarterly Custodian Inventory (signed by the commander, custodian and MASO, and count sheets.

A3.1.5. MASO Custody Inventory. Latest reconciled MASO Custody Inventory (signed by the commander, custodian and MASO, and count sheets. If the custodian and MO conduct the annual MASO inventory in conjunction with the custodian's quarterly inventory, only one document is required. It must indicate that this was a MASO inventory.

A3.1.6. Issue, Expenditure, and Turn-in Documents. All issue, expenditure, and turn-in documents for munitions items since the last signed quarterly custodian inventory.

A3.1.6. DELETED.

A3.1.7. Auditable Documentation Affecting Your Account: MAFB Form 26 and CAS generated documents affecting your account between quarterly inventories.

A3.2. DELETED.

*Attachment 4

FORMAT FOR MUNITIONS COURTESY STORAGE AGREEMENT

Figure A4.1. Format for Munitions Courtesy Storage Agreement



DEPARTMENT OF THE AIR FORCE
42D AIR BASE WING (AETC)
MAXWELL AIR FORCE BASE ALABAMA

Date

MEMORANDUM FOR 42 LRS/LGRMS

FROM: 42 XXX/XXX

SUBJECT: Munitions Courtesy Storage Agreement (CSA)

1. This memorandum represents a formal agreement between the 42d Logistics Readiness Flight, Munitions Operations and 42 XXX/XXX. It establishes responsibilities and outlines requirements by which munitions stock listed items may be stored within the Munitions Storage Area (MSA), providing suitable space is available.
2. Requesting organization will:
 - A. Be responsible for the care and preservation of the munitions and containers. All items stored in the MSA must be stored in their original packaging and properly labeled.
 - b. Renew courtesy storage agreements. As a minimum, a new CSA will be submitted during a change of commander or on an annual basis, whichever comes first. Changes to your inventory that affect the original storage agreement must be coordinated through the Munitions Operations chief at DSN 493-6766 or Commercial (334) 953-6766 for approval. **ANNUAL REVIEW DUE DATE: XX XXX XXXX.**
 - c. Coordinate with Munitions Operations two duty days prior to the pickup of assets. For munitions requiring repackaging coordinate with Munitions Operations at 953-6122 or 2917. Appropriate container markings will be accomplished prior to munitions being restored. Note: Exercise or actual contingency operations will preclude all scheduled events.
 - d. Provide sufficient manpower to handle the quantity of munitions to be moved and ensure these personnel are familiar with the requirements of 91-201, Explosive Safety Standards.
 - e. Provide necessary equipment to handle the transport of explosives: vehicle with tie-down points, wheel chocks, two approved fire extinguishers, tie down straps and Department of Transportation explosive placards IAW 91-201.
 - f. Acknowledge movement of munitions by immediately updating Combat Ammunition System (CAS) or by completing AF Form 4331, *Munitions Transaction Sheet*, through the munitions operations.
 - g. Submit letter requesting munitions storage with the following information: NSN, nomenclature and quantity of munitions to be stored other than those assets listed on the annual approved allocation document.
 - h. Provide technical data on non-DOD materials (required for test) prior to storage of assets
 - i. Responsible for accounting and reporting custody account munitions to the munitions section.
 - j. Provide current AF Form 68 with names of individuals authorized to remove munitions/material from courtesy storage.
3. Munitions Operations will:
 - a. Provide technical assistance to account custodians as necessary.
 - b. Provide building escort to personnel to withdraw/return assets as scheduled.

- c. Report any permanent location changes of courtesy storage munitions to the account custodians.
 - d. Provide placards for courtesy stored munitions in the MSA with the custody account number.
4. Failure to comply with requirements of this letter will result in the revocation of this agreement and the custodian asked to remove or turn in all munitions assets.
5. Request endorsement of this munitions Courtesy Storage Agreement.

JANE A. DOE, Rank/Grade, USAF
Commander, 42d Logistics Readiness Squadron

1st Ind., 42 LRS/LGRMS

Date

MEMORANDUM FOR 42 XXX/XXX

Approved/Disapproved.

JOHN B. SMITH, Rank/Grade, USAF
Munitions Operations Flight Chief

**FOR OFFICIAL USE ONLY
INFORMATION ENCLOSED IS SUBJECT TO THE
PRIVACY ACT OF 1974, AS AMENDED**

Attachment 5*OUT-OF-CYCLE REQUEST (OOCR) EXAMPLE****Figure A5.1. OOCR Format**

MEMORANDUM FOR HQ AETC/XXXX (munitions user functional manager)

Date

FROM: (Self-explanatory)

SUBJECT: Out-of-Cycle Request for Munitions Allocation(s) (SRAN: FV3300).

1. Request a FYXX out-of-cycle allocation for the following munitions item:

- a. Master NSN/DODIC: (XXXX-XX-XXX-XXXX/XXXX)
- b. Nomenclature: (Self-explanatory.)
- c. Requirement Code: (See requirement code list.)
- d. Category Code: (See category code list.)
- e. Functional Manager Code: (See functional manager list.)
- f. Custody Account Number: (XXXXXX)
- g. Current Fiscal Year Allocation:
- h. Current Fiscal Year Expenditure Data:
- i. Requested Increase:

2. Authorizing Directive and Justification: (Example: This allocation increase is required due to an increase in authorized mobility weapons to support our UTC tasking and GMAT 4A.2.13.).

*Note: Authorizing Directives and Justifications can be found in the applicable GMAT table(s) at the following link: <https://www.my.af.mil/ammoprod/wm/GMAT/tables.aspx>.

Impact if request is not approved:

Sample Formula to determine requirement:

(Example: Unit requires sixty-five (65) M-16 weapons multiplied by 60 rounds per weapon equal 3,900. If disapproved, we will not be able to support all required UTC taskings with the required quantities of weapons and ammo).

3. POC is CMSgt Joe Smitherton, unit/office symbol, DSN 487-XXXX.

//Signed//

BILL B. BLAKE, Lt Col, USAF
Unit Commander

1st Ind, (unit/office symbol of MASO)

Date

MEMORANDUM FOR HQ AETC/XXXX (functional manager)

If this out-of-cycle allocation is approved, assets are available for issue.

//Signed//
DENNIS R. FOSTER, GS-11
Munitions Accountable Systems Officer

2d Ind, HQ AETC/XXXX (functional manager)

Date

MEMORANDUM FOR HQ AETC/A4MSW

This out-of-cycle allocation request is approved/disapproved.

//Signed//
RICHARD A. HOLTON, CMSgt, USAF
Functional Manager