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This Air Force Instruction (AFI) implements Air Force Policy Directive (AFPD) 21-2, *Munitions*. AFI 21-201 applies to all Air Force organizations, activities, or units that use or possess munitions including Active Duty, Air National Guard (ANG), Air Force Reserve (AFR) forces, as well as contracted munitions organizations. Major Commands (MAJCOM) and units have 180 calendar days from the effective date of this publication to rewrite or certify as current supplements to this publication. Changes to documentation requirements in this instruction may exceed the 180 calendar day implementation requirement; however documents will be updated or revised at the next normal required or mandated update or revision point. Requirements of specific item technical orders (T.O.)/manuals take precedence over this instruction. If nuclear weapons - related materiel (NWRM) guidance in AFI 20-110, *Nuclear Weapons – Related Materiel Management* differs from this instruction, AFI 20-110 takes precedence. The use of the

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(SEYMOURJOHNSONAFB) This instruction augments Air Force Instruction (AFI) 21-201, *Conventional Munitions Maintenance Management*, dated 7 March 2012; Air Force Policy Directive (AFPD) 33-3, *Information Management* and AFI 33-360, *Publications and Forms Management*. It provides procedures and standards to implement conventional munitions maintenance management program. This AFI supplement applies to all 4th Fighter Wing (4 FW) and tenant organizations. Send all comments and suggested changes to the 4 EMS/MXMW, 1055 Weapons Lane, Bldg 2205, Seymour Johnson AFB, NC 27531. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN (Air Force Manual) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System Records Disposition Schedule located at **https://www.my.af.mil/afrims/afrims/afrims/**. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the AF Form 847, *Recommendation for Change of Publication*; route AF Information Management Tool (IMT) 847s from the field through the appropriate functional chain of command.

SUMMARY OF CHANGES

This interim change (IC) implements new guidelines, clarifies, and updates requirements for management of conventional munitions at the tactical, operational, and strategic levels. This IC primarily makes administrative changes and updates **Attachment 1**, **Attachment 2**, **Attachment 3**, and **Attachment 4**.

(SEYMOURJOHNSONAFB) This document has been substantially revised and must be completely reviewed.

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Chapter 1

INTRODUCTION

1.1. Munitions Transformation:

1.1.1. The Air Force munitions community operates in an environment that fosters Continuous Process Improvement (CPI) to continuously focus on logistics and maintenance transformation.

1.1.2. Transformation of munitions processes and policy is a continuous and iterative effort. The Air Force Maintenance Executive Board (AFMEB) serves as the executive body to address enterprise issues through Enterprise Logistics Governance (ELG) process.

1.2. Deviations and Waivers. Units shall notify the MAJCOM and info the Lead MAJCOM and parent Numbered Air Force (NAF) of conflicts in guidance and submit technical improvement reports when appropriate. MAJCOMs provide direction for small and unique organizations when resource or contract limitations prevent compliance with this AFI. See AFI 21-200, *Munitions and Missile Maintenance Management* for guidance on small and unique organizations.

1.2.1. Deviations are permanent departures from standards and do not require periodic resubmission. MAJCOMs will validate all approved deviations annually.

1.2.2. Waivers provide a temporary grace period for units unable to immediately comply with existing guidance. Waivers must be resubmitted annually for re-approval.

1.2.3. Unless specific exception is provided in this instruction, IAW AFI 33-360, submit waiver and deviation requests to the OPR, AF/A4LW, who will determine if a waiver request requires elevation to the approval authority, AF/A4L.

1.2.4. The Maintenance Group Commander (MXG) or equivalent AF Commander will sign all deviation or waiver requests initiated at the unit level.

1.2.4.1. Active duty units submit requests through the MAJCOM; info Numbered Air Force (NAF) and Lead MAJCOM.

1.2.4.2. Reserve and Guard units submit requests to HQ Air Force Reserve Command (AFRC) or National Guard Bureau (NGB).

1.2.4.3. If the MAJCOM, AFRC, or NGB concurs, forward the waiver/deviation request to AF/A4LW. As the OPR, AF/A4LW will review and if warranted, elevate to the AF/A4L for approval.

1.2.4.4. Physical or functional consolidation of activities approved by AFI 21-200 are not considered deviations or waivers. MAJCOM approval enables their awareness of their organization's operating structures.

1.2.4.5. Parent MAJCOMs will forward all MAJCOM approved deviations/waivers to AF/A4LW to assess potential policy impacts. All deviation and waiver requests shall include:

1.2.4.5.1. A justification statement.

1.2.4.5.2. Duration and the anticipated date of compliance.

1.2.4.5.3. Munitions facility numbers involved.

1.2.4.5.4. Mission impacts or risks assumed by non-compliance with policy.

1.2.4.5.5. Proposed workarounds or alternative methods to comply with policy.

1.2.4.5.6. Information helpful in the evaluation of deviation or waiver requests.

1.2.5. Test or trial programs on munitions items that deviate from munitions specific T.O.s or procedures require Lead MAJCOM and Program/Engineering/Technical authority approval.

1.2.6. Test or trial programs that deviate from munitions policy require Lead MAJCOM (or AFRC and NGB) and AF/A4LW approval. Refer to applicable 00-series T.Os and applicable 21-series instructions for routing, approval authorities and further guidance.

1.3. Compliance Terminology. For the purposes of this instruction, the following definitions apply:

1.3.1. Shall, Must, Will: Indicates a mandatory requirement. (Will is also used to express a declaration of purpose for a future event.)

1.3.2. Should: Indicates a preferred method of accomplishment.

1.3.3. May: Indicates an acceptable or suggested means of accomplishment.

1.3.4. Sign: Indicates digital, electronic, or hard copy.

1.4. Conventions Used:

1.4.1. The term “maintenance” or “maintenance community” is inclusive of munitions.

1.4.2. The term “Memorandum” includes all memorandums, letters, and Memo for Record (MFR).

1.4.3. Unless specified otherwise, the term “MAJCOM” includes all traditional MAJCOMs (e.g., ACC, USAFE, PACAF, AFMC, AMC, AFSOC, AETC, AFSPC, AFGSC, and AFRC).

NOTE: NGB is not a traditional MAJCOM, however for the purposes of this AFI, ANG units will report to the NGB as if it were their MAJCOM.

1.4.4. Unless otherwise noted, the term “Global Ammunition Control Point” or “GACP” includes all activities of the Air Force Life Cycle Management Center (AFLCMC), Munitions Division (AFLCMC/EBH), Hill AFB, UT; Stockpile Management Branch (AFLCMC/EBHM), Hill AFB, UT; and Armament Branch (AFLCMC/EBHA), Robins AFB, GA.

1.4.5. All program titles/designations (e.g., AM123A, AM101A) assume Combat Ammunition System (CAS) unless stated otherwise.

1.4.6. DELETED.

1.4.7. DELETED.

1.4.8. The terms “copy” or “copies” of any document identified in this AFI is assumed to be filed and maintained electronically/digitally unless otherwise indicated.

1.4.9. DELETED.

1.5. Website Uniform Resource Locator (URL) Reference List: All reference to the below terms in this AFI, relate to the associated URLs:

1.5.1. Air Force Conventional Munitions SharePoint Site: **https://cs.eis.af.mil/afmunitions/default.aspx**.

1.5.1.1. Air Force Conventional Munitions AFMC2 SharePoint Site: **https://cs.eis.af.mil/afmunitions/C2/default.aspx**.

1.5.1.2. Conventional Munitions SharePoint Incident/Accident Notification: **https://cs.eis.af.mil/afmunitions/C2/Incident/default.aspx**.

1.5.2. Direct all munitions inquiries or requests to the GACP through the Customer Relationship Management (CRM) system or appropriate GACP Support Cell e-mail address located on the GACP Home Page at: **https://www.my.af.mil/wm**/.

1.5.3. Logistics Compliance Assessment Program (LCAP Checklists): **https://www.my.af.mil/afknprod/community/views/home.aspx?filter=af-lg-00-34**.

1.5.4. Defense Ammunition Center (DAC) website (DAC drawings): **https://www3.dac.army.mil**/.

1.5.5. Environmental Protection Agency (EPA) Military Munitions Rule (MMR): **http://www.epa.gov/osw/laws-regs/state/revision/frs/fr156.pdf**.

1.5.6. DoD policy to implement the EPA MMR: **http://www.denix.osd.mil/mmrp/upload/1July98MRIP.doc**.

1.5.7. Air Force Combat Ammunition Center (AFCOMAC) Scheduling Site: **https://cs.eis.af.mil/afmunitions/AFCOMAC%20Scheduling%20Site/default.aspx**.

1.5.8. AFCOMAC Scheduling SharePoint site: **https://cs.eis.af.mil/afmunitions/AFCOMAC%20Scheduling%20Site/default.aspx**.

1.5.9. DoD Web Supply Difficulty Report (DoD WebSDR) website: **http://www.dla.mil/Pages/supply.aspx**.

1.5.9.1. DAAS website to submit System Access Request (SAR) for DoD WebSDR: **https://www.transactionservices.dla.mil/daashome/websdr.asp**.

1.5.9.2. DELETED

1.5.10. Department of Defense Activity Address Code (DoDAAC) Web Management System: **https://dodaac.wpafb.af.mil**.

1.5.11. Defense Logistics Agency - Disposition Services: **http://www.dispositionservices.dla.mil**/

1.5.12. IGC Homepage: Personnel with previous GTN accounts apply for an IGC account: **https://www.igc.ustranscom.mil/igc**/

1.5.13. Surface Deployment and Distribution Command (SDDC) website: **http://www.sddc.army.mil**

1.5.14. Defense Security Cooperation Agency (DSCA) website: **http://www.dsca.osd.mil**

1.5.15. Defense Transportation Regulations (DTR): **http://www.transcom.mil/dtr/dtrHome**/.

1.5.16. AFTTP 3-3, *USAF Tactics, Techniques, and Procedures, Munitions and Missile Maintenance, on the* 561st Joint Tactics Squadron (JTS) website: **https://wwwmil.nellis.af.mil/units/561jts/downloads**/

1.5.17. AF Records Information Management System (AFRIMS) site on the Air Force Portal: **https://www.my.af.mil/afrims/afrims/afrims/rims.cfm**.

1.5.18. Army Container Asset Management System (ACAMS): **https://dpms.tobyhanna.army.mil**/.

1.6. E-mail Address Reference List: All reference to the below offices, activities, or functions in this AFI, relate to the associated e-mail addresses:

1.6.1. Direct all munitions inquiries or requests for AFMC2 support to the ACC/A4W AFMC2 SharePoint Administrator: **acc.a4w.afmc2@langley.af.mil.**

1.6.2. GACP STAMP/STRAPP Program Manager: **505cbss.stamp@hill.af.mil.**

1.6.2.1. DELETED.

1.6.2.2. DELETED.

1.6.2.3. DELETED.

1.6.2.4. DELETED.

1.6.2.5. DELETED.

1.6.3. HQ AFMC/A4MW PACER AMMO Section: **pacer.ammo@wpafb.af.mil.**

1.6.4. CAS Help Desk (Team 6): **team6@gunter.af.mil**

1.6.5. 708 NSUS/NWLO: **708NSUS.NWLOWorkflow@Kirtland.af.mil**

1.6.6. GACP SIPRNET: **gacp@hill.af.smil.mil.**

1.6.7. Commercial Off-the-Shelf (COTS) Munitions Program Manager (CMPM): **ooalc.cotsmunitions@hill.af.mil**

1.6.8. DELETED.

1.6.9. DELETED.

1.7. Telephone Contact Reference List: All reference to the below offices, activities, or functions in this AFI relate to the associated telephone numbers:

1.7.1. GACP Telephone Numbers:

1.7.1.1. GACP Munitions Operations and Readiness Branch via GACP CRM: DSN: 777-AMMO (2666)/775-AMMO (2666); COMM: (801) 777-AMMO (2666)/(801) 775-AMMO (2666).

1.7.1.2. OO-ALC Armament Branch: DSN: 497-4371; COMM: (478) 327-4371.

1.7.1.3. Munitions Rapid Response Team (MRRT): DSN: 777-4865 COMM: (801) 777-5155.

NOTE: Under Emergency Conditions, if unable to reach the CRM, GACP Stockpile Management or Armament Branch, contact the Hill AFB Command Post at DSN: 777-3007 or the 78th Air Control Wing (ACW) Command Post at DSN: 497-2612/3 for Air Superiority Munitions related problems.

1.7.1.4. Mission Capable (MICAP) Standby Contact: COMM: (801) 940-2270.

1.7.2. CAS Help Desk (Team 6): DSN: 596-5771, Options 1,6,4 to get a CAS technician. And/or e-mail: **team6@gunter.af.mil.**

1.7.3. Air Force Nuclear Weapons Center (AFNWC): 708 Nuclear Sustainment Squadron (NSUS)/DD, at DSN: 263-0701 for questions or issues related to sustainment or commodity management of CAS managed nuclear weapons trainers.

1.7.4. AFMC/A4MW PACER AMMO Program Support Section at DSN: 674-2718/787-3153.

1.7.5. 75th Aerospace Medicine Squadron (Hill AFB), Bioenvironmental Engineering Office, Radiation Safety Officer for Depleted Uranium (DU) Permits: DSN: 777-4551 / DSN: 775-2091.

1.8. Reachback Support and Issue Resolution:

1.8.1. Effective reachback support and resolution of strategic, operational, and tactical munitions issues relies on effective communication channels based on timely up channeling and response by the appropriate management headquarters and/or Centralized Management Activities (CMA). Submit and up channel issues to the following organizations/activities as indicated below:

1.8.1.1. AF /A4LW, Nuclear, Missile, and Munitions Division: Lead MAJCOM, MAJCOM, NAF, and CMAs (e.g., GACP) forward issues related to conventional munitions policy, strategic planning, logistics transformation; Afloat Prepositioning Fleet (APF) strategy, priorities, and budget; Global Asset Positioning (GAP), constrained allocation and movement priorities, CAS requirements and priorities, Maintenance Information Systems (MIS), munitions accountability, release of munitions to agencies outside the Air Force, Material Potentially Presenting an Explosive Hazard (MPPEH), and CAS managed Nuclear Weapons Related Materiel (NWRM) policy.

1.8.1.2. AF/A4LW Air Force Career Field Manager (AFCFM) for Air Force Specialty Code (AFSC): 2W0XX: Career field management, education, manpower, development, utilization and training workshop (U&TW); Functional Area Manager (FAM) for sourcing, sequencing, prioritization and posturing; tempo-banding, Unit Type Code (UTC) management, and worldwide munitions conferences.

1.8.1.3. Lead MAJCOM: Policy, stockpile management, surveillance, accountability management, inventories, infrastructure, manpower, force development, force projection (functional management), training, Support Equipment (SE), technical data validation/changes, weapon system sustainment, and MAJCOM funding. See **Table 8.1**, *Munitions Management HQ, Centralized Management, and Reachback Roles* and **paragraph 8.2** for Lead MAJCOM roles and responsibilities.

1.8.1.4. Component/Supported MAJCOM: Theater/mission specific activities including organization, training, and equipage; strategic-level theater security cooperation (TSC),

allied logistics support, functional expertise to theater security cooperation initiatives, theater/command unique agreements, Tactical Air munitions Rapid Response Packages (TARRP), new facility or modification/improvement projects including host nation funded projects, and command-level/unique maintenance directives; Designated Operation Capability (DOC) statements, Program Element Code (PEC) 28030 programming, deployments; manning assistance; asset/personnel availability; Status of Resources and Training (SORTS) and/or Defense Readiness Reporting System (DRRS) reports; Time Compliance Technical Orders (TCTO), special inspections, and one-time inspections (OTI) for equipment; and Unit Committed Munitions Listing (UCML). See **Table 8.1** and **paragraph 8.3** for MAJCOM roles and responsibilities.

1.8.1.5. Numbered Air Force (NAF). Depending on theater structure and missions, NAFs may be responsible for war-fighting capabilities, sortie generation, system reliability, stockpile levels, positioning objectives; distribution, port handling and inland transportation (PHIT) and line-haul planning, and force structure. In some theaters these functions may be aligned to the MAJCOM. (See **Table 8.1** and **paragraph 8.4** for NAF roles.

1.8.1.6. GACP. Stock control responsibilities include by-base distribution planning, requisition processing within CAS, requisition/shipment follow-up, and serviceable excess management, to include CAD/PAD requisitioning and sourcing. Issues related to forecasting, requisitioning, allocations, out-of-cycle requests (OOCR), allocation transfer requests (ATR), distribution, GAP, Munitions Movement Plan (MMP), APF, STAMP, weapons system sustainment, disposition, and retrograde.

1.9. Official Communications:

1.9.1. Official Unclassified E-mail: Non-Secure Internet Protocol Router Network (NIPRNET): Used when this instruction directs the use or transmission of unclassified or unclassified but sensitive information via official e-mail. These communications will be digitally signed and encrypted using the Common Access Card (CAC) Public Key Infrastructure (PKI).

1.9.2. Official Classified E-mail: Secure Internet Protocol Router Network (SIPRNET): Used when this instruction directs the use or transmission of classified information via official e-mail.

1.10. Reports Control System (RCS) Licensing Exemptions: There are no AFI 21-201 directed reports that require RCS licensing IAW AFI 33-324. One or more of the following exemptions apply: AFI 33-324, paragraphs 2.11.1, 2.11.3, 2.11.4, 2.11.5, 2.11.7, 2.11.8, 2.11.10, and 2.11.12.

Table 1.1. DELETED.

1.11. Information Technology (IT) Systems/Database Records Management: Program Managers of AF IT systems/databases cited in this AFI are required to ensure that an approved records disposition (Table and Rules within the AF RDS in AFRIMS, National Archives and Records Administration (NARA) General Records Schedule (GRS) at: **http://www.archives.gov/records-mgmt/grs**, or customized disposition via AF IMT 525,

Records Disposition Recommendation, etc.) exists that governs the data in those IT systems/databases when no longer needed for AF business.

*Part II of this instruction implements conventional munitions policy, procedures, and guidance on responsibilities, management, and operations of all munitions activities at the tactical-level. The tactical-level includes all field/base-level munitions units, whether at home station or deployed, in direct support of weapons system employment or other combat support or sustainment operations. At the tactical-level, munitions operations are executed by field units to accomplish military objectives.

Chapter 2

RESPONSIBILITIES

2.1. Base/Unit. Bases and munitions units must operate and manage the DoDAAC according to established Department of Defense (DoD) and Air Force procedures. All individuals and organizations physically controlling, possessing, storing, and maintaining munitions must control, protect, and account for them until expended, consumed, or removed from Air Force stock. In addition to responsibilities of AFI 21-200, the Wing/Installation Commander, or equivalent (as applicable) shall:

2.1.1. Appoint the Munitions Accountable Systems Officer (MASO). Appoint the MASO IAW AFI 21-200 and **paragraph 2.6.1** of this instruction. The first Wing/Installation commander (or equivalent) in the MASO's reporting chain (e.g., MASO's senior rater) is the appointing authority, ensuring a clear chain of responsibility. Alternate MASOs are not authorized. DoDAACs managed directly by MASOs in a NAF will be appointed by the A4 (or equivalent). These appointment authorities will not be delegated.

EXCEPTION: For Air Force DoDAACS at deployed locations or locations other than at Air Force installations, the Air Expeditionary Group (AEG) Commander (or equivalent) may appoint the MASO. The MASO must meet experience and qualification requirements.

2.1.2. At Air National Guard bases/units, forward any Guard MASO appointment letter to the United States Property and Fiscal Officer (USP&FO) or the Assistant USP&FO.

2.2. The Maintenance Group Commander, MXG/CC (or equivalent). In addition to responsibilities outlined in AFI 21-200 and 21-101, *Aircraft and Equipment Maintenance Management*, MXG/CC shall ensure:

2.2.1. Appropriate base-level publication(s) are published and updated IAW AFI 33-360, *Publications and Forms Management* if this AFI does not satisfy local requirements for munitions management, responsibilities, and procedures. If published, consider addressing the following:

2.2.1.1. Treatment of MPPEH as explosive until certified to be free of explosives material. See **paragraph 3.13.2** for exclusions from MPPEH.

2.2.1.2. Accounting for munitions safing gear and devices.

2.2.1.3. Time Change Item (TCI) management and procedures.

2.2.2. All personnel responsible for supply, storage, maintenance, or distribution of NWRM understand and are trained on the policy and procedures for management and handling.

2.3. Commanders of Organizations 'using or possessing' Munitions. Commanders (or equivalent) of units that use, possess, or maintain munitions for training or operations shall:

2.3.1. Sign and ensure compliance with requirements of the AF Form 68, *Munitions Authorization Record* IAW **paragraph 7.3**.

NOTE: Commanders ensure appropriate personnel complete and maintain DD Form 2760, *Qualification to Possess Firearms or Ammunition*. The MASO and munitions personnel do not maintain these forms.

2.3.2. Ensure notices about the Lautenberg Amendment are posted IAW AFI 31-117, *Arming and Use of Force by Air Force Personnel*.

2.3.3. Property Management: Responsibility for property management carries specific implications for pecuniary liability for the loss, damage, or destruction resulting from negligence, willful misconduct or deliberate unauthorized use. AFMAN 23-220, *Reports of Survey for Air Force Property*, contains specific guidance on control of property and liability.

2.3.4. Obtain AF IMT 2047, *Explosives Facility License* as required IAW AFMAN 91-201, *Explosives Safety Standards.*

2.3.4.1. Units that use and possess munitions are responsible to obtain and maintain properly approved AF IMT 2047. The issuing Munitions Unit / Munitions Operation element is not responsible for obtaining or validating the AF IMT 2047 for storage locations/facilities outside of areas operated by the munitions unit.

2.3.4.2. If Munitions Operations issues a suitable substitute for a stock listed item on the AF IMT 2047, the unit that uses or possesses the munitions and holds the AF IMT 2047 is responsible to make any updates or annotations required by AFMAN 91-201.

2.3.5. Ensure all organizational personnel handling or working around ammunition, explosives, or MPPEH receive explosive safety training at required intervals IAW AFI 91-202, *The US Air Force Mishap Prevention Program*.

2.3.6. Review and sign the quarterly/annual *Custody Account Inventory Listing* (AM507A) and annual inventory results memorandum as required by **paragraphs 7.11.9.1.1** and **7.11.9.2.4** and submit to the MASO within 15 calendar days of receipt.

2.3.7. For contracted activities a military officer holding command authority or civil service division heads/chiefs holding a GS/GM (NSPS equivalent) will hold these responsibilities. These responsibilities involve inherently governmental liabilities and procedure and will not be contracted.

2.3.8. Review and sign local Courtesy Storage Agreement (CSA) requests prior to submittal to the Munitions Flight for approval.

2.3.9. Will ensure that all approved Static Display Munitions (SDM) owned by the unit are inspected annually for appearance and mounting stability/safety. Forward documentation of annual inspections to the MASO.

2.3.10. Minimize use of War Readiness Materiel (WRM) munitions for local exercises when use starts or accumulates service life on munitions.

2.3.11. Appoint Munitions Custodians IAW with **paragraph 7.4**, Custody Account Management.

2.3.12. Ensure unit personnel in the performance of their duties, comply with the provisions of Public Law 104-132, The Antiterrorism and Effective Death Penalty Act of 1996. Effective 21 June 2013, Air Force personnel shall ‘refuse’ to accept, possess, or provide storage for untagged Plastic Explosive (PE) assets, unless specifically excepted/exempted by the Act or written provision. Refer to **paragraph 3.24**.

2.4. Squadron Commander (or Civilian Director). In addition to responsibilities outlined in AFI 21-200 and AFI 21-101, Commanders (or equivalent) of squadrons with operational or support munitions activities shall:

2.4.1. Designate the Munitions Squadron (MUNS) Superintendent/Munitions Flight Chief by ensuring they are assigned to the appropriate Unit Manning Document (UMD) positions.

2.4.2. Review and sign all DoDAAC inventory results briefing memorandums, as required by **paragraph 7.11.8.10.5** and return to the MASO within 15 calendar days of receipt.

2.4.3. Provide all munitions activities and workcenters that process CAS documentation with scanner devices to enable electronic or digitized recording and archiving of munitions transaction documents.

2.4.4. Appoint the senior munitions inspector in small and unique units where the senior munitions inspector is the flight chief.

2.4.5. Ensure personnel performing munitions transportation are properly trained and/or certified IAW DTR 4500.9-R, *Defense Transportation Regulation*, Part II, *Cargo Movement*, Chapter 204, *Hazardous Material*, Chapter 205, *Transportation Protective Service (TPS),* and applicable host nation regulations as applicable.

2.4.6. Ensure intrusion detection systems (IDS) are installed IAW DoDM 5100.76, *Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives* and AFI 31-101, *Integrated Defense.*

2.4.7. Appoint personnel authorized to process, ship, and receive Arms, Ammunition, and Explosives (AA&E), classified, NWRM, and sensitive material IAW AFI 24-203, *Preparation and Movement of Air Force Cargo*. Refer to **paragraph 7.15**, *Shipments* to resolve transportation issues/problems.

2.4.8. Ensure all 2W0X1 personnel assigned primary/additional duties outside of the munitions function attend Combat Munitions Training (CMT) IAW **paragraph 3.8** and maintain core combat skills training, specialty qualification, and readiness for contingency deployment in their primary specialty. These personnel should perform primary specialty duties during local exercises/operational inspections.

2.4.9. Ensure unit munitions personnel in the performance of their duties, comply with the provisions of Public Law 104-132, The Antiterrorism and Effective Death Penalty Act of 1996. Effective 21 June 2013, Air Force personnel shall 'refuse' to accept, possess, or provide storage for untagged PE assets, unless specifically excepted/exempted by the Act or written provision. Refer to **paragraph 3.24**.

2.5. Munitions Supervision: The Munitions Squadron (MUNS) Operations Officer (OO)/ Superintendent and Munitions Flight Commander/Flight Chief. In addition to responsibilities outlined in AFI 21-200 and 21-101, munitions supervision shall:

NOTE: In a Conventional Munitions Flight, the Flight Commander/Chief is also responsible to ensure the duties identified in **paragraph 2.7** are accomplished. Throughout this AFI, personnel in these positions are referred to as 'Munitions Supervision'.

2.5.1. Provide support to joint service and allied operations IAW established Memorandums of Understanding (MOU) and Inter-service Support Agreements (ISA). Coordinate with the

MAJCOM/A4W (or equivalent) before engaging in these operations. See **paragraph 10.6** for planning considerations. Additionally, when preparing MOUs consider the following factors:

2.5.1.1. Formal Joint Basing integration with munitions processes, to include understanding of service approved variances.

2.5.1.2. Management of munitions assets required by sister service and not stocklisted in CAS.

2.5.1.3. Sharing and use of real property, real estate, facilities, and equipment.

2.5.1.4. Manpower, workload, and training variances.

2.5.1.5. Local management, Memorandums of Agreement (MOA), CSA, Explosives Safety, Emergency Response, Movement Control, etc.

2.5.2. Select and appoint munitions inspectors and the senior munitions inspector IAW **paragraph 3.8.3**. Each unit/organization assigned a DoDAAC will be responsible for an effective inspection program. Where multiple units/organizations share a Munitions Storage Area (MSA), cross utilization may occur when included in appropriate support agreements and inspectors are selected, appointed, and trained IAW **paragraph 3.8.3**.

2.5.3. When selecting Quality Assurance (QA) evaluator candidates, consider their overall experience and skill, to include munitions accountability, operational processes, and flight/section/element programs.

2.5.4. Ensure key and lock procedures are followed IAW AFI 21-200.

2.5.5. Munitions supervision may authorize storage of munitions mobility equipment, trailers, and test sets in munitions facilities following guidelines of AFMAN 91-201.

2.5.6. Ensure access and use of AFMC2 IAW **paragraph 3.19** and AFI 21-200. Appoint/designate the unit's AFMC2 POCs, users, and visitors.

2.5.7. Ensure the OG and MXG is briefed IAW **paragraph 7.6.4** and notify the MAJCOM/NAF munitions staff when WRM assets quantities fall below established levels.

2.5.8. Implement self inspection programs and assesses compliance with logistics programs. Managers are encouraged to maximize use of the Munitions Accountability Procedures Guide on the AFMC2 site.

2.5.9. Establish a reusable container program IAW AFI 24-203 and **paragraph 3.3**.

2.5.10. Ensure compliance with ISPM No. 15 Wood Packaging Material (WPM) requirements of AFI 24-203 and DoD 4140.65-M, *Issue, Use, and Disposal of Wood Packaging Material (WPM)* for munitions items.

2.5.11. Coordinate with Local Area Network (LAN) administrators to establish a unit (e.g., Munitions Squadron, Munitions Flight) organizational mailbox to ensure timely distribution and receipt of official information by higher headquarters. Grant appropriate permissions to the unit mailbox to avoid information delays when personnel are on TDY or leave. Ensure the box is checked daily. This organizational box is in addition to the Munitions Operations organizational mailbox required IAW **paragraph 5.4.13**.

2.5.11.1. The organization mailbox will use the following format:

2.5.11.1.1. Munitions Squadron: "### MUNS Ammo Storage Area Supervision" accessible (at a minimum) to the Maintenance Operation Officer (MOO), Maintenance Superintendent, and senior 2W0 personnel.

2.5.11.1.2. Equipment Maintenance Squadron (EMS) and Maintenance Squadron (MXS) Munitions Flights: "### EMS Ammo Storage Area Supervision" or "### MXS Ammo Storage Area Supervision" accessible (at a minimum) Munitions Flight Commander, Munitions Flight Chief, and Munitions Flight Superintendents.

2.5.11.1.3. All Other Munitions Units (to include contracted Munitions activities): "### Ammo Storage Area Supervision" accessible to (at a minimum) the senior 2W0 (or contractor) individual and their immediate supervisor (or government supervisor for contractors) and their immediate support staff.

2.5.12. Establish and implement an effective CMT program and direct the Training Section/Element NCOIC in all stages of program development IAW **paragraph 3.8.2**. The MUNS Supt/Flight Chief may align the CMT program to any element at their discretion.

2.5.13. Encourage all munitions technicians, supervisors, and managers to periodically review AFTTP 3-3, *USAF Tactics, Techniques, and Procedures, Munitions and Missile Maintenance* located at the 561st Joint Tactics Squadron (JTS) website: **https://wwwmil.nellis.af.mil/units/561jts/downloads**/. Review should include analysis for methods to improve daily operations, planning review to enhance potential combat operations, and ultimately to devise and document methods for continuous improvement in all unit activities.

2.5.14. Ensure unit personnel tasked to deploy in support of OPLANs are familiar with the In-Garrison Expeditionary Site Plan (IGESP), Expeditionary Site Plan (ESP), and Munitions Employment Plan (MEP) (if applicable) and are involved in developing the munitions annex. Additionally, ensure an annual review of IGESP, ESP, and MEP (if applicable) is completed IAW AFI 10-404, *Base Support and Expeditionary (BAS&E) Site Planning*.

2.5.15. Ensure publication of unit Movement Control procedures, IAW **paragraph 5.1.1.5**.

2.5.16. Ensure Special Experience Identifier (SEI) 836 is awarded to trained and qualified munitions inspectors IAW AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted).*

2.5.17. Ensure applicable explosives site plan data and maps are available in the unit. Source data is maintained by the Wing Safety office. Ensures all planned changes to facilities' usage or footprint are coordinated with wing safety, resource protection, and civil engineering prior to implementation.

2.5.18. Ensure requirements of T.O. 00-25-234, *General Shop Practice Requirements for the Repair, Maintenance, and Test Of Electrical Equipment* are followed during all explosive operations when electrostatic discharge sensitive assets are handled.

2.5.19. Ensure local emergency action procedures (checklists) governing munitions operations during severe weather or electrical storms, explosive incidents and accidents, increased security conditions, and contingency support are published.

2.5.20. Ensure that the local safety office, EOD, and NAF/Lead MAJCOM munitions staff (or equivalent) are notified in the event of an explosive or munitions mishap or incident.

2.5.20.1. If it is suspected that an incident or malfunction was caused by in-use, installed, or otherwise configured munitions, notify the Munitions Rapid Response Team (MRRT) through the GACP CRM IAW **paragraphs 1.6.2** and **1.7.1.3**. Additional information about the MRRT team can be found in AFI 91-202. Notify the MAJCOM munitions staff (or equivalent) of all MRRT notifications.

2.5.20.2. If a unit has an incident, it is important to preserve the evidence to the maximum extent allowable by operational requirements, safety, and security. ***EXAMPLE:*** Segregating a munitions item versus destroying it if it poses no immediate danger. This allows the MRRT to evaluate all the evidence and recreate the problem.

2.5.21. Manage Net Explosive Weight (NEW) and Quantity Distance (QD) IAW AFI 21-200.

2.5.22. Ensure non-DoD owned explosives or other hazardous and toxic materials are not stored in the MSA. Refer to AFI 32-9003, *Granting Temporary Use of Air Force Real Property* and AFMAN 91-201 for specific exceptions. If these publications do not provide exceptions, forward all requests to store non-DoD explosives to the MAJCOM. Refer questions concerning the requirements of AFMAN 91-201 to the local Safety Office.

2.5.23. Enforce and ensure the use of the IMDS/G081 to manage inspection intervals, maintenance and inspection history, condition/status, and work performed on all Munitions Materiel Handling Equipment (MMHE), Precision Guided Munitions (PGM) and Missile Test Sets, and associated equipment identified in T.O. 00-20-1. Additionally, ensure IMDS/G081 is updated as gains, losses, and maintenance actions occur.

2.5.23.1. Users obtain access to IMDS/G081 by submitting a **DD Form 2875**, System Authorization Access Request (SAAR) to the local base IMDS-Centralized Database (CDB) manager. Once local access requirements are satisfied, the local database manager will issue local access credentials to the user.

2.5.23.2. Once users obtain local access credentials, they may access IMDS/G081 using the Reduced Sign On (RSO) link in the Air Force Portal Applications listing. This allows users to access IMDS/G081 using their CAC and PKI credentials without entering a user name and password.

2.5.24. OCONUS units establish and implement Emergency Destruction of Materiel (EDM) plans when required by supported OPLANS or directed by the NAF or MAJCOM. Continental United States (CONUS) units establish EDM training programs only when directed by their Lead MAJCOM. CONUS units do not establish deployable EDM capabilities or kits at CONUS locations. When directed, CONUS deployable forces provide EDM trained personnel to augment pre-established EDM capabilities within a theater.

2.5.25. Review the annual War Readiness Materiel (WRM) PEC 28030 munitions funding requirements. Identify and justify unprogrammed WRM (PEC 28030/28031) requirements that arise during the fiscal year (FY) to the base WRM munitions/equipment manager for presentation to the WRM executive review board.

2.5.26. Ensure munitions personnel in the performance of their duties, comply with the provisions of Public Law 104-132, The Antiterrorism and Effective Death Penalty Act of 1996. Effective 21 June 2013, Air Force personnel shall 'refuse' to accept, possess, or provide storage for untagged PE assets, unless specifically excepted/exempted by the Act or written provision. Refer to **paragraph 3.24**

2.6. Munitions Accountable Systems Officer (MASO). The MASO oversees effective and efficient management of the conventional munitions stockpile. In addition to responsibilities outlined in AFI 20-110 and AFI 21-200, the Conventional Munitions MASO shall:

2.6.1. Maintain the following mandatory qualifications: Be a Munitions and Missile Maintenance officer (AFSC 21MX), Aircraft Maintenance officer (AFSC 21AX), munitions senior NCO (AFSC 2W0XX/2W2XX), or civilian equivalent (GS-9 or above). For ANG, individual must be a maintenance officer (AFSC 21AX) or senior NCO (AFSCs 2AXXX or 2W0XX). In addition, have 18-months munitions management (or nuclear management for NWRM) experience (as an element NCOIC or higher) or 6 months munitions management (or nuclear management for NWRM) experience and attendance at the Munitions Accountability Course: J3AZR2W0511 047A (resident) or J7AZT2W0511 047A (mobile). The MAJCOM is the approval authority for waivers of AFSC, grade, experience, and formal course attendance.

NOTE: Contractor managed accounts must have government accountable officers appointed. The government accountable officer can either be the functional area chief, quality assurance evaluator, or other appointed government individual who is qualified in the appropriate AFSC.

2.6.2. Submit the Certificate of Transfer and any approved waivers of appointment criteria to the MASO appointing authority. The Certificate of Transfer must be signed by the Appointing Authority within 10 calendar days of being signed by the gaining (new) and losing (old) MASOs. The Certificate of Transfer signed by the Appointment Authority constitutes complete MASO appointment; no additional memorandum is required. A separate Certificate of Transfer shall be completed for each DoDAAC transferred. The gaining MASO is responsible for all transactions processed after the Certificate of Transfer is signed by both the gaining and losing MASOs. At Air National Guard bases/units, a copy of the Certificate of Transfer signed by the MASO appointing authority shall be forwarded to USP&FO or the Assistant USP&FO.

2.6.3. Conduct a 100-percent inventory of the munitions DoDAAC, resolve any inventory discrepancies, and ensure required inventory adjustment documents (IAD) and/or Reports of Survey (ROS) are initiated/processed according to **paragraphs 7.12** or **7.14** prior to accomplishing a CAS *Certificate of Transfer* (AM496). The inventory will be validated jointly by the outgoing and incoming MASOs prior to transfer of MASO responsibilities.

2.6.4. Review the account using appropriate items from the LCAP checklist, self assessment checklists (SAC), and previous audit and inspection reports no later than 45 calendar days after assumption of the account. This review will be documented and results briefed to the appointing official and Squadron Commander within 10 duty days of completion. At Air National Guard bases/units, forward a copy of the documented account review to the USP&FO or the Assistant USP&FO. The account review must include the MASO's evaluation of:

2.6.4.1. The Conventional Munitions Restricted or Suspended (CMRS) Impact Report on the GACP website.

2.6.4.2. All inventory adjustments for compliance with DoDM 5100.76 and AFI 31-101 reporting requirements.

2.6.5. Conduct and document a review of all FV account operations at least semiannually. This will include a MASO review of the CMRS Impact Report on the GACP website. Self-inspection procedures listed in AFI 21-101 and the LCAP checklist should be incorporated. At Air National Guard bases/units, forward a copy of the semi-annual account review to the USP&FO or the Assistant USP&FO.

2.6.6. Maintain the Certificate of Transfer, any approved waivers, MASO 45 calendar day reviews, and semi-annual reviews as long as accountable documents remain in file with their signature. Semi-annual account review documents will be maintained IAW the AF Records Disposition Schedule (RDS) in the Air Force Records Information Management System (AFRIMS).

2.6.7. Brief each new MASO appointing authority on the condition of the stockpile utilizing the results of last 100-percent inventory and the latest MASO semi-annual account review within 45 calendar days of assuming position. When a MASO appointing authority changes, a re-appointment memorandum is not required. However, documentation of the briefing must be accomplished. At Air National Guard bases/units, brief each new USP&FO or Assistant USP&FO on the condition of the stockpile and document the briefing.

2.6.8. Manage the munitions portion of the War Consumable Distribution Objective (WCDO) for the assigned DoDAAC.

2.6.9. Appoint the CAS system administrators (SA). Also, see **paragraphs 7.2.5.2** and **9.2.2**.

2.6.10. Ensure that processes comply with Munitions Operation Management policy IAW **Chapter 7**.

2.6.11. Evaluate accountability management practices to ensure accuracy and identify trends (e.g., RVP, IAD, stockpile activity errors). Use evaluation results to determine changes to training programs, to initiate corrective actions, and to make determinations on approval of CAS access requests. If warranted, to ensure CAS data integrity, the MASO may remove individual CAS access and processing capability. Additionally, the MASO will coordinate with appropriate managers/supervisors to decertify individuals on CAS processing tasks and initiate training actions, as necessary.

2.6.11.1. Ensure personnel processing transactions in CAS are knowledgeable on all facets of munitions processing requirements and accountability and have access to all required publications.

2.6.11.1. **(SEYMOURJOHNSONAFB)** Contact Munitions Operation Element for example CAS access request memorandum and coordination procedures.

2.6.11.2. When developing and evaluating Munitions Operations training programs, maximize use of the Munitions Accountability Procedures Guide on the AFMC2 site.

2.6.12. The MASO approves general-user access to CAS on the DD Form 2875. Once approved, the SA grants general-user access to CAS for account custodians based on mission requirements and level of account activity. Once a custodian has obtained AMST access, the custodian must contact the MASO for level 6 access to the AMST Forecasting and Allocation Module (FAM). EOD personnel may be granted general-user access to CAS/AMST for purpose of response planning.

2.6.13. Approve and ensure compliance with requirements of the AF Form 68 IAW **paragraph 7.3**, references provided in the *Munitions Customer Information Matrix* at **Attachment 4**, and local MASO requirements.

2.6.14. Ensure munitions forecasts are submitted as directed by the GACP, Lead MAJCOM, Supported Command, and MAJCOM Munitions User Functional Managers (MUFM).

2.6.15. Establish and maintain stock levels corresponding to the allocation document. Use the Supplemental Allocation Authorization Request (SAAR) system found on the GACP website for all non-Master Subsidiary Relationship Group (MSRG) managed assets.

2.6.16. Ensure CMRS notification procedures to custody accounts is complied with IAW **paragraph 7.26**, Conventional Munitions Restricted or Suspended (CMRS) Procedures.

2.6.17. Review, approve, and ensure trouble tickets are submitted and followed-up on IAW **paragraph 3.21** for all CAS application/system problems, data errors, and procedural deficiencies causing inventory adjustments.

2.6.18. Know the unit's Contingency Plan (CONPLAN) and Operational Plan (OPLAN) tasking, including base support planning.

2.6.19. Identify expected munitions shipments/receipts in support of OPLAN tasking to base WRM and transportation officers. Assist the Chief of Logistics Plans in developing WRM receipt and out-load planning actions.

2.6.20. As the base munitions War Readiness Materiel Manager (WRMM), the MASO is responsible for developing the WRM PEC 28030 financial plan and submitting it to the WRMO/NCO for inclusion into the base budget as appropriate.

NOTE: WRM PEC 28030 financial plan development may be centralized at Group, Wing, or MAJCOM discretion.

2.6.21. Ensure no one expends WRM munitions in peacetime without approval IAW AFI 25-101, *War Reserve Materiel (WRM) Program Guidance and Procedures*. Munitions in support of allocations for Category Codes (CAT Code) B, F, G, M, X, and Z are considered WRM when evaluating expenditures IAW this paragraph.

2.6.22. Ensure all Paperwork Transactions Only (PTO) are approved prior to processing. Approval may be via e-mail, memorandum, or verbal. After PTO transactions are processed in CAS, the MASO must sign the actual accountable documents to validate the processed PTO.

2.6.23. Appoint a Document Control Manager in writing to manage and maintain official paper and electronic records IAW **Attachment 6**.

2.6.24. Annually, in the first week of September, ensure commanders and custodians are notified (in writing or by e-mail) to submit their end of FY expenditures to the Munitions

Operations office NLT close of business on 29 September. Ensure all end of FY expenditures are processed in CAS prior to 2400 hours, Central Standard Time (CST) on 30 September.

2.6.25. Each duty day, review, digitally sign, and file a CAS *Transaction History Listing* (AM903) for the previous duty day or previous off-duty period (e.g., weekends, down days) where any transactions were processed. Review will consist of but is not limited to:

2.6.25.1. RVP actions.

2.6.25.2. Inventory Adjustments.

2.6.25.3. CAS entry error trends (e.g., lot number errors, location errors).

2.6.25.4. AMC05 transactions.

2.6.25.5. Flightline Expenditures (See **Chapter 7**).

2.6.26. Notify the appropriate program management team using the GACP CRM when stock-listed munitions exhibit conditions described in **paragraph 3.12.4.5.1**.

2.6.27. Ensure that all munitions gains and losses are validated against DoDM 5100.76, Enclosure 11, *Reports, Investigative Aids, and Disposition of Records*, for reporting requirements.

2.7. MUNS Flight Chiefs and Munitions Flight . Responsible to munitions supervision for overall management of their flights/sections: Production, Materiel, and Systems. These personnel execute maintenance responsibilities outlined in AFI 21-101, AFI 21-200, and specific functional responsibilities outlined in **paragraphs 4.1.1** (Production), **5.1.1** (Materiel), and **6.1.1** (Systems). In addition, these personnel shall:

2.7.1. Plan and manage unit resources to execute mission objectives. Planning actions and resource management focus on establishing and maintaining optimum mission support.

2.7.2. When developing local training programs, maximize use of the Munitions Accountability Procedures Guide located on the AFMC2 site.

2.7.3. Direct development of an effective qualification training (QT) program IAW AFI 36-2201, *Air Force Training Program* and the 2W0X1 Munitions Systems Career Field Education and Training Plan (CFETP). Additionally, direct implementation and conduct of Combat Munitions Training (CMT), Munitions Inspector Training and Certification, and NWRM Training programs IAW **paragraph 3.8**.

2.7.4. Ensure trained technicians are available to maintain a working environment for the production and maintenance of safe, serviceable, and reliable munitions.

2.7.5. Ensure element Master Training Plans cover peacetime and contingency tasks.

2.7.6. Ensure sufficient non-expendable training munitions are forecasted IAW **paragraph 3.2** using the Air Force Standard for Non-Expendable Air Munitions Training Authorizations obtained on the AFMC2 site.

2.7.7. Ensure munitions to include MPPEH are not released to agencies or individuals outside the Air Force without approvals required by **paragraph 9.5** and **9.6**.

2.7.8. If T.O. content, information, or specifications is required above that provided by technical data, submit requests to the GACP CRM IAW **paragraphs 1.6.2** and **1.7.1.1**.

2.7.9. Implement explosives and industrial safety programs IAW AFI 91-202, AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*, and AFMAN 91-201 to indoctrinate newly assigned personnel and administer recurring training for all flight members.

2.7.10. Ensure all shops establish a Hazardous Communication (HAZCOM) program for government personnel (military and civilian) IAW DoDI 6050.05, *DoD Hazard Communication (HAZCOM) Program* and AFI 90-821, *Hazard Communication*. Additionally, maintain an AF Form 55, *Employee Safety and Health Record* for each person IAW AFI 91-202.

2.7.10.1. HAZCOM and other industrial training for contractor personnel performing munitions handling operations is the responsibility of the contractor's employer IAW Occupational Safety and Health Administration (OSHA) regulations.

2.7.10.2. IAW DoD 4145.26-M, *DoD Contractor's Safety Manual For Ammunition and Explosives*, the contracting officer is responsible to coordinate with appropriate safety departments/offices responsible for contractual safety requirements involving Ammunition and Explosives (AE). For AE operations, contractors are responsible for:

2.7.10.2.1. Managing operational safety and controlling specific hazards associated with the process.

2.7.10.2.2. Identifying indicators for abnormal process conditions, emergency procedures, location and sequence of jobs, and dissemination and posting of personnel and AE limits.

2.7.10.2.3. Providing contract personnel with personal protective clothing, safety equipment, tools, and expendables permitted and required for AE work processes.

2.7.10.2.4. Providing contract employees with appropriate training on specific safety and health hazards before performing work involving exposure to AE. This training shall be recorded to include identity of the contract employee, date of training, and means used to verify the employee understood the training.

2.7.10.3. DELETED.

2.7.10.4. Air Force personnel (military or civilian) will not provide safety related training to contractor personnel. This applies even if the contractor is working in government owned facilities IAW 29 United States Code (USC), 654(a)(1) and 29 USC 652(5).

2.7.10.5. Only personnel trained by the Base Contracting Office to perform safety related Quality Assurance Evaluation (QAE) may evaluate contractor safety (or other) operations.

2.7.10.5.1. If a potential OSHA violation by contractor personnel is detected through casual observance or by happenstance, report the potential violation to the contracting officer responsible for the contract for the contractor committing the violation.

2.7.10.5.2. Unless there is imminent danger, Air Force personnel (other than a contracting officer) should avoid reporting safety violations directly to the contractor.

2.7.11. Establish and maintain a hazardous waste program IAW AFI 32-7042, *Waste Management*, appropriate MAJCOM supplement, and the installation Hazardous Waste Management Plan. Identify requirements to bioenvironmental engineering to ensure facilities meet AF industrial environmental standards IAW AFI 91-302, *Air Force Occupational and Environmental Safety, Fire Protection and Health (AFOSH) Standards*.

2.7.12. Send requests to add complete round codes (CRC) to the Air Force standard munitions configuration table in the Complete Round Dictionary (CRD) to the GACP via the CRM. CRC requests will include: Applicable Nouns, Department of Defense Identification Codes (DODIC), MSRG, Quantity per CR, and explanation/justification for the CRC.

2.7.13. Enforce the Foreign Object Damage (FOD) and Dropped Object Prevention (DOP) programs.

2.7.14. Ensure explosive operations in munitions areas are performed by a minimum of two munitions personnel. One must be a 2W0X1 or civilian equivalent qualified on all tasks being performed IAW the 2W0X1 Job Qualification Standard (JQS). Munitions supervision will approve any exceptions.

2.7.15. Ensure section personnel and equipment are identified and prepared to meet deployment tasking IAW AFI 36-3802, *Personnel Readiness Operations*, AFI 10-401, *Air Force Operations Planning and Execution*, AFMAN 10-401 V2, *Planning Formats and Guidance*, and AFI 10-403, *Deployment Planning and Execution*.

2.7.16. Monitor and ensure initial/recurring environmental health physicals and respirator training are accomplished when required for assigned personnel.

2.7.17. Ensure timely accomplishment and/or documentation of delayed maintenance and aggressive follow-up of back ordered parts.

2.7.18. Ensure MPPEH is managed IAW DoDI 4140.62, *Material Potentially Presenting an Explosive Hazard* and this instruction.

2.7.19. Ensure the capability exists to receive, store, inspect, assemble, test, repair, troubleshoot, and deliver all munitions on the UCML, Mobility Standard Configuration Load (MSCL) (or equivalent), and support munitions tasked for bed-down forces at a Main Operating Base (MOB).

2.7.19.1. Obtain this information from deploying unit's UCML, MSCL, Integrated Tasking Order (ITO), Standard Configuration Loads (SCL) and unit fuzing option letters.

2.7.19.2. Demonstrate this capability to a limited extent during local and higher headquarters exercises/inspections.

2.7.20. Ensure the use of DD Form 1574, 1575, 1576, and 1577-series labels/tags IAW MIL-STD-129 and T.O. 11A-1-10 for other than Condition Code (CC)-A munitions assets. Additionally, items are tagged as follows:

2.7.20.1. One tag is attached to each crate, box, metal container, or banded pallet, each loose item, or each item on a non-unitized pallet.

2.7.20.2. For items that are bulk/block stacked (e.g., 20MM ammunition, MJU-series flares) only one tag is required per stack, as long as normal lot-to-lot separation is maintained (does not apply to NWRM).

EXCEPTION: NWRM material will follow AFI 20-110, Chapter 4 procedures.

2.8. Element Non-Commissioned Officer In-Charge (NCOIC). The Element NCOIC is responsible to the respective Flight/Section Chief for the management, supervision and training of assigned personnel. The element NCOIC is the technical advisor in their area. In addition to responsibilities outlined in AFI 21-101, AFI 21-200, and those delegated by the Flight/Section Chief, the element NCOIC shall:

2.8.1. Evaluate munitions production and munitions equipment performance to identify deficient areas and initiate corrective action.

2.8.2. Advise Munitions Control of job status/delays, significant difficulties, and vehicle, equipment, or personnel shortfalls.

2.8.3. Coordinate with weapons sections and armament flights to determine probable cause and corrective action for munitions failures associated with aircraft armament systems.

2.8.4. Ensure Job Qualification Standard (JQS) and other training records (e.g., Training Business Area (TBA) or other program) for personnel trained and qualified to transport munitions/explosives are properly annotated to reflect training status IAW with AFI 24-301, *Vehicle Operations*.

2.8.5. Ensure munitions loads (explosive and non-explosive) on all types of vehicles (to include forklifts during handling/transport operations) meet load and protection stability requirements of AFMAN 91-201. Discourage the use of forklifts to transport munitions and use cargo trucks whenever possible.

2.8.6. Evaluate skills, aptitudes, and proficiency of assigned personnel to develop workcenter training requirements and ensure effective munitions training programs are instituted.

2.8.7. Maximize use of the Munitions Accountability Procedures Guide located on the AFMC2 site and other management tools when developing local training programs.

2.8.8. Utilize the AFTO Form 350, *Reparable Item Processing Tag* as an optional form, except as indicated below:

2.8.8.1. Items needing repair outside the Munitions Flight may require an AFTO Form 350.

2.8.8.2. Items failing Storage Monitoring Inspection (SMI) will be tagged with an AFTO Form 350 and need not be segregated from serviceable stocks while awaiting repair.

2.9. Munitions Crew Chiefs. The Munitions Crew Chief and supervisor are responsible to the Element NCOIC. In addition to responsibilities outlined in AFI 21-101 and AFI 21-200, the Munitions Crew Chief and supervisor shall:

2.9.1. Supervise operations.

2.9.2. Ensure pre-task safety crew briefings are accomplished before the start of any munitions operation.

2.9.3. Evaluate munitions operations, initiate action to correct deficiencies, terminate unsafe operations, identify discrepancies, and conduct qualification training as required.

2.9.4. Provide proper security, storage, and operator maintenance of assigned equipment.

2.9.5. Execute daily preventive maintenance to ensure maximum serviceability of assigned munitions, equipment, and facilities.

2.9.6. Review and complete applicable munitions documents for accuracy and completeness IAW **Attachment 6**, **Table A6.1**, *Accountable Document Validation/Quality Control (QC) Matrix*.

2.9.7. Report progress of explosive operations to Munitions Control and coordinate changes in scheduled work plans with supervision.

2.9.8. Ensure personnel are task qualified or opened up in training on the task(s) being preformed prior to the start of the operation.

2.9.9. Remove unsafe or inoperable equipment and vehicles from service and report to the applicable agency for corrective action.

Chapter 3

MUNITIONS PROGRAM MANAGEMENT

3.1. Conventional Munitions Serviceability and Product Assurance. Assurance of munitions reliability is essential to effective air and ground operations in support of training and combat missions. The key elements of munitions reliability are Aging and Surveillance (AGE/SURV) testing, periodic surveillance inspections, specific event inspections (i.e., receipt, shipping, special), and pre- or post-use inspections/testing. These processes ensure fielded munitions systems perform according to design specification at the intended point-of-use. Suspect assets are segregated prior to use, issue, or delivery.

3.1.1. All squadrons with munitions activities, flights, and munitions-using organizations have key Product Assurance duties:

3.1.1.1. Conduct and complete all scheduled and unscheduled munitions inspections as required by T.O.s and special instructions.

3.1.1.2. Formally report all critical munitions issues that could lead to injury or prevent a munitions item from functioning properly to the MAJCOM, Lead MAJCOM, and the GACP. Report these issues using the GACP CRM. Additionally, use CAS; AF IMT 191, *Ammunition Disposition Request* (ADR); Material Deficiency Report (MDR); SF Form 368, *Product Quality Deficiency Report*; safety reports, and the AFTO Form 22, *Technical Manual (TM) Change Recommendation and Reply* as applicable.

3.1.2. 365-Day Assembled Munitions Serviceability Inspection. Conduct these inspections IAW T.O. 11A-1-63.

3.2. Non-expendable Air Munitions Training Items. MUNS/Flight supervision, user (custodian), and maintenance personnel will ensure in-use inert and dummy training munitions are maintained and functional to provide quality training.

3.2.1. Units, managers, and custodians forecast for the minimum quantities of non-expendable air munitions required to provide realistic munitions production, maintenance, and weapons load crew training. Non-Expendable Air Munitions Training Authorizations are obtained on the AFMC2 site and IAW AFI 11-212, *Munitions Requirements for Aircrew Training*.

3.2.2. The non-expendable training munitions standards provide basic requirements for weapons load crew, sortie generation operations, combat munitions maintenance training, nuclear weapon loading, maintenance, and handling training, exercises, evaluations, inspections, and competitions.

3.2.3. Justifications referenced in other validated Air Force and Higher Headquarters directives that identify munitions requirements may be included in requirements forecasts and may exceed the Air Force standard requirements, if fully justified.

3.2.4. Munitions custody accounts are set up with the Munitions Operations element and in CAS to requisition and manage allocations for training items. Training items managed within the munitions activity are maintained on the DoDAAC stock account and not issued to the custody account.

3.2.4.1. The UCML or equivalent document identifies types of munitions required for personnel to maintain proficiency. All in-use inert, dummy, or empty training munitions will mirror the parent munitions to the maximum extent possible.

3.2.4.2. Major items (e.g., bombs, missiles) are painted like the parent (live) weapon with a blue band to identify them as inert IAW T.O. 11A-1-53, *Identification of Empty and Inert Loaded Ammunition Items and Components*.

3.2.5. Munitions allocated to AETC Schoolhouse units and the 9th MUNS (AFCOMAC) are carried in CC-B in CAS. They are intended 'for training use only'. Use of 1500 series tags to identify CC-B student munitions is not required. PGM configuration data for weapon systems tracked by Tactical Munitions Reporting System (TMRS), inspections, and TCTOs will be reported to the RAM Program Office quarterly using either TMRS or other products (i.e., Spreadsheet).

3.3. Reusable Container Management. Empty munitions and missile component containers identified/coded as munitions managed items, including All Up Round (AUR) missile containers, must be maintained on accountable records.

NOTE: ALCM, CALCM, and Advanced Cruise Missile (ACM) shipping and storage containers will be managed IAW AFI 21-202, Vol 2. These containers are managed in Base Supply and D035 accountable systems and are not managed in CAS.

3.3.1. The GACP will maintain an Exempt Container List by National Stock Number (NSN) of containers that may be disposed of through the Defense Logistics Agency (DLA) Disposition Services without requesting an ADR. This list will be posted on the GACP website (Serviceable Excess Index page; Container Index). The GACP stockpile office will review and update the list annually. However, the GACP may post changes, additions, or deletions at any time. If maintained in CAS, these containers will be on accountable records IAW this AFI.

3.3.2. All stocklisted munitions containers, except those on the Exempt Container List, with a budget code of H, T, or U regardless of the Expendability, Recoverability, Reparability Category (ERRC) code will be managed in CAS IAW basic reparability data in the Indicative Data Record (IDR) file by specific container NSN, model number, and item T.O.

3.3.2.1. After munitions assets are removed from accountable munitions containers/packaging, the owning or using organization (including munitions elements) will turn-in containers to the munitions activity.

3.3.2.2. The munitions activity will pick-up containers on accountable records within 5 duty-days after receipt.

3.3.2.3. Organizations need not turn-in containers when munitions are removed for temporary maintenance/use.

3.3.3. Empty accountable munitions containers/packaging (including outer and inner packaging materiel) will be maintained on the base DoDAAC to break down and/or repackage all built-up/assembled or complete round (CR) (GBUs, GP Bombs, Missile, etc.) until assets have been expended or turned-in. A Supplemental Allocation Authorization Request (SAAR) is not required for containers retained for built-up assets. Units will load

Category (CAT) Code S level for these containers and validate requirements during the semi-annual 100-percent inventory.

3.3.4. Serviceable non-accountable Special Packaging Instruction (SPI), Certification of Equivalency (COE), Competent Authority Approval (CAA), Department of Transportation Special Permit (DOT-SP), or equivalent containers that are not being utilized for shipment or storage of munitions within the MSA and that are excess to short term repack or other projected requirements will be managed in CAS as non-accountable assets. The term "drawing number" will be used when referring to SPI, COE, CAA, or equivalent numbers. This provides visibility of reusable containers throughout the Air Force.

3.3.4.1. When entering container information, check "NSN Unknown" and enter the drawing number with no spaces (include dashes) as the lot number. Structure and location designators will be as identified in the unit's Movement Control OI. Quantity will be the total container quantity for each drawing number, structure, and location combination. Remaining fields are at unit discretion.

3.3.4.2. Update container quantities as changes occur.

3.3.4.3. Units need not requisition to obtain an adequate quantity of repack containers when a reasonable expectation exists that assets will be expended or repack is not imminent.

3.3.5. Non-accountable munitions containers/packaging will be maintained by the using/owning organization until assets are repackaged, consumed, expended.

3.3.5.1. Non-accountable containers will be afforded appropriate storage and preservation to ensure they are available to repackage all on-hand assets.

3.3.5.2. Using/owning organizations failing to maintain packaging will be financially liable for any local costs associated with obtaining replacement packaging.

3.3.6. If munitions assets depart home station for TDY or deployment, expenditure notification will come from the gaining unit. If expenditures do not occur and empty outer containers and inner packaging materials are required at the deployed/TDY location to return built-up/assembled munitions back to original shipping configuration, the fund cite for the TDY or deployment will be utilized.

3.3.7. Inspect, certify, and dispose of empty containers IAW T.O. 11A-1-60, *General Instruction - Inspection of Reusable Munitions Containers and Scrap Material Generated From Items Exposed To, or Containing Explosives*. Empty containers will be clearly marked, sealed, and segregated from other containers.

3.3.8. Units will not auto ship containers (serviceable or unserviceable). If units incur storage space limitations request disposition using the GACP CRM.

3.3.9. In addition to the above procedures, refer to AFI 20-110, Chapter 4 for packing, marking, and documentation procedures for reusable containers used with NWRM assets.

3.4. Military Intermodal Containers (MILVANS) Management.

3.4.1. These containers are used for the shipment and storage of conventional munitions. When an intermodal container governed by the International Organization for Standardization (ISO) is used for munitions storage, to include non-Air Force owned ISO

containers, munitions inspection cycles will be extended to inside storage intervals as defined by specific item technical data. The 363 TRS and 9 MUNS (AFCOMAC) are exempt from the requirements in this paragraph.

3.4.2. Approval from the NAF or MAJCOM munitions staff is required before a container can be used for anything other than its intended purpose. Utilizing Air Force owned containers for other uses is authorized by exception as a temporary solution and should not be considered a permanent fix for facility shortfalls.

3.4.3. Units will maintain containers in serviceable condition for munitions redistribution or storage at all times. The Convention for Safe Containers (CSC) certification on all Air Force owned containers must be kept current. Maintenance, repair, and inspection of ISO containers are a PEC 28030 expense.

3.4.3.1. Units will budget annually for container maintenance costs against PEC 28030.

3.4.3.1.1. Maintenance is limited to AF owned containers, not DoD or commercial containers. Units perform general maintenance on AF owned ISOs. Contracts should only be established for tasks unable to be performed by the owning activity (certified welding, complete floor replacement, etc.)

3.4.3.1.2. Maximum one-time and total repair costs will not exceed criteria provided in DTR 4500.9-R, *Defense Transportation Regulation*, Part VI, *Management and Control of Intermodal Containers and System 463L Equipment*, Chapter 604, *Intermodal Container Inspection, Reinspection, Maintenance, And Repair*. When repair cost exceeds DTR limits, request disposition instructions of APF containers from the GACP using the CRM. For MAJCOM-owned containers, request disposition instructions from the appropriate MAJCOM staff. Use ACAMS to determine ownership.

3.4.3.2. Containers will not be used to store equipment or materials (e.g.: liquids, acids, batteries, etc.) that would render them non-certifiable under the CSC.

3.4.3.3. Holes will not be made in any part of a container. Blocking and bracing must be accomplished IAW applicable Defense Ammunition Center (DAC) drawings available at the DAC website.

3.4.3.4. Containers are designed to support their weight and that of their contents through bottom corner castings. When removed from a chassis, place containers on drained, hardstand surfaces with all four lower castings placed on blocks (dunnage) 4 to 6 inches high. This prevents rocks and debris from exerting pressure against lower structural members of the container and allows air circulation that will prevent moisture damage to the container. Containers may be temporarily placed directly on a paved hardstand for stuffing and unstuffing operations.

3.4.3.4.1. Empty containers will not be stacked more than three high. A minimum of two stacking/locking pins will be inserted in the counter-checked position on opposing corners when containers are stacked.

3.4.3.4.2. Once containers have been inspected and verified empty, a numbered seal will be placed on each container to provide for security, integrity, and accountability.

3.4.3.5. CSC Inspection: Performed by certified CSC inspectors IAW MIL-HDBK-138B, *Container Inspection Handbook for Commercial and Military Intermodal Containers*. For containers that pass inspection, apply a new DD Form 2282, *Inspection Decal Convention for Safe Containers*.

3.4.3.5.1. Document the inspection using DA Form 2404, *Equipment Inspection and Maintenance Worksheet*. Complete and maintain the DA Form 2404 document IAW DTR 4500.9-R.

3.4.3.5.2. The DA Form 2404 and most current Inspection Checklist for each ISO shall be uploaded/entered into ACAMS IAW DTR 4500.9, Part VI and AFI 24-203.

3.4.3.5.3. The DAC conducts the in-resident CSC certification course. The distance learning course (Ammo-43-DL) is also available on the DAC website and is authorized for CSC initial and refresher training/certification for Air Force personnel.

3.4.4. Account for AF owned ISO containers, ship ISO containers, and manage ISO container records in ACAMS IAW DTR 4500.9-R, *Defense Transportation Regulation*, Part IV and AFI 24-203.

3.4.4.1. CAS and AFMC2 will no longer be used for ISO accountability and maintenance management. All AF munitions activities that possess and maintain ISO containers shall transition AF owned ISO containers in their possession from CAS to ACAMS; and maintenance records from AFMC2 to ACAMS.

NOTE: Do not remove AF owned ISO containers from CAS or maintenance records from AFMC2 until they are loaded into ACAMS and validated to be correct.

3.4.4.2. Common User Fleet (CUF) and leased containers will be returned for reuse as soon as possible after removal of contents. If ownership of ISO containers cannot be determined locally, or using ACAMS, contact the AF Intermodal Container Manager (AFSC/LOET).

3.4.4.3. When used to ship or store CAS managed munitions assets, load the ISO as container type "ISO" in CAS to allow Container-in-Container (CnC) management IAW **paragraph 7.1.7**.

3.5. Munitions Equipment Management.

3.5.1. IMDS/G081 will be used in the munitions organization to manage inspection intervals, maintenance and inspection history, condition/status, and work performed on munitions and miscellaneous SE, Missile Test Sets, associated handling equipment (e.g., slings, hoists). Specific SE terms are defined in T.O. 00-20-1, Appendix A. Definitions of SE, MMHE, Munitions Handling Equipment (MHE), and Locally Manufactured Equipment (LME) can be found in **Attachment 1**, *Definitions and Terms*.

3.5.1.1. In addition to documentation requirements of T.O. 00-20-1, units will update IMDS/G081 with gains, losses, maintenance, and TCTO actions as they occur.

3.5.1.2. MHE and common equipment items that do not meet the definition of SE, MMHE, or LME with inspection or maintenance requirements (e.g., pallet jacks, lift jacks, dollies, and push carts) may be managed/tracked in AFMC2.

3.5.2. Refer to T.O. 35D-1-2-CD-1, *Munitions Material Handling and Support Equipment (Miscellaneous and Locally Manufactured)* for maintenance, inspection, and servicing requirements for equipment items not identified in other specific item T.O.s.

3.5.3. Support equipment without a listed Standard Reporting Designator (SRD) may load SRD "GAZ" for "Not Otherwise SRD Listed support equipment."

3.5.4. The Air Force Equipment Management System (AFEMS) is the applicable system of record for all MMHE, Missile Test Sets, and associated support equipment. AFEMS maintains on-line equipment allowance standards for support equipment. Equipment custodians will maintain an AFEMS account and ensure all support equipment is accountable in AFEMS.

3.5.4.1. Equipment custodians will ensure their Custodian Authorization/Custody Receipt Listing (CA/CRL) accurately reflects proper authorizations IAW AFEMS. Automated Test Systems (ATS) are entered into AFEMS by SN. Failure to reconcile discrepancies could result in the inability to order, replace, and mobilize munitions equipment. When equipment is moved, custodians coordinate with Logistics Readiness Squadron (LRS) to ensure it is appropriately transferred (1ET) or deployed (1ED) in SBSS/AFEMS.

3.5.4.1.1. 'Transfer' accountability of equipment when movement is to a location with an established Expeditionary Logistics Readiness Squadron (ELRS) or host supply account at the gaining location.

3.5.4.1.2. 'Deploy' equipment when the gaining location has no ELRS or host supply account, when movement is part of a peacetime exercise or training deployment.

3.5.4.2. Contact the Equipment Accountability Element (EAE) or the Lead MAJCOM munitions staff to resolve account discrepancies. Air Reserve Component (ARC) units work through the HQ AFRC or NGB munitions staff for equipment issues. HQ AFRC or NGB will notify the EAE and should notify the appropriate Lead MAJCOM munitions staff.

3.6. Munitions Security.

3.6.1. Risk Categories: Risk Categories and munitions storage and facility security criteria are IAW DoDM 5100.76, AFI 31-101, and Lead MAJCOM supplemental guidance to AFI 31-101.

3.6.2. General Guidance for Protecting Munitions Information: Many types of munitions information and data are useful to a potential enemy. Munitions data relating to specific plans, operations, and weapons system requirements within the Non-nuclear Consumable Annual Analysis (NCAA) and WCDO processes could be damaging to national security. The fact that this instruction identifies certain information as unclassified does not authorize automatic release of information. To have access to classified munitions information, one must have a security clearance at the appropriate level, a signed SF 312, *Classified Information Nondisclosure Agreement*, and the need-to-know.

3.6.2.1. Release of Munitions Information to the Public or Foreign Entities.

3.6.2.1.1. Public release of information. Public release of sensitive but unclassified (SBU) munitions information requires prior approval. Such information includes

conversation, oral statement, speeches, articles, photographs, brochures, advertisements, displays, presentations, etc. Send proposed public disclosure, in writing, to the installation, major command, Air Logistics Complex, or HQ AF Public Affairs (SAF/PA) office for approval. Contractors, manufacturers and other government agencies are responsible for screening SBU munitions information submitted for release approval to ensure it is unclassified, technically accurate, and suitable for open publication. These activities are also responsible for written certification that the above criteria are met.

3.6.2.1.2. Visits from public media representatives. Visits by public media shall be coordinated with and public release of any information officially approved by the appropriate (installation, MAJCOM, or HQ AF) PA before disclosure.

3.6.2.1.3. Release of Classified or Unclassified Information to Foreign Entities. Any government or commercial agent receiving a request for release of conventional munitions information to a foreign government or individual must obtain approval. Approval shall be obtained IAW AFI 61-204, Disseminating Scientific And Technical Information, OPR of the applicable weapons specific security classification guide, and through an export license from the Department of State, Office of Defense Trade Control, PM/DTC, Washington DC 20522.

3.6.2.2. Classification Challenges. Individuals who believe munitions information is inappropriately classified are expected to challenge the classification. Individuals should bring classification challenges and concerns to the attention of their security manager or the Original Classification Authority (OCA).

3.6.3. How Munitions Information Classification is Determined: The rules expressed in Executive Order (E.O.) 12958 mandate that the OCA explicitly determines whether the unauthorized disclosure of the information could reasonably be expected to result in damage to national security. The OCA must be able to identify and describe the damage. Munitions Information Classification Rules listed in **Table 3.1**, *Munitions Information Classification Rules* do not address all possible combinations of information, but serves as a guide.

3.6.3.1. Security classification guides are developed IAW DoDM 5200.01, *DoD Information Security Program: Overview, Classification, and Declassification*, Vol. 1, Enclosure 6. The Program Manager (PM) will coordinate weapons-specific security classification guides affecting munitions or missile systems or their end-items with AF/A4LW and AF/A5R-C prior to publication or update. Weapon-specific security classification guides are posted on the GACP website. The Program Manager (PM) is responsible to keep Security Classification Guides current and posted on the GACP website. Weapon-specific security classification guides take precedence over security classification guidance in **Table 3.1** and **Table 3.2**, *General Classification Rules* of this AFI.

3.6.3.2. Three primary terms are used in munitions classification determination. Proper use of these terms will avoid unnecessary classification:

3.6.3.2.1. Requirements. The NCAA and Tactical Air Missile Program (TAMP) documents calculate requirements for munitions to support unified commander missions under the methodology in DoDI 3000.04, *DoD Munitions Requirements*

Process (MRP). The WCDO indicates the by base distribution of the NCAA and TAMP Combined Theater Requirement (CTR) data. Requirements are normally classified by the OCA using the logic rules outlined in the **Table 3.1** and **3.2**

3.6.3.2.2. Allocations. The approved quantity of munitions items allocated to a command or theater based on a fair share of the stockpile. Allocations and associated requisitions are normally unclassified.

3.6.3.2.3. Quantity. The on-hand amount of munitions available at any given time. Refer to the specific weapons classification guide for classification of quantity information. When items in the paragraphs below are not discussed or included, on-hand quantities are normally unclassified. On-hand quantities used in association with the items below shall be classified as SECRET or above.

Table 3.1. Munitions Information Classification Rules.

GIVEN ANY COMBINATION OF	FOR ANY COMPILATION	THEN FOR CONVENTIONAL MUNITIONS OR MISSILES CLASSIFY
Department of Defense Activity Address Code (DoDAAC) Department of Defense Identification Code (DODIC) Noun Description National Stock Number (NSN) Complete Round Weapon Code (CRWC) Allocations (all CAT Codes) Authorizations (all CAT Codes) Balances (all CAT Codes) Expenditures (all CAT Codes) On Hand Quantity (all CAT Codes) Levels (all CAT Codes) Peacetime (9452 PCAR) Requirements	Base, Command, Theater Or World-Wide	Unclassified
Operation Plan Identification Number **WRM Requirements**		Same as Source Document (e.g., NCAA, WCDO, WMP-4, OPLAN)

3.6.3.2.3.1. References to a specific plan, OPLAN or CONPLAN.

3.6.3.2.3.2. Assessments of wartime shortfall against on-hand quantities, base, command, or theater.

3.6.3.2.3.3. Identity or designation of the units that the stock is intended to support.

3.6.3.2.3.4. C-Day for establishment of re-supply.

3.6.3.2.3.5. Theater start-time periods.

3.6.3.3. General Classification Rules. **Table 3.2** outlines general classification designations for munitions information. This instruction and table may be cited as the classification authority when classifications are based solely on the guidance below.

Table 3.2. General Classification Rules.

Topic	Class	Remarks
1. WCDO in terms of 'days of support, percent of requirement or fill, or other capability related issues defined by the unified commander' (munitions CAT Codes F, G, and M)	S	REQUIREMENT data to include capability related to WCDO is SECRET.
2. Tactical Air Missile Program (TAMP) information	S	REQUIREMENT data related to TAMP is SECRET.
3. Items identified as Pre-Air Tasking Order (ATO) built or tasked	U	Mark For Official Use Only (FOUO), when not related to Air Tasking Order figures. ATO classified if tied to OPLAN.
4. Combat items allocated to support training	U	Mark FOUO.
5. WRM authorizations (munitions CAT Code B, F, and M)	U	Mark FOUO. The term WRM in itself is unclassified.
6. WRM quantities with a WRM authorization (munitions CAT Code B, F, G, M and Z)	U	Mark FOUO. The term WRM in itself is unclassified.
7. Information about WRM that reveals limitations to sustainment, logistics concept of operations, total requirements or objectives, estimate of operational effectiveness, or capacity to support WRM *logistics planning*	S	
8. WCDO information when related to a Time Phased Force and Deployment Data (TPFDD) Point of Debarkation (POD) and destination, Geographic Location (GEOLOC)	S	

Topic	Class	Remarks
9. Quantities of items identified as Predirect, Command Overflow or PACER AMMO wartime base/theater support	U	**NOTE:** Classify SECRET when associated with OPLAN, OPORD, and CONPLAN
10 Association of unit or command munitions capability to an Operation Plan (OPLAN), an Operational Order (OPORD), or a Conceptual Plan (CONPLAN)	S	**NOTE:** Classify the same as the OPLAN, OPORD and CONPLAN.
11. Base level requirements forecast	U	Unclassified when not tied to OPLAN.
12. Command requirements forecast	U	Unclassified when not tied to OPLAN.
13. TMRS data	U	Unclassified when standing alone.
14. Reliability Asset Monitoring (RAM) system data	See Remarks	Classify RAM system data IAW the individual weapons systems security classification guide.
15. TMRS and RAM system data	U	Classify SECRET when associated with OPLAN or WCDO requirement, or TPFDD information.
16. Total Deployable Munitions Packages (DMP) asset quantities, or compilation reflecting total number of repetitions of a Unit Type Code (UTC) to a storage location or any compilation DMP support capability	U	Classify SECRET when associated with OPLAN, WCDO requirement, TPFDD information, or tasking document.
17. Inventory information standing alone (raw numbers)	U	***NOTE*:** Multiple exceptions; refer to the specific weapons system classification guide.
18. Afloat Prepositioning Fleet (APF) plans and schedules to include all present and future vessel, port, bunkering, transit, and cargo operation dates and locations	C	***NOTE:*** Pre-coordination and working documents that show the intended location and date of a future operation are CONFIDENTIAL, otherwise they are UNCLASSIFIED. Cargo data including NEW, types and quantities are CONFIDENTIAL only when included with dates and locations of specific vessel operations. Documents and schedules of planned operations within 10 calendar days of scheduled execution may be downgraded to For Official Use Only (FOUO).

3.7. Key and Lock Control Procedures for Conventional Munitions Facilities. See AFI 21-200.

3.8. Munitions Training Programs.

3.8.1. General Training Requirements: Effective training programs in peacetime are critical to meeting deployment operations and surge combat requirements. Munitions managers and supervisors at all levels establish and implement training and qualification programs to enable technicians to proficiently perform assigned contingency and routine munitions systems tasks. Training focuses on management of assigned programs and qualification of supervisors and technicians to execute effective control, accountability, storage, receipt, shipment, inspection, maintenance, assembly, flightline delivery, and limited local disposition of conventional, precision guided, nuclear munitions, and associated components.

3.8.1.1. Munitions training programs and training outlines will emphasize Combat Ammunition System operations, processing procedures, operation of Automated Identification Technology (AIT) equipment, and TMRS as applicable throughout the range of munitions operations. When developing local training programs, maximize use of the Munitions Accountability Procedures Guide located on the AFMC2 site.

3.8.1.2. Munitions qualification training will focus on checkout, operation, and organizational level maintenance of assigned munitions tools, test, and handling equipment.

3.8.2. Combat Munitions Training (CMT) Program. The CMT program is designed to provide hands-on familiarization training to develop core knowledge for all 2W0XX and company grade officers assigned to the MUNS/Munitions Flight. CMT is not intended to fully qualify personnel in all tasks. The unit's conventional munitions mission or OPLAN tasking (in-place or deployed) has primary emphasis in the CMT program and includes all facets of the munitions support mission, accountability, and CAS processes. CMT training will utilize standard CAS screens and CAS help screens to promote proficiency in CAS transaction processing. CMT programs should attempt to develop cross-functionality in the use of personnel to the maximum extent possible. For senior leaders in the unit (SMSgt, CMSgt, and Capt), CMT participation should focus on leadership, mentorship, hands-on review, and adaptation of the CMT curriculum at the point of instruction. Munitions Supervision is responsible for establishing and implementing an effective CMT program and directs the Training Section/Element NCOIC in all stages of program development. Munitions Supervision, supported by the Training Section and other workcenters shall:

3.8.2.1. Develop a task-training list used to manage training for all contingency tasks and operations. The task-training list will identify the task to be instructed and the frequency (18 month maximum). Because supporting tasks are equally critical, the MUNS Superintendent/Flight Chief may designate personnel that only require CMT training on supporting tasks as identified on the task-training list. Additionally, determine the number of personnel (total number or percentage of assigned) required to train on each contingency task to meet the unit's most demanding contingency requirements. When developing the task training list, number of personnel to train, and frequency of training consider the following:

3.8.2.1.1. The usage and type tasked munitions from the UCML, weapons task qualification listing, ITO, aircrew training syllabus, and OPLANs.

3.8.2.1.2. Collateral mission tasking, MEP, and base support plans.

3.8.2.1.3. The criticality of supporting tasks.

3.8.2.1.4. The complexity, frequency, and duration of tasks performed.

3.8.2.1.5. The need for flexibility in the use of personnel during contingency operations.

3.8.2.1.6. The scheduling and the availability of personnel.

3.8.2.2. Develop and coordinate CMT training outlines with Wing Safety and Quality Assurance (QA) (or equivalent) for ground/weapons safety adequacy and technical accuracy; the MASO to promote standardization of CAS tasks and processes; and with the local logistics/maintenance training flight to ensure the course curriculum and training outlines meet requirements of AFMAN 36-2234, *Instructional Systems Development.* As a minimum, training outlines will contain a training title, training objectives, student instructional material. Training resources, instructional method, and instructional guidance.

3.8.2.2.1. DELETED.

3.8.2.2.2. DELETED.

3.8.2.2.3. DELETED.

3.8.2.2.4. DELETED.

3.8.2.2.5. DELETED.

3.8.2.2.6. DELETED.

3.8.2.3. Ensure all 2W0XX personnel assigned outside the Munitions Squadron/Flight attend CMT at intervals designated by the MUNS Superintendent/Flight Chief. This ensures munitions personnel retain familiarization on core munitions tasks and meet combat training requirements of the 2W0X1 Munitions Systems CFETP and training outlined by the Munitions Superintendent/Flight Chief in the Master Task Listing (MTL). This may only be waived by the individual's Squadron Commander (or equivalent) for documented medical reasons.

3.8.2.4. Manage exemption from CMT requirements as follows:

3.8.2.4.1. Short-tour assignment locations when each member of the munitions organization receives a documented initial OPLAN briefing. Maintain OPLAN briefing documentation until personnel PCS.

3.8.2.4.2. Units who primarily support Research, Development, Test and Evaluation (RDT&E) programs when the base of assignment lacks sufficient resources to mount an effective program.

3.8.2.5. Certify completion of individual CMT training requirements when it can be positively established through training records and/or other deployed documentation that training received or activities conducted while deployed to a contingency location satisfies the CMT requirements identified for an individual or assigned duty section.

3.8.2.6. Ensure that CAS access is controlled and monitored until training is complete, documented, and access granted by a System Administrators (SA).

3.8.2.7. ARC unit CMT programs are separate and distinct training programs. However, ARC units should collaborate with their gaining commands/units to maximize the effectiveness of their CMT program. Total Force Integration (TFI) units should develop and maintain a single consolidated CMT program on each installation.

3.8.2.7.1. DELETED.

3.8.2.7.1.1. DELETED.

3.8.2.7.1.2. DELETED.

3.8.2.7.1.3. DELETED.

3.8.2.7.1.4. DELETED.

3.8.2.7.1.5. DELETED.

3.8.2.7.1.6. DELETED.

3.8.2.7.2. DELETED.

3.8.2.8. DELETED.

3.8.2.9. Designate CMT instructors in writing. Ensure CMT instructors are CFETP qualified and technically proficient on all instructional tasks. CMT instructors may be assigned to the Munitions Training Element or other workcenters.

3.8.2.10. Ensure initial CMT academic training is completed before practical training. At a minimum, CMT training shall include instruction and training in tasks required to accomplish their portion of the unit's IGESP, ESP, and MEP (if applicable) during transition to conflict.

3.8.2.10.1. DELETED.

3.8.2.10.1.1. DELETED.

3.8.2.10.1.2. DELETED.

3.8.2.10.1.3. DELETED.

3.8.2.10.1.4. DELETED.

3.8.2.10.1.5. DELETED.

3.8.2.10.1.6. DELETED.

3.8.2.10.2. All safety devices, features, and hazards of the work environment IAW AFMAN 91-201 and applicable item T.O.s.

3.8.2.10.2.1. DELETED.

3.8.2.10.2.2. DELETED.

3.8.2.10.2.3. DELETED.

3.8.2.10.2.3.1. DELETED.

3.8.2.10.2.3.2. DELETED.

3.8.2.10.2.3.3. DELETED.

3.8.2.10.2.3.3.1. DELETED.

3.8.2.10.2.3.3.2. DELETED.

3.8.2.10.2.3.4. DELETED.

3.8.2.10.3. Identification and description of components IAW the applicable item T.O.s.

3.8.2.10.4. Review of abbreviated inspection tasks and rapid assembly of components IAW T.O. 11A-1-63 and/or the specific item T.O. (-63 are preferred).

3.8.2.10.5. Review of vehicle, AGE, SE, MMHE, TMDE, test set, and special tool specification, use, and operational maintenance requirements for each type build/operating locations.

3.8.2.10.6. Review of requirements and procedures for munitions security and storage.

3.8.2.11. Units will use IMDS/G081 to track CMT.

3.8.2.12. Plan CMT training so that practical training normally begins when academic training is complete. Practical training is administered by qualified and appointed CMT Instructors. Conduct CMT in facilities or training areas usually dedicated to the munitions assembly or support operation being instructed and will include:

3.8.2.12.1. Use of facilities large enough to accommodate required training and associated SE.

3.8.2.12.2. Use of a practical training area with adequate office space and an academic classroom with appropriate heating and cooling.

3.8.2.12.3. Maximum duplication of realistic operating conditions to enhance training. Additional munitions practical training considerations for munitions include:

3.8.2.12.3.1. Familiarity with munitions serviceability criteria. Do not allow blanket rejection of training munitions during training operations solely because they are inert.

3.8.2.12.3.2. Familiarity with the operation of all available MMHE, AGE, and SE used during operations. Pay particular attention to equipment not used on a routine basis. This training focuses on handling, utilization, and loading procedures to include loading in/out of containers.

3.8.2.12.3.3. Training must emphasize set-up for mass assembly and innovate production techniques and organization (i.e., use of the Munitions Assembly Conveyor (MAC), trailer builds, dunnage builds), use of power tools, and on-the-spot maintenance procedures (i.e., use of thread chasers, alignment devices). As a minimum, this phase includes:

3.8.2.12.3.3.1. Physical inspection of components according to T.O. 11A-1-63 or specific item T.O.. Use T.O. 11A-1-63 if it includes inspection procedures.

3.8.2.12.3.3.2. Use of inert components for this training is recommended. If inert components are not available, live munitions may be used provided serviceability is not jeopardized and technical data or MAJCOM does not prohibit use.

3.8.2.12.3.4. Units with an alternate mission as specified in an approved Organizational Mission Directive (OMD) (i.e., TARRP) will ensure training reflects applicable tasks.

3.8.3. Munitions Inspector Training:

3.8.3.1. To become a certified Munitions Inspector (not a trainer), any active duty, air national guard, or reserve 2W051, 2W071, or 2W091 munitions technician/supervisor, federal civilian, or federally employed contractor may be trained, qualified/certified, and appointed as a Munitions Inspector at the discretion of the Munitions Flight Chief (or DoD civilian/contractor equivalent). To become certified, they must complete Munitions Inspector Training and Certification using the *USAF Qualification Training Package (AFQTP) for Munitions Inspector Training and Certification* located on the AFMC2 SharePoint Site and any local requirements (e.g., Senior Inspector Assessment, Quality Assurance evaluations). There is no specific training duration or experience requirement unless otherwise stated in this AFI, the Munitions Inspector AFQTP, or local guidance.

3.8.3.1.1. Units may include an addendum to the munitions inspector AFQTP to address local inspector requirements or processes. However, the basic AFQTP will not be changed or deviated from without approval of the 2W0X1 Air Force Career Field Manager (AFCFM).

3.8.3.1.2. Submit proposed changes to the munitions inspector AFQTP through their Lead MAJCOM to the 2W0X1 AFCFM for approval prior to implementation.

3.8.3.2. Civilian personnel hired from any other military service with Quality Assurance Specialist, Ammunition Surveillance (QASAS) experience (GS-1910 series rating) may be appointed as a Munitions Inspector provided they meet the training, qualification and appointment criteria of **paragraph 3.8.3.1** and possess at least four years experience in an ordnance or munitions career field/job series/position (e.g., civilian munitions worker, Explosive Ordnance Disposal (EOD); Naval, Army, USMC Ordnance, Aircraft Armament, Nuclear, or ICBM Munitions).

3.8.3.3. Document certification in the Training Business Area (TBA), Individual Training Program (ITP) journal entry, **AF IMT 623A, AF IMT 1098**, IMDS/G081, or other suitable documentation, standardized across the unit.

3.8.3.4. Utilize a 'Train-the-Trainer' concept to locally train and certify munitions inspectors. To become certified as a Munitions Inspector Trainer, the following requirements must be met:

3.8.3.4.1. Active duty, air national guard, and reserve personnel must hold AFSC 2W071, Munitions Technician/Supervisor (or above) and hold SEI 836.

3.8.3.4.2. Federal civilian and federally employed contractor personnel must meet the SEI 836 qualification requirements.

NOTE: Federal civilian and federally employed contractor personnel are not eligible for award of and AFSC, skill levels, or and SEI.

3.8.3.5. Active duty, air national guard, and reserve personnel may be awarded SEI 836 be competing Specialty Training Standard (STS) qualification, completion of all training objectives outlined in the *AFQTP for Munitions Inspection Qualification and Certification*, 8 months of hands-on munitions inspection experience in any munitions workcenter, and the supervisor‘s recommendation.

3.8.3.6. The senior munitions inspector must hold SEI 836, and have either 2 years continuous munitions inspector experience within the past 48 months or have attended the AETC in-resident or Mobile Training Team (MTT) course within the past 48 months. When inspector experience and course attendance cannot be met, the Flight Chief will appoint the most experienced person holding SEI 836 and ensure they attend a formal inspector training course within 1-year of appointment. The senior munitions inspector is an approved inspector trainer regardless of meeting inspector trainer requirements.

3.8.4. NWRM Training: All personnel that are assigned NWRM duties will receive NWRM training IAW AFI 20-110 prior to handling any NWRM.

3.9. Static Display Munitions (SDM) and Inactive/Obsolete EOD Training Munitions Procedures.

3.9.1. These procedures apply to both SDM and Inactive/Obsolete EOD training items, unless specified otherwise.

3.9.2. SDM may be placed on permanent, fixed static display around an MSA and installation to build esprit de corps and to improve overall appearance. This does not include inert munitions used for open houses, Ammunition CAPSTONE Course, change of command ceremonies, static display munitions approved through the AF Museum Program, or in a training environment. The Flight Chief may approve the use of existing inert trainers for temporary static displays IAW AFMAN 91-201 and applicable item T.O.

3.9.2. **(SEYMOURJOHNSONAFB)** Inert munitions used for local open houses, change of command or retirement ceremonies and all other temporary static display purposes will be requested through the same maintenance scheduling procedures directed for static display aircraft, as outlined in ACCI 21-165 *CAF: Aircraft Flying and Maintenance Scheduling Procedures*. To ensure availability of static display munitions, coordinate requirements with Munitions Control no later than 14 calendar days in advance of request date.

3.9.3. Inactive/Obsolete EOD training munitions may be retained only by EOD for continued proficiency training. HQ Air Force Civil Engineer Support Agency (AFCESA/CEXD) will establish accountability procedures and coordinate with the applicable Air Logistics Complex (ALC) on assets in this category. These assets are not SDM and will not be used for static display purposes.

3.9.4. The condition and appearance of SDM is a reflection of the Air Force, individual units, and the munitions community, and must be maintained in superior condition.

3.9.4.1. At least annually, organizations with approved SDM will visually inspect items for overall appearance and for platform mounting security and safety. Documentation of

SDM inspections will be maintained within the SDM package with a copy of the ADR that authorized use of the SDM. Document SDM inspections as follows:

3.9.4.1.1. Documentation of SDM inspections prior to 1 January 2013 may be retained on locally developed forms/e-forms.

3.9.4.1.2. SDM inspections performed after 30 September 2013 will be documented using AFTO Form 95, *Significant Historical Data* IAW TO 00-20-1, and as follows:

3.9.4.1.2.1. Block 3: SDM identifier.

3.9.4.1.2.2. Column A: Date of inspection.

3.9.4.1.2.3. Column B: Remarks; note visible deterioration, mounting security/safety issues, and corrective actions taken.

3.9.4.1.2.4. Column C: Unit, printed rank/name, and signature of inspector/technician.

3.9.4.2. Higher Headquarters may direct units to remove SDM if not maintained in a fitting condition and appearance.

3.9.5. Only unserviceable, non-repairable, and worldwide excess inert/empty certified munitions will be approved as SDM.

3.9.6. Approved SDM items will be permanently stamped or etched with a unit specific SDM identifier number consisting of the acronym "SDM", unit DoDAAC, and a 3-digit number assigned by the unit in numerical sequence. ***EXAMPLE:*** The first request from Osan AB, Korea for three inert MK-82s (BLU-111) would be marked SDM-FV5284-001 through SDM-FV5284-003.

3.9.7. All SDMs will be secured to prevent removal of the CR or any attached sub-components.

3.9.8. Request Procedures.

3.9.8.1. When an asset requested for SDM or Inactive/Obsolete EOD training is on the munitions DoDAAC, the MASO must submit an ADR to the appropriate ALC requesting authorization. Assets obtained by an organization without coordination through the local Munitions Flight will be the responsibility of that organization.

3.9.8.2. The following statements will be made (as appropriate) in the 'Reason for Reporting' block:

3.9.8.2.1. For SDM: "Request the munitions items listed on this document be retained for static display. I certify the munitions listed are unserviceable, non-repairable for operational use, and free of explosives and explosive residue. The munitions will be marked SDM-FVXXXX-001 through SDM-FVXXXX-999 and placed on permanent, fixed static display within 90 calendar days of receipt of approval. This action has been coordinated through Munitions Supervision."

3.9.8.2.2. For Inactive/Obsolete EOD training: "Request the munitions items listed on this document be inventory adjusted off record and provided to EOD. Items have been declared inactive/obsolete by the AF for operational use and will not be

maintained in the active inventory. I certify the munitions listed are free of explosives and explosive residue."

3.9.8.3. All unserviceable defects will be listed on the ADR.

3.9.8.4. The ADR will specifically identify the requesting organization. If approved, this organization will be the owning organization and will be responsible for the inspection, appearance, and maintenance of the item. The owning user will forward documentation of annual inspections to the MASO. The MASO will file latest inspection documentation with the original SDM paperwork.

3.9.8.5. The Product Team Item Manager (IM) and Equipment Specialist (ES) will review requests, make worldwide excess stock (SDM/EOD items) and/or non-repairable determinations (SDM only), and recommend approval/disapproval to the PM. The PM will approve/disapprove the request.

3.9.8.6. If approved, munitions will be inventory adjusted from accountable records by the MASO. SDM will be tracked by ADR and SDM number by the Munitions Flight. EOD items will be managed and tracked by the EOD unit IAW procedures established by HQ AFCESA/CEXD.

3.9.8.6.1. The ADR will be the sole proof of authorization to adjust accountable records. No other supporting documentation is required.

3.9.8.6.2. The SDM display location (e.g., entry to bldg XXX, MSA Main gate, static display aircraft at west gate) will be annotated on all copies of the approved ADR and updated as changes occur. SDMs owned by the Munitions Flight shall be managed in the CAS, *Non-accountable Program* (AM101A).

3.9.8.6.3. SDM not placed on permanent display within the specified 90 calendar day timeframe will again be reported on AF IMT 191, ADR for final disposition.

3.9.9. Final Disposition.

3.9.9.1. SDM removed from display will be returned to accountable records using an Organizational Turn-in (ORG TIN) according to **paragraph 7.19.1.1** and reported on an ADR for final disposition. SDM numbers will be reported for each item removed from static display.

3.9.9.2. Inactive/Obsolete EOD training items may be retained as serviceable as long as they serve their intended purpose and do not present a safety hazard or reduce training capability.

3.9.9.3. Inactive/Obsolete EOD training items no longer used for training will be disposed of IAW DoD 4160.28-M Vol. 2, *Defense Demilitarization*: *Demilitarization Coding* by the owning EOD organization.

3.9.10. Historical/Archival Records.

3.9.10.1. For SDM: The Munitions organization, owning organization, and GACP will maintain copies of original ADRs for the entire period munitions are on static display.

3.9.10.2. For Inactive/Obsolete EOD items: AFCESA/CEXD and the owning EOD organization will establish procedures to properly utilize, account, document, and dispose of these assets.

3.10. Missile and PGM Management.

3.10.1. Management of AUR Missiles:

3.10.1.1. Do not convert AUR missiles to CRs in CAS.

3.10.1.2. Ready-use missiles (e.g., out of containers and loaded on trailers/racks for immediate use) will be managed in CAS by NSN and SN.

NOTE: Missiles out of containers for maintenance are not considered 'Ready-Use'.

3.10.1.3. Bulk stock AUR missiles may be managed in CAS by pseudo lot or SN at unit option. MAJCOMs may direct use of either pseudo lot or SN for bulk stock AUR missiles.

3.10.1.4. For bulk stock AUR missiles, warehouse labels will not be applied to floor location markers and local standardized location markings will be used. Place the warehouse labels for each missile container on the humidity indicator side of the container.

3.10.2. General Missile Management: Unserviceable components will be shipped to depot facilities, using priority 02 and CC-F. The GACP may approve less than QUP after coordination with appropriate PM. WSEP Program missile components will be shipped priority 05.

3.10.3. Air Intercept Missile (AIM) - 9M Procedures.

3.10.3.1. Units do not requisition AIM-9M AUR missiles including AIM-9M Captive Air Training Missiles (CATMs). The GACP (Robins AFB) distributes AIM-9M AUR missiles based on approved allocations. If needed to support CATM allocations, units may requisition the Missile Body Section (MBS) and Guidance Control Section (GCS) to build-up the CATM. In this case, unit places the following remarks in the requisition 'Comments' field: FYXX Alloc CATM New Build.

3.10.3.2. If on-hand quantity of serviceable GCSs is less than the allocated AUR and CATM quantity, requisition replacement GCSs based on the number of unserviceable GCSs shipped to depot or manufacturer using priority 02. Place the Transportation Control Number (TCN) and quantity of shipped GCSs in CC-F in the 'Comments' field (i.e., 4 EA FV0003 7329 7503, F). GCSs will be shipped in QUP.

NOTE: AIM-9M GCS requisitions are limited by the AIM-9M AUR, CATM, and GCS asset posture. Only the AUR and CATM are allocated.

3.10.3.3. Units will maintain CATM-9s by the CATM-9 NSN.

3.10.4. Component Replacement Procedures. Manage replacement components as follows:

3.10.4.1. If a spare replacement component is in stock, remove and replace the component, process a CC/identity change for the unserviceable component and update records in TMRS. Follow documentation procedures for Stockpile Consumption Issues and TIN.

3.10.4.2. If no replacement component is in stock requisition IAW with **paragraph 3.10.2**.

3.10.4.2.1. Units are not required to segregate donor missiles within individual containers. Do not change the donor AUR to a stubby NSN. Change the donor missile to CC-G and attach the appropriate 15XX series tag to the missile and container. ***EXAMPLE:*** If four CC-A missiles are in a container and a component is removed from one of the missiles, place the affected missile in CC-G, apply the appropriate 15XX series tag, and return to the same container.

3.10.4.2.2. Process an ORG TIN for the unserviceable component and requisition a replacement component IAW **paragraph 7.7**.

3.10.4.2.3. Change the CC of the AUR and update records in TMRS.

3.10.4.3. When no replacement assets are available, process a Consumption Issue using DIFM to Organization/Shop (ORG/SHP) 002SM which will generate a due-out.

3.10.4.3.1. TIN the unserviceable component from the AUR using DIFM TIN procedures against the DIFM due-out document IAW **paragraph 7.19.1.4**.

3.10.4.3.2. Change the AUR to CC-G and update TMRS records.

3.10.4.3.3. Once QUP is reached, if required, ship unserviceable components.

3.10.4.3.4. Process requisition for serviceable replacement components. Ensure the TCN and quantity of shipped CC-F components is placed in the 'Comments' field (i.e., 4 EA FV0003 7329 7503, F).

3.10.4.3.5. Upon receipt of replacement component(s), perform a Due-Out Release against the due-out DIFM document to ORG/SHP 002SM, change CC, and update records in TMRS.

3.10.5. Acceleration Monitoring Device/Assembly (AMD/AMA) Management.

3.10.5.1. AMD and associated components will not be managed or tracked in CAS. These assets are DLA managed and will be requisitioned through Base Supply using O&M funding.

3.10.5.2. An AUR AMA is created when mating a CAS managed and stock listed Missile Body Assembly (MBA) with a DLA managed and SBSS stock listed AMD.

3.10.5.3. When an MBA has been mated to an AMD, use the appropriate (grey or orange) AUR AMA NSN to process a selective identity change in CAS.

3.10.5.4. Units will not maintain AMD not in AUR AMA configuration. Upon disassembly, turn in all excess AMD to the Base Supply.

3.10.5.5. AMD maintenance is limited to the procedures of T.O. 11G14-4-11, *Field Level Maintenance Accelerator Monitoring Assembly (AMA)*.

3.10.6. Units are not authorized to fly tactical missiles unless authorized by AFI 11-214, *Air Operations Rules and Procedures*.

3.11. WRM Munitions Program Element Code PEC 28030.

3.11.1. Units with PEC 28030 requirements develop and submit budget forecasts per AFI 25-101 for inclusion in the base financial plan.

3.11.2. After PEC 28030 funds are allocated, Commanders of munitions activities, munitions supervision and the MASO closely monitor fund expenditure to ensure fulfillment of WRM munitions maintenance requirements.

3.12. Disposition of Munitions.

3.12.1. Resource Conservation and Recovery Act (RCRA). To meet current and future mission requirements, the munitions management program must incorporate protection of the environment as a national priority. Federal and State laws and regulations establish requirements for management and disposal of Waste Military Munitions (WMM). Applicable federal law includes the EPA MMR (40 C.F.R. Subpart M). WMM are military munitions designated by the appropriate AF Designated Disposition Authority (DDA) as no longer acceptable for any useful purpose, or determined by EOD as requiring a Level 1 or 2 emergency responses. Disposal of these items is then directed by the Installation Commander. All WMM management activities shall consult with the base environmental function to determine the laws applicable at that base and comply with those laws. OCONUS locations must follow the MMR environmental requirements in this AFI unless conflicts exist with the following: Host-nation final governing standards, DoD Overseas Environmental Baseline Guidance Document, and Status of Forces Agreements.

3.12.1.1. The MMR amended Federal RCRA regulations requiring WMM to be managed as a hazardous waste. The MMR is a federal standard, not a national standard and the State can either adopt the MMR or choose to enact a state MMR regulation that is more stringent than the Federal regulation. Each base (led by its environmental function) must determine the extent of state (or territory) adoption and compare it to EPA's MMR and DoD implementation policy of the MMR.

3.12.1.2. The EPA's MMR establishes Federal requirements for obtaining a conditional exemption from regulating WMM as a RCRA hazardous waste. One of the requirements for obtaining the federal conditional exemption is managing WMM IAW Department of Defense Explosive Safety Board (DDESB) rules. If a State has adopted its own MMR, the State MMR will determine if a conditional exemption is available and the requirements for obtaining it. When a state has adopted its own rules for obtaining a conditional exemption, DDESB rules must also be followed. Non-compliance could result in fines or even criminal penalties for known violations. To the fullest extent possible, the base should coordinate with all DoD components within the state or territory to assure the MMR is being managed in a consistent manner.

3.12.1.3. Bases can be EPA or state authorized for treatment of WMM as RCRA hazardous waste in specified Open Burn/Open Detonation (OB/OD) units. Where a treatment permit has been issued or interim status pre-permitting authorization obtained by the base, WMM shall be managed IAW the EPA/state permit or interim status rules.

3.12.1.4. Non-compliance with RCRA Federal or State laws, whichever is most stringent, can result in fines or penalties to include criminal penalties for known violations. WMM activities shall be conducted in compliance with all applicable environmental requirements.

3.12.2. Conventional munitions, missiles, and their components are managed IAW this AFI and retained in the Air Force inventory as long as there is a requirement and the assets are serviceable, economically repairable, or recoverable. Units shall not identify unused military munitions as hazardous waste until authorization from an AF DDA, EOD, or installation commander has been secured indicating that the munitions cannot be put into serviceable condition and cannot be recycled or used for other purposes. Once a determination is made by an authorized military official, units shall comply with all applicable environmental requirements.

3.12.3. Where proposed or effective state law or a proposed or existing RCRA permit condition is determined to exceed or conflict with the policy contained in this AFI or AFMAN 91-201, the installation environmental and legal offices shall first attempt to resolve the administrative conflict through consultation and/or permit modifications with the state authority. The installation shall comply with all applicable environmental laws and permit conditions pending resolution of the conflict.

3.12.3.1. Disputes with state/local regulators must be referred at once to installation environmental and legal offices for possible resolution.

3.12.3.2. In resolving conflicts, life protection will be the primary concern of the decision-maker and AFMAN 91-201 standards will remain in effect pending resolution.

3.12.4. Disposition of Recovered Items: Response Level 1, Level 2, Emergency, and Routine.

3.12.4.1. The responsibility to consider safety begins at the lowest level, and the authority to deal with a problem as an immediate response begins with the munitions handler.

3.12.4.2. An AF DDA is the only approval authority for disposition of military munitions items as WMM. EOD response specialists conduct level 1 and 2 emergency responses. Hazardous munitions items designated by EOD as Level 1 or Level 2 do not require DDA approval prior to disposal. EOD response specialists will contact the base Environmental Function to ensure all state requirements are met prior to disposal.

3.12.4.2.1. The DDA for conventional munitions other than Air Superiority Missiles (ASM) is the GACP (Hill AFB).

3.12.4.2.2. The DDA for ASM is the GACP (Robins AFB).

3.12.4.3. When the EOD response specialist determines that munitions requires an ‘IMMEDIATE RESPONSE (Level 1)’ (e.g. not safe to transport or store), or that a munitions item requires an ‘IMMINENT AND SUBSTANTIAL ENDANGERMENT RESPONSE (Level 2)’ (e.g. the item can be transported and temporarily stored awaiting state notification or permits), request for disposition from a DDA is not necessary.

3.12.4.3.1. If as a result of a level 2 emergency, a munitions item is turned over to the military installation for temporary storage, the EOD specialist will annotate “IMMINENT AND SUBSTANTIAL ENDANGERMENT RESPONSE (Level 2)” on the FOB Turn-in document.

3.12.4.3.2. The munitions activity or EOD will immediately request that the installation environmental function obtain the necessary permits or oral authorization

from Federal, State and/or Local authorities. Oral authorizations must be documented and the installation must follow-up with the agency to assure a complete record is maintained.

3.12.4.3.3. If the state environmental regulatory agency (or host nation equivalent) grants an emergency disposal permit or authorization, items will be disposed of IAW emergency disposal procedures. If an emergency disposal permit or authorization is not granted, the installation environmental and legal offices will immediately elevate the issue to the MAJCOM munitions staff and environmental offices and the regional AF environmental office for resolution. Annually, the munitions activity will request EOD to re-evaluate munitions from Level 2 emergencies that are in prolonged storage to ensure they have not become an immediate hazard (e.g., Level 1 emergency response).

3.12.4.4. When the EOD response specialist declares that recovered munitions do not or no longer require emergency action (ROUTINE-Not Level 1 or 2), and the munitions are returned to the military installation for storage, then the EOD response specialist will annotate "ROUTINE" on the FOB turn-in document.

3.12.4.4.1. Munitions personnel will request disposition from a DDA.

3.12.4.4.2. Munitions found off base that are declared ROUTINE - NOT Level 1 or Level 2, have unknown storage history, or are rendered/declared safe by EOD, will be evaluated from a storage and transportation aspect by the appropriate DDA for disposition determination.

3.12.4.5. The EOD response specialist determines the need for disposal or destruction of munitions or explosives that constitutes an immediate danger to human life or property. Coordination and approval of emergency disposal or destruction actions is established locally per safety and EOD procedures.

3.12.4.5.1. The MASO shall notify the appropriate program management team using the GACP CRM, and Lead MAJCOM via e-mail, when stock-listed munitions or explosives are found to be immediately dangerous and the condition is not a result of misuse or mishandling.

3.12.4.5.1.1. Appropriate production lot suspension or restriction actions must be assessed or initiated by the Product Team/Integrated Product Team (PT/IPT) through the appropriate ES or PM after disposal actions/decisions.

3.12.4.5.1.2. The PT/IPT will take prompt action to advise users that the lot has been restricted or suspended in CMRS.

3.12.4.5.2. If munitions personnel have any questions or doubts about the safety of munitions assets, contact your supporting EOD unit.

3.12.4.5.3. Once EOD personnel have determined that the response can be delayed without compromising safety or increasing the risk to human health, follow the Imminent and Substantial Endangerment Response (Level 2) instructions in the EPA MMR implementation procedures.

3.12.4.5.4. The installation should ensure procedures are established with the appropriate environmental regulatory agencies in advance that enable EOD to quickly

and effectively respond to EOD declared Level 1 and 2 responses without delay or further risk to human life or property.

3.12.4.6. Each installation must assure that a partnership is established between the environmental office, Judge Advocate (JA), EOD, and the munitions organization to plan and implement the EPA MMR, installation strategy, and to resolve any munitions-related environmental concerns at the lowest level. The installation environmental office is responsible to chair the meetings, establish the agenda, and provide meeting minutes to all members.

3.12.4.7. In addition to level 1, level 2, emergency, and routine EOD responses, IAW AFI 10-801, *Defense Support to Civil Authorities (DSCA)*, when directed under Immediate Response Authority (IRA) situations, Air Force officials, including local military commanders, may be directed/required to provide EOD support to domestic local civilian law enforcement agencies.

3.12.4.7.1. When DSCA support includes EOD assistance to civil authorities to mitigate, render safe, and dispose of hazardous military explosives items and other improvised explosive devices (IED), these assets should not normally be returned to the MSA, unless directed by higher authority.

3.12.4.7.2. Requests from civil authorities for non-immediate EOD support (e.g., materials that are unrelated to DoD origin, or appear not to be of DoD origin) will be subject to approval by the Secretary of Defense (SECDEF). Examples of non-immediate DoD EOD support include, but are not limited to, use of DoD materials, equipment, and use of AF munitions storage facilities.

3.12.5. Disposition of Excess Munitions.

3.12.5.1. DELETED.

3.12.5.2. Serviceable excess will be reported via the automated serviceable excess program on the GACP website. Refer to the User's Guide posted under the serviceable excess link.

***NOTE*:** MASOs should only report MSRG serviceable excess if unique circumstances exist (e.g., mission changes, Base Realignment and Closure (BRAC), construction projects that impact capacity, loss of NEW).

3.12.5.2.1. Do not report MSRG excess if current allocations or future requirements exist.

3.12.5.2.2. OCONUS units must obtain MAJCOM concurrence before reporting MSRG excess.

3.12.6. Disposition of DoD Stock-listed Munitions.

3.12.6.1. When DoD stock-listed conventional munitions, missiles, and related explosive components become unserviceable at base level, the intent of the DoD is to ship assets to the appropriate location for further evaluation/screening for recycling and other utility before final disposition.

3.12.6.2. Processing ADR.

3.12.6.2.1. The munitions inspector will initiate and the MASO will approve, forward, or deleted the ADR in CAS.

3.12.6.2.2. After receiving an ADR, the DDA will provide disposition instructions to the initiator within 60 calendar days. If disposition instructions are not received within 60 calendar days the MASO or designated representative shall follow-up using the GACP CRM until disposition instructions are received.

3.12.6.2.3. Units may print to file the ADR document to capture disposition instructions.

3.12.6.2.4. The ADR transaction in CAS will be finalized by the MASO after receiving instructions from the DDA.

3.12.6.3. Policy for implementation of the EPA MMR states that only a DDA may designate munitions as waste.

3.12.6.3.1. For the Air Force, the PT/IPT evaluates and recommends actions to the DDA. The DDAs are designated in writing by the Product Group Manager and have final disposition authority.

3.12.6.3.2. The DDA response to an ADR will either direct shipment to another location for further evaluation/screening for Resource Recovery and Recycling (R3) or designate the munitions as waste and direct shipment to an EPA permitted or interim status OB/OD unit.

3.12.6.3.3. If the ship to location is an Army Depot, the DDA will furnish the appropriate address. The MASO must assure this address is included in the supplementary address (blocks 45-50) of the shipping document.

3.12.6.4. If the DDA directs shipment to another installation, the originating MASO must assure compliance.

3.12.6.4.1. If the DDA has no alternative disposition for the munitions, the base will receive notification to dispose.

3.12.6.4.1.1. Base munitions personnel will segregate waste munitions from serviceable/unserviceable assets.

3.12.6.4.1.2. Waste munitions must be clearly marked. Such identification may be by individual unit, pallet load, igloo, etc.

3.12.6.4.1.3. Separate storage facilities are not required for munitions designated as waste provided that all requirements of EPA's MMR or applicable state law are met and DDESB standards are followed.

3.12.6.4.1.4. ADRs will be initiated on unserviceable CC-H/CC-P assets upon inspector classification. Once disposition instructions have been provided, units may accumulate assets for quarterly consolidated shipments unless otherwise directed on the ADR.

NOTE: Submit ADR for CC-F assets only when no repair DoDAAC is available in CAS. Submit ADR for CC-E/CC-G assets when they are excess to requirements or repair capability/resource constraints indefinitely prevent maintenance.

3.12.6.4.2. The EPA's MMR provides that munitions which are stored in compliance with all requirements of the rule, including the requirement to meet DDESB standards, are not considered 'waste' by EPA until the munitions leave the magazine door en route to a non-military owned or operated treatment, storage, or disposal facility.

3.12.6.4.3. The EPA (RCRA) MMR provides that munitions that are deteriorated or damaged to the point that the munitions cannot be put into serviceable condition, and cannot reasonably be recycled or used for other purposes, are WMM while in storage. When deteriorated or damaged munitions are identified, base munitions personnel should notify the Environmental Function to determine if the state or territory has adopted the MMR Conditional Exemption for storage and to ensure the required regulatory notifications are made. If the Conditional Exemption is not available, the supporting EOD unit should be contacted to address the WMM as an emergency response (Level 1 or Level 2).

3.12.6.5. Unserviceable and non-repairable inert munitions items and accessories with DEMIL code other than 'F' and valued at $500 or less per item, which cannot be used for local training, may be approved for disposal by the MASO using the CAS ADR process. Disposal will be IAW DoD 4160.21-M, *Defense Materiel Disposition Manual*, DoD 4160.28-M Vol. 2, and DoD 4160.28-M Vol. 3, *Defense Demilitarization*: *Procedural Guidance.* Refer to AFI 20-110 for disposition of NWRM assets.

3.12.6.6. Unserviceable, inert munitions items and accessories with DEMIL code 'F', valued at $500 or over may have utility as spare parts and related historical data could be used for trend analysis. Submit ADR in CAS to the DDA.

3.12.7. Disposition of DoD Non-Stock-listed Munitions.

3.12.7.1. MASOs may authorize local disposition of research, development, test and evaluation assets or excess items that have been used in research and development projects/tests if project managers cannot return them to an original configuration (L10 stock-listed items). Project managers are responsible for providing disposition instructions and for all costs associated with disposal.

3.12.7.2. Assets subjected to temperature treatment, vibration, or impact testing (regardless of stock-listed status) will not be returned for issue or redistribution. Such items are inherently unsafe.

3.12.7.3. After a non-stock-listed munitions item has been used/considered for use in a test or evaluation program, the asset will be evaluated to determine its safety and proper identification. Project managers are responsible for costs associated with obtaining proper safety/identification evaluation if this cannot be determined by local agencies.

3.12.7.3.1. If assets cannot be properly identified, meet Hazard Classification (HC) requirements, Department of Transportation (DOT) requirements, or otherwise accepted for another program they should, on a case-by-case, be considered for local treatment/demilitarization.

3.12.7.3.2. If the safety of an asset (from a storage and handling aspect) cannot be determined with certainty, treat the asset as a Level 2 response and coordinate its

treatment/disposal with the base environmental function, EOD, and the appropriate Air Force DDA. The installation commander has the final disposition authority.

3.12.8. Disposition of COTS, Non-Stock-listed, Military Munitions.

3.12.8.1. Disposition requests for munitions purchased through the COTS system (i.e., certified by Non-nuclear Munitions safety Board (NNMSB) and approved by GACP for munitions system management) will be requested through the ADR process. If local stock numbers are assigned, list a DoD stock-listed item that the COTS munitions asset is closely related to (i.e., shotgun shells, 9mm hollow-point) in the remarks section.

3.12.8.2. Commanders that elect to purchase COTS munitions not approved for munitions system management, but have received NNMSB approval, must accept 'cradle-to-grave' responsibility for the munitions at the local level. This includes all use outside the MSA and final disposition of malfunctions (Duds), residue, and excess.

3.12.9. Disposition of Non-Stock-listed, Non-Military Munitions.

3.12.9.1. When munitions found on base or turned in from amnesty boxes are delivered to the MSA, munitions personnel will ensure that EOD or Security Forces Squadron (SFS) have determined whether item(s) are derived from any military source. If this determination can be made with certainty, follow disposition instructions contained in **paragraph 3.12.4**.

3.12.9.2. If it cannot be determined if the item(s) are from a military source, or safe from a storage and handling aspect, treat the item(s) as a Level 2 response and coordinate its disposal with the base environmental function and EOD.

3.12.9.2.1. The installation Commander has the final disposition authority.

3.12.9.2.2. If the decision is made to dispose, existing Air Force OB/OD Units should be considered. Prior to selecting an existing OB/OD Unit, the following conditions must exist:

3.12.9.2.2.1. When explosive assets are declared Level-2, the munitions activity shall initiate actions through the local installation environmental function IAW **paragraph 3.12.4.3.2**.

3.12.9.2.2.2. The OB/OD unit option is more cost effective than other local disposal options (i.e., civilian contract).

3.12.9.2.2.3. The receiving installation OB/OD Unit must be EPA permitted to treat the type and quantity of munitions requiring disposal and to receive those waste munitions from off-site sources for disposal.

3.12.10. Disposition procedures for Foreign Military Sales (FMS) unserviceable munitions generated at AF installations:

3.12.10.1. The host installation FMS manager must request the installation munitions unit initiate disposition action for any FMS munitions in writing.

3.12.10.2. The munitions unit will initiate an ADR as requested by the host installation FMS manager.

3.12.10.3. Assets with an NSN in CAS will be processed as an ORG TIN. Assets with no NSN in CAS will be processed as Non-CAS ADR.

3.12.10.4. The ADR will include:

3.12.10.4.1. The reason for reporting.

3.12.10.4.2. The name of owning FMS country.

3.12.10.4.3. Request that disposition costs be provided.

3.12.10.4.4. Request that ship-to disposal location be provided along with where to send Military Interdepartmental Purchase Request (MIPR)/transfer funds for disposition.

3.12.10.5. The AF DDA will coordinate with the DoD DDA and Army Disposal Installations for the requested information.

3.12.10.6. The AF DDA will return the ADR to the requesting AF installation munitions unit providing instructions and requested information.

3.12.10.7. All costs for shipment and disposition are the responsibility of the host installation FMS manager at the generating installation. The host installation FMS manager will arrange and transfer required funds IAW instructions provided on the ADR. Copies of the ADR and MIPR will accompany the shipment.

3.12.10.8. The installation munitions unit will prepare and book shipment IAW DDA disposition instructions only after the MASO receives a copy of the funds transfer document provided by the installation FMS manager.

3.12.10.9. The U.S. Army will provide closing disposal actions on the disposition request.

3.13. Management of Material Potentially Presenting an Explosive Hazard (MPPEH).

3.13.1. MPPEH is material owned or controlled by the DoD (to include DoD contractors as provided in contracts) that, prior to determination of its explosives safety status, potentially contains explosives or munitions and typically includes munitions containers and packaging material; munitions debris remaining after munitions use, demilitarization, or disposal; and range-related debris. MPPEH also includes material that potentially contains a high enough concentration of explosives that the material presents an explosive hazard (e.g., equipment, drainage systems, holding tanks, piping, or ventilation ducts that were associated with munitions production, demilitarization, disposal operations).

3.13.2. Excluded from MPPEH are:

3.13.2.1. Munitions within the DoD-established munitions management system. Munitions maintained, stored, transported, and utilized within the operational stockpile are not considered MPPEH. This includes empty containers temporarily retained for repacking assets in maintenance or in-use for current operations.

3.13.2.2. Munitions containers or packaging material that can be positively identified as explosive free through normal visual means are not considered MPPEH. These containers will still be inspected, certified, marked, sealed, segregated, and disposed of IAW DoDI 4140.62; DoD 4160.28-M, Vol. 1, 2, and 3; and T.O. 11A-1-60.

3.13.2.3. Military munitions or material transferred within or released from DoD control that are used for their intended purposes. Transfer or release occurs when a receiver has acknowledged receipt of Material Documented as Safe (MDAS) (see **paragraph 3.13.3.2**) or Material Documented as an Explosive Hazard (MDEH) (see **paragraph 3.13.3.3**) by signed documentation (e.g., DD Form 1348-1A, *Issue Release/Receipt Document*, or an equivalent document) and has taken physical custody of the MDAS or MDEH from the Department of Defense.

3.13.2.4. Material managed and handled by personnel outside of the DoD, except for defense contractors as provided in contracts.

3.13.3. All generated MPPEH requires a documented inspection by qualified personnel to determine and classify MPPEH as either MDAS or MDEH IAW **paragraph 3.13.9.2**.

3.13.3.1. Once MPPEH is determined to be either MDAS or MDEH, this material is no longer considered to be MPPEH.

3.13.3.2. MDAS is previously generated MPPEH that has been inspected and documented (certified) as not presenting an explosive hazard. Once documented as MDAS, ensure this material is not misidentified as either MPPEH or MDEH.

3.13.3.3. MDEH is previously generated MPPEH that cannot be documented as MDAS, and includes:

3.13.3.3.1. MPPEH that has been inspected and documented as to the maximum explosive hazards the material is known or suspected to present. Once identified as MDEH, this material is no longer considered to be MPPEH. Ensure that MDEH is not misidentified as either MPPEH or MDAS. ***EXAMPLE:*** Potentially MDEH material is all explosive items and their containers that have been used, expended, or residue generated from disposal operations.

3.13.3.3.2. MDEH classification only addresses the explosives safety status of material. ***EXAMPLE:*** MPPEH that cannot be positively determined to be MDAS, will be classified as MDEH and is therefore assumed to contain material with explosive hazards.

3.13.4. MPPEH inspection and documentation as MDAS or MDEH is completed IAW **paragraph 3.13.9.2**.

3.13.5. Establish and maintain a chain of custody for all MPPEH, MDAS, and MDEH through its life-cycle until transfer, expenditure, or disposal. Utilize existing CAS and munitions management procedures and processes in **Chapter 7** to maintain a chain of custody for these assets. Existing physical, transactional, and informational processes all contribute to maintaining a chain of custody.

3.13.6. Segregation and Identification: Control, manage, and segregate MPPEH, MDAS, and MDEH to prevent its unauthorized use, transfer, or release. Comply with supply chain materiel management policies and explosive safety standards IAW existing CAS and munitions management procedures and processes in **Chapter 7**.

3.13.6.1. Ensure that holding areas to control, manage, and segregate MPPEH, MDAS, and MDEH are located in secure areas and included in local facility threat assessments, when conducted by Resource Protection personnel.

3.13.6.1.1. Generating activities collecting MPPEH, MDAS, and MDEH (e.g., scrap, waste, and residue) will identify assets and maintain proper segregation of these materiels and determine the point at which no further material will be added to ensure unauthorized / other types of items are not comingled. Generated MPPEH, MDAS, and MDEH explosive, incendiary, and chemical ammunition is dangerous and will never be commingled with other types of property.

3.13.6.1.2. Units will contact DLA Disposition Services who will furnish additional guidance and, where possible, containers for use by scrap generators at the source.

3.13.6.2. Under no circumstances will AF personnel release MPPEH to non-DoD entities for possession, management, and processing.

3.13.6.2.1. Contracts or other legal agreements to transfer or release MPPEH to non-DoD entities are the responsibility of the generating activity. AF munitions activities and personnel do not generate MPPEH and therefore do not establish or fund contracts for release of MPPEH to non-DoD entities.

3.13.6.2.2. Explosive hazards must be identified, known, and documented prior to the transfer of any MPPEH, MDEH, or MDAS within the Department of Defense; transfer of MDEH to a qualified receiver; or release of MDAS to the public.

3.13.6.2.3. AF units, organizations, and activities that generate range-related debris are responsible for managing security, chain of custody, inspection, and documentation from collection through release from DoD control as MDAS. AF munitions personnel secure, manage, inspect, and document MPPEH, MDEH, or MDAS only when it is returned to the base or installation MSA for processing.

3.13.6.2.4. IAW DoDI 4140.62, MPPEH will be managed and processed (e.g., sorted, vented, inspected, segregated, secured) on the operational range or at the point of use to minimize handling and transport prior to processing and to facilitate disposition.

3.13.6.2.4.1. The movement of MPPEH from either the operational range or the point of use could require its management as waste military munitions under applicable Federal or State requirements in certain circumstances.

3.13.6.2.4.2. Commands and organizations will minimize transfer of explosive residue or munitions constituents from MPPEH into the environment during the management and disposition process.

3.13.6.2.4.3. AF munitions personnel only transfer or release MPPEH and MDEH to those DoD components, activities, and personnel that meet the requirements for certification, licensing and permits, transportation, training, and experience outlined in DoDI 4140.62.

3.13.7. Ensure that only MDAS is released to the public.

3.13.8. Ensure that MPPEH awaiting documentation of its explosives safety status, MDEH, and MDAS are not commingled and are not mis-identified.

3.13.9. Ensure that containers and holding areas for material being processed within the MSA are secured and clearly marked as to:

3.13.9.1. The hazards, if any, that may be present.

3.13.9.2. The inspection and reinspection (or processing and inspection) and documentation of the explosives safety status of the material present. Documentation of MDAS requires two independent signatures by trained and certified personnel.

3.13.9.2.1. The first signatory must be technically qualified and may be either a DoD employee or a DoD contractor. This signatory must have performed or witnessed the initial 100-percent inspection or DDESB-approved processing of the material.

3.13.9.2.2. The second signatory must be a technically qualified U.S. citizen who may be either a DoD employee or a DoD contractor. This signatory must have performed or witnessed the independent 100-percent reinspection or conducted an independent quality assurance inspection of processed material using an approved sampling method.

3.13.9.2.3. Each signatory must ensure the chain of custody was maintained before signing the explosives safety documentation. If the chain of custody is found to have been broken while under DoD control, the explosives-safety-status documentation is no longer valid. The affected material will be considered MPPEH and shall undergo either a second 100-percent visual inspection process or reprocessing using a DDESB-approved methodology with appropriate post-processing inspection to re-establish the explosives safety status and chain of custody of this material.

3.13.9.2.4. Air Force munitions personnel and qualified munitions inspector's trained IAW the provisions of **paragraph 3.8** are considered qualified to handle, inspect, and certify MPPEH, as appropriate. See DoDI 4140.62, for Qualification and Training guidelines.

3.13.10. Ensure that locations used for MPPEH or MDEH processing operations (e.g., consolidation, inspection, sorting, storage, transfer, release) have appropriate explosives safety siting.

3.13.11. Munitions and MPPEH Demilitarization/Disposal Documentation Procedures.

3.13.11.1. All ADR munitions assets authorized for demilitarization or disposal must be processed using program *Create ADR Shipment* (AMI28A). This program creates an A5J DD Form 1348-1A document for those ADRs that are being processed for DLA Disposition Services action and a SHP DD Form 1348-1A for disposal.

3.13.11.1.1. When the demilitarization or disposal activity is not on the same base as the munitions account processing the A5J input, the DoDAAC of the base where the demilitarization or disposal activity is located must be entered as the "Ship to" address.

3.13.11.1.1.1. Inert, empty, or non-explosive munitions and components are demilitarized according to their DEMIL Code by qualified munitions personnel. When munitions flight personnel conduct the demilitarization, the base DLA Disposition Services DoDAAC will be the "Ship to" address.

3.13.11.1.1.2. Transfers (Shipments) of MDAS which have not been demilitarized, or processed as scrap, to central disposal activities. Process these shipments using the 'Shipment For Disposal' selection within *Create ADR*

*Shipment (*AMI28A) which creates a SHP DD Form 1348-1A document without demilitarization statements. Ship these assets according to **paragraph 7.17**.

3.13.11.1.1.3. Demilitarized or scrap MDAS processed IAW an ADR and not shipped through local Deployment and Distribution Flight (Formerly TMO) (e.g., turned over to base scrap vendors, recycling activity/points) will be processed using the 'Shipment For DRMO' selection within Create ADR Shipment (AMI28A) which creates an A5J DD Form 1348-1A document with appropriate demilitarization statements. The MASO will print name and sign in block 22 and date block 23 on the A5J when these assets are delivered to a base scrap vendor or recycling activity/point. When shipped through local Deployment and Distribution Flight, transportation personnel will print, sign, and date these blocks.

3.13.11.1.2. Explosives or classified assets must be fully demilitarized as directed by DoD 4160.21-M and DoD 4160.28-M, Vol. 1, 2, and 3. Non-explosives and non-classified assets must be demilitarized as directed by the demilitarization code assigned to them. Refer to the asset IDR or Web Federal Logistics Information System (WebFLIS) for demilitarization code, Controlled Inventory Item Code (CIIC), and definitions.

3.13.11.2. Inspect, certify, and document Ammunition, Explosives, Dangerous Articles (AEDA), AEDA residue, MMPEH, range residue, and explosives-contaminated property, IAW DoD 4160.21-M, DoD 4160.28-M, Vol. 1, 2, and 3, DoDI 4140.62, and T.O. 11A-1-60.

3.13.11.2.1. If a determination cannot be made if the residue is non-hazardous, consult with the DDA and the local Environmental Function (see **paragraph 3.13.11.2.4**). Residue may have to be tested for Toxic Characteristic Leaching Process performed by an EPA certified laboratory. Report findings from the test to GACP for consolidation for future reference.

3.13.11.2.2. Comply with documentation procedures of DoD 4160.21-M and DoDI 4140.62.

3.13.11.2.2.1. A legible copy of the explosives-safety-status documentation shall accompany documented material upon its transfer from DoD control. DoD Components generating MPPEH will maintain copies of explosives-safety-status documentation for 3 years after release from DoD control.

3.13.11.2.2.2. Visual inspections may be used when safety can be assured. When visual inspection cannot provide assurance that MPPEH does not present an explosive hazard, other DDESB-approved means (e.g., thermal treatment) may have to be used to ensure that a release or transfer does not present an explosive hazard to a receiver. Only one signature is required to document MDEH when a visual inspection can positively assure MPPEH is documented as to the hazard it is known or suspected to present.

3.13.11.2.2.3. Required documentation statements for the determination of material's explosives safety status (e.g., MDAS, MDEH) are provided in DoDI 4140.62. These statements document that either:

3.13.11.2.2.3.1. MDAS: The material does not present an explosive hazard and is consequently safe from an explosives safety perspective for transfer within or release from DoD control.

3.13.11.2.2.3.2. MDEH: The material is hazardous with the known or suspected explosive hazards (MDEH) stated and are only transferable or releasable to a qualified receiver.

3.13.11.2.2.4. Demilitarization procedures established by DLA, the AF, or the Single Manager for Conventional Ammunition (SMCA) shall address when visual inspection is appropriate and the procedures that may be used to inspect or process MPPEH.

3.13.11.2.2.5. Inspect and document MDAS or MDEH based on one of the following two conditions:

3.13.11.2.2.5.1. After a 100-percent inspection and an independent 100-percent reinspection.

3.13.11.2.2.5.2. After processing by a DDESB-approved means with an appropriate post-processing inspection.

3.13.11.2.3. If additional instructions are required, contact the GACP through the CRM **paragraph 1.6.2**.

3.13.11.2.4. The AF DDA will coordinate with PM for military munitions acquisition programs and the Director, DLA, to establish demilitarization requirements for MPPEH, MDEH, and MDAS. DoDI 4140.62 requires PMs for military munitions acquisition programs to ensure that the program's planning, design, and implementation include MPPEH requirements to:

3.13.11.2.4.1. Document the expected level of explosive residue and other munitions' constituents that remain on used or demilitarized military munitions (e.g., cartridge casings).

3.13.11.2.4.2. For MPPEH generated from munitions use, to define specific demilitarization and disposal procedures that comply with applicable DoD explosives safety standards, trade security controls, and demilitarization requirements.

3.13.11.3. Temporary Property Accountability by:

3.13.11.3.1. DLA Disposition Services: Munitions authorized for demilitarization or disposal according to the ADR will be scheduled for demilitarization or disposal on a certain date.

3.13.11.3.1.1. Coordination between munitions inspection, accountability, and the demilitarization activity will ensure that disposal documents are produced no earlier than 5 duty days before the scheduled demilitarization or disposal date.

3.13.11.3.1.2. The A5J or SHP DD Form 1348-1A (as applicable) will be accomplished and original document provided to DLA Disposition Services with a copy to the Munitions Operations element.

3.13.11.3.1.3. If complete disposal occurs (as with explosives) DLA Disposition Services will not normally receive scrap.

3.13.11.3.1.4. Documents will then be routed to the Munitions Inspection Element for shipment inspection and temporary property accountability before the assets are transferred to the demilitarization activity or the DLA Disposition Services.

3.13.11.3.2. EOD: Documents for the emergency disposal of munitions will be accomplished IAW **paragraph 7.16.1.1.3.2**.

3.13.11.4. Demilitarization/Disposal Certification Procedures:

3.13.11.4.1. DLA Disposition Services: If residual saleable materiel remains, the demilitarization official must certify that "DEMILITARIZATION HAS BEEN ACCOMPLISHED. THERE IS RESIDUAL MATERIEL WHICH HAS BEEN DOWNGRADED TO SCRAP". The stock number must be circled and the word SCRAP entered. The scrap materiel and the documents must be returned to DLA Disposition Services for processing.

3.13.11.4.2. EOD: For complete destruction of items, emergency disposal action, the disposal and witnessing officials must certify "DISPOSAL HAS BEEN ACCOMPLISHED. THERE IS NO RESIDUAL MATERIEL WHICH HAS BEEN DOWNGRADED TO WASTE". This statement will be annotated on the consumption issue document and signed by the disposal and witnessing officials.

3.14. Captured Enemy Ammunition (CEA).

3.14.1. When CEA is found or located it must be reported to NAF (or other higher headquarters) as soon as possible. The NAF shall submit this information to the Joint Captured Materiel Exploitation Center (JCMEC) or Combined Captured Materiel Exploitation Center (CCMEC) (if a coalition operation is established) IAW **paragraph 8.4.8.4**.

3.14.1.1. Do not handle CEA when it is found. Until declared safe by EOD, treat all CEA in the same manner as unexploded ordnance (UXO).

3.14.1.2. If possible, from a safe distance, identify and record pertinent facts such as the date, time, location (map reference), type (e.g., bomb, artillery shell, rocket), quantity, size, obvious markings, and other relevant information (e.g., SNs, nation of origin).

3.14.2. Only competent command authorities will make determinations on whether CEA shall be disposed of in-place, identified or rendered safe for relocation, or retained for its inherent intelligence value. Munitions personnel are not authorized or qualified to make these decisions. Munitions personnel shall not take possession of, handle, or transport any CEA designated for emergency or routine disposal until rendered/declared safe by EOD.

3.14.3. When competent authorities identify CEA to be retained for intelligence or other purpose, units may be directed or required to assist EOD personnel in render safe, handling, and relocation operations.

3.14.3.1. Safety considerations are inherent in the responsibilities of any activity involved with handling CEA. Munitions personnel must exercise caution and follow

good management practice in approaching, marking the location of, identifying, requesting EOD assistance, moving, storing, handling, and disposing of CEA.

3.14.3.2. Improper handling, transportation, or use of CEA may jeopardize safety and result in loss of personnel, equipment, and mission capability and reduce intelligence value.

3.14.3.3. Under all conditions and situations, consider CEA as extremely hazardous (e.g., booby-trapped) until certified safe, in writing, by EOD personnel regardless of country of origin. Munitions supervisors will have written certification from EOD prior to handling by munitions personnel or acceptance for movement and storage.

3.14.4. When competent authorities direct CEA to be retained and it is certified safe by EOD personnel, it becomes the property of the United States Government and the responsibility of the DoD.

3.14.4.1. It is considered unusual for CEA to be turned-over to Air Force munitions personnel. Rather, technically qualified personnel from other military services, coalition forces, or government agencies will take charge of these assets. When these activities take possession of CEA, responsibility of AF munitions personnel or the MASO to manage and dispose of CEA is relinquished.

3.14.4.2. Only when CEA is specifically directed by the JCMEC, CCMEC, or NAF to be retained by the AF, will AF munitions personnel become actively involved in managing CEA for storage, security, and retention.

3.14.4.3. The JCMEC, CCMEC, or NAF may direct CEA be courtesy stored by AF munitions personnel for another military service or government agency. Only when CEA is specifically directed for AF retention and/or is courtesy stored by AF personnel shall CEA be accepted into the MSA for storage by munitions supervision or the MASO.

3.14.4.4. CEA shall never be acquired, bought, sold, traded, disposed of, or used in any way that deviates from existing DoD or Air Force munitions management policy.

3.14.5. CEA should only be accounted for and managed in CAS when there is an official NAF validated requirement. This requirement must be stated in a document, memo, or other written form, to maintain and issue CEA to AF or other government agency personnel in the performance of their official duties. Under all other conditions, CEA will not be managed in CAS or stored in the MSA unless a CSA is formulated and approved.

3.14.6. When a valid AF CEA requirement exists, account for CEA in CAS as follows:

3.14.6.1. Load a local pseudo CAS IDR record for CEA with all the available information provided from EOD.

3.14.6.2. Process a FOB turn-in to establish accountability of CEA.

3.14.6.3. Follow normal CAS processes for other CAS transactions.

3.14.6.4. Account for and inventory CEA in the same manner as other Air Force munitions.

3.14.6.5. Issue CEA IAW **paragraph 3.14.7**.

3.14.6.6. Dispose of CEA IAW **paragraph 3.14.9**.

3.14.7. Issuing CEA.

3.14.7.1. The Combined or Joint Captured Materiel Exploitation Center (CCMEC/JCMEC) is the approving authority to issue or release serviceable CEA. The CCMEC/JCMEC establishes the priority of issue to AF or other government agencies.

3.14.7.2. When a valid requirement exists and CEA is managed in CAS, issue CEA to organizations in the same manner as Air Force munitions.

3.14.8. CEA Serviceability Procedure.

3.14.8.1. Any CEA known to be unserviceable or containing physical defects or characteristics that cause serviceability to be suspect shall not be issued. Request disposition of these item IAW **paragraph 3.14.9**.

3.14.8.2. Serviceable and safe to handle CEA is evacuated, collected, and stored wherever directed by JCMEC, MAJCOM, or NAF. Emergency, immediate, or routine destruction of CEA may also be directed.

3.14.8.3. CEA is always segregated from Air Force stocks and accounted for in CAS in the same manner as Air Force munitions. Commanders shall provide a separate area for the storage of CEA. When EOD cannot absolutely identify CEA, it shall be treated as Hazard Class/Division 1.1 IAW DoD 6055.09-M, *DoD Ammunition and Explosive Safety Standards, Vol. 1, General Explosives Safety Information and Requirements*.

3.14.8.4. Contact the local EOD unit or coordinate through the theater A4 to obtain technical data or manuals from the JCMEC for all CEA.

3.14.8.5. Munitions personnel use the instructions provided by the CCMEC/JCMEC to store, handle, transport, issue, dispose of and determine the serviceability of CEA.

3.14.9. Disposal and Shipment of CEA. EOD or other qualified government activities or contractors shall conduct emergency, immediate, and routine destruction of CEA when disposal direction is received from the CCMEC/JCMEC or EOD technicians determine that emergency destruction is required.

3.14.9.1. When the JCMEC provides shipping or disposal instruction, complete a local ADR and send a copy to the GACP (Hill AFB) DDA.

3.14.9.2. Coordinate with the local intelligence and JCMEC to obtain shipping instructions and guidance for all CEA.

3.14.9.3. Do not ship CEA without receiving shipping instructions from the CCMEC/JCMEC. Complete Shipper's Declaration of Dangerous Goods form for CEA IAW AFMAN 24-204 (Interservice), *Preparing Hazardous Materials for Military Air Shipments*.

3.15. Munitions with Unknown Liquid Fill and Recovered Chemical Warfare Material (RCWM).

3.15.1. See terms in **Attachment 1** for specific definitions of Chemical Warfare Material (CWM) and Recovered Chemical Warfare Material (RCWM).

3.15.2. Should CWM, or a military munition that contains an unknown liquid fill be encountered on an installation (or by response forces from a military installation),

immediately notify the following via the Command Post/other appropriate and expedient means:

3.15.2.1. Local EOD: Will take those actions necessary to protect the public and critical assets and secure the munitions in place. EOD will request support from the US Army (USA) Operations Center and USA 20th Support Command (Chemical, Biological, Radiological, Nuclear, High Yield Explosives (CBRNE)) Analytical and Remediation Activity (CARA) and recommend any measures, including security measures, necessary to protect human health and the environment.

3.15.2.2. Local Security Forces: Will provide immediate guidance on necessary and appropriate security safeguards and measures to protect the public, military personnel, and critical resources.

3.15.2.3. Installation Commander/Leadership: Command authorities will be involved in local installation decisions regarding agreements, risk management, personnel safety, facility utilization (e.g., Interim Holding Facilities), and public affairs.

3.15.2.4. AF/A4LW: Will obtain and provide appropriate initial DoD guidance to AF activities, make initial contacts with joint staff/activities (e.g., U.S. Army) to initiate involvement of the SMCA and disposition authorities, keep command authorities and installation leadership appraised of actions being taken and status, and coordinate initial instructions with appropriate staff agencies and disseminate to subordinate AF commands and units.

3.16. LAU-131 Launcher and Countermeasures Dispenser Management.

3.16.1. LAU-131 Launchers:

3.16.1.1. Maintenance: The Armament Flight is responsible for maintenance on in-use LAU-131 rocket launchers to include Not Repairable This Station (NRTS) authority. Armament Flights will coordinate use of test equipment with their respective munitions activity for required intermediate-level maintenance checkout of rocket launchers.

3.16.1.2. Inspections: The Armament Flight is responsible for performing inspections on in-use LAU-131 rocket launchers and the Munitions activity is responsible for performing inspections on stored/WRM launchers. If periodic surveillance inspections performed by Munitions activity on stored/WRM launchers result in any maintenance actions, the Munitions activity will transport launchers to the Armament Flight for accomplishment of applicable repair actions.

3.16.1.3. Accountability: LAU-131 rocket launchers used for flying operations will be loaded in CAS by lot number and will be accounted for on the DoDAAC. LAU-131 rocket launchers used solely for Weapons Load Training (WLT), Weapons Standardization Section (WSS), or Armament systems training will be issued to the WLT, WSS, or Armament custody accounts.

3.16.1.4. Storage: Storage of base stock assets is the responsibility of the local munitions activity. In-use assets will be stored by the Armament activity in flightline or backshop equipment storage areas.

3.16.2. Countermeasure Chaff and Flare Magazines (ALE-40 series systems):

3.16.2.1. The munitions activity performs general maintenance and minor repairs to countermeasure chaff and flare magazines during normal flightline processing. Flightline weapons personnel perform magazine maintenance for assets not in-use for daily flying (i.e., WRM magazines stored by AMXS).

3.16.2.2. These chaff and flare magazines are aircraft equipment. Therefore, replacement parts are requisitioned and provided by the AMXS support section. The AMXS support section establishes requirements for and maintains these parts on a bench or operating stock.

3.16.2.3. Munitions activities may establish internal bench stocks for these countermeasures parts when the AMXS is identified as the Responsibility Center/Cost Center (RC/CC) on financial supply documents. Units shall not use MUNS, MXS, or EMS O&M funds to provide aircraft equipment parts.

3.17. Miniature Munitions Management.

3.17.1. Miniature munitions carriage maintenance is the responsibility of 2W1X1 armament personnel. When loaded racks stored in the MSA require download of miniature weapons for maintenance, 2W0X1 personnel shall conduct required download and reload operations to facilitate maintenance.

3.17.2. When miniature munitions are loaded on carriage systems, the assembly is stored in the MSA.

3.17.3. The nature and extent of any maintenance or modification procedure will dictate the appropriate location where the maintenance is to be accomplished (e.g., Armament shop or MSA).

3.17.4. Dependent upon mission, aircraft regeneration may use either the fully loaded carriage systems or single point delivery method to the flightline. Loaded carriage systems and individual miniature munitions may be delivered in or out of their respective containers.

3.17.5. Miniature munitions will be managed by ammunition lot number according to the item T.O.. The CAS location field may be used to identify carriage and loaded Weapon Stock Number (WSN) or to identify a single miniature munition in a container.

3.17.6. Small Diameter Bomb (SDB) Guided Bomb Unit (GBU)-39 (all variants):

3.17.6.1. An AUR GBU-39 is one SDB in a CNU-659/E container, and will be managed by the appropriate AUR NSN.

3.17.6.2. The CR GBU-39 is four AUR GBU-39s loaded on a BRU-61 carriage in a CNU-660/E container. The CR NSN is only used for management at the assigned depot location and at the base level for WRM deep storage and shipping.

3.17.6.3. During receipt of the CR GBU-39, load all BRU-61 carriages as Container Type “AME” (Alternate Mission Equipment) in CAS to allow Container-in-Container (CnC) management IAW **paragraph 7.1.7**. Then, use the ‘Add Weapons’ function in CAS to load each AUR onto the BRU-61.

3.17.6.3.1. When the CR NSN is moved to ready use, out of WRM deep storage, the Munitions Inspector will perform a selective identity change in CAS to identify each of the four munitions as an individual AUR for expenditure processing.

3.17.6.3.2. Upon receipt of the CR GBU-39, Munitions personnel will notify the Armament Section to load BRU-61 carriages into the appropriate maintenance and inspection data system. Armament Shop personnel will ensure BRU-61 carriages are picked up on base supply accountable records. BRU-61 is not accounted for in CAS.

3.17.6.4. Ship individual munitions as an AUR GBU-39. Prior to shipping GBU-39s loaded on a BRU-61 perform a selective identity change in CAS to identify the loaded munitions as a CR GBU-39. Upon shipment of the CR GBU-39, munitions personnel will notify the Armament section to remove BRU-61 carriages from the appropriate maintenance, inspection, and supply systems.

3.17.6.5. At the base-level, process all GBU-39 expenditures against the AUR NSN.

3.18. Conventional Munitions as Critical Loads.

3.18.1. For the purpose of maintaining materials handling and storage equipment, including lifting and hoisting devices, as outlined in AFI 91-203, the handling, lifting, and hoisting of a conventional munitions item is considered to be a 'non-critical' load.

3.18.2. This determination does not preclude any functional manager (e.g., unit, base, NAF, MAJCOM) over a facility where the lifting of conventional munitions will occur from designating a particular lift or lifting operation as a critical load, when:

3.18.2.1. Environmental or operational conditions are such that normal safety practices, existing safety rules and policies, technical procedures, or operational risk management (ORM) concepts are inadequate or cannot be satisfied during lifting of conventional munitions.

3.18.2.2. Damage may occur because the non-critical item must be lifted above a critical item (e.g., conventional loads in close proximity to a nuclear component or near concentrations of unrelated hazardous materials).

3.18.3. Anytime a functional manager designates a lifting or hoisting operation as a critical load, the specific equipment maintenance, inspection, testing, and documentation requirements of AFI 91-203 shall be met.

3.19. Air Force Munitions Command and Control (AFMC2).

3.19.1. MAJCOM munitions functional and action officers gain visitor (read) access to the AFMC2 site by submitting a memorandum to the ACC/A4W AFMC2 SharePoint Administrator using the template posted on the AFMC2 Munitions Templates Document Library.

3.19.2. Use the AFMC2 Incident/Accident Notification tool to report munitions deficiencies/incidents with the following restrictions:

3.19.2.1. Do not use the AFMC2 Incident/Accident Notification tool to replace mishap/accident reporting requirements of DoDI 6055.07, *Mishap Notification, Investigation, Reporting, and Record Keeping*, DoDI 5410.01, *Release of Information Concerning Accidents Involving Military Personnel or Equipment or Concerning Senior Personnel*, AFMAN 91-201, AFI 91-204, *Safety Investigations and Reports*, or T.O. 00-35D-54.

3.19.2.2. Do not include privileged, classified, sensitive, contractor proprietary, Arms Export Control Act, or Privacy Act information when entering deficiency/incident information.

3.19.2.3. Incidents or accidents reported in AFMC2 should relate to and support mishap prevention to avoid additional potential incidents. Munitions incident reports in AFMC2 should only relate to munitions operations that result in damage to munitions assets, equipment, or facilities.

NOTE: Do not report any details of personnel injury, illness, or fatality in AFMC2.

NOTE: Assets damaged during student training by 363rd Training Squadron, Sheppard AFB are exempt from Incident/Accident reporting in AFMC2. However these incidents may require reporting through other official/local accident/safety reporting processes.

3.19.3. Do not use AFMC2 as a document storage repository to store files and documents that are require to be maintained in authorized and approved file plans. ***EXAMPLE***: Inventories, munitions schedules, explosive site plans, appointment letters, memorandums, forms, and other miscellaneous documents.

3.19.4. When use of AFMC2 site is not available but would be otherwise required units shall use other means (e.g., control boards, status logs, computers) to maintain status of assets normally tracked using the AFMC2 site.

3.19.5. Military, federal-civilian, and contractor users must review all AFMC2 Lesson Plans prior to gaining access to your unit's AFMC2 site.

3.20. Automated Identification Technology (AIT) Enablement.

3.20.1. AIT Equipment. AIT equipment must be evaluated for Hazards of Electromagnetic Radiation to Ordnance (HERO) and approved for use around ordnance.

3.20.1.1. The HERO approval process identifies standoff distances from munitions items for specific equipment. Coordinate with ACC\A4WC prior to purchase of AIT equipment for use around munitions to ensure the HERO requirements are being met. A list of HERO approved device authorized for use are posted to the AF Munitions A2I SharePoint site, CAS AIT Folder.

3.20.1.2. If a unit purchases any AIT equipment, they must coordinate the purchase with the local Communication activity.

3.20.2. To enable current and future AIT efforts to provide automated data capture and entry at the Point of Maintenance (POM) several changes have been made to CAS to improve munitions management processes (see **paragraph 7.1.5**).

3.21. Combat Ammunition System (CAS) Trouble Tickets and Deficiency Reports (DR).

3.21.1. The MASO reviews, approves, and ensures Trouble Tickets are submitted and followed-up on all CAS application/system problems, data errors, and procedural deficiencies that cause inventory adjustments.

3.21.2. Submit a Trouble Ticket for all CAS system, data, and procedural problems. Once a solution to the problem is provided by the CAS Program Management Office (PMO), do not

submit a new Trouble Ticket for the same problem, unless the resolution does not fully solve the problem.

3.21.2.1. Trouble Tickets provide detailed information relating to the problem (e.g., Program ID, NSN, lot number and screen shots with the discrepancy outlined) and 'recommended' solutions when applicable.

3.21.2.2. Allow up to two duty days for problem validation and recommended corrective action. Follow-up at least weekly until workaround/resolution is received. Subsequent Trouble Tickets for the same problem do not require follow-up.

3.21.2.3. Users may request a written response from the CAS Help Desk on how to correct or resolve the problem.

3.21.3. The CAS PMO creates a CAS DR when reported problems are validated, solutions are developed/deferred, and when workarounds/resolutions are developed and announced via a System Advisory Notice (SAN).

3.21.4. To view CAS DRs users must establish a remedy account.

3.21.5. When *Manual Record Processing* (AMC05A) transactions are necessary, submit a Trouble Ticket to the CAS Help Desk (see **paragraph 1.7.2**) and AMC05A procedures IAW **paragraph 7.13**.

3.22. Personal Defense Ammunition for Air Force General Officers. Includes active duty, reserve, federally recognized Air National Guard, and other U.S. general officers assigned to the Air Force under Joint Service Agreements.

NOTE: Refer to AFI 31-117, *Arming and Use of Force by Air Force Personnel* for authorization requirements.

3.22.1. An AF Form 68 is not required to issue personal defense ammunition to general officers.

3.22.2. The host installation Combat Arms Training Management (CATM) unit forecasts for and provides this ammunition to general officers. The primary role of CATM is to provide a means to forecast, physically issue and receive, and to account for this ammunition issue.

3.22.2.1. Forecast for the basic load or other authorized requirement against CAT Code T - Peacetime Static Level (non-WRM and non-consumable). These assets are not authorized for training use.

3.22.2.2. The CATM unit must provide the forecast to the local MASO to allow for local CAS management of these assets.

3.22.3. Initial and recurring proficiency training ammunition for general officers is forecasted and supported by the host unit through the CATM program.

3.22.4. Each General Officer (or designated representative) will:

3.22.4.1. Notify the MASO if personal defense ammunition is lost, expended, or lot integrity is lost.

3.22.4.2. Not local purchase personal defense ammunition.

3.22.5. Accountability:

3.22.5.1. Establish a Structure Record to account for personal defense ammunition.

3.22.5.2. Load the structure record in CAS using the general officers Last Name (Include DEROS at OCONUS locations).

3.22.5.3. A one-time issue (basic-load) is authorized to the CAS structure record.

3.22.5.4. When the ammunition is released process a CAS movement transaction to the established structure record.

3.22.5.5. When notified of authorized expenditure of personal defense ammunition, process an expenditure transaction for the applicable structure record.

3.22.5.6. Inventory personal defense ammunition during semi-annual/perpetual DoDAAC stock account inventories according to **paragraph 7.11**.

3.22.5.7. Purchase or Turn-in (TIN) of Personal Defense Ammunition.

3.22.5.7.1. Purchase. At retirement, general officers may request approval to purchase their basic-load of personal defense ammunition. The purchase request must identify the NSN, nomenclature, quantity, and lot number of the ammunition. The request will identify that the purchase is for "sentimental reasons."

3.22.5.7.1.1. The retiring General Officer must submit the purchase request to AF/DPG, General's Group for approval.

3.22.5.7.1.2. If approved, the General Officer must submit a DD Form 1131 along with the approved AF/DPG purchase request to the local Financial Management (FM) office.

3.22.5.7.1.3. After the DD Form 1131 is processed and payment is made, the General Officer will provide the MASO a copy of the processed DD Form 1131 and the AF/DPG approval.

3.22.5.7.1.4. The MASO is authorized to process an inventory adjustment using the DD Form 1131 and approved AF/DPG purchase request as supporting documentation.

3.22.5.7.2. Turn-in. If the General Officer is not retiring or does not seek to purchase the ammunition, the General Officer will arrange for TIN of personal defense ammunition with the CATM unit that issued the ammunition. If no other approved CAT Code T allocation exists, the CATM unit will turn-in the personal defense ammunition to munitions inspection for return to base stock.

3.23. Ability To Survive and Operate (ATSO) – Munitions Activities:

3.23.1. Munitions organizations must have the Ability To Survive and Operate (ATSO) in a Chemical, Biological, Radiological, Nuclear and high-yield Explosives (CBRNE) Environment and be capable of executing contamination avoidance procedures and/or performing munitions operations in a contaminated environment.

3.23.2. Munitions organizations implement the Munitions portion of the installation Comprehensive Emergency Response Plan (CEMP) 10-2 and associated checklists outlining specific CBRNE response actions when directed by local/higher authority. Refer to AFI 21-101, Chapter 14 for applicable references, **Attachment 5** of this AFI for munitions specific

Tactics, Techniques, and Procedures (TTP), and AFMAN 10-2503, *Operations in a Chemical, Biological, Radiological, Nuclear and High-Yield Explosive (CBRNE) Environment* to contribute to development of base/wing emergency CBRNE response plans.

3.23.3. Tactics, Techniques, and Procedures (TTPs). TTPs provide supplemental information and knowledge to maintenance and munitions managers and supervisors to help them prepare, take action, and maintain flexible response options in a potential/actual CBRNE environment. The Munitions Functional CBRNE TTP at **Attachment 5** provide fundamental counter-chemical warfare (CCW) techniques to enhance the Ability to Survive and Operate (ATSO) in conjunction with local CBRNE response plan actions. The intent is for locally-developed response plans and TTPs to maximize combat operations while operating in a CBRNE environment IAW AFMAN 10-2503.

3.24. Untagged Plastic Explosive (PE): Munitions supervision and personnel shall in the performance of their duties, comply with the provisions of Public Law 104-132, The Antiterrorism and Effective Death Penalty Act of 1996.

3.24.1. Effective 21 June 2013, Air Force personnel are authorized to ‘refuse’, and shall not accept, possess, or provide storage for untagged PE assets, unless specifically excepted/exempted by the Act or written provision. If the tagging status or condition of a PE asset is unknown and/or cannot be verified, the item shall be considered untagged.

3.24.2. Authority to ‘refuse’ to accept untagged PE for storage applies to routine, emergency, temporary, or long term conditions; and to requests from any activity, and for any reason. This includes other military services and organizations (e.g., EOD, Security Forces (SF), OSI, Special Operations Forces (SOF)); and federal, state, or local law enforcement agencies (e.g., Federal Bureau of Investigation (FBI); Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF); and local police departments).

3.24.3. Before storing any untagged PE, the Commander shall obtain advice from the local JA. Air Force personnel are not exempt from the provisions of this Act. Failure to follow provisions of this Act may impose severe legal or pecuniary consequences for possession of these items, even in the performance of military duties.

3.24.4. Any proposed exception from the Act must be fully approved, in writing, and provided to the local JA for legal review and advice to the Commander of the storing activity before the munitions storage activity may accept untagged PE items for storage..

3.24.5. The requesting organization or agency, not the Air Force or the munitions storage activity, is responsible to prepare and petition the ATF for any exception/exemption from provisions of the Act. Only after such exceptions are granted, and a JA review is complete, may the munitions storage activity store untagged PE assets. The JA or Air Force units may disapprove requests to store exempted/excepted untagged PE if such storage imposes undue legal, safety, security, operational, or environmental constraints.23.1. Munitions organizations must have the Ability To Survive and Operate (ATSO) in a Chemical, Biological, Radiological, Nuclear and high-yield Explosives (CBRNE) Environment and be capable of executing contamination avoidance procedures and/or performing munitions operations in a contaminated environment.

Chapter 4

MUNITIONS PRODUCTION

4.1. Munitions Production. This function assembles, disassembles, delivers, inspects, and maintains conventional munitions, missiles, containers, dispensers, assigned MMHE, special tools and equipment and training items to include BDU-38 and BDU-46 practice bombs. At locations where a nuclear maintenance section exists, they maintain all nuclear weapons trainers, except for BDU-38.

4.1.1. Production Flight/Section Chief: Responsible to munitions supervision for overall management production sections; PGM, Line Delivery (LD), Munitions Support Equipment Maintenance (MSEM), and Conventional Munitions Maintenance (CMM). In addition to responsibilities outlined in AFI 21-101 and AFI 21-200, the Production Flight/Section Chief is responsible for flight/section duties outlined in **paragraph 2.7** of this instruction, and those delegated by munitions supervision. The Production Flight/Section Chief shall:

4.1.1.1. Ensure facilities and capability exists to perform required maintenance on conventional munitions, missiles and PGMs, Acceleration Monitoring Devices/Assemblies (AMD/AMA) and associated components.

4.1.1.2. Ensure actions are taken to maintain or request facility power as the primary source of power for testing of conventional munitions, missiles, and PGMs. Seek resolution with base Civil Engineering when facility power does not meet specifications required by item T.O.. AGE or mobile power equipment should only be used as a secondary source of power. COTS power generators or converters will only be used when no other means is available. Ensure all facility, mobile, or COTS power generation or conversion equipment meets the item T.O. and converter manual amperes (AMP) per phase specifications.

4.1.1.3. The MSEM requires dedicated access to facilities with heat, plumbing, interior electrical, compressed air distribution system, steam cleaning facilities, and adequate lighting to meet maintenance requirements. This also includes a mechanical ventilation system, wash rack, tool room, and office space as prescribed for Aerospace Ground Equipment Section in AFMAN 32-1084, *Facility Requirements*. Units that do not have facilities that meet environmental standards to perform corrosion control should schedule the work through the base corrosion control shop or establish corrosion control contracts.

4.1.1.4. Appoint a primary and alternate TMRS administrator in writing. Update this letter when either the primary or alternate TMRS administrator changes. Send appointment memorandum through munitions supervision to the GACP RAM Program Office (Robins AFB).

4.1.1.5. Maintain close coordination with the Weapons Standardization to preclude deterioration of load trainers and PGMs between inspection intervals.

4.1.1.6. Develop procedures for delivery of munitions from the MSA to the flightline to include explosive routes, runway crossing, FOD and Entry Control Point (ECP) checkpoints, etc.

4.1.1.7. Notify the Lead MAJCOM prior to turning in munitions trailers and equipment to supply. AFRC and ANG units will request HQ AFRC or NGB approval prior to turning in equipment. HQ AFRC and NGB will notify the appropriate Lead MAJCOM.

4.1.1.8. Determine appropriate elements to perform argon and nitrogen coolant tank recharging and loading of chaff and flare magazines.

4.1.1.9. Ensure work centers submit an AFTO Form 375, *Selected Support Equipment Repair Cost Estimate* to the owning IM, with info copy to the MAJCOM, for all support equipment identified in T.O. 35-1-24 (UALS, MAC, Trailers, Replenishers, etc.). This process provides vital information and source documentation for ALCs to adequately reflect equipment sustainment costs, attrition rates, and to enable timely forecasting for replacement funding.

4.1.1.10. Ensure the Munitions Squadron/Flight is on initial distribution for Computer Program Identification Numbering (CPIN) Munitions/Missile software upgrades IAW T.O. 00-5-17. Additionally, ensure a process exists to electronically download and duplicate classified/unclassified software upgrades using floppy disks, compact disks, or PCMCIA cards. Maximize use of electronic transfer using the Electronic Software Distribution System (ESDS) upgrades. Use mail only when electronic methods are unavailable.

4.1.2. NCOICs of Production Elements: Responsible to the Production Flight/Section Chief for management, supervision and training of assigned personnel and equipment. Production NCOICs are the technical advisors in their responsible areas. In addition to the responsibilities in AFI 21-101, **paragraph 2.8** of this instruction and those delegated by the Production Flight/Section Chief, Production NCOICs shall:

4.1.2.1. Ensure inspections and tests are performed on PGMs at the required intervals according to the applicable T.O..

4.1.2.1.1. Use TMRS or CAS in conjunction with local tracking tools to maintain a schedule and track due dates for Federal Stock Class (FSC) 1325 Computer Control Groups (CCG), AIM, and Air-to-Ground (AGM) assets and their associated components. Munitions supervision determines which element(s) perform scheduling, inspection, and testing tasks (e.g., PGM, CMM, Inspection).

4.1.2.1.2. Load and track FSC 1325 CCGs in CAS by A/A date or Date of Manufacture (DOM), as applicable. Those CC-F assets on FV2172 for depot-level maintenance may be loaded and tracked in CAS by pseudo lot.

NOTE: Continue to maintain and account for GBU-15 and AGM-130 components in CAS until shipped or disposed of IAW official disposition guidance from the System Program Office (SPO)/PM.

4.1.2.1.3. Use TMRS for all assets tested/inspected by SN. These assets will have a local inspection template loaded in CAS against the NSN. Use “M999” as the inspection interval and “999” as the template number.

4.1.2.1.4. Utilize CAS to track inspection intervals on unassembled PGM assets tracked/inspected by lot number.

4.1.2.2. Ensure missile records are verified against assets during all maintenance actions.

4.1.2.3. Implement an effective Corrosion Prevention and Control Program IAW AFI 20-114, *Air and Space Equipment Structural Management*, T.O. 35-1-3, *Corrosion Prevention, Painting and Marking USAF Equipment*, and other applicable directives.

4.1.2.4. Ensure personnel are trained to process essential CAS transactions and implement CR accountability procedures.

4.1.2.5. Ensure Production sections input and validate all munitions transactions and movements IAW **paragraphs 7.1.4.3** and **7.1.4.3.3**.

4.2. Precision Guided Munitions (PGM) Maintenance. Inspect, maintain, assemble (including emergency build-up), disassemble, and test assigned missiles, other PGM, associated components, training items, support equipment and containers. Munitions Inspector responsibilities and certification procedures established in **paragraph 5.3** are applicable to personnel certified to perform inspection duties in the element. In addition to the maintenance responsibilities in AFI 21-101, PGM personnel shall:

4.2.1. Inspect and test all missile, missile training assets, and PGMs and associated components at required T.O. intervals.

4.2.2. Maintain, assemble/disassemble, process, and modify all munitions and missiles according to approved technical data.

4.2.3. Complete system repairs, alignments and calibration requirements, remove and install components, to include circuit board removal and installation.

4.2.4. Interpret system specifications, schematics, and drawings to troubleshoot and diagnose system malfunctions to determine fault, corrective actions, make repairs, and identify adverse trends.

4.2.5. Provide maintenance capability for the missile body assembly and components on AMDs.

4.2.6. Perform physical verification of the material, CC, lot, SN, DOM, NSN, and DODIC (as applicable) to TMRS and CAS records during any maintenance action. If records do not match the item, notify the TMRS monitor and Section Chief/Production Flight Chief.

4.2.7. Perform organizational and intermediate level TCTO actions on electrical, electronic and electro-mechanical ordnance systems including associated support equipment.

4.2.8. Initiate, prepare, maintain, process and update forms and historical records including those maintained in a Maintenance Information System (MIS) (e.g., CAS or IMDS/G081).

4.2.9. Appoint TMRS administrators (Master User) who shall:

4.2.9.1. Add, delete, and update TMRS users. Identify the access level, contact details, and AF Portal ID for each user. Ensure that the user list remains current. Ensure that the unit's static email address is loaded IAW T.O. 21M-1-101.

4.2.9.2. Maintain TMRS database according to T.O. 21M-1-101 for all designated missiles and unassembled missile components.

4.2.9.3. Reconcile all CAS and TMRS records by NSN, quantity, and CCs during each semi-annual 100-percent stockpile inventory.

4.2.9.3.1. Use the *Asset Balance Report* (AM501A) along with TMRS Database Records Count for AURs and Unassembled Components Reports by NSN to accomplish the reconciliation.

NOTE: A missing Materiel Management Aggregation Code (MMAC) on an NSN in TMRS is not considered a reconciliation error, but should be reported to the RAM Program Office for update in the next TMRS Autoload.

4.2.9.3.2. Document differences to record balances and CCs. Submit validated TMRS/CAS listings to munitions supervision for review and comment prior to filing by the MASO.

4.2.9.4. Update flight hours in TMRS IAW T.O. 21M-1-101 and applicable item T.O. Flight hours may be obtained from the AF IMT 2434, *Munitions Configuration and Expenditure Document* or IMDS/G081.

4.2.9.5. Update TMRS Intransit Record when shipped assets physically depart station.

4.2.9.6. Ensure missile records are verified against assets during any maintenance activity. If record data does not agree with asset data, change the data in TMRS. If there is any questionable issue regarding asset data, contact the RAM Program Office immediately. If this is not possible, record the change and have a second person verify the reason for change (i.e., different SN), this will alleviate the need to physically re-verify data if a TMRS/RAM Interface Differences Report is received.

4.2.9.7. Manage training missile SNs IAW T.O. 21M-1-101.

4.2.9.8. Ensure PGMs are expended in TMRS and CAS. During non-combat operations, ensure the appropriate reports are submitted to the RAM Program Office IAW T.O. 21M-1-101.

4.2.9.9. Update In-Progress Inspection (IPI), TCTO, and identified defects for PGM assets in TMRS.

4.2.9.10. Ensure *Missile Failure Reports* are completed in TMRS whenever a PGM asset failure occurs.

4.2.10. Refer to **paragraph 3.10** for Missile and PGM Management procedures for replacement components.

4.3. Line Delivery (LD). Works closely with Munitions Control and Weapons Expeditors for all flightline support activity. In addition to the responsibilities in AFI 21-101, Line Delivery personnel shall:

4.3.1. Manage munitions holding areas to preclude explosive and compatibility violations.

4.3.2. Assist in munitions reconciliation throughout the flying day and between aircraft goes as required.

4.3.3. Ensure Munitions Control is notified of flightline deliveries and returns, and fire and hazard symbol changes as they occur.

4.3.4. Ensure Munitions Control is notified of all trailer location changes in regards to handling/line delivery operations and equipment status changes (serviceability, configuration, etc.).

4.4. Munitions Support Equipment Maintenance (MSEM). Inspect, maintain, and service assigned non-powered MMHE. This does not include owner-user items such as slings, MAC, bomb lift truck booms, missile handling equipment, etc. In addition to the maintenance responsibilities in AFI 21-101, MSEM personnel shall:

4.4.1. Document equipment records IAW T.O. 00-20-1.

4.4.2. Process appropriate transaction in CAS and IMDS/G081.

4.4.3. Document applicable inspection and maintenance actions to include performing scheduled corrosion control on all assigned equipment IAW T.O. 35-1-3, *Corrosion Prevention, Painting and Marking of USAF Support Equipment (SE).* Units that do not have facilities that meet environmental standards to perform corrosion control will schedule the work through the wing corrosion control shop.

4.4.4. Ensure submission of AFTO Form 375, when required, for all support equipment identified in T.O. 35-1-24. This process provides vital information and source documentation for ALCs to adequately reflect equipment sustainment costs, attrition rates, and to enable timely forecasting for replacement funding.

4.4.5. Maintain the chassis portion of the Ammunition Loading Assembly (ALA), Ammunition Loading System (ALS), Linkless Ammunition Loading System (LALS) or Universal Ammunition Loading System (UALS), if tasked. The ALA, ALS, LALS and UALS feeder assemblies, ammunition loading assemblies and drums are maintained by the Armament Systems Flight.

4.4.6. Schedule maintenance requirements beyond the capability of the unit with the appropriate repair function (i.e., hydraulic system repair, sheet metal repair, etc.).

4.5. Conventional Munitions Maintenance (CMM). Assemble/disassemble, perform maintenance, test and repair of munitions to support operational requirements and the assigned stockpile. Maintain conventional munitions, containers, dispensers, and assigned MMHE and training items. In addition to the maintenance responsibilities in AFI 21-101, CMM personnel shall:

4.5.1. Ensure CAS transactions are processed to update inspection, serviceability, movement, and expenditures, if applicable.

4.5.2. Check Allocations: Ensure current/remaining allocations and levels of training and WRM munitions remain supportable and are not exceeded.

4.5.3. Perform demilitarization of inert munitions, to the level required by item demilitarization code or IAW DLA Disposition Services procedures.

4.5.4. Properly tag and pack munitions.

4.5.5. Process/certify munitions residue from flightline and demilitarization operations for turn-in according to T.O. 11A-1-60. Range Management Offices (through EOD or UXO-qualified contractors) are responsible for processing and certification of range debris removed as part of range clearance operations.

4.5.6. Certify empty containers for turn-in to DLA Disposition Services are residue free and properly configured IAW T.O. 11A-1-60.

4.5.7. Mark loaded 20mm ALS, LALS, or UALS with type, lot number, quantity, and date loaded.

4.5.8. Maintain TYPE 3 weapons trainer, if applicable (when AFSC 2W2X1 are not assigned). Ensure all TYPE 3 trainers have Item Unique Identification (IUID) markings IAW AFI 20-110 and 708 NSUS IUID Instruction and Field Marking Procedures. IUID markings improve supply chain and inventory management. IUID marking are inspected to ensure their presence and serviceability. If IUID marking is not present or not serviceable, contact 708 NSUS/NWLO, Commercial: 505-853-2559, DSN 263-2559; or E-mail: **708NSUS.NWLOWorkflow@Kirtland.af.mil.**

4.5.9. Perform minor maintenance on chaff and flare magazines to include replacement of screws, clips, studs, retaining plates, encoding pins, etc. The owning Aircraft Maintenance Unit (AMU) or AMC tenant unit will be responsible for ordering and replacing unserviceable magazines IAW **paragraph 3.16.2**.

4.5.10. Process appropriate transactions in CAS and IMDS/G081.

Chapter 5

MUNITIONS MATERIEL

5.1. Munitions Materiel. This function receives, stores, warehouses, handles, breaks out, inspects, ships, inventories, transports, disposes locally, and processes transactions in CAS for conventional munitions, containers, dispensers, and training items and coordinates off base movements with transportation management flight (TMF).

5.1.1. Materiel Flight/Section Chief. Responsible to munitions supervision for overall management of materiel sections; Storage, Inspection, and Operations. In addition to responsibilities outlined in AFI 21-101 and AFI 21-200, the Materiel Flight/Section Chief is responsible for flight/section duties outlined in **paragraph 2.7** of this instruction, and those delegated by munitions supervision. The Materiel Flight/Section Chief shall:

5.1.1.1. Provide oversight of the unit's munitions storage capability. Units must plan to store a reasonable mixture of training, WRM, and other munitions depending on the unit's mission.

5.1.1.2. Submit work requests through command channels to appropriate base activities when facilities do not meet standards.

5.1.1.3. Develop procedures for movement of munitions inside and outside the MSA.

5.1.1.4. Develop and ensure utilization of a standardized munitions storage location system IAW DoDM 5100.76, AFMAN 91-201, AFI 31-101, and T.O. 11A-1-61-1, *Storage and Outloading Instructions for Conventional Ammunition* for all bulk stored (custody or stock) munitions.

5.1.1.5. Develop the unit's Movement Control OI and procedures to manage storage locations for operationally configured or built-up (ready) munitions. The Movement Control OI will include:

5.1.1.5.1. Roles and responsibilities.

5.1.1.5.2. Transaction inputs.

5.1.1.5.3. Complete Round (CR) Management.

5.1.1.5.4. NWRM assets.

5.1.1.5.5. Movement validation process using remote-input methods or the AF IMT 4331, *Munitions Transaction Sheet (MTS)*.

5.1.1.5.6. Discrepancy corrective actions to take.

5.1.1.5.7. Location assignment methodology for operating locations and operationally configured or built-up (ready) munitions.

5.1.1.6. When directed by the MAJCOM/NAF, ensure capability exists to receive, inspect, maintain, and store intermodal containers. Capability to receive and out-load intermodal containers using Containerized Ammunition Distribution System (CADS) concepts on a large scale represents a significant theater capability and justifies resources to meet this mission.

5.1.1.7. Review all CSAs before submission to munitions supervision for approval.

5.1.1.8. Coordinates with munitions supervision on the selection of personnel for munitions inspector duties using the criteria in **paragraph 3.8.3**. Contractor or civil employees performing as Munitions Inspectors will meet all qualification criteria.

5.1.1.9. Ensure expendable allocations are constantly monitored against on-hand stocks to ensure WRM levels remain supportable.

5.1.2. Materiel Element NCOICs: Responsible to the Materiel Flight/Section Chief for management, supervision, and training of assigned personnel and equipment. Materiel NCOICs are the technical advisors in their responsible areas. In addition to the responsibilities in AFI 21-101, **paragraph 2.8** of this instruction and those delegated by the Materiel Flight/Section Chief, Materiel NCOICs shall:

5.1.2.1. Ensure facility inspections, maintenance, and housekeeping are performed, requested, and conducted at required intervals to include lightning protection systems to preserve the capability to store munitions. Coordinate work requests to appropriate CE activities through munitions supervision and facility managers when facilities do not meet standards.

5.1.2.2. Ensure inspections on stockpile assets are performed at the required intervals according to applicable T.O..

5.1.2.3. Ensure personnel are trained to process essential CAS transactions and implement CR accountability procedures.

5.1.2.4. Ensure Materiel sections input and validate all munitions transactions and movements IAW **paragraphs 7.1.4.3** and **7.1.4.3.3**.

5.1.2.5. Analyze and interpret management data to determine the effectiveness of munitions stockpile management practices.

5.1.2.6. Conduct local training and visits as directed by munitions supervision, materiel Flight/Section Chief, or the MASO, to ensure custodians and munitions personnel have the proper skills and knowledge for maintaining inventory accuracy and accountability of munitions assets. When developing local training programs, maximize use of the Munitions Accountability Procedures Guide located on the AFMC2 site.

5.1.2.7. Ensure all materiel personnel are trained and knowledgeable in storage and security requirements for munitions.

5.1.2.8. Ensure proper storage, security, inventory control, and use of munitions by authorized personnel only.

5.2. Munitions Storage Element. Warehouses munitions stocks, maintains storage area infrastructure and facilities, vehicles, and equipment to ensure mission supportability. In addition to the responsibilities in AFI 21-101, Storage personnel shall:

5.2.1. Manage keys and locks IAW AFI 21-200 when munitions supervision assigns responsibility to control munitions structure keys to the storage element.

5.2.2. Ensure the most efficient use of warehouse storage space.

5.2.3. Execute procedures outlined in the unit movement control OI.

5.2.4. Ensure CAS transaction processing occurs IAW procedures in **Chapter 7**.

5.2.5. Units may use the *Storage Location Report* (AM567A) in lieu of the AF IMT 4331, MTS to record stockpile/custody re-warehousing actions.

5.2.6. At least once per week, conduct and document a 100-percent validation of all documented physical movements against the transaction history. The purpose of this validation is to match the location identified on the MTS or digitally saved *Storage Location Report* (AM567A) to the CAS location. Additionally, this validation provides an opportunity to identify non-standard physical locations. See **paragraph 7.1.4.3.3** for use of the AF IMT 4331, MTS.

5.2.6.1. Movements processed by automated-input do not require a movement validation against the transaction history record. Direct-input and remote-input transactions must be validated IAW **paragraph 7.1.4.3** and **7.1.4.3.3**.

5.2.6.2. Flightline movements do not require validation against the transaction history record. Lead MAJCOMs, including HQ AFRC and NGB, may publish alternative guidance and direction for small and unique units for this requirement.

5.2.7. Prepare and schedule munitions for shipment IAW **paragraph 7.17.2**. A separate Shipping/Receiving Element may be established at the discretion of munitions supervision. If established, munitions supervision designates applicable areas of responsibility.

5.2.8. Ensure items are not removed from storage without a scheduled/unscheduled workorder/Job Control Number (JCN).

5.2.9. Utilize CAS reports and programs to the maximum extent possible to develop and maintain a Master Storage Plan (MSP). The purpose of the MSP is to plan and manage magazine and storage space usage, control authorized structure NEW, and maintain compatibility of explosives. Munitions Supervision determines the MSP update frequency in local directives unless the MAJCOM directs otherwise.

5.2.9.1. At a minimum, the MSP will consist of the following:

5.2.9.1.1. Building drawing/layout with dimensions.

5.2.9.1.2. Type of structure.

5.2.9.1.3. Depict the assets currently stored by general area.

5.2.9.1.4. Depict inbound assets expected from other DoDAACs.

5.2.10. Store munitions according to DoDM 5100.76, AFMAN 91-201, AFI 31-101, T.O. 11A-1-61-1, specific item T.O.s, and the unit's storage location system.

5.2.10.1. Licensed facilities, ready use facilities, and Protective Aircraft Shelters (PAS) outside the MSA are exempt from the unit storage location system.

5.2.10.2. Manage storage locations for operationally configured or built-up (ready) munitions and operating locations IAW unit procedures.

5.2.10.3. DELETED.

5.2.11. Except as noted in **paragraph 5.2.11.2** or specifically approved for outside storage, store all munitions indoors. Munitions stored in intermodal containers meet indoor storage

criteria. Requests to store munitions outdoors must be coordinated with the wing Safety Office, Security Forces, and approved by the Maintenance Group Commander (or equivalent) prior to submission to NAF or MAJCOM munitions staff for consideration.

5.2.11.1. Give priority for storage in facilities equipped with IDS to risk Category I and Category II munitions. Munitions storage facilities for these assets must meet minimum security requirements. Refer to AFI 31-101 and DoDM 5100.76 for storing classified munitions.

5.2.11.2. Outdoor storage of inert bombs, fins, and certified empty munitions containers is authorized if storage capacity does not support inside storage and minimum outdoor storage requirements specified in item T.O.s are met. Munitions managers and units must continuously monitor available indoor storage space to ensure assets are afforded the most preferred storage available. Outside storage meeting these criteria does not require the submission of a waiver or deviation package.

5.2.12. Ensure containers placed in storage are properly marked and sealed. Containers placed in storage should be clean and dry.

5.2.12.1. Dunnage for inside/outside storage must provide a minimum clearance of 2, 4, or 6 inches from the floor or ground as applicable for safe storage of assets. Standard 2 x 4, 4 x 4, and 4 x 6 lumber satisfies these requirements even if they do not measure the full 2, 4, or 6 inches.

5.2.12.2. Provide sufficient space for handling, inventory, and inspection of munitions.

5.2.12.3. Ventilate storage spaces to circulate air or dehumidify as needed. Check ventilators IAW AFMAN 91-201 to ensure proper functioning. Close ventilators to protect munitions from blowing sand/snow or humid air that would increase condensation.

5.2.12.4. Store only one ‘LITE BOX’ for each lot and CC, unless custody accounts need more than one LITE box for mobility purposes. All LITE boxes will be located on the top and front of a stack. EOD operational requirements may dictate the need to create multiple LITE boxes for emergency response support.

5.2.12.5. Assets of the same NSN, lot number, and CC with multiple service life expiration dates may be stored as separate lots at the unit’s discretion.

5.2.13. Maintain structures in good condition and suitable for the storage of explosives IAW AFMAN 91-201. Post explosive limits in each magazine and igloo.

5.2.13.1. Magazine exits. Doors, door components, and locks shall be maintained in good working order. Close and lock magazines at all times, except when being aired, when personnel are in the magazine, or as otherwise permitted by munitions supervision.

5.2.13.2. Inspect fusible links at least annually to ensure they are serviceable; free of corrosion, paint, chemicals, residue, or foreign materiel; solder joints are not cracked, proper installation, and temperature-rated for a maximum temperature of 155 to 165 degree (F) IAW AFMAN 91-201. If any of these conditions exist, immediately replace the fusible link. In addition to the above, inspect fusible links using manufacturer’s procedures, if provided/available.

5.2.13.3. Monitor igloos to maintain at least 24 inches of earth covering to detect erosion IAW AFMAN 91-201 and DoD 6055.09-M. When evidence of erosion is detected (e.g., less than 24 inches), initiate appropriate actions to correct the deficiency (e.g., CE workorder, local contract, self-help).

5.2.13.4. Ensure installation and maintenance of facility, Lightning Protection System (LPS), and static grounding systems. Ensure tests and inspections are performed and documented IAW AFMAN 91-201 and AFI 32-1065, *Grounding Systems*.

5.2.13.5. Keep interiors of storage structures clean and free of prohibited articles and material. Do not store powered lift trucks, dunnage, empty boxes, excess packing material, or similar items in a magazine, igloo, or other location containing explosives. Do not store paints, oils, and other flammable materials in a magazine or igloo containing explosives.

5.2.13.6. Non-combustible types of equipment such as trailers required to support approved contingency plans may be stored in explosive facilities for ready use.

5.2.14. Segregate custody accounts, courtesy stored, and unserviceable assets (CCs F, G, H, J, P, and V) from remaining stocks using ropes, tape, placards, painted lines, or other highly visible means. Refer to **paragraph 3.10.4.2.1** for CC-G 'donor' missiles.

5.2.14.1. Ensure all boxes and palletized loads containing custody account munitions are marked with custody account number IAW T.O. 11A-1-10. Subsequent marking of individual courtesy stored boxes is a custodian responsibility.

5.2.14.2. Manage mobility/WRM munitions assets as base stock. Do not physically segregate these assets in storage unless authorized within **paragraphs 7.6.2** and **7.18.1.3**.

5.2.15. Provide recommendation to Materiel Flight/Section Chief on capabilities to support munitions storage needs of units requesting courtesy storage. Write and coordinate the agreement with the requesting agency before submitting to the Materiel Flight/Section Chief and munitions supervision for approval. The CSA will identify and/or include the following information:

5.2.15.1. Requirement to ensure non-DoD owned explosives or other hazardous and toxic materials are not stored in the MSA. Refer to AFI 32-9003 and AFMAN 91-201 for specific exceptions. If these publications do not provide exceptions, forward all requests to store non-DoD explosives to the MAJCOM. Refer questions concerning the requirements of AFMAN 91-201 to the local Safety Office.

5.2.15.2. Other U.S. Government (USG) agency, service, country, and contractor owned conventional munitions authorized for storage IAW AFMAN 91-201 will be managed in CAS *Non-accountable Program* (AM101A).

EXCEPTION: Non-Air Force assets which have the same NSN as identical Air Force items, and which are issued to custody accounts at CAS bases in support of depot repair, overhaul, or modification, may be tracked short-term in accountable CAS.

5.2.15.3. Responsibility for repairing packing discrepancies, caused by storage conditions, belongs to munitions organizations. The owning organization is responsible for proper container packaging, marking, and lot separation. The storage element shall ensure the owning organization complies with these requirements.

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

5.2.15.5. Responsibility for care and preservation of munitions/materiel.

5.2.15.6. Names of individuals authorized to remove munitions/materiel other than those listed on the AF Form 68.

5.2.15.7. CSA annual review and renewal dates.

5.2.15.8. Provisions for notifying the flight when access to munitions/materiel is needed.

5.2.15.9. Users' transportation responsibilities.

5.2.15.10. NSN, nomenclature, and quantity of munitions to be stored other than those assets listed on the annual approved allocation document.

5.3. Munitions Inspection Element. Performs surveillance inspection duties IAW T.O. 11A-1-10 on all stock and custody munitions and MPPEH on or turned-in to the DoDAAC account to determine and identify serviceability, potential hazards, and possible deterioration.

5.3.1. The Inspection Element NCOIC is responsible for the responsibilities in AFI 20-110, AFI 21-101, AFI 21-200, and **paragraph 2.8** of this Instruction. The Inspection Element NCOIC may also be the Senior Munitions Inspector at the discretion of Munitions Supervision; the Senior Munitions Inspector shall:

5.3.1.1. Develop a master inspection schedule and a shelf and service life monitoring program.

5.3.1.2. Maintain qualification and appointment as a munitions inspector and be qualified as an inspection trainer. The Senior Munitions Inspector does not require annual recertification.

5.3.1.3. Implement the munitions inspector training and certification program IAW **paragraph 3.8.3**.

5.3.2. In addition to the maintenance responsibilities in AFI 20-110 and AFI 21-101, Inspection personnel shall:

5.3.2.1. Inform the MASO, Munitions Operations element, Munitions Control, and Munitions Supervision immediately upon receipt or notification of restricted or suspended munitions through CMRS that affect munitions serviceability. See **paragraph 7.26** for specific CMRS procedures for custody and stock assets.

5.3.2.2. Monitor shelf/service life dates by reviewing CAS. Coordinate changes/updates with the Munitions Operations element and initiate disposition actions 24 months in advance for items that cannot be used prior to expiration of the service/shelf life IAW **paragraph 3.12.5.2**. This requirement does not apply to age and surveillance test assets or assets on the depot DoDAAC FV2172.

5.3.2.3. Determine and assign appropriate CCs to all munitions assets as directed by applicable T.O.s.

5.3.2.4. Initiate, maintain, and process applicable documents and historical records.

5.3.2.5. Ensure proper tagging, marking, and packing of munitions assets. Complete and affix applicable DD Form 1500-series serviceability tag to assets IAW T.O. 11A-1-10. Ensure all boxes and palletized loads containing custody account munitions are marked with custody account number IAW T.O. 11A-1-10. Subsequent marking of individual courtesy stored boxes is a custodian responsibility.

5.3.2.6. Management of Pseudo Lots: Unless otherwise dictated by specific item T.O., manage pseudo lots IAW T.O. 11A-1-10. If used, pseudo lots will not be stenciled or marked on physical assets or containers. The use of pseudo lots is intended for CAS use only.

5.3.2.7. Verify accuracy of inspection documentation and sign inspection form(s), as applicable.

5.3.2.8. Establish and manage the SMI program.

5.3.3. General Inspection Requirements:

5.3.3.1. Unless specifically identified by the item T.O., cosmetic defects (dirt, chipped paint, etc.) that do not affect function or serviceability are acceptable. However, where deemed necessary, cleaning and touch-up is a user responsibility.

5.3.3.2. In combat situations, receiving inspections may be conducted as part of the assembly/production process.

5.4. Munitions Operations Element. Under direction of the MASO, implements management controls for munitions assets, records munitions transactions, and manages allocations, stock levels, inventories, requisition, and disposition of munitions. Maintains and validates accountable and auditable records. In addition to the responsibilities in AFI 21-101, Munitions Operations personnel shall:

5.4.1. Provide interpretation, guidance, and training on accountability standards to responsible officers, custodians, and other personnel IAW the AF Form 68 and as determined by the MASO.

5.4.2. Schedule and conduct inventories IAW **paragraph 7.11**.

5.4.3. Initiate inventory adjustment procedures when appropriate IAW **paragraph 7.12**.

5.4.4. Notify the MASO and munitions supervision anytime information or data suggest negligence, fraud, or theft involving munitions accountability.

5.4.5. Implement and maintain post-post procedures when required.

5.4.6. Implement forecasting and allocation procedures based on guidance published annually in the Peacetime Conventional Ammunitions Requirements (PCAR) memorandum distributed by the GACP.

5.4.6.1. Load, change, and delete approved allocations using CAS, AMST, and associated products/listings IAW the published PCAR memorandum.

5.4.6.2. Analyze stockpile for allocation supportability and requisition IAW **paragraph 7.7.4.3**.

5.4.6.3. Notify munitions 'using' organizations/customers by e-mail of approved allocation changes (additions, reductions, or deletions) that occur throughout the year. Organizations/customers included in automated AMST e-mail distributions need not be notified again unless the change results in an excess condition for the account.

5.4.6.4. Validate munitions allocations: Validate current/remaining allocations using CAS/AMST and associated products, for training and WRM munitions to ensure levels remain supportable and allocations are not exceeded. The *Level Reconciliation Listing* (AMC12A) will be used to manage allocations in lieu of issuing assets to WRM, aircrew training, and non-expendable training within MSA.

5.4.7. Requisition munitions IAW DoD 4140.1-R, *DoD Supply Chain Materiel Management Regulation* and **paragraph 7.7**.

5.4.7.1. Ensure requisitions reflect the proper priority and Required Delivery Date (RDD) based on DoD and Air Force standards.

5.4.7.2. Coordinate with Inspection and Storage elements before requisitioning new items or large quantities of munitions to confirm availability of storage space and technical data.

5.4.7.3. Limit munitions requisitions to FY allocations, plus or minus Quantity Unit Pack (QUP).

5.4.7.4. Submit requisition follow-up actions to the appropriate GACP via the CRM IAW **paragraph 1.6.2** no earlier than 2 weeks prior to RDD.

5.4.7.5. Ensure requisition follow-up, modifications, and cancellations are processed.

5.4.8. Ensure COTS items are requested and processed according to **paragraph 7.24**.

5.4.9. Manage custody accounts IAW **paragraph 7.4**.

5.4.10. Perform the proper quality control checks, validation, processing, and filing of all accountable documents as required by **Attachment 6, Table A6.1**.

5.4.11. Use CAS for all munitions accountability processes. Report system problems IAW **paragraph 3.21.2**.

5.4.12. Ensure that CMRS procedures are followed IAW **paragraph 7.26**.

5.4.13. Coordinate with base/unit LAN administrators to establish a Simple Mail Transport Protocol (SMTP) e-mail account to conduct organizational messaging IAW AFI 33-152, *User Responsibilities and Guidance for Information Systems* for munitions operations. The e-mail address naming convention will be: **basename.FVXXXX@basename.af.mil.** Ensure this account in box checked each duty day.

5.4.14. Advise the Materiel Flight/Section Chief and munitions supervision of the supply status and availability of accountable items to support the mission.

5.4.15. Ensure WRM munitions are not released for peacetime use without approval IAW AFI 25-101.

5.4.16. Monitor munitions components (to include kits) required for munitions TCTOs and provide updates and due-in status to Munitions Control.

5.4.17. Monitor munitions DIFM assets IAW **paragraph 7.16.1.1.3.3**.

5.4.18. Ensure Awaiting Parts (AWP) status is provided to munitions control for munitions assets.

5.4.19. Ensure munitions shipments are properly booked through transportation channels and shipments are aggressively tracked to ensure timely departure. Report difficulties in getting munitions shipments out to the MUNS Superintendent/Flight Chief for resolution. This responsibility may be delegated to a different element at the option of the Munitions Flight Chief.

5.4.20. Ensure GACP (Robins AFB) managed guidance systems for AIM-9 missiles have unserviceable shipment transportation control number (TCN) and quantity of failed items in the 'Comments' field for requisitions made through CAS. Units failing to include required data will receive a denial status code of 'CA' with reason for rejection.

5.4.21. Ensure GACP (Robins AFB) managed guidance systems are requisitioned as failures occur. Unserviceable units will be auto-shipped back to the depot; shipping containers will be ordered if none are available.

5.4.22. Notify the GACP through the CRM IAW **paragraph 1.6.2** when a base closure/unit deactivation order is announced.

Chapter 6

MUNITIONS SYSTEMS

6.1. Munitions Systems. This function plans, schedules, controls, and directs munitions activities and processes accountable transactions in CAS when relayed from munitions activities. Systems provide broad control and support to all munitions activities through planning, scheduling, coordinating, controlling, and directing activities. Systems personnel manage unit mobility and training programs. In a MUNS, Combat Munitions Training (CMT) is typically aligned under the Production Flight and managed by the Production CMT element (MXWPT). However, CMT may be combined with the MUNS squadron training under the Systems Flight IAW AFI 21-200.

6.1.1. Systems Flight/Section Chief. Responsible to munitions supervision for overall management of systems sections: Control, Mobility, Training, Combat Plans, and Plans and Scheduling. In addition to responsibilities outlined in AFI 21-101 and AFI 21-200, the Systems Flight/Section Chief is responsible for flight/section duties outlined in **paragraph 2.7** of this instruction and those delegated by munitions supervision. The Systems Flight/Section Chief shall:

6.1.1.1. Provide broad oversight of the unit's routine and contingency planning, workload and production scheduling, and flightline munitions support activities depending on the unit's mission.

6.1.1.2. Oversee facilities, equipment, vehicle, and munitions resource status, capabilities, and limitations that may impact mission accomplishment. Promptly inform munitions supervision of problems and limiting factors.

6.1.1.3. Submit work requests through command channels to appropriate base activities when facilities do not meet standards.

6.1.1.4. Coordinate with munitions supervision on the selection of personnel for munitions control duties. Personnel selected for munitions control duties must adapt well to stress, speak clearly and concisely, and have a complete working knowledge of all munitions functional areas.

6.1.1.5. Ensure that all currently required TCTOs for munitions or missiles and related equipment are monitored, updated, and reported IAW TCTO instructions and T.O. 00-20-2, *Maintenance Data Documentation.* TCTOs must be accomplished on assets transferred (or received) from the APF stockpile or MMP shipments. The APF management team will provide notification of pending TCTO actions prior to transfer or shipment.

6.1.1.6. Ensure NAF or Lead MAJCOM is fully aware of any shortfall requests, package-tailoring requests, and personnel/equipment substitutions based on the UTC Manpower Force Packaging System (MANFOR)/Logistic Detail (LOGDET). Pilot units for UTC will validate equipment packages annually according to AFI 10-401, Chapter 5, Section 5C - *Guidance*. Non-pilot units are responsible to validate their UTCs match the pilot units UTCs annually.

6.1.1.7. Develop and coordinate written entry control procedures and perform controlled area duties IAW AFI 31-101 and DoDM 5100.76.

6.1.2. Systems Element NCOICs: Responsible to the Systems Flight/Section Chief for management, supervision, and training of assigned personnel and equipment. Systems section NCOICs are technical advisors in their respective areas. In addition to the responsibilities in AFI 21-101, **paragraph 2.8** of this instruction, and those delgated by the Systems Flight/Section Chief, Systems NCOICs shall:

6.1.2.1. Ensure Munitions Control personnel are trained to process movement and expenditure transactions in CAS and implement CR accountability procedures. Ensure Systems section personnel input and validate transactions IAW **paragraphs 7.1.4.3** and **7.1.4.3.3**.

6.1.2.2. Ensure that Munitions Control is prepared to receive, interpret into production requirements, and disseminate demand requirements to materiel and production activities to support sortie generation or other mission tasking.

6.1.2.3. Ensure Munitions Control facilities meet minimum standard requirements identified in AFI 21-200.

6.1.2.4. Establish procedures for two methods of emergency notification to security police and the fire department for small and unique munitions organizations that do not have a Munitions Control. Remaining requirements IAW AFI 21-200 will be implemented at MAJCOM discretion.

6.1.2.5. Ensure training facilities provide a conducive atmosphere for instruction and learning. Munitions training facilities will include:

6.1.2.5.1. Sufficient space for instruction of a minimum of 12 personnel simultaneously (8 personnel for ANG, AFRC, and small and unique units).

6.1.2.5.2. Adequate lighting, air conditioning, and heat.

6.1.2.5.3. LAN access with projection capabilities.

6.1.2.5.4. Capability to view required training/instructional media.

6.2. Munitions Control Element. Refer to AFI 21-200.

6.3. Combat Plans and Mobility, and Training Elements. These elements are established in all Munitions organizations that have a combat mission to administer combat plans for the unit. In a MUNS, the CMT program is administered by the Production CMT element. Focus must be directed on the flight's capability to support all contingencies in tasked OPLANs with trained personnel and deployable resources. Responsibilities outlined in this section can be expanded, as long as it does not degrade flight combat capabilities. This element is not required for deployed units, small and unique organizations, and munitions activities that do not support aircraft. In addition to the responsibilities in AFI 21-101 and AFI 21-200, Combat Plans and Mobility, and Training element personnel shall:

6.3.1. Be the focal point for munitions combat planning activities and mobility planning, preparedness, and execution. Combat Plans will notify Munitions Control of plan changes and coordinate on mobilization efforts.

6.3.2. Be fully knowledgeable with all applicable war and contingency plan annexes/appendixes, which pertain to the Munitions Flight.

6.3.3. Develop and maintain Chapter 25 - Munitions portion of the IGESP, ESP, and MEP (if applicable) IAW Attachment 26 of AFI 10-404 for all tasked OPLANs and Joint Strategic Capabilities Plan (JSCP) certified CONPLANs. Units only develop MEPs to provide detailed guidance for deploying and employing munitions personnel when the IGESP/ESP are not sufficient or do not exist. The AFCOMAC CoP: **https://www.my.af.mil/afknprod/community/views/home.aspx?Filter=OO-LG-AC-49** contains MEP formats and examples.

NOTE: MEP templates will not be visible unless individuals request membership to the AFCOMAC SharePoint site.

6.3.4. Maintain all applicable war and contingency plan annexes/appendixes on file. Develop generation flow plans in support of in-place or deployment contingency OPLANs. Automated AF IMT 2409, *Generation Sequence Action Schedule* is authorized to outline the scheduled actions (i.e., aircraft configuration, munitions build-up, break-out/delivery locations). The form is completed and sent to appropriate elements as soon as possible after plan implementation.

6.3.5. Assist trainers in developing munitions training outlines to cover the CMT.

6.3.6. Develop munitions deployment plans in coordination with munitions supervision.

6.3.7. Develop procedures and identify equipment and personnel, in conjunction with the MUNS Flight/Section Chiefs, in preparation to meet all deployments.

6.3.8. Ensure deploying personnel are trained and provided with the necessary documents, individual equipment, and immunizations.

6.3.9. Monitor personnel and equipment availability identified to support deployment plans and maintain current status.

6.3.10. Verify flight equipment is marked, packaged, and inspected at the required intervals.

6.3.11. Provide weekly status to munitions supervision at the scheduling meeting, highlighting any potential or actual limiting factors and recommended corrective actions.

6.3.12. Assist Munitions Control in the generation of flow plans in support of in-place or deployment contingency OPLANs.

6.3.13. Oversee munitions training programs, implement training standards, and develop local policies, procedures, and training plans for Munitions Supervision approval IAW **paragraph 3.8.2.7**. When developing local training programs, maximize use of the Munitions Accountability Procedures Guide located on the AFMC2 site.

6.3.14. Coordinate with element NCOICs to schedule CMT and ancillary training classes.

6.3.15. Develop and validate the annual munitions flight training munitions forecast. Ensure training munitions are serviceable and mirror parent munitions to the maximum extent possible. Schedule munitions for maintenance when necessary.

6.3.15.1. Maintain training munitions in a condition that provides optimum training realism.

6.3.15.2. Follow-up with Munitions Operations element to ensure requisitions are established for allocated training munitions not on-hand.

6.3.15.3. Munitions Supervision may designate management of training munitions to another element (i.e., CMM or PGM) as they deem appropriate.

6.3.16. Ensure a current copy of munitions technical data, checklists, Operating Instructions (OI) for assigned munitions on the unit's UCML, or other applicable documents are available for use.

6.3.17. Monitor training documents to ensure munitions flight personnel have completed recurring training requirements.

6.3.18. Develop and coordinate training schedules and provide them to Munitions Plans and Scheduling element for publication in the munitions schedules.

6.3.19. Provide non-munitions augmentation personnel with initial and recurring explosives safety and practical training on their expected duties. This may include munitions breakout, buildup, and delivery operations.

6.3.20. Annually, develop forecast for munitions courses (e.g., Munitions Inspector, Munitions). Submit forecasts to the MAJCOM as directed.

6.4. Munitions Plans and Scheduling Element. Refer to AFI 21-200.

Chapter 7

MANAGING CONVENTIONAL MUNITIONS OPERATIONS

7.1. Munitions Operating Procedures.

7.1.1. Introduction. This chapter provides munitions management procedures at the tactical-level (base). It describes the requirements and processes to manage munitions accountability and complete CAS transaction depicted in **Figure 7.1**, *Munitions Operational Flow Process (Peacetime and Wartime)*. These processes focus on near-real time CAS transaction processing using automated-, direct-, or remote-input methods on the flightline and in the munitions area during peacetime and wartime. Near-real time asset visibility is an Air Force requirement at all AF echelons. To achieve this, maximize utilization of available technologies to process munitions transactions in CAS immediately, but not later than 1-hour of event to the maximum extent possible.

7.1.1.1. Automated-Input Methods: Automated-input is a 'point-of-use' processing method that includes AIT capabilities, Hand-Held Terminal (HHT) readers, Radio Frequency Identification (RFID), and other machine devices enabled by secure Common Access Card (CAC) authentication and Public Key Infrastructure (PKI) capabilities. Automated capabilities are functional at any location the Internet is accessible by signing onto the web-enabled CAS system. Munitions and weapons personnel use automated hardware and software applications to transmit transaction data into CAS automatically. This data may be saved in the hardware memory to be uploaded into CAS later or transmitted immediately through hard-wired or AF approved wireless technology to a base LAN or Wide Area Network (WAN).

7.1.1.2. Direct-Input Methods: Direct-input is a 'point-of-use' processing method that includes processing transactions directly in CAS through key punch using docked, undocked, or wireless enabled computers or laptops at any location. Munitions and weapons personnel performing munitions operations and tasks input CAS transaction data directly into CAS from or near work locations (Refer to **paragraph 7.1.4.3.1.2**).

7.1.1.3. Remote-Input Methods: Remote-input is not considered a 'point-of-use' transaction and involves passing munitions information and data (e.g., movement, expenditures) to Control Centers or processing locations where CAS transaction are processed. Remote-input uses secure and unsecure Land Mobile Radios (LMR), telecommunications, or the use of runners. Ensure Operations Security (OPSEC) is maintained at all times when using remote-input.

7.1.2. General Guidance:

7.1.2.1. Managing Munitions from the DoDAAC stock:

7.1.2.1.1. Do not use custody accounts to manage flightline, aircraft support, or internal munition area munitions assets. Manage these munitions, to include NWRM, from the DoDAAC. This includes operations of assigned tenant flying units (e.g., Total Force Integration, Air Reserve Component). To the fullest extent possible, expend these assets by CR (if applicable) against the appropriate Organizational Shop

Code (OSC) using near-real time CAS transaction processing (e.g., automated-, direct-, or remote-input methods).

EXCEPTION: Lead MAJCOMs may approve unit-level custody account management procedures for flightline and aircraft support of unique missions which include STAMP, theater hubs, Aging and Surveillance (A&S); and RDT&E programs. These procedures will include near-real time CAS transaction processing.

7.1.2.1.2. Assigned tenant units of other MAJCOMs may have a separate DoDAAC. In this case, allocation and accountability management is the responsibility of the tenant unit. If tenant flying units do not have a separate DoDAAC, tenant unit munitions allocations are applied to the tenant unit ORG/SHP in CAS, and accountability management of the munitions assets applies to the unit managing the DoDAAC.

7.1.2.1.3. SOCOM and AFCENT units supporting non-traditional operations may manage assets on custody accounts, with AFSOC/A4MS approval.

7.1.2.2. To minimize the volume and frequency of CAS transactions associated with movements and location updates, units may manage ready-use/operationally configured gun ammunition and countermeasures following CnC procedures of **paragraph 7.1.7** or use locally developed procedures provided they are included in a Movement Control OI. Regardless of the method used, general safety and accountability concepts will be maintained.

7.1.2.3. Assets with a Part Number (P/N) greater than 8 characters will be loaded with a Local "L" identifier in CAS as a local stock number. In this case, a P/N "P" identifier will not be used in the National Item Identification Number (NIIN) field. CAS will truncate any digits beyond the "P" plus the 8 character P/N causing the asset to lose its P/N identity. This constitutes a valid requirement to assign an "L" control in CAS. Units are not required to submit an AF Form 86.

7.1.3. NWRM Management: Effective management, Positive Inventory Control (PIC) and Total Asset Visibility (TAV) is required for all NWRM. This instruction focuses on management of NWRM items within CAS. Primary policies for NWRM management are included within AFI 20-110, AFMAN 23-110, and AFI 24-203 and must be used in conjunction with this instruction for proper NWRM management.

7.1.4. The Munitions Operational Flow Process: All munitions activities and units use a single munitions operational flow process in peacetime and in wartime, at home-station and at deployed locations, to effectively support aircraft sortie generation and other operational missions. All munitions transactions are processed within the web-enabled Combat Ammunition System (CAS). Munitions supervisors and managers must integrate these processes into their section, element, and crew procedures, operating instructions, and training plans to ensure personnel are knowledgeable of these processes. Major process phases include: Planning, Execution, and Transaction Entry as depicted in **Figure 7.1**. Each phase has steps that occur continuously, overlap, and are not bound by geography or mission. The sequence or assignment of responsibilities may differ locally. However, each step is essential to assure high levels of accountability, accuracy of near-real time CAS transaction processing, asset visibility, and enable effective decision-making.

7.1.4.1. Planning Phase. Refer to **Figure 7.1**.

7.1.4.1.1. Receive Demand/Requests: Munitions requests for external support are received from supported organizations and agencies. Munitions requests for internal munitions activity are derived through the munitions scheduling process, such as receipt, shipping, maintenance, inspection, or warehousing tasks.

7.1.4.1.1.1. Requests to support sortie generation are normally received in the form of an Air Tasking Order (ATO), flying schedule, or through AF 2407, *Weekly/Daily Flying Schedule Coordination*. When received, the controlling activity, generally munitions control, must evaluate and convert requests and prioritize individual builds to support aircraft sorties.

7.1.4.1.1.2. Requests to support custody accounts are received by munitions operations or munitions control from the account custodian through electronic or other communications. These requests are processed in CAS by munitions operations or munitions control personnel, added to the munitions schedule as scheduled or unscheduled tasks, and accomplished to meet the customer demand. Processes should focus on meeting customer demands and requests quickly and efficiently. Customer support should not be delayed by internal scheduling processes or management controls.

7.1.4.1.1.3. Requirements to support internal munitions activity are typically forecasted and scheduled in quarterly rolling forecasts, monthly plans, and weekly production schedules or may be unscheduled. Integrate these requirements with external support schedules to effectively meet all workloads.

7.1.4.1.2. Validate Allocation: During peacetime operations, remaining allocations must be validated by the controlling function before assets are delivered using the *Asset Level Inquiry* (AMQ07A) to ensure munitions are not expended without an approved allocation. All munitions functions that handle, process, deliver and support flightline munitions have responsibilities to ensure that approved allocations are not exceeded. In wartime, requests are generally only constrained by availability and safety factors.

7.1.4.1.3. Determine Asset Availability: After validating allocations, determine availability of assets. Review CAS for pre-built assets that satisfy the request using *Complete Round Inquiry* (AM522A), *Complete Round Asset Summary* (AM523A), etc. Determine component availability to satisfy any remaining quantity using *Complete Round Analyzer* (AMR01A), *Complete Round Build-up* (AMJ01A), etc.

7.1.4.1.4. Component/Lot Selection: Select and utilize available pre-built assets. If additional assets are needed select components by lot, or requisition assets, if authorized.

7.1.4.2. Execution Phase. Refer to **Figure 7.1**.

7.1.4.2.1. Movement to Build Location: Break-out selected assets, deliver to build-up/processing site, and update location using CAS *Movement Process* (AM104A).

7.1.4.2.1.1. Once moved to the build-up/processing site, manage locations IAW Movement Control OI.

7.1.4.2.1.2. Notify Munitions Control of any fire and hazard symbols and CIIC changes.

7.1.4.2.2. Inspect Assets and Process Condition Codes Changes: Perform appropriate inspections IAW T.O. 11A-1-10 and T.O. 11A-1-63 and any required preparatory or maintenance actions. Process any required CC changes in CAS.

7.1.4.2.3. Identify CR Batch Quantity, Process WSN Build, Build/Assemble: After inspections, preparatory actions, and CC updates are completed, begin the CAS CR build-up process.

7.1.4.2.3.1. Properly identify all components used to build CRs. A WSN is a 14-digit code identifying the CRWC, DoDAAC, and batch number. CAS assigns a WSN for each build utilizing the same lot number of like components per similar CRWC.

7.1.4.2.3.2. Assembling a CR in CAS may be done either before, during, or after assembly of physical assets. However, to prevent mixing WSNs of CRs, it is recommended that the CR assembly be processed in CAS prior to beginning the physical build-up/assembly. It is essential that a new, unique WSN is generated any time a batch (lot) is depleted during a CR build.

7.1.4.2.3.2.1. When a CAS generated WSN is assigned, each CR will be properly marked with an abbreviated WSN consisting of the CRWC and the last three digits of the WSN (i.e., BL2CM-XXX). Unless prohibited by the item T.O. the CR will be conspicuously marked. Marking of WSN on chaff/flare magazine, 2.75" rockets, BDU-33 practice bombs, and 105MM rounds is not required.

7.1.4.2.3.2.2. If CAS or AIT is not immediately available, document all CR build-up, assembly, or processing actions on an AF IMT 4331, MTS and utilize automated-, direct-, or remote-input to process CR actions in CAS within one-hour. Assign and annotate a ‘T’ (Temporary) designator on each CR between the CRWC and batch number signifying it a Temporary WSN (BL2CM-TXXX). When CAS becomes available either remark the CR with the CAS assigned permanent WSN, or retain the temporary WSN on each CR provided that a WSN cross-reference list is maintained.

7.1.4.2.3.2.3. Additional local CR suffix markings may be used with the abbreviated WSN to identify munitions configurations. ***EXAMPLE:*** A CR wired for triple-ejection racks (TER) or parent-mount racks and/or (X or +) fin configuration; a CR marked with (BC21H-35T+) might identify a conical MK-82 wired for a TER ‘T’ with the fin in the + configuration.

7.1.4.2.4. Move to Holding Area or Load Aircraft: After CR munitions are assembled (if applicable), all assets (e.g., CR, AUR, components) are typically moved to holding areas awaiting custodian pick-up, to trailers and then holding areas for future delivery, to storage locations, or directly to aircraft parking locations for aircraft loading. All of these locations are loaded in CAS as facilities or containers allowing the use of CAS *Movement Process* (AM104A) to process these movement transactions in CAS.

7.1.4.2.4.1. CR Movements: For CRs, use abbreviated WSN showing the CRWC and the last three digits of the WSN in the CAS location. ***EXAMPLE:*** BL2CM-XXX. ***EXCEPTION:*** This is not required for CnC moves as CAS provides the default locations.

7.1.4.2.4.2. Validating Munitions Movements. Munitions managers, sections, and work centers must use the *Storage Location Report* (AM567A) to assist in reconciling assets in operating locations. Operating locations should be inventoried daily to ensure movement processing and location accuracy.

7.1.4.2.5. Pre-transaction Validation of Assets Receipt, Shipped, or Expended: Before processing any CAS transaction, task data supporting a transaction must be validated at the 'point-of-use' to ensure 100-percent accuracy. This validation is an 'Execution' phase step making it a key step in the sortie generation or customer support process. ***EXAMPLE:*** An individual processing a CAS transaction must query CAS to determine the correct assets loaded on an aircraft prior to processing the expenditure. A similar query must be completed for every task performed and is essential to ensure accuracy of CAS transactions.

7.1.4.2.5.1. Validate all information and data on receipt/shipping documents matches physical assets exactly before processing receipt and shipment transactions. Then, process these transactions in CAS IAW **paragraphs 7.15** and **7.17**, as they occur throughout the day, using automated-, direct-, remote-input methods.

7.1.4.2.5.2. Validate flightline task activity before processing movement or expenditure in CAS. Documentation of weapons/munitions activity on an AF IMT 2434 by the Weapons Expediter indicates that this validation has been completed.

7.1.4.2.6. Download, Recover, or Refrag Assets: If assets are not shipped or expended, then they must be either downloaded from aircraft, recovered back to the munitions area, or refrag assets to another mission. This generally involves a location movement using CAS *Movement Process* (AM104A).

7.1.4.3. Transaction Entry Phase: Refer to **Figure 7.1**.

7.1.4.3.1. Process Transactions in CAS: This phase culminates all previous actions and steps within the Munitions Operations Flow Process and results in a properly processed CAS transaction. Processing transactions in CAS changes the asset posture, stockpile balance, or asset condition. These changes are visible to stockpile managers at all levels and may impact logistics support decisions. While timely CAS processing is desired, this should not overshadow the importance of accurate CAS processing. Process CAS transaction using automated-, direct-, or remote-input methods as outlined below:

7.1.4.3.1.1. Automated-Input: Process CAS transactions automatically using AIT as the preferred method. Units and installations where AIT capabilities have been bed-down will maximize the use of AIT and automated-input methods. Process automated-input transactions IAW this instruction, **paragraph 7.1.5**, and published AIT equipment manuals or procedural guidance. Munitions and

Weapons managers must maintain awareness of their AIT capabilities to include personnel training to consider if and when to utilize direct- or remote-input methods to best meet the mission.

7.1.4.3.1.2. Direct-Input: Process CAS transactions using direct-input when automated-input methods are not available or cannot be employed effectively to streamline operational processes.

7.1.4.3.1.2.1. When using direct-input methods do not inhibit processes with excessive management controls. Rather, emphasize data validation at the 'point-of-use' at all steps in the process prior to processing CAS transactions to provide the level of accuracy required for direct-input processing.

7.1.4.3.1.2.2. CAS transactions may be processed by a worker, supervisor, or crew chief performing the munitions/weapons task, munitions control, storage dispatch, assembly pad supervisor, weapons expediter, processing bay chief, munitions inspector, or any other individual designated by munitions/ weapons supervision to perform these activities.

7.1.4.3.1.3. Remote-Input: Only process CAS transactions using remote-input when automated-input and direct-input methods are not available, not possible, or cannot be employed effectively to streamline operational processes.

7.1.4.3.2. When 'point-of-use' transaction data cannot be processed in CAS immediately or must be physically delivered to another location for CAS processing, document the munitions or weapons loading activity. Munitions activity is documented on the AF IMT 4331, MTS and weapons loading and expenditure activity is documented on the AF IMT 2434, IAW AFI 21-101. As soon as CAS access becomes available, process the previously documented activity in CAS. Retain this documentation until the 100-percent movement validation is completed IAW **paragraph 5.2.6**.

7.1.4.3.2.1. Munitions/weapons managers or MASO direct documentation when required by policy or when, in their judgment, it is required to maintain an auditable document trail or to validate data accuracy of CAS transaction processing. Munitions/weapons managers must decide what level and amount of data record is necessary to validate munitions activity and CAS transactions. Avoid excessive management controls and documentation that delays or hinders mission execution.

7.1.4.3.2.1.1. The AF IMT 4331, MTS: The MTS is a multi-purpose form designed to record all types of munitions transaction/data for general, accountable, and auditable munitions activity during peacetime and wartime. The MTS is also a management tool that facilitates the validation of CAS transaction processing.

7.1.4.3.2.1.1.1. Documenting the MTS: The first six blocks of the MTS are administrative in nature and determine what process the form will be used to record. The remaining blocks are used to capture individual transaction data related to that process. Each line is capable of recording all the necessary information to process a single transaction in CAS and is self-explanatory.

7.1.4.3.2.1.1.2. Recording of custody account movements on the MTS only applies to movement of custody assets stored within the MSA, initial transfer to the custodian, and physical receipts of assets from the custodian.

7.1.4.3.2.1.1.3. MAJCOMS may authorize local modification to the MTS as long as the original data elements are included.

7.1.4.3.2.1.1.4. DELETED.

7.1.4.3.2.1.2. The AF IMT 2434, *Munitions Configuration and Expenditure Document*: The AF IMT 2434 is used to record weapons/munitions loaded and expended from aircraft. Document weapons/munitions activity and route the AF IMT 2434 IAW AFI 21-101.

7.1.4.3.3. Validate CAS Data Entry of Flightline Munitions Activity: This validation provides the MASO and munitions manager's with confidence that CAS transaction history for Flightline activity is accurate. The *Transaction History Report* (AM903A) must be compared against the AF IMT 2434 or other documents and discrepancies researched and corrected.

7.1.4.3.4. Document Control and Management: Routing, control, and management of documents represent the final steps in the Munitions Operational Flow Process. Elimination and reduction of paper documents within this process remains an important goal. However, certain accountable, auditable, or other documents key to management review and validation must be routed to appropriate activities. Munitions Document Control Procedures for document routing, flow, control, and filing are provided in **Attachment 6**.

7.1.5. Internet Access and AIT:

7.1.5.1. Internet Access: CAS is a web-based system dependent on continuous Internet connectivity. This connectivity is not optional. Timely and accurate munitions up-channel reporting and subsequent resupply efforts depend on this connectivity. Where approved and when available, use of commercial wireless technology to speed data input is encouraged.

7.1.5.2. Personnel that have a valid CAC card, an Air Force Portal account, and are authorized to process CAS transactions can do so at any location where Internet access is available by signing on the web-enabled CAS system. Weapons expediters and other personnel performing munitions tasks and operations input CAS transaction data directly into CAS from or near work locations.

7.1.5.3. AIT: After validation that tasks are completed, technicians, weapons expediters, and supervisors use automated hardware and software applications to transmit transaction data into CAS automatically. This data may be saved in the hardware memory to be uploaded into CAS later or transmitted immediately through hard-wired or AF approved wireless technology to a base LAN or WAN. In addition to technical-procedural guidance for the use of AIT equipment on the AFMC2 site, the following guidance will be used:

7.1.5.3.1. Munitions movements and expenditures will be processed in CAS using automated means (e.g., Hand Held Terminal (HHT) scanners or other automated

methods) by Munitions/Weapons personnel as actions occur throughout the day. If automated capability is not available or functional, maximize the use of direct-input. If direct-input capability is not available or functional, then utilize remote-input.

7.1.5.3.2. If automated capability is available and functional, but wireless connectivity is lost or unavailable, HHT scanners will 'Batch Mode' transactions onto the scanning device until connectivity is restored/obtained (wireless connectivity or HHT docking).

7.1.5.3.3. When operating in Batch Mode all 'unprocessed' Batch Mode transactions must be synchronized (processed by gaining wireless connectivity or HHT docking) to ensure processing in the correct chronological sequence, as they occurred.

7.1.5.3.4. CAS has the capability to print two-dimensional AIT barcode labels for warehouses, containers, WSNs, assets, and consolidated assets (multiple NSNs). However, currently fielded printers may not be compatible or have the capability to accurately print specific AIT labels. Units should contact their MAJCOM if they desire to utilize this CAS capability before standardized AF equipment and materials are provided to them.

7.1.5.3.5. Standardized label equipment and labels have been identified and MAJCOMs are working to field this AIT equipment. Unless directed by the MAJCOM, units will not purchase their own AIT equipment.

7.1.5.3.6. AIT Labels: To automate the data entry process, two dimensional barcode labels are used with human readable data. Barcode data identifiers tell the handheld terminal (HHT) scanner what type of data is being read and where it should be placed on the HHT screen. CAS provides the user the capability to print the following labels using a desktop printer or a hip printer attached to the HHT.

7.1.5.3.6.1. Warehouse Label: The warehouse label contains the structure and location, and when scanned displays the contents of that location. These labels will be placed on corner markers to identify a specific structure location. If corner markers cannot be utilized, affix labels to walls, clipboards, signs, or other means to clearly display labels to meet operational needs.

7.1.5.3.6.2. Container Label: The container label contains the container ID and IUID, and when scanned displays the container and any assets within the container. The container label should be placed near the field number or location that best facilitates visibility and ease of use.

7.1.5.3.6.3. WSN Label: The WSN label contains a WSN, and when scanned will select that specific WSN. The WSN label should be placed on the munitions item in a location that best facilitates visibility when installed on an aircraft (e.g., fin or airfoil group for bombs and near the missile SN).

7.1.5.3.6.4. Asset Label: The asset label contains the mandatory data elements for marking munitions packing IAW MIL-STD 129. All available asset information is pre-populated based on the indicative data record and user input. All data elements are editable and users must ensure that data is accurate. The asset label can be generated for all levels of packaging. The label contains a

unique traceability code to prevent duplicate scanning. The user must ensure labels are replaced on both the front and side of containers. Dual labels on front and side constitutes the minimum required markings and minimizes the need to add/stencil other marking.

EXCEPTION: United Nations (UN) and Performance Oriented Packaging (POP) markings are not included in the asset label and must be added.

7.1.5.3.6.5. Consolidated Asset Label. The consolidated asset label provides the same capability as the Asset Label except it allows multiple NSNs to be added to the label.

7.1.5.3.7. AIT Conflict Resolution (AMP09A). In an off-line environment, transactions must be processed using AIT in the chronological sequence that they actually occur.

7.1.5.3.7.1. To support the automated data capture process in an off-line environment it is possible that a transaction created by one user may not process in CAS because the transaction is dependent upon the processing of another user's transaction. ***EXAMPLE:*** In an off-line mode, Crew 1 moves a loaded trailer from an operating location (OL1) to a holding pad (HP1) and then crew 2 moves the trailer from (HP1) to a flightline location (S1). If crew 2 processes the trailer movement from HP1 to S1, CAS would create an error, since CAS would still show the trailer in OL1. Crew 1 must process the first transaction (OL1 to HP1) before crew 2 can process the second transaction.

7.1.5.3.7.2. Units using AIT must monitor the AIT Conflict Resolution program on a daily basis to ensure transactions are being cleared and updated to clear outstanding transactions.

7.1.5.3.8. Units are authorized to develop local capabilities and associated procedures (e.g., wireless laptops, notebooks, cellular devices/air-cards, etc.) to meet the intent of using AIT to process transactions at the 'Point-of-Use' and in the most expedient and efficient means possible.

7.1.5.3.9. Units must develop processes to ensure off-line (Batch Mode) transactions are processed at sufficient intervals necessary to support the mission.

7.1.5.3.9.1. If automated capability is available and functional, but wireless connectivity is lost or unavailable, HHT scanners will 'Batch Mode' transactions onto the scanning device until connectivity is restored/obtained (wireless connectivity or HHT docking).

7.1.5.3.9.2. When operating in Batch Mode all 'unprocessed' Batch Mode transactions must be synchronized (processed by gaining wireless connectivity or HHT docking) prior to aircraft recovery.

NOTE: Synchronizing ensures that transactions are processed in the correct chronological sequence, as they occurred.

7.1.6. Structure Management. All munitions facilities, revetments/pads, Hardened Aircraft Structures (HAS)/Protective Aircraft Structures (PAS), aircraft parking spots, and holding areas for munitions, will be loaded as individual CAS structures. This process allows assets

to be moved between structures using the normal CAS *Movement Process* (AM104A) and enables the use of CAS management products to track assembled assets in their physical location using the *Storage Location Report* (AM567A). In addition, a structure titled 'Off-Station' may be created for assets currently 'off station' and planned to be receipted at a Forward Operating Location (FOL) or due to return to the base.

7.1.7. Container-in-Container (CnC) Management: CnC capability provides a parent-child relationship that enables the movement of a container and its contents in a single move, where the NEW, compatibility and CIIC of the contents are applied to the container's location within a structure.

7.1.7.1. Containers are classified by 'type' and 'sub-type' to improve overall management of containers. Templates and naming conventions for container types and sub-types are pre-defined in CAS to standardize these across the Air Force. If container types or sub-types do not support requirements, contact your MAJCOM. ***EXAMPLE:***

<u>Container Type and Container Sub-Type</u>

Aircraft: B-1B, F-15C, F-16B30, etc.

Trailer: MHU-110, MHU-196, 40ft, etc.

ISO: USUF; 20ft side opener; 20ft end opener, etc.

AME: SUU-25, BRU-61, Mags, Chaff/Flare.

7.1.7.2. AME container ID formats are provided by HQ ACC/A4WA and loaded on the AFMC2 site. If container types, sub-types, or container IDs do not support requirements, contact your MAJCOM who will work through ACC/A4WC to add or change container types/sub-types and identify new container ID codes.

7.1.7.3. For containers currently loaded as structures containing assets; create new container IDs IAW the following procedures and move assets to the newly created container before deleting the structure in CAS.

7.1.7.4. Once loaded, a container ID carries a maintenance detail record. While not mandatory to update, they enable additional capabilities. The maintenance detail record varies based on container type. Aircraft detail records have information on the owning organization and allow the ORG/SHP code and munitions CAT Codes to be specified for all expenditures processed against the given container ID. An ISO detail record is used to update container information necessary to ship a loaded or empty container. All detail records provides the capability to check the contents being moved into it against a specified Complete Round Weapons Code (CRWC) or codes.

7.1.7.5. Container IDs may be added or deleted from the system as needed by the using organization. Items in the context of CnC are not accountable in CAS.

7.1.7.5.1. An accountable container may be assigned a container ID for ease of tracking, however it is the stock level of this NSN that is accountable, not the CnC container ID.

7.1.7.5.2. Once the container ID is assigned, the accountable NSN would be moved into the container ID, pairing the two together to make it easier to track and utilize.

7.1.7.6. Individual Container Identification. A unique 10-digit identifier must be assigned to each container managed in CAS and cannot be duplicated, regardless of type or sub-type. Each unit will load individual containers by appropriate container type and sub-type using *Container Maintenance* (AM106A). Container ID Naming Conventions will be standardized across the AF enterprise as follows:

NOTE: If a 'duplication' error is received in CAS contact the CAS Help Desk or submit a CAS DR.

7.1.7.6.1. Aircraft. Load the two-digit aircraft wing designator 'tail flash' as position 1 and 2 (i.e., Langley = FF), the two-digit year as position 3 and 4 (i.e., 1989 = 89), and a 6-digit aircraft tail number as position 5 thru 10 (i.e., FF89123456). Units are not required to update Aircraft container locations in CAS.

NOTE: Units without assigned aircraft will use a two-digit Command Code of parent MAJCOM as the tail flash designator. As follows:

0B – USAFA		0D – USAFE
	0J – AETC	
0R – PACAF		0M – AFRC
	XX – AFSOC	
1C – ACC		1F – GACP
	1L – AMC	
1M – AFMC		1S – AFSPC
	3X – AFCNT	
4Z – ANG		GS – AFGSC

7.1.7.6.2. Trailers. Load the two-position wing designator as position 1 and 2, the three-digit trailer type as position 3 thru 5, and the five-digit assigned SN as position 6 thru 10 (e.g., FF11012345 = MHU-110 or FF25F12345 = 25FT). Units will update Trailer container locations in CAS.

7.1.7.6.3. Transportation Modules (Mods). Load the two-position wing designator as position 1 and 2, the three-digit module type as position 3 thru 5, and the five-digit assigned SN as position 6 thru 10 (e.g., FFB3312345 = BDU-33, FFRKT12345 = rockets, or FFC-F12345 = Chaff-Flare).

NOTE: Units that have loaded containers under Chaff and/or Flare type must move the containers to the 'Chaff-Flare' type. Units will update Module container locations in CAS.

7.1.7.6.4. Ammunition Loaders. Load the two-position wing designator as position 1 and 2, the three-digit loader type as position 3 thru 5, and the five-digit assigned SN as position 6 thru 10 (e.g., FFALS12345 = ALS, FFLAL12345 = LAL, or FFUAL12345 = UALS). Units will update Ammunition Loader container locations in CAS.

7.1.7.6.5. Alternate Mission Equipment (AME) to include Chaff/Flare Magazines. Load the two-position wing designator as position 1 and 2, the three-digit AME type as position 3 thru 5, and the five-digit assigned SN as position 6 thru 10 (e.g.,

FFL8812345 = LAU-88, FFA5012345 = ALE-50, FFCFM12345 = Chaff/Flare magazine).

NOTE: All AME container ID formats will be provided by HQ ACC/A4WA and loaded on the AFMC2 site. Units are not required to update AME container locations in CAS.

7.1.7.6.6. ISO Containers. Load the four-digit ISOs designator as position 1 thru 4 (e.g., USAF or USFU) and the 6-digit SN as position 5 thru 10 (i.e. USAF123456).

7.1.8. Weapons Expediters: During Sortie Generation Operations (SGO), Weapons Expediters (or designated weapons individual) manage munitions assets on the flightline. They validate and document of task data, process movements and expenditure transactions in CAS, and assure maximum aircraft coverage by organizing and positioning expediters spatially, geographically, or functionally depending on mission requirements and general airfield layout.

7.1.8.1. The Weapons Expediter is a critical node in the flightline support and munitions accountability process through validation of aircraft load/expenditure accuracy. Expediters maintain 100-percent aircraft coverage and facilitate the use of automated-, direct-, or remote-input CAS processing to achieve streamlined data flow and near-real time and accurate CAS processing.

7.1.8.2. The Weapons Expediter (or designated weapons individual) validates flightline task data IAW **paragraph 7.1.4.2.5.2** prior to processing movement or expenditure transactions in CAS. Documenting weapons/munitions activity on the AF IMT 2434 by the Weapons Expediter or designated weapons individual indicates that this validation has been completed.

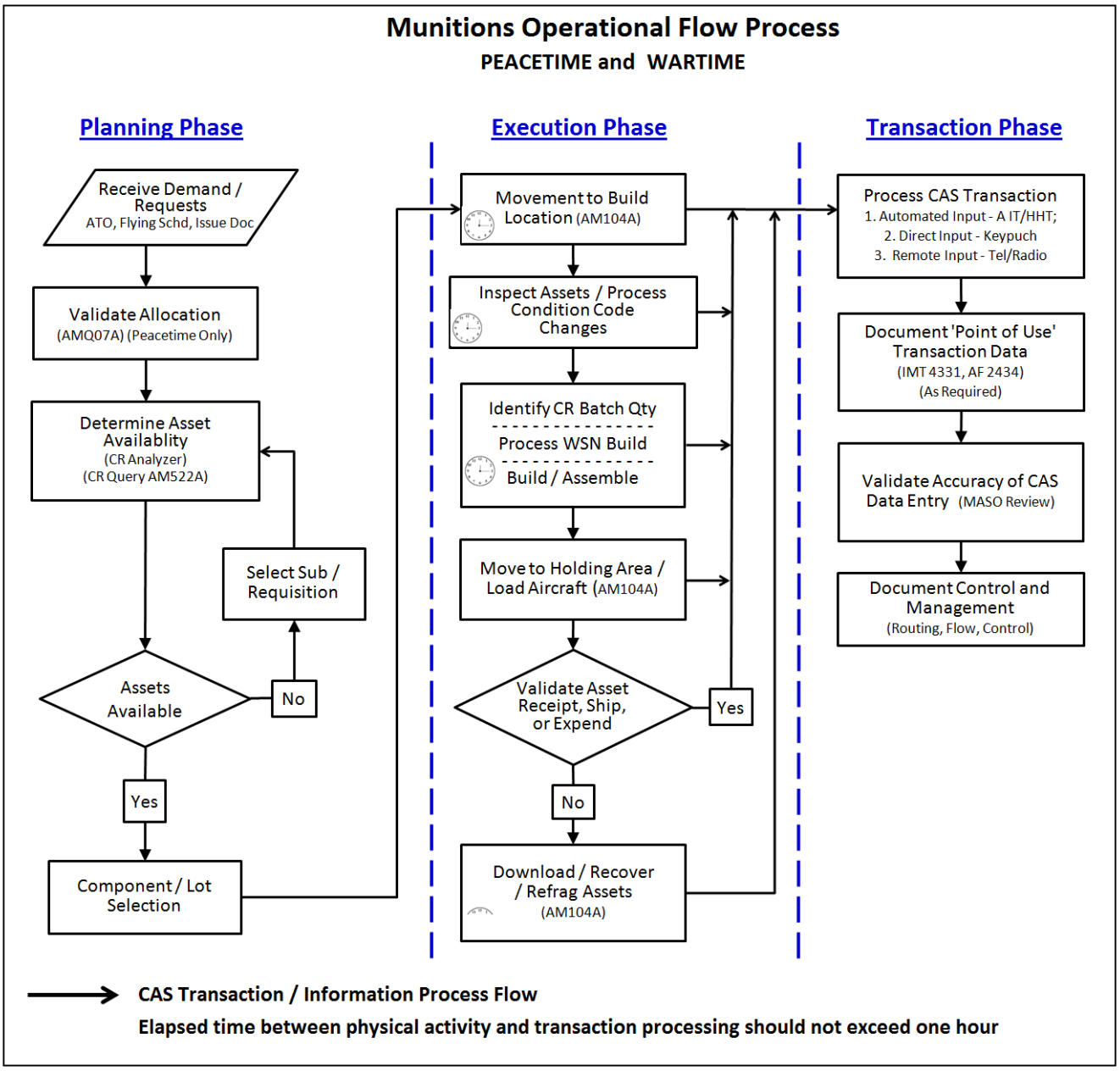
7.1.8.3. Process flightline movements and expenditures in CAS using automated-input methods as the preferred method. If these automated-methods are not available or functional, use direct-input methods. Only use remote-input methods when automated- or direct-input methods are not possible or robust enough to effectively streamline operational processes.

7.1.8.3.1. Aircraft Munitions Expenditures: The AF goal is to process aircraft expenditure data in CAS within one hour of aircraft recovery, but no later than between aircraft goes. Process aircraft expenditures IAW **paragraph 7.18.2.2.6**.

7.1.8.3.1.1. Weapons Expediters may be unable to meet these processing goals if they must depart the flightline area to process expenditure transactions if infrastructure limits automated- or direct-input processing capability (e.g., lack flightline wireless or docking stations). In this case, munitions and weapons managers must decide which expenditure processing method best serves the mission.

7.1.8.3.1.2. Processing Aircraft Expenditures using AIT: To support munitions expenditures using the HHT, the ORG/SHP code and Munitions CAT Code must be loaded against a specific aircraft (Container ID) data record. If the ORG/SHP code and Munitions CAT Code are not loaded the transaction will error out and be retained in the CAS *AIT Conflict Resolution* (AMP09A) program.

Figure 7.1. Munitions Operations Flow Plan (Peacetime and Wartime).



7.1.8.3.1.3. If AIT is available on the flightline, but temporarily off-line or out of wireless range, the HHT scanners will operate in 'Batch Mode' and continue to collect transaction data. When operating in Batch Mode, weapons expeditors must ensure that all 'unprocessed' Batch Mode transactions are synchronized (processed by gaining wireless connectivity or HHT docking) prior to processing movements to/from or expending assets from recovered aircraft.

NOTE: Synchronizing ensures that transactions are processed in the correct chronological sequence, as they occurred.

7.2. MASO Management of Munitions and Combat Ammunition System Procedure.

7.2.1. Establish a DoDAAC IAW **paragraph 9.1**.

7.2.2. There is only one appointed MASO per DoDAAC. An alternate MASO is not authorized. As such, the MASO operates the munitions account and may pre-appoint delegates, in writing, to operate and manage account activity to include signing specified documents and listings. The MASO will sign the certificate of transfer and all inventory adjustments. Specific MASO accomplished tasks and authorities/responsibilities that may be delegated are outlined within **Table 7.1**, *MASO Task Accomplishment and Delegations Authority*. The MASO ensures required documentation is signed IAW **Attachment 6, Table A6.1**.

7.2.2.1. The term "MASO will" indicates a task/responsibility accomplished by the MASO. These tasks can only be delegated when the MASO is absent from the duty section for at least one entire duty day. This 'absence' rule applies to MASO accomplished tasks listed in the left column of **Table 7.1**.

7.2.2.2. The term "MASO must ensure" indicates a task/responsibility that the MASO may delegate even when not absent from the duty section. These tasks are listed in the right column of **Table 7.1**. MASO, Operations Element, or accountability tasks within this AFI not listed in **Table 7.1** are considered 'Must Ensure' tasks and may be delegated.

Table 7.1. MASO Task Accomplishment and Delegations Authority.

Paragraph	The MASO 'Will'	Paragraph	The MASO 'Must Ensure'
2.6.2.	Submit CAS *Certificate of Transfer* and appointment waivers to appointing authority	2.6.3.	100-percent inventories of munitions on DoDAAC stock are conducted
2.6.4.	Review the account using appropriate LCAP checklist items, self-inspection checklists, and previous audit and inspection reports	2.6.3.	Resolve inventory discrepancies processing inventory adjustment documents (IAD) or initiating Report of Survey (ROS)
2.6.4.	Complete, document and brief results of account reviews to the appointing authority and Squadron Commander	2.6.6.	The Certificate of Transfer, approved waivers, MASO 45 calendar day and semi-annual reviews are maintained as long as accountable documents remain in file with the MASO's signature
2.6.4.	Perform the MASO 45-calendar day and semi-annual reviews	2.6.11.	Track inventory accuracy and problem areas to reverse unfavorable trends
2.6.7.	Brief any new appointing authority on the condition of the stockpile	2.6.14.	Ensure munitions forecasts are submitted as directed by the GACP, Lead MAJCOM, Supported Command and Munitions User Functional Managers (MUFM)
2.6.9.	Appoints the primary and at least one alternate CAS System Administrator (SA)	2.6.16.	Munitions users and commanders are notified verbally and follow-up electronically when munitions are suspended or restricted IAW **paragraph 7.26**

Paragraph	The MASO 'Will'	Paragraph	The MASO 'Must Ensure'
2.6.11.	Evaluate training and processes based on Reverse Post (RVP) trends and take corrective action as necessary	2.6.17.	CAS trouble tickets are submitted
2.6.11.	Remove CAS personnel access and processing capability, if warranted, to ensure integrity of CAS data	2.6.20.	The WRM PEC 28030 financial plan is developed and submitted to the WRMO/NCO
2.6.22.	Sign all PTO transaction documents	2.6.21.	WRM munitions are not expended in peacetime without approval
2.6.23.	Appoint a Document Control manager	2.6.22.	Paperwork Transactions Only (PTO) are approved prior to processing
2.6.25.	Review and digitally sign the daily CAS *Transaction History Listing* (AM903)	2.6.24.	Annually, in the first week of September commanders and custodians are notified to submit end of FY expenditures
3.12.6.2.1.	Approve, forward or delete ADRs in CAS	2.6.24.	End of FY expenditures are processed in CAS prior to 2400 hours, CST, 30 Sep
3.13.11.1.1.3.	Sign 'receipt' for MDAS delivered to the base scrap vendor, recycling activity/ points	7.5.2.2.	Unit allocations are validated in CAS IAW the Detailed Logistics Allocation Report (DLAR) and MAJCOM/NAF instructions
7.3.2.6.	Signs the **AF Form 68** approving account establishment/continuance	7.5.2.2.1.2.	Stock levels are validated to ensure current FY allocations are accurately reflected in CAS
7.5.2.6.1.	Approve/disapprove customer requests for excess non-expendable assets	7.4.5.2.	Accounts are "frozen" and further transactions not processed if discrepancies are not corrected within 15 calendar days after notification or account fails to schedule/turn-in excess assets
7.19.1.5.3.	Reviews and sign all FOB documents	7.4.5.3.	Accounts are "unfrozen" when discrepancies have been corrected or assets are turned in
		7.13.5.	C05 packages are forwarded to MAJCOM and Lead MAJCOM munitions staff

7.2.2.3. Regardless of delegation authority, the MASO is responsible for account management and ensuring a clear understanding of responsibility and authority that accompanies each level of delegation.

7.2.2.3.1. If clear responsibility and authority cannot be maintained during a period of delegation, Munitions Supervision or the MASO should advise the appointing authority to consider transferring the account to a new MASO.

7.2.2.3.2. Only an NCO, Officer, or civilian having a detailed working knowledge of munitions accountability procedures will be given MASO delegation. MAJCOMs may approve deviations to this requirement.

7.2.3. The MASO must ensure that munitions owning and using organizations are familiar with the policies, responsibilities, and procedures within this instruction. In addition to the responsibilities outlined on the AF Form 68, the MASO shall ensure organizational commanders and custodians are aware of the *Munitions Customer Information Matrix* provided in **Attachment 4**. When used in conjunction with the briefing topics on the AF Form 68, this matrix replaces the requirement to develop a separate Munitions Customer Guide. Units who develop separate Munitions Customer Guides to aid customers will review and update these guides IAW AFMAN 33-363.

7.2.4. The MASO ensures processes are established to post munitions transactions in CAS as near to real-time as possible with a goal of 1-hour.

7.2.5. Base-Level CAS System Management. Refer to **paragraph 9.3** and **paragraph 13.2** for additional guidance on CAS management responsibilities of the Electronic Systems Center (ESC) CAS PMO (ESC/HGGI), NAF, MAJCOM, GACP and HQ AF. Base-level munitions supervision and managers will:

7.2.5.1. Ensure all CAS base administrators are thoroughly briefed on specific computer training and awareness issues as outlined in AFI 33-200, *Information Assurance (IA) Management*.

7.2.5.2. Appointment of Local Administrator. The MASO appoints a primary and at least one alternate local administrator in writing. Also see **paragraph 2.6.9** and **paragraph 9.2.2**. Small and unique munitions organizations IAW AFI 21-200 need only appoint a primary SA.

7.2.5.2.1. Standard memorandum format will be used and will identify the appointed individuals name, rank, DoDAAC, Unit, Office Symbol, DSN phone number, Portal Login ID, and Security Clearance.

7.2.5.2.2. Forward a copy of the appointment memorandum to the MAJCOM SA. Submit new or updated memorandums as changes occur.

7.2.5.2.3. The MAJCOM SA grants the primary and alternate base-level administrator the CAS Admin privilege if the local administrators Global Combat Support System – Air Force (GCSS-AF) IF logins are assigned and the appointment memorandum has been received and validated. If no local SA is assigned/available, the Lead MAJCOM SA grants base-level administrators in their absence.

7.2.5.2.3.1. Once the administrative role is assigned to the local SA and appears in the SA Air Force Portal account, he or she will then be able to access the admin menu and have the ability to grant CAS privileges to other base-level users. The individuals appointed as the local SA will be the POC for all matters relating to the CAS application for their unit.

7.2.5.2.3.2. The primary and alternate SA are granted unique roles; therefore, ensure a SA is available for daily CAS support as needed. The SA grants local users access to specific shop-related roles.

7.2.5.2.4. The Base Level SA is required to validate local CAS user listing quarterly to ensure accuracy.

7.3. Preparation and Use of the AF Form 68, *Munitions Authorization Record*.

7.3.1. Purpose: The AF Form 68 is used by organizational commanders to establish accounts to receive, manage, and expend munitions for custody management; receive munitions for consumption, appoint munitions custodians, identify personnel currently authorized to receipt for munitions, and authorize user access to CAS for managing accounts or personnel outside the Munitions organization (including tenant units).

7.3.1.1. An AF Form 68 is not required to satisfy/process flightline demands, munitions managed within the MSA, Small arms Ammunition Combat Consumption (SmACC) issues to ORG/SHP 920CC, or for the single wing mobility account 002BP. Do not expend assets from ORG/SHP 920CC or 002BP, these are not expenditure accounts.

7.3.1.2. The AF Form 68 will be used for all accounts established by units to manage RDT&E and A&S munitions assets IAW the exceptions to **paragraph 7.1.2.1.2**.

7.3.1.3. A Commander (or equivalent) may request personnel not currently on an AF Form 68 be granted access to CAS by submitting a DD Form 2875 to the MASO. The MASO may approve and SA may grant access consistent with **paragraphs 2.6.11** and **2.6.12**. The DD Form 2875 must contain the requestor's full name, grade, Air Force Portal ID, and duty phone number.

7.3.2. Responsibilities.

7.3.2.1. Commanders of units that ‘use’ or ‘possess’ munitions will sign and ensure compliance with requirements of the AF Form 68, references in the *Munitions Customer Information Matrix* in **Attachment 4**, and any local MASO requirements.

7.3.2.1.1. Civil service (GS/GM) personnel appointed as Division heads/chiefs within a military unit may sign the AF Form 68 in lieu of the Commander. In contracted operations a military officer holding command authority or Federal civilian (GS/GM) Division heads/chief will sign the AF Form 68. Contractors do not sign to appoint custodians or approve the AF Form 68.

7.3.2.1.2. Commanders / Civil Service (GS/GM) Division Heads/Division Chiefs may delegate their authority by memorandum to personnel with operational responsibility to sign munitions account documentation. A copy of the signed delegation memorandum will be provided to the MASO before account documentation will be accepted from the delegate.

7.3.2.1.2.1. Delegated personnel must be an officer, senior NCO, or civilian (GS-9 or above). Delegated personnel may act on the commander’s behalf to sign the **AF Form 68** and other related account management documents that the commander would normally sign. Delegated personnel must sign the AF Form 68, or an addendum to the current **AF Form 68** to acknowledge being briefed and trained on their responsibilities and the responsibilities of the Commander. Delegated personnel cannot also be a custodian on the account.

7.3.2.1.2.2. When delegating their authority, commanders and civilian division heads/chiefs remain responsible for these requirements and those of **paragraph**

2.3. Delegation of authority does not release the commander /civilian division head/chief from pecuniary liability.

7.3.2.1.2.3. The delegation memorandum must be signed by the appropriate Commander or Civil Service Division Head/Division Chief (vice and deputy signatures are not acceptable) and shall include the following statements:

On _____(Date), I delegate my authority to sign the AF Form 68, Munitions Authorization Record to _____, _____, _____ (Name, Grade, Position/Title). By delegating my authority, this delegate on my behalf, may acknowledge responsibility, duties, authorities, and applicable references. Additionally, my delegate may identify, appoint, and verify personnel authorized to receipt for, turn-in, and submit expenditure requests for munitions on this account."

"I understand that as Commander / Civil Service Division Head/Chief of _____ (Organization and Office), delegating my authority for the operations, accountability, and management of the munitions on Organizational Account _____ (ORG/SHP Code), does not relieve me of legal or pecuniary responsibility for the proper custodial management and accountability IAW AFI 21-201, *Conventional Munitions Maintenance Management* for the munitions maintained on this account.

7.3.2.1.3. DELETED.

7.3.2.2. DELETED.

7.3.2.3. Commanders may elect to personally receipt for munitions, or delegate their authority. Organizational Commanders must develop internal management controls within their unit to provide oversight and comply with all munitions account responsibilities.

7.3.2.4. Active, guard, reserve, and civilian personnel operationally aligned within the same functional area will be combined on a single AF Form 68 (or addendum) regardless of administrative alignment.

7.3.2.5. The MASO must ensure a 'face to face' briefing and informational training on account responsibilities is provided to the organizational or unit commander and all custodians by utilizing the AF Form 68, Part II, Briefing Statement, **Attachment 4** of this publication, and the Air Force Munitions Accountability Procedures Guide (as applicable) located on AFMC2 site. For GSUs, the MASO may conduct this briefing by teleconference.

7.3.2.5.1. By signing the AF Form 68, all individuals acknowledge understanding of the instructions and responsibilities listed on the AF Form 68 and in **Attachment 4**. Provide customers a listing of Munitions key points of contact for normal and after hours support.

7.3.2.5.2. The MASO must ensure that personnel delegated authority IAW **paragraph 7.3.2.1.2** are briefed and trained IAW these procedures.

7.3.2.6. The MASO reviews the AF Form 68 for completeness and accuracy and signs to approve establishment or continuance of a custody/consumption account. The MASO signs after all other individuals have signed and prior to account personnel taking custody

of munitions. The MASO returns incomplete/inaccurate AF Forms 68 to the unit for correction before signing.

7.3.2.7. Individuals cannot be added to the AF Form 68 once approved by the MASO. All custodians are considered 'primary'. There are no alternate munitions account custodians.

7.3.2.8. To add additional custodians, reaccomplish the original AF Form 68 or process a new 'Addendum' AF Form 68. If an addendum is used, mark it as "Addendum" and file it with the original.

7.3.2.9. To withdraw a custodian's authorization for any reason, the organizational commander/account custodian will take one of the following actions within 24-hours:

7.3.2.9.1. Complete and electronically submit a new AF Form 68 to the MASO for approval. The MASO will digitally sign the new AF Form 68 and will ensure it is filed IAW the AF Munitions Document Control Procedures at **Attachment 6**. Munitions Operations will e-mail a copy to all account custodians.

7.3.2.9.2. Notify MASO of withdrawal/reassignment actions. The MASO will ensure the personnel are 'red lined' from the AF Form 68 using the 'typewriter' tool in Adobe Acrobat Professional © and the revised AF Form 68 is filed IAW the AF Munitions Document Control Procedures at **Attachment 6**. Munitions Operations will e-mail a copy to the account custodian.

7.3.2.10. The unit unit Account Custodian or Organizational Commander will revalidate the AF Form 68 annually.

7.3.2.10.1. If there are no changes the unit custodian enters a legible name and date in Part III of the AF Form 68 revalidation in the area titled "UNIT REVALIDATION: NAME AND DATE:" If there are no changes, the unit is not required to submit the revalidated AF Form 68 to the MASO. Additionally, Munitions Operations does not revalidate the unit's AF Form 68.

7.3.2.10.2. The custodian will initiate any required additions or deletions IAW **paragraphs 7.3.2.8** and **7.3.2.9**.

7.3.2.10.3. The AF Form 68 will be re-accomplished any time the commander changes.

7.3.2.11. Units shall use the folder structure as outlined in the AF Munitions Document Control Procedures at **Attachment 6** for AF Form 68 distribution. Ensure that Munitions Inspection, Storage, SA, and custody account monitor have 'read' privileges for the account document folders.

7.4. Custody Account Management. ***NOTE:*** Custody account management procedures include procedures to manage consumption issued assets.

7.4.1. The Organization commander is responsible for munitions issued to the unit's accounts. Commanders appoint munitions account custodians using the AF Form 68.

7.4.2. Custodians are responsible to the unit commander for property management and are liable for loss, damage or destruction of property resulting from negligence, willful misconduct or deliberate unauthorized use.

7.4.3. Custodians will comply with all requirements identified on the AF Form 68 and this instruction:

7.4.3.1. Ensure allocations are not exceeded.

7.4.3.2. Obtain or provide transportation to pick up and deliver required munitions to and from the MSA.

7.4.3.3. Maintain lot number integrity (i.e., do not mix lots). This is especially important for munitions items that the lot number is not affixed to the actual munitions item. ***EXAMPLE:*** Small arms ammunition in operational use loaded into magazines will be managed utilizing a cross-reference sheet that details the ammunition lot number loaded in each numbered magazine.

7.4.3.4. Account custodians that must forecast for munitions will request and obtain general-user access to AMST.

7.4.3.5. Ensure expenditures are validated and submitted within 5 duty days.

7.4.3.6. Custody accounts will maintain packing material to repackage munitions maintained on their account. They will turn-in munitions residue, extra packaging, and containers to the munitions activity for certification or disposition. Those users authorized to certify munitions residue, as authorized by T.O. 11A-1-60, will develop procedures for disposal of packaging and residue, or pay for replacement packaging.

7.4.3.7. Ensures munitions are not released to agencies or individuals outside the AF.

7.4.3.8. Initiate a formal CSA with the munitions storage activity when such storage is required or considered in the best interest of the Air Force.

7.4.3.8. **(SEYMOURJOHNSONAFB)** Contact Munitions Storage Element for example Courtesy Storage Agreement memorandum and coordination procedures.

7.4.3.9. DELETED.

7.4.4. Account Files. Account files are maintained electronically IAW **Attachment 6**. Custodians need not maintain separate files. If a custodian requires a specific record, they will request it from Munitions Operations.

7.4.5. Account Deficiencies. When the MASO determines that a custody account is not being managed or maintained properly IAW this instruction, the MASO will initiate the following procedures:

7.4.5.1. Notify the organizational commander in writing and allot 15 calendar days to correct deficiencies.

7.4.5.2. If discrepancies are not corrected within 15 calendar days after notification, the MASO must ‘freeze’ the account and no further transactions will be processed until corrected.

7.4.5.3. The MASO must ‘unfreeze’ the account when identified discrepancies have been corrected or may direct assets be turned in. If discrepancies are not corrected within 30 calendar days after notification, the using organization’s group commander or equivalent will be notified through appropriate channels for assistance.

7.4.6. Account Closure.

7.4.6.1. When the Organizational Commander has deemed the account is no longer required to support training or operational missions, submit an email with justification for account closure to the MASO. The MASO will then direct the closure of the account and forward the results to the MUFM.

7.4.6.2. Custodians will package all assets for custody turn-in using the original packing material. If original packing material is not available, contact the Munitions Flight for packing material or guidance on otherwise technically suitable packing material.

7.4.7. No munitions transactions will take place until all documentation has been received by Munitions Operations, unless the MASO has authorized a verbal issue request IAW **paragraph 7.16.2.1**.

7.5. Unit Forecasting and Allocation Procedures.

7.5.1. Forecasting: Implement forecasting and allocation procedures based on guidance published annually in the PCAR memorandum distributed by the GACP.

7.5.1.1. Missiles and missile components will not be forecasted.

7.5.1.2. Forecasts, allocations, and distribution activity for CAS managed explosive and non-explosive NWRM assets is a coordinated process between the MAJCOMs; Air Force Nuclear Weapons Center (AFNWC), 708 NSUS, and the GACP.

7.5.1.2.1. CAS managed NWRM is forecasted by units through the MAJCOM to the AFNWC. CAS managed non-explosive NWRM is allocated and distributed by the 708 NSUS . And, CAS managed explosive NWRM is allocated and distributed by the GACP.

7.5.1.2.2. The 708 NSUS reviews and updates requirements and allocations annually and submits approved allocations to the GACP for update in AMST by 31 July each calendar year.

7.5.1.2.3. Account custodians that must forecast for munitions will request and obtain general-user access to AMST.

7.5.2. Determining Proper Stock Levels.

7.5.2.1. A unit's allocation is that quantity of a munitions item expected to be available to units within the designated FY. The allocation provides authorization to requisition and use an item for its allocated purpose.

7.5.2.1.1. The MAJCOM/NAF may review, realign, or adjust unit allocations based on theater positioning objectives, unit requirements and storage capabilities.

7.5.2.1.2. The MASO is responsible for notifying the custodian when their approved annual allocations are available in AMST.

7.5.2.1.3. The MASO at an installation will forecast for all CAS managed NWRM assets. In some cases, host/user command relationships may need to be established to differentiate between managing and using Commands. ***EXAMPLE:*** Trainers used by an AF Global Strike Command (AFGSC) unit but managed by a MASO assigned to AFMC on the same base.

7.5.2.1.4. Each base's portion of the Command Allocation Document is distributed to the MASO via CAS.

7.5.2.2. The MASO ensures unit allocations are validated in CAS IAW the DLAR and MAJCOM/NAF instructions.

7.5.2.2.1. Immediately prior to new fiscal year allocations being auto-loaded in CAS, validate proper host/user command code relationships in AMST and CAS. The MASO must ensure the following procedures are accomplished:

7.5.2.2.1.1. Compare the *Organizational Record Listing* (AM513) to the AF Form 68 and AMST to verify that all ORG/SHP codes, host/user relationship codes, and Functional User Codes (FUC) are loaded correctly.

NOTE: When functional units are organizationally combined/consolidated, unless the MAJCOM/NAF had directed otherwise, the MASO decides which FUC is appropriate.

7.5.2.2.1.2. Once new fiscal year allocations levels are loaded, validate stock levels in CAS to ensure that allocations are accurately reflected.

NOTE: Do not process new fiscal year expenditures until validation of new fiscal year levels has been accomplished.

7.5.2.2.1.3. Immediately notify the GACP using the CRM of any host/user relationship or stock level allocation discrepancies.

7.5.2.2.2. MAJCOM/NAFs ensure that unit forecasts and allocations are loaded in AMST by ORG/SHP code and FUC.

NOTE: Do not consolidate allocations for Flightline support into to a single wing account. These allocations support specific ORG/SHP codes aligned to an AMU or Squadron. Units must continually manage these allocations to maintain timely processing, visibility, and accountability.

7.5.2.3. Sortie Surge Training Munitions Allocations. Load levels against the ORG/SHP for the account but do not issue assets. Support sortie surge requirements from base stock assets.

7.5.2.3.1. Munitions units may manage and expend CAT Code D and CAT Code E consumable assets as a part of the CRC directly from base stock. The MASO develops local procedures to strictly control these parts in production facilities as a component of the CRC.

7.5.2.3.2. The MASO in collaboration with other munitions managers may utilize stock storage locations within the munitions maintenance and production facilities (e.g., build pads, maintenance bays, line-delivery, etc.) as necessary to enable stock management of these consumable assets. The use of automated-, direct-, or remote-input is encouraged to manage and expend these assets as individual parts or as part of the CRC.

7.5.2.4. Units may be allocated munitions items in more than one CAT Code. Allocated assets managed on DoDAAC stock do not require physical segregation and are assigned the appropriate CAT Code at the point of expenditure.

7.5.2.5. When stock levels are not sufficient to support total wing allocations, MASOs must coordinate with wing operational planners to determine priority of support.

7.5.2.6. Units may maintain munitions, missiles, NWRM (e.g., TYPE Trainers) in excess of non-expendable allocations, provided the GACP/AFNWC has not tasked the unit to ship these assets, the unit has forecasted for the assets, or has submitted an OOCR. The MASO will ensure organizations have a valid requirement prior to approval. Once planned movements are satisfied, the MAJCOM/NAF must coordinate with the GACP/AFNWC to redistribute these excess assets.

7.5.2.6.1. The MASO will approve/disapprove customer requests for excess non-expendable assets left on custody accounts. Maintain approved requests IAW the AF Munitions Document Control Procedures at **Attachment 6**.

7.5.2.6.2. Allocations in CAS will not be increased to support excesses.

7.5.2.6.3. The MASO will notify customers of excess munitions requiring turn-in action by NSN, quantity, and CAT Code NLT 7 duty days after the allocations are auto loaded in CAS.

7.5.2.6.3.1. Customers contact Munitions Inspection within 14 calendar days of MASO notification to schedule turn-in of excess allocations. Non-expendable and expendable excess must be turned in NLT 15 Nov.

7.5.2.6.3.2. If a custody account fails to schedule turn-in of identified excess, the MASO must 'freeze' accounts and take action according to **paragraph 7.4.5**.

7.5.2.6.3.3. Excess munitions expended after MASO notification will be processed using Out of Cycle procedures listed in **paragraph 7.5.3**.

7.5.2.6.3.4. For non-explosive NWRM assets managed in CAS, the 708 NSUS is the approval authority for all changes to allocations. Once approved, the 708 NSUS will coordinate with the GACP to change the DLAR using AMST.

7.5.2.7. For CAS managed assets use the Supplemental Allocation Authorization Request (SAAR) system through the GACP website to support stock levels for items without an MSRC. This does not apply to RDT&E which will be managed IAW **paragraph 7.25**.

7.5.2.8. CAD/PAD Time Change guidance. See **paragraph 7.22** and **7.23**.

7.5.3. Out of Cycle Request (OOCR).

7.5.3.1. Using organizations request allocation increases utilizing the OOCR process in AMST. Requesting units should contact their MUFM for guidance/assistance before submitting an OOCR.

7.5.3.2. OOCRs may not be submitted for allocated expendable items until at least 70-percent of the allocation has been expended in CAS. Units will not report future anticipated expenditures to satisfy the 70-percent expenditure requirement. OOCRs for all other items and for OCONUS MAJCOMs will be reviewed and considered on a case by case basis. Sufficient justification must accompany all OOCRs. OOCRs for new munitions requirements (i.e. mission changes) may be submitted at any time.

EXCEPTION: If End of FY expenditures are not processed in CAS prior to the FY cutoff IAW **paragraph 7.18.1.5.**, then, if no 'new' FY allocation is available, the MASO will contact the appropriate MUFM who will support requirements with existing 'new' FY allocations or direct an OOCR be submitted. If required, submit the OOCR within 15-calendar days of processing the expenditure for the quantity of assets expended, regardless of the 70-percent requirement.

7.5.3.2.1. Assets are allocated based on available and projected stocks and may not be 100-percent supportable. OOCRs for assets that were not 100-percent allocated may not be approved.

7.5.3.2.2. Prior to submitting an OOCR for munitions other than aircrew training:

7.5.3.2.2.1. The custodian will initiate the OOCR in AMST by citing the authorizing directive, formula, and expenditure data (as applicable).

7.5.3.2.2.2. The MASO will validate the OOCR to ensure all required data is included and reported expenditures are accurate. If valid, the MASO may transfer allocations among accounts within the DoDAAC to support valid requirements (as required), provided the 'Using' Command Code is the same. The MASO redistributes unused allocations within the DoDAAC by completing the allocation transfer in AMST and CAS Allocation. Once the transfer is complete, delete the OOCR in AMST. Transfers must be processed in accordance with **paragraph 7.5.3.3**.

7.5.3.2.2.3. If the MASO is unable to support the OOCR, the MASO will mark the appropriate block in the OOCR in AMST. The request will then automatically be forwarded to the next review level.

7.5.3.2.2.4. The MASO, MUFM, MAJCOM/NAF munitions staff will attempt to transfer allocations between functional areas within their responsible areas. Transfers from a non-expendable to an expendable CAT Code require approval from Air Force Security Forces Center (HQ AFSFC/SFXW) for ground munitions, Air Force Civil Engineering Agency (AFCEA/CEXD) for Explosive Demolition materials, and AF/A5R-C for air-munitions and associated munitions/explosive assets.

7.5.3.2.2.5. If an OOCR is not supportable at the local level the MUFM with MAJCOM/NAF assistance will review and either finalize, forward, or deny the OOCR in AMST.

7.5.3.2.2.6. The MUFM must work closely with the MAJCOM/NAF munitions staff and GACP to ensure approved OOCRs transferring allocations do not cause un-programmed/unnecessary munitions movements.

7.5.3.2.2.7. All activities (e.g., MUFM, NAF, Lead MAJCOM, and GACP) will make every effort to source, move, and consolidate movements using the most economical means possible.

7.5.3.3. Allocation Transfer Requests (ATR). The MASO after coordination with the MAJCOM/NAF MUFM submits ATRs in the AMST Forecasting and Allocation Module (FAM) to support Weapons Training Deployments (WTD), exercises, competitions,

demonstrations, test or training. Process ATRs IAW the below guidelines and the most current Accountability Procedures Guide posted on the AFMC2 SharePoint site.

7.5.3.3.1. The losing MASO will ensure the unit has sufficient allocations to support exercise requirements and pass allocations to the supporting unit MASO not later than 60 calendar days (CONUS) and 90 calendar days (OCONUS) before the exercise begins.

7.5.3.3.2. The losing/gaining MASO will ensure the allocation transfer is processed in CAS IAW the Munitions Accountability Procedures Guide within 14 calendar days of the ATR date. The gaining MASO and MAJCOM/NAF will notify the losing MASO and MAJCOM/NAF of supportability by updating AMST no later than 7 calendar days after date of the ATR.

7.5.3.3.2.1. DELETED.

7.5.3.3.2.2. DELETED.

7.5.3.3.3. DELETED.

7.5.3.3.4. The gaining MASO has requisition (stock control) responsibility for all increased or transferred allocations provided the time requirements in **paragraph 7.5.3.3.2** are met.

7.5.3.3.5. After completion of the event (e.g., exercise, test) the host unit will complete the After Action Report on the GACP website not later than 14 calendar days after the event using the ATR number provided by the original transfer request.

7.5.3.3.6. Within 7 calendar days of receiving the After Action Report, the losing/gaining MASO will process remaining allocations within CAS.

7.5.3.3.7. Every effort must be made to support the transfer timeline, however it is not the sole basis for determining the level of support that can be provided by the host unit. The primary basis for determining if munitions support can be provided must be asset availability, not the transfer timeline.

7.6. WRM Aircraft Munitions Levels.

7.6.1. WRM levels are managed and continuously compared to stock balances to assure WRM levels remain supportable. This requires continuous MASO and munitions management involvement. For CAS and warehouse management this AFI takes precedence over AFI 25-101.

7.6.2. WRM munitions supportability is determined by comparing on-hand balances to WRM allocations, actively managing and monitoring levels, and communicating constraints with unit commanders, MAJCOM, NAF, and GACP. WRM assets are not segregated from other base stock assets. Physical assets are categorized as WRM (or other category) when actually expended for that purpose.

7.6.2.1. Assets broken out and assembled for use remain on DoDAAC stock until physically expended. Once expended, process the transaction in CAS against the appropriate ORG/SHP code and CAT Code.

7.6.2.2. When WRM assets are stored at geographically separated locations (physically located at another installation but accounted for on the owning DODAAC), a structure may be loaded in the owning DODAAC CAS account showing the storage location and managed as a stock asset. The storing location will manage the item as a courtesy stored asset on an unaccountable record. (This applies primarily to units with limited storage capability.)

7.6.2.3. Review WRM current levels on the *Level Reconciliation Listing* (AMC12A) against on- hand CAS balances to ensure WRM levels remain supportable.

7.6.2.4. Munitions managers must train personnel to manage all aspects of WRM levels.

7.6.3. WRM levels for CAT Code G and X may be provided by the NAF via a WCDO. WRM levels for CAT Code F and T will be provided by the Lead MAJCOM/NAF via AMST.

7.6.3.1. Load WRM air munitions levels for CAT Code G, X, and Z against ORG/SHP Code 002WR. Load WRM air munitions levels for CAT Code F and T against the appropriate squadron ORG/SHP Code as reflected in AMST.

NOTE: Allocations loaded against account 002WR are positioning objectives only and do not restrict munitions expenditure to support valid, WRM, combat, or contingency operations.

7.6.3.2. Expend WRM air-munitions IAW **paragraph 7.18.2.2.6**.

7.6.4. Munitions Supervision and MASO will brief the OG and MXG and notify the MAJCOM/NAF munitions staff when WRM assets drop below established levels. CAT Code T does not need to be briefed when levels drop due to operation support. The briefing must include:

7.6.4.1. WRM asset posture by CR and component.

7.6.4.2. Limiting factors and actions taken by the MASO to resolve shortages.

7.6.4.3. Identify any requisition due-ins, planned use of theater pre-positioning, potential sourcing options (e.g., STAMP, APF, and tactical Fly-away assets) to meet requirements.

7.7. Base-Level Requisition Management. The requisitioning process is the method used to satisfy munitions requirements and obtain allocated munitions for use during the FY. These include stock level objectives; DLAR and TAMP; AWP; Unsatisfactory Report (UR) /Deficiency Report (DR) for CAS managed NWRM assets; and/or approved ATR or OOCR.

7.7.1. DELETED.

7.7.2. The GAP working group determines call forward levels when positioning objectives are completed and recorded in the DLAR. Positioning objectives do not include projected expenditures or deliveries. Asset availability is defined as assets in the current AF inventory.

7.7.3. The GACP/AFNWC (for NWRM) provides requisitioning guidance and directs OCONUS WRM munitions movements in coordination with MAJCOMs. Contingency sourcing will be IAW **Chapter 11**.

7.7.4. Submit and manage requisitions IAW GACP or AFNWC (for NWRM) guidance and this AFI as follows:

7.7.4.1. OCONUS units will not requisition (call forward) WRM assets. WRM call forwards will be based upon transportation, funding, and storage availability.

7.7.4.2. Do not submit requisitions for AIM assets. AIM allocations are centrally controlled by HQ AF and published in the DLAR, TAMP, MMP, and AMST. AIMs are distributed to bases by the GACP (Robins AFB) in coordination with the MAJCOMs and NAFs. For additional guidance see **paragraph 3.10**.

7.7.4.3. Prior to processing or supporting requisitions, ensure:

7.7.4.3.1. Required technical data and storage capacity is available.

7.7.4.3.2. An allocation exists for the assets and requisitioned quantities do not exceed the allocation:

EXCEPTION: When ordering by quantity unit pack (QUP) or quantity per shipping container (QSC) approved allocation (stock levels) may be exceeded.

7.7.4.3.3. Requisitioned quantities consider current on-hand balances, validated due-ins, projected current FY expenditures, and approved ATR/OOCR. ***EXAMPLE:*** A unit allocated 1,000 each, has 900 each on-hand, and requisitions 100, however, usage rates do not support the need for 100 more.

7.7.4.3.4. Detailed justification is provided in the CAS requisition "Remarks" field to support unique or specific requirements or when past expenditure history does not support the request.

7.7.4.3.5. Requisitions in support of the annual DLAR includes the applicable FY that the DLAR applies to in "Comments" field of the CAS requisition. ***EXAMPLE:*** "FYXX alloc".

7.7.4.3.6. The proper Project Codes and requisitioning priorities are used. Requisitioning priorities are established in **Table 7.2**, *Requisitioning Priorities*. PACER AMMO project codes are identified in **Table 7.4**, *PACER AMMO Project Codes*.

7.7.4.4. MICAP Requisitions (RDD 999): MICAPs are authorized only when lack of an asset will cause grounding of a MICAP reportable end item IAW the standard reporting designator (SRD) found in T.O. 00-20-2..

7.7.4.4.1. Submit MICAP requisitions in CAS. If CAS is unavailable, submit requisitions IAW DLM 4000.25-1, *Military Standard Requisitioning and Issue Procedures (MILSTRIP)* and GACP or MAJCOM guidance using the "MICAP" link on the GACP CRM tool.

7.7.4.4.2. Units with MICAP requisitions will contact the GACP via the CRM and by telephone as soon as possible after submitting a MICAP requisition in CAS (See **Chapter 1** for GACP Contact info).

7.7.4.4.3. The GACP will work directly with the IM and the designated shipping activity to facilitate the quickest MICAP processing to the requesting unit. Provide the IM and shipping activity with supporting justification, such as aircraft ground date, intra-theater support options, and any related communications.

7.7.4.4.4. Due to commercial transportation constraints at Hill AFB, on the last duty day of the week, field units must make every effort to submit and notify the GACP of MICAP requisitions NLT 0900 Mountain Time to allow MICAP shipments to be shipped by 1200 that day. If delivery is to be made on a non-duty day (Saturday), the receiving unit must provide the specific recipients name and phone number. MICAP requests received during non-duty days will be processed and shipped the next duty day.

7.7.4.4.5. DELETED.

7.7.4.5. The GACP will contact the requesting unit when additional information/clarification is needed.

7.7.4.6. Units will monitor requisitions weekly using the CAS Requisition Status Report, GTN/ICG, and AFMC Tracker. Additionally, reconcile requisitions to satisfy AWP actions with the Munitions Scheduling weekly.

7.7.5. Requisition Follow-Up Support: Munitions Operations personnel contact the GACP via the CRM for requisition follow-up support. Units will utilize all available requisition follow-up/research tools prior to contacting the GACP.

7.7.5.1. Sourced Requisitions: Follow-up monthly with the Ship from DoDAAC. For requisitions sourced to depots or DoDAAC FV2172, follow-up through the GACP via the CRM no earlier than 2-weeks prior to the RDD.

7.7.5.2. New/Pending Requisitions: Contact the GACP via the CRM to validate/update status when in new/pending status for more than 14 calendar days.

7.7.5.3. Backordered Requisitions: Contact the GACP via the CRM after the Estimated Release Date (ERD) has passed. The ERD can be found in the CAS *Detailed Backorder Listing* (AMI22A). For CAD/PAD assets not available prior to required installation date, coordinate with P&S to submit shelf/service life extensions to the applicable IM.

7.7.6. The GACP is authorized to approve, disapprove, cancel/change requisitions based on changing/ competing priorities, trend analysis and/or unit input, transportation constraints, or worldwide (or theater) availability/shortages of assets when not economically feasible to ship (e.g., small quantities).

7.7.6.1. When canceling a sourced requisition or unsatisfied RDO, the GACP will notify the unit by entering rationale in the CAS requisition “Remarks” field.

7.7.6.2. When an ALC IM suspects an abuse of the priority system, the IM or PM should contact the GACP to validate the priority. The ALC IM or PM will not change a requisition priority without contacting the GACP to validate the priority.

Table 7.2. Requisitioning Priorities.

Requisitioning Priority Designator	**01-03** **Notes 1, 2**	**04-08** **Note 3**	**09-15** **Note 4**	
Cycle Segments	**Calendar Days**			**Responsible Agency**
1 - Requisition	1	1	2	Requisitioner

Requisitioning Priority Designator	**01-03** **Notes 1, 2**	**04-08** **Note 3**	**09-15** **Note 4**	
Cycle Segments	**Calendar Days**			**Responsible Agency**
2 - Passing Action	1	1	2	Initial Source
3 - Inventory Control Point (ICP) (Available redistribution order transmitted to Depot)	1	1	3	Ultimate Source
4 - Depot Process (Date items made available to the Transportation activity	1	2	8	Storage Activity
5 - Transportation (date item made avail until date of receipt)	3	6	13	Transportation Activity
The Requisitioning priority then relates into a transportation priority	TP-1	TP-2	TP-3	Transportation Priority

The time schedule stated in **Table 7.2** should be used as a planning tool to coordinate your receiving and shipping events. All dates given may be affected by actions outside of the munitions arena, i.e. country clearances and AMC airlift priorities. The Transportation priority can be found in DTR 4500.9-R, Vol. II, Chapter 203, Table 203-3, *Application of Transportation Mode/Priorities*, page II-203-67.

Note 1: Priority 01. Is authorized for wartime use only as directed by the GACP, TACP or Regional Ammunition Control Point (RACP). Translates to transportation priority of TP-1.

Note 2: Priority 02-03.* Material will arrive at the receiving facility within 7 days from date of requisition for CONUS and 15-16 days** of OCONUS. Translates to transportation priority TP-1.

* Requisition priorities for CAS managed NWRM assets will be '03'.

** If the requisition is intended for USAFE, shipment has to have country clearance, which takes a minimum of 2 weeks from the date the shipment is put into the transportation system.

** If the requisition is intended for SWA, shipment has to have diplomatic clearance, which takes a minimum of 3 weeks from the date the shipment is put into the transportation system.

Note 3: Priority 04-08. Material will arrive at the receiving facility within 11 days*** from date of requisition for CONUS and 30 days**/*** for OCONUS. Translates to transportation priority TP-2.

** If the requisition is intended for USAFE, shipment has to have country clearance, which takes a minimum of 2 weeks from the date the shipment is put into the transportation system.

** If the requisition is intended for SWA, shipment has to have Diplomatic clearance, which takes a minimum of 3 weeks from the date the shipment is put into the transportation system.

*** If requisitions are hazard class 1.3 thru 1.1 munitions, it takes a minimum of 1 week to arrange over the road transportation to ship the requisition to DoDAAC address or Port of Origin.

Note 4: Priority 09-15. Material will arrive at the receiving facility within 28 days from date of requisition for CONUS and 67-82 days for OCONUS. Translates to transportation priority TP-3.

7.8. Document Filing Procedures. Refer to the Air Force Munitions Document Control Procedures at **Attachment 6**.

7.8.1. DELETED.

7.8.2. DELETED.

7.8.3. DELETED.

7.8.3.1. DELETED.

7.8.3.2. DELETED.

7.8.3.2.1. DELETED.

7.8.3.2.2. DELETED.

7.8.3.3. DELETED.

7.8.3.4. DELETED.

7.8.3.5. DELETED.

7.9. Document Control Procedures. Refer to the Air Force Munitions Document Control Procedures at **Attachment 6**.

7.9.1. DELETED.

7.9.1.1. DELETED.

7.9.1.2. DELETED.

7.9.1.3. DELETED.

7.9.1.3.1. DELETED.

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7.9.1.5. DELETED.

7.9.1.5.1. DELETED.

7.9.1.5.2. The AF IMT 4331, MTS.

7.9.1.5.3. DELETED.

7.9.1.5.4. DELETED.

7.9.2. DELETED.

7.9.3. DELETED.

7.9.3.1. DELETED.

7.9.3.2. DELETED.

7.9.3.3. DELETED.

7.9.3.3.1. DELETED.

7.9.3.3.2. DELETED.

7.9.3.4. DELETED.

7.9.4. DELETED.

7.9.4.1. DELETED.

Table 7.3. Accountable Document Validation/Quality Control (QC) Matrix.

All documents must include Nomenclature, NSN and Quantity.						
Electronic document flow procedures require the validation of key data prior to CAS processing. Documents are signed by signing onto a system or utilizing a CAC and PIN. 'X' below requires a signature.						
DOCUMENT TYPE	**APPLICABLE NOTES**	**MASO**	**CUSTODIAN**	**INSPECTOR**	**INCHECKER**	**RECEIVER**
CAS-generated Issues	1,2,8		X	X		
Custody Expenditure Requests	2,5,9		X			
Stock Expenditure - Validated *Transaction History listing* (AM903)	12	X				
Turn-in Request (FOB only)	1,2,5,9	(X)			X	
Receipt	1,2,7,9,11				X	
Shipment	1,2,3,10,13			X		X
A5J/Non-Explosive Local Disposal (MDAS IAW Paragraph 3.13.11.1.1.3)	1,2,3,4,6	X		X		X

Reverse Post (RVP)		X				

***NOTES*:**

1: If an item is classified, the person receiving the property must be authorized in writing to receipt for classified property. This may be accomplished via the AF Form 68.

2: If an item is classified, the words "Classified Item" (in red, bold, capital letters) will be included on all source documents.

3: Munitions shipments using transportation channels will have the authorized Transportation representative's "signature/printed name" in block 22 and "Date" in block 23. If munitions personnel transport munitions, the receiving activity will sign, print name, and date in place of Transportation.

4: The DLA Disposition Services representative will enter printed name, organization and sign the receipt statement at the end of the DD Form 1348-1A and enter the 'Date' in block 23. If the DLA Disposition Services is located off-station and assets are entered into transportation channels required information will be entered in block 22 and 'Date' in block 23 of the DD Form 1348-1A. Refer to paragraph 3.13.11 and paragraph 7.8.3.5 for demilitarization/disposal certification requirements.

5: Verify document number, lot number, SN, CAT Code (if applicable), and CC. For DIFM/FOB turn-in use lot number of the item being turned-in. MASO signature is required only on FOB turn-ins.

6: The disposition and witnessing official will sign, print name and date above the respective statements, "Demilitarization / Disposition Official" and "Witnessing Official". If the demilitarization official has certified that demilitarization has been accomplished and the DLA Disposition Services requires the residual material be downgraded to scrap, ensure that the stock number is circled and the word SCRAP is entered on the DD Form 1348-1A.

7: When the received quantity is different from the shipped quantity the In-checker will circle the quantity on document, enter new quantity and initial. Check the transaction quantity to be sure the correct quantity received was processed.

8: ISU to 920RW will have ADR number cross-referenced on CAS documentation, if applicable. Custodian or Inspector signatures are not required if EOD signs as certifying/performing DEMIL and viewing/witnessing DEMIL.

9: Annotate transaction number on the document from the CAS transaction history listing (AM903 only).

10: For assets released to agencies or individuals outside the AF, appropriate documents will be annotated as required by paragraph 9.5 and 9.6..

11: On DD Form 1348-1A the In-checker will enter 'signature/printed name' in block 22 and 'Date' in block 23. If blocks 22 and 23 already contain a signature from the shipper ensure 'In-check / Received By', signature, printed name and date is immediately below blocks 22 and 23. On DD Form 1149, *Requisition and Invoice/Shipping Document* the In-checker will sign, print name and date block 19.

12: Process and validate expenditures IAW paragraph 7.15.

13: Signatures are not required when the shipment was cancelled prior to Date Departed Origin (DDO) update; the document may be discarded.

7.9.4.2. DELETED.

7.9.4.3. DELETED.

7.9.5. DELETED.

7.9.5.1. DELETED.

7.9.5.2. DELETED.

7.9.5.3. DELETED.

7.9.5.3.1. DELETED.

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7.9.7.1. DELETED.

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7.9.7.3. DELETED.

7.10. Off-Line Processing (Post-Post). Off-line processing operations are used as an interim measure when CAS system operation is disrupted. Units will notify their MAJCOM when their CAS systems operation has been down for 24 hours. Post-post operations allow continued support during periods of computer downtime. The MASO is responsible for initiating post-post procedures and recovering IAW **Attachment 2** and MAJCOM/NAF guidance.

NOTE: The intent and focus of Post-Post recovery is to update CAS records to match the asset's current physical location, not to process every asset movement that occurred during off-line processing.

7.11. Munitions Inventories. The MASO will ensure inventories are conducted as prescribed below:

7.11.1. Purpose. The purpose of the physical inventory control process is to validate accuracy of accountable records by reconciling NSN, quantity, lot number, CC, and location. Additionally they ensure materiel accountability is properly executed within the DoD and Air Force IAW DoDI 5000.64, *Accountability and Management of DoD Equipment and Other Accountable Property* and DoDM 5100.76.

7.11.2. Confirmed thefts, losses, and recoveries of AA&E will be reported IAW DoDM 5100.76 and AFI 31-101.

7.11.3. Inventories will be performed and recorded utilizing automated-, direct-, or remote-input; or CAS generated or manual inventory count sheets and the account will be frozen before the physical count.

7.11.4. Inventories include CR or WSN assets on stock or custody account as applicable. See the Munitions Accountability Procedures Guide on the AFMC2 site for CR or WSN inventory procedures.

7.11.5. During March and September, all CAS-managed NWRM assets, to include stock and custody, will be inventoried utilizing semi-annual DoDAAC inventory procedures provided in this AFI and in AFI 20-110. Initiate and perform inventories using the CAS *Inventory Program* (AM427).

7.11.6. A special inventory of selected items may be directed by the MASO or higher headquarters.

7.11.7. Properly secured containers, including 'LITE' boxes, do not need to be opened during inventories unless:

7.11.7.1. Evidence of pilferage or forced entry exists.

7.11.7.2. Quantity and other identification data on the container appear illegible.

7.11.7.3. Assets require SN validation.

7.11.8. DoDAAC Stock Inventories: There are three types of DoDAAC stock inventories. The annual, semi-annual, and perpetual Inventory; Monthly 10-percent Inventory; and the change of MASO inventory. These inventories include the following and will be performed as prescribed in **Attachment 3** and below:

7.11.8.1. All assets maintained on the DoDAAC stock account (serviceable and unserviceable).

7.11.8.2. Personal defense ammunition issued to General Officers IAW **paragraph 3.22**.

7.11.8.3. All NWRM assets (stock and custody).

7.11.8.4. Except for NWRM, munitions assets stored at collocated operating bases and alternate storage locations/sites may be inventoried annually.

7.11.8.5. Annual, Semi-annual, and Perpetual Inventory.

7.11.8.5.1. Semi-annual inventories will be accomplished in March and September.

7.11.8.5.1.1. Depot accounts only require an annual inventory and will be

accomplished in either March or September at unit discretion.

7.11.8.5.1.2. The MAJCOM may waiver required inventory months, except for NWRM. Waiver authority for NWRM inventories is AFMC/A4 IAW AFI 20-110.

7.11.8.5.2. The MASO ensures munitions users are aware of inventory dates. The MASO will publish annual and/or semi-annual inventory dates through available base media (bulletins, e-mail to customers, SharePoint sites, etc.). During inventories, only process emergency requests, submitted in writing and approved by the group commander (or equivalent). This minimizes transactions against the account during the inventory.

7.11.8.5.3. The purpose of these inventories is for the MASO to conduct a wall-to-wall inventory of all munitions and explosives maintained on DoDAAC stock.

7.11.8.5.4. A perpetual inventory is any method that results in counting the entire munitions inventory three times a year (twice a year for depot accounts). The perpetual inventory may be accomplished in place of and as a substitute for the annual and/or semi-annual DoDAAC stock inventory. ***EXAMPLE:*** Inventory 25-percent of the DoDAAC stock monthly (25-percent per month x 12 months = 3 complete inventories).

NOTE: CAS managed NWRM assets, custody account assets, and non-accountable courtesy storage assets are not included in the perpetual inventory.

7.11.8.5.5. Units conducting semi-annual or perpetual inventories will reconcile and validate the following items at least semi-annually in March and September; or annually, in March for depot accounts.

7.11.8.5.5.1. All outstanding AWM/AWP workorders against the CC-E and CC-G assets that the workorders are assigned to.

7.11.8.5.5.2. ADR records against CC tags.

7.11.8.5.5.3. CAS and TMRS records by NSN, quantity, and CC.

7.11.8.5.5.4. CAT Code S container levels for containers maintained on stock.

7.11.8.6. Monthly 10-percent Inventory:

7.11.8.6.1. The purpose of this inventory is to identify negative trends between annual/semi-annual DoDAAC stock inventories. Conduct a 10-percent monthly inventory of the base conventional munitions account (to include depot accounts), except during months when a 100-percent DoDAAC stock inventory is conducted (March and September). Units will utilize the 10-percent inventory in CAS and other methods (as necessary) to assist in ensuring all assets are inventoried annually as part of a 10-percent inventory. Monthly 10-percent inventories:

7.11.8.6.2. May be done by NSN or by facility. Inventories performed by facility will be considered a 10-percent, and will be treated as such, even though CAS will identify them as ‘special’. Validate AWM/AWP records/status for all NSNs selected for the 10-percent inventory.

7.11.8.6.3. Exclude custody accounts, courtesy storage, and assets stored at collocated operating bases and alternate storage locations/sites.

7.11.8.6.4. Monthly 10-percent inventories are not required when utilizing perpetual inventory cycle.

7.11.8.7. Change of MASO Inventory: The outgoing and incoming accountable officers jointly review and validate results of the physical inventory of the DoDAAC stock. This inventory excludes custody account and courtesy stored assets. Waiver requests for this inventory may be approved by the MAJCOM.

7.11.8.8. Sealed Structure Inventories (Including sealed ISO Containers): Sealed structures are not required to be opened for 10-percent, semi-annual, or change of MASO inventories. Inventory of sealed structures is at the discretion of the current MASO or on-coming MASO. For APF, inventories are only required for ISO containers that are being opened and inspected during reconstitution. Verification of structure seals is required during 10-percents that affect the stored assets and all semi-annual and Change of MASO inventories. For APF account transfers a physical inventory is not required at the time of transfer.

7.11.8.9. Process all required transactions necessary to clear DoDAAC stock inventories (e.g., inventory counts, recounts, IADs) in CAS within 30 calendar days of inventory start (freeze) date. Process all required transactions necessary to clear perpetual, semi-annual, and annual DoDAAC stock inventories (e.g., inventory counts, recounts, IADs) in CAS by the last day of the month in which the inventory was conducted. Administrative or supporting documents (i.e., inventory packages) may be filed beyond the end of the inventory month. The MAJCOM may authorize extensions if additional research of accountable inventory discrepancies delays inventory completion.

NOTE: Change of MASO inventories may not align to a specific month. Therefore, these inventory packages may be filed beyond the end of the month the inventory began.

7.11.8.10. DoDAAC Stock Inventory Discrepancies:

7.11.8.10.1. Discrepancies affecting the NSN, quantity, lot number, CC, location and corrective actions will be documented and briefed to the MUNS Supt/Munitions Flight Chief and Squadron Commander.

7.11.8.10.2. If a munitions item cannot be initially accounted for (either gain or loss), or is not in the reported/documented location, immediately notify the MASO, conduct an initial physical search for the asset, and research the asset's transaction history. If these actions do not locate the asset, do not determine the reason for the overage, or do not identify a legitimate explanation for the gain or loss (e.g., short shipment, over shipment, erroneous or unprocessed transaction), the MASO may be required to report the gain or loss to the Security Forces or Air Force Office of Special Investigations (OSI). Refer to DoDM 5100.76, Enclosure 11, *Reports, Investigative Aids, and Disposition of Records* for reporting criteria and timelines.

7.11.8.10.3. Forward stockpile discrepancies found during the inventory (e.g. broken metal banding, illegible markings, ballooned barrier bags, damaged containers) to the Materiel and Production Section/Flight Chief for resolution.

7.11.8.10.4. For contract munitions organizations, the inventory discrepancies and corrective actions will be documented and briefed to the QAE, Administrative Contracting Officer (ACO) and Functional Commander.

7.11.8.10.5. The Squadron Commander will sign the inventory results briefing memorandum. For contract munitions organizations, this will be the ACO or Functional Commander.

7.11.9. Custody Account Inventories: These inventories include Quarterly Custody Account Inventory; Annual MASO Custody Account Inventory; and Monthly Inventories. These inventories will be performed as prescribed as follows:

7.11.9.1. Quarterly Custody Account Inventory.

NOTE: Accounts that the MASO validates have only been issued consumption assets do not require quarterly or annual MASO inventories. The MASO may direct inventories when DIFM assets are delinquent to validate status.

7.11.9.1.1. The custodian conducts a physical inventory of all munitions issued to their custody account once every 3 months. Copies of the current *Custody Account Inventory Listing* (AM507A) will be signed by the organizational commander and custodian and reviewed and signed by the MASO.

EXCEPTION: Custody accounts supporting AFGSC ICBM launch facilities are exempt from quarterly inventory requirements. The inventory will be performed during the annual facility periodic maintenance inspection of the launch facility.

NOTE: For NWRM assets, the semi-annual worldwide inventories conducted in March and September satisfy the quarterly custody account inventories.

7.11.9.1.2. The current reconciled inventory will be filed and maintained IAW **Attachment 6**.

7.11.9.1.3. Discrepancies discovered during the inventory will be brought to the attention of the MASO immediately.

7.11.9.2. Annual MASO Custody Account Inventory.

NOTE: For NWRM assets, the semi-annual worldwide inventories conducted in March and September satisfy the annual, MASO-accompanied inventories of custody issues assets.

7.11.9.2.1. The MASO will ensure account with custody assets is inventoried annually by qualified Munitions Operations personnel. This inventory may be in conjunction with and satisfy the requirements of a quarterly custody inventory.

7.11.9.2.2. Process all required transactions necessary to clear the inventory (i.e. counts, recounts, IADs) in CAS within 30 calendar days of inventory start (freeze) date. Return the completed inventory package (e.g., *Inventory Count Listing* (AM427G) signed by custodian and *Custody Account Listing* (AM507A), signed by custodian and commander) to the MASO within 15 calendar days of the date submitted to the account custodian. The MASO reviews, signs, and files.

7.11.9.2.3. Document the results of the annual MASO inventory of accounts with custody assets on an inventory results memorandum. Manage corrective actions for account discrepancies IAW **paragraph 7.4.5**.

7.11.9.2.4. The organizational commander, custodian and MASO will sign copies of the current *Custody Account Listing* (AM507A) and annual inventory results memorandum.

7.11.9.2.5. The MASO must include the following areas within the annual inventory results memorandum:

7.11.9.2.5.1. Compliance with established procedures.

7.11.9.2.5.2. Custody account record accuracy.

7.11.9.2.5.3. Inventory control.

7.11.9.2.5.4. Proper storage procedures.

7.11.9.2.5.5. Adherence to safety and security criteria.

7.11.9.2.6. The current reconciled inventory listing and findings will be maintained until superseded by the next annual MASO Custody Account inventory.

7.11.9.2.7. If the MASO has difficulty conducting off-base custody account inventories, they will request MAJCOM waiver.

7.11.9.2.8. If approved, the MASO requests the commander of the off-base custody account appoint disinterested individuals (at least two, one of whom must be at least an E-7 or above (or equivalent) to perform the inventory.

7.11.9.2.9. The MASO must provide the most current custody records/listings, associated forms and memorandums along with instructions (including procedures for relieving officers of accountability and resolving discrepancies), to the off-base commander to ensure timely and accurate completion.

7.11.9.3. DELETED.

7.11.9.3.1. DELETED.

7.11.9.3.2. DELETED.

7.11.9.4. Monthly inventories. The account custodian will conduct inventories of Risk Category I missiles and rockets maintained outside the MSA monthly IAW DoDM 5100.76.

7.11.9.5. Special Inventories: Conduct special inventories as directed by the MASO or higher headquarters.

7.11.9.6. Custody Account Inventory Discrepancies.

7.11.9.6.1. Discrepancies between accountable records and on-hand balances may be discovered during an inventory or while accomplishing day-to-day operations. In either case, these discrepancies must be thoroughly investigated to determine the cause.

7.11.9.6.2. If the discrepancy involves only lot numbers or CCs, the Inspection element will verify the correct information, and an AFTO Form 102, *Munitions Inspection Document* or CAS equivalent will be used as the source document for correcting accountable records.

7.11.9.6.3. If the discrepancy involves loss/gain of munitions or explosives, validate the accuracy of the latest inventory data by performing recounts of all locations as necessary.

7.11.9.6.3.1. Correct known warehouse location errors.

7.11.9.6.3.2. Search base stock, munitions receiving and operating, and custody account locations.

7.11.9.6.3.3. If the missing item(s) are not located during the search, review the transaction history to determine if a transaction error caused the out-of-balance condition. Transaction histories can also be useful in suggesting alternative locations to search.

7.11.9.6.3.3.1. Validate post-post transactions that processed prior to the inventory or discrepancy.

7.11.9.6.3.3.2. If a shipment was processed recently, you would check with the receiving unit to determine if they were shipped an overage.

7.11.9.6.3.3.3. If a turn-in was processed recently, check to ensure assets are not in the inspection bay.

7.11.9.6.3.4. If a physical excess is caused by an erroneous expenditure transaction in CAS, RVP the transaction, if possible. If it is not possible to RVP the transaction (e.g., previous FY, prior to previous cleared inventory), then process an IAD IAW **paragraph 7.12**. Attach a copy of the expenditure source document as supporting documentation.

7.11.9.6.3.5. If a munitions item cannot be initially accounted for, or is not in the reported/documented location, the responsible custodian will immediately conduct a physical search for the asset and validate past transaction history. If these actions do not account for the asset, notify the MASO. The MASO may direct a special inventory, or conduct additional transaction history research, if warranted. If these actions still do not account for the asset or identify the reason for the discrepancy, the responsible commander or designated representative must determine if the loss meets the reporting criteria outlined in DoDM 5100.76. If assets meet these criteria, the responsible commander or designated representative will submit the required documentation IAW AFI 31-101.

7.12. Inventory Adjustment Transaction (AM427J) Procedures. For NWRM assets, refer to AFI 20-110, Chapter 12. In addition, when stockpile or custody account discrepancies exist that could not be reconciled, the following procedures will be used:

NOTE: When processing inventory adjustments, no AA&E loss shall be attributed to an accountability or inventory discrepancy if determined through investigation that the loss was the result of theft, negligence, or inappropriate use. Any adjustment involving an actual loss must be evaluated against the reporting criteria of DoDM 5100.76.

7.12.1. The Munitions Operations element notifies the MASO of the discrepancy and prepares the Inventory Adjustment Document (IAD) package. The IAD package includes:

NOTE: When processing inventories, assets location changes (e.g., movements) will not be updated as part of the Inventory Process (AM427A) unless a "total" physical balance discrepancy. This avoids incorrect Net Explosive Weight Quantity Distance (NEWQD) updates and ensures creation of a CAS transaction audit trail for all movement "from/to" locations. Movements processed using the CAS *Movement Process* (AM104A) to correct asset locations when no overall balance discrepancy exists does not require an IAD package.

7.12.1.1. A memorandum endorsed by the MASO and Munitions Supervision providing a concise description of the IAD package. ***EXAMPLE:*** The description could indicate that an inventory was performed (if necessary), research was conducted, and a statement describing any evidence found indicating that a loss resulted from negligence, fraud, or theft.

7.12.1.2. IAD Supporting Documentation: Attach the following documents to the memorandum:

7.12.1.2.1. Applicable CAS Transaction History (AM903) record.

7.12.1.2.2. Inventory Count Sheets (for all types of inventories).

7.12.1.2.3. Memorandum from MASO (stock), Commander (custody), or a CAS DR/SAN from the CAS PMO (CAS issue/problem) that describes the corrective actions taken to prevent recurrence.

7.12.1.2.4. Memorandum from the commander (or equivalent) approving or denying relief of accountability for adjustments that result in losses from a custody account.

7.12.1.2.5. If applicable, include the following documents in the IAD package:

7.12.1.2.5.1. DD Form 200, *Financial Liability Investigation of Property Loss.*

7.12.1.2.5.2. AFTO Form 102, *Munitions Inspection Document* (or signed CAS document).

7.12.1.2.5.3. DD Form 114, *Military Pay Order*.

7.12.1.2.5.4. DD Form 362, *Statement of Charges/Cash Collection Voucher*.

7.12.1.2.5.5. DD Form 1131, *Cash Collect Voucher*.

7.12.1.2.5.6. DD Form 361, *Transportation Discrepancy Report* (TDR).

7.12.1.2.5.7. SF 364, *Supply Discrepancy Report (SDR)*.

7.12.1.2.5.8. A discrepancy investigation statement with copies of erroneous documents which could not be processed as an RVP.

7.12.1.2.5.9. Aircraft mishap report or a memorandum signed by the MXG or OG commander as authority for relief.

7.12.1.2.5.10. AF IMT 1168, Statement of Suspect/Witness/Complaint (when a loss is reportable IAW DoDM 5100.76).

7.12.2. Munitions Operations personnel brief the MASO on the IAD package. The MASO ensures the IAD package includes sufficient justification, and forwards the IAD package to the MUNS Superintendent or Munitions Flight Chief/Flight Commander.

7.12.3. The MUNS Superintendent or Munitions Flight Chief/Flight Commander reviews and evaluates the IAD package to determine if flight processes and operating instructions require revision. After concerns are resolved, the MUNS Superintendent or Munitions Flight Chief/Flight Commander initials the IAD package and forwards back to the MASO.

7.12.4. The NCOIC of Munitions Operations (or equivalent) prepares the IAD package for MASO approval or prepares the IAD package for MASO certification and approval by the MASO appointing authority as follows:

7.12.4.1. An IAD that requires an ROS for relief of accountability will be certified by the MASO and approved by the MASO appointing authority.

7.12.4.2. An IAD that does not require an ROS, will be certified by the NCOIC of Munitions Operations (or equivalent) and approved by the MASO. The MASO may not delegate authority to approve inventory adjustments. If the MASO is not available, the MASO appointing authority will approve adjustments that do not require an ROS.

7.12.5. IAD Package Approval: The MASO or MASO appointing authority approves the IAD package indicating that they:

7.12.5.1. Are aware of the discrepancies reflected in the IAD package.

7.12.5.2. Approval of the actions taken to resolve the discrepancy and prevent recurrence.

7.12.6. If the MASO appointing official does not approve the IAD package, the MASO will ensure additional research/actions are taken to mitigate the concerns to obtain approval or initiate a DD Form 200 if additional research does not satisfactorily explain any discrepancies.

NOTE: Except as noted in **paragraph 7.12.4.2**, ensure written approval is obtained from the MASO appointing authority prior to processing an *Inventory Adjustment Transaction* (AM427J) in CAS.

7.12.7. After the IAD package is approved, process the *Inventory Adjustment Transaction* (AM427J) in CAS and attach a copy of the approval and Inventory Adjustment document to the IAD package.

7.12.8. At Air National Guard bases/units, forward all approved IAD packages to the USP&FO or Assistant USP&FO for signature.

7.12.9. If a discrepancy involves finding more assets on stock than are on accountable records, thorough research must be done to determine the source of the excess items, to include inventorying custody accounts with like items on record.

7.12.10. Assets adjusted from accountable records which are later recovered, but have a zero balance in base stock, will be picked up on record using ORG TIN procedures IAW **paragraph 7.19.1.1**. In this case, ensure mandatory documents outlined in **paragraph 7.12.1.2** and the *Transaction History Listing* (AM903) showing the ORG TIN to correct the account balance are added to the original IAD package. An ORG TIN turn-in to place items

onto record must be supported in the same manner as described above to adjust assets off of accountable record.

7.12.11. DELETED.

7.12.12. Assets discovered that are not on record, have an unknown origin, and have a zero balance in base stock, will be picked up on record using Found on Base (FOB) turn-in criteria listed in **paragraph 7.19.1.5**. In this case, the mandatory documents outlined in **paragraph 7.12.1.2** must be included in the IAD package, as well as a *Transaction History Listing* (AM903) showing that the FOB turn-in was processed to correct the account balance. An FOB turn-in to place items onto record must be supported in the same manner as described above to adjust assets off of accountable record.

7.12.13. If discrepancy items do not meet criteria of either of the criteria above process an IAD to place items on record. An IAD to place items on record must be supported and processed in the same manner as described above to adjust assets off of accountable record.

7.12.14. The final IAD package will be electronically filed IAW the AF ERM Solution Guide.

7.13. Manual Record Processing (AMC05A) Procedures. When Munitions Operations personnel are notified of a discrepancy caused by an apparent CAS problem, they shall research the error to determine if an existing CAS DR resolves the problem. If an existing the CAS DR does not fully resolve the problem, submit a Trouble Ticket IAW **paragraph 3.21.2**. Use the following procedures for Manual Record Processing (AMC05A):

NOTE: For NWRM assets, also refer to AFI 20-110, Chapter 12.

7.13.1. If a CAS DR already exists for the issue/problem prepare the AMC05A package. If no CAS DR exists, Munitions Operations notifies the MASO of the discrepancy, prepares and submits a CAS Trouble Ticket IAW **paragraph 3.21**:

NOTE: A CAS DR is not required for C05 transactions to correct invalid DIFM created by *Custody Turn-in* (AM555A) transactions.

7.13.2. Munitions Operations prepares the AMC05A package. The AMC05A package includes:

7.13.2.1. A memorandum endorsed by the MASO and Munitions Supervision providing:

7.13.2.2. A concise description of the CAS discrepancy/circumstances that caused the AMC05A package.

7.13.2.3. Corrective actions taken to prevent reoccurrence if the error could have been prevented (e.g., not selecting the “DIFM Bypass” option for non-DIFM items).

7.13.2.4. AMC05A Supporting Documentation: Attach the following documents to the memorandum:

7.13.2.4.1. Applicable CAS Transaction History (AM903) record.

7.13.2.4.2. If the “DIFM Bypass” option was not selected when processing the AMC05A transaction, include a discrepancy investigation statement with copies of erroneous documents which could not be processed as an RVP.

7.13.2.4.3. Copy of CAS DR when AMC05A does not result from a DIFM discrepancy.

7.13.3. Munitions Operations personnel brief the MASO on the AMC05A package.

7.13.4. The MASO reviews the AMC05A package to ensure sufficient supporting justification is included and that the issue/problem cannot be resolved through the RVP process.

7.13.5. Once the MASO approves, Munitions Operations submits the AMC05A package to the MAJCOM for approval.

NOTE: Ensure written approval is obtained from the MAJCOM prior to Manual Record Processing (AMC05A) in CAS. The CAS Help Desk "recommends" corrective actions.

7.13.6. Attach MAJCOM approval to the AMC05A package.

7.13.7. The final AMC05A package will be electronically filed IAW the AF ERM Solution Guide.

7.14. Reports of Survey (ROS) Procedures. For NWRM assets, refer to AFI 20-110, Chapter 12.

7.14.1. Regardless of whether or not a loss meets ROS criteria, an ROS must be completed if negligence, willful misconduct or deliberate unauthorized use of munitions is suspected or when the loss involves the following CIICs:

7.14.1.1. CIIC 1 – Very High Risk (Risk Category I).

7.14.1.2. CIIC 5 – Secret (Risk Category I).

7.14.1.3. CIIC 6 – Confidential (Risk Category I).

7.14.1.4. CIIC 2 – High Risk (Risk Category II).

7.14.1.5. CIIC 8 – Confidential (Risk Category II).

7.14.1.6. CIIC T – Top Secret (Risk Category II).

7.14.1.7. CIIC S – Secret (Risk Category III).

7.14.1.8. CIIC C – Confidential (Risk Category IV).

7.14.2. In addition to the mandatory criteria above, you must submit a ROS for all adjustments to balances of stock and custody/DIFM/consumption account assets unless the adjustment(s) meet one the following conditions:

7.14.2.1. DoDAAC Stock Assets: One-time loss of less than 200 items valued at $1,000 or less total.

7.14.2.2. Custody/DIFM/Consumption Accounts: One-time loss of CIIC 3 (moderate risk) munitions of 20 or fewer items whose total- value is $200 or less.

7.14.2.3. Custody/DIFM/Consumption Accounts: One-time loss of a CIIC 4 and 7 (low risk) or U (unclassified) munitions of 200 or fewer items whose total value is $250 or less.

7.14.2.4. An IAD or ROS is not required for Small arms Ammunition Combat Consumption (SmACC) issues when processed IAW **paragraph 7.16.1.1.3.1**. These assets are considered 'consumed' when issued. If assets are subsequently returned process appropriate TIN (e.g., FOB; expenditure) IAW **paragraph 7.19**.

7.14.3. As used in the instances above, 'one-time' loss means each incident will be treated (reported and resolved) individually. In other words, you cannot group months or weeks' worth of losses and justify them under a single document. On the other hand, 'one-time loss' does not mean that you will automatically initiate a ROS the second time an account loses munitions. Commanders and munitions managers must evaluate each incident/loss within the overall context of asset accountability. A pattern of irresponsibility or lack of adequate inventory controls is grounds for either freezing the custody account or initiating a ROS.

7.14.4. The organizational commander of the account may allow the responsible individual to pay for the loss in lieu of a ROS, IAW AFMAN 23-220. In this case, the commander will provide the MASO with one of the financial forms listed in **paragraph 7.12.1.2.5** to support the inventory adjustment.

7.14.5. The cost of processing an ROS for small dollar losses may exceed any amount recovered. However, because of the sensitivity of munitions items, emphasis is placed on accountability rather than economy or efficiency.

7.14.6. Do not submit a ROS for losses resulting from aircraft accidents and property lost during combat operations. Use the aircraft mishap report or a memorandum signed by the OG or MXG commander as authority for inventory adjustment. A copy of the report or memorandum will be filed with the inventory adjustment document.

7.14.7. Commanders may elect to process a ROS regardless of criteria.

7.14.8. See AFMAN 23-220 for ROS processing format, procedures, timelines, and approval levels.

7.14.9. Use the ROS to substantiate adjustment of the DoDAAC stock balance, to recommend corrective action, and to determine the financial responsibility of the accountable officer or any other person involved in the discrepancy.

7.14.9.1. Once an ROS number has been assigned, the certifying official (MASO) and approving official (MASO Appointment Authority) are authorized to sign the incomplete inventory adjustment package. This provides written approval to process the inventory adjustment and close out the inventory in CAS. Once the IAD is processed and the inventory is 'closed' in CAS, the ROS and Inventory Adjustment package remain open pending 'final' approval of the ROS.

7.14.9.2. DELETED.

7.14.10. Whether or not an ROS is required, the inventory adjustment records must clearly identify and include all information relating to the stockpile discrepancy and support the adjustment as a 'stand alone' package. This package will complete the audit trail through documents identified in **paragraph 7.12.1.2.5** to support the inventory adjustment.

7.14.11. The criteria and actions described above for ROS and inventory adjustments also apply to munitions on the DoDAAC stock account or custody account which are damaged or destroyed for reasons other than fair wear and tear, authorized expenditure, aircraft loss,

installation, or disposition. In these cases, the accountable officer or the account custodian is liable for the damage or destruction until relieved of accountability.

7.15. Receiving Munitions.

7.15.1. Verifying Documentation. Personnel authorized to receipt for munitions will in-check assets. In-checking consists of comparing shipping documents with outer container markings (identity & quantity).

7.15.1.1. When the received quantity, lot number or NSN is different from the shipping document, the in-checker will circle the erroneous information on the document, enter correct information and initial. Initiate research to resolve any discrepancy noted during the in-checking of munitions assets. Follow procedures in **paragraph 7.15.3**.

7.15.1.2. Incoming ammunition shipments of nonstandard items received without sufficient documentation constitute a potential safety hazard to both facilities and personnel. Notify the MUNS Supt/Munitions Flight Chief prior to accepting these assets.

7.15.1.3. All shipments received from another CAS account will be received on CAS accountable records before any other actions are taken.

7.15.1.3.1. CAS does not currently transfer lot history upon receipt of assets at the receiving DoDAAC. The most current inspection history record from the shipper's DoDAAC must be manually entered after receipt of assets. There are two methods to obtain the Inspection History record:

7.15.1.3.1.1. Method 1. Access CAS *Lot History Inspection Report* (AM615A) and updated the DoDAAC to the shipper's DoDAAC and enter the NSN and lot number.

7.15.1.3.1.2. Method 2. Access CAS *Inspection History Inquiry* (AMQ05A) and change the DoDAAC to the shipper's DoDAAC and enter "Type of Asset" via the dropdown menu.

7.15.1.4. All CAS managed NWRM assets will be received/picked up on CAS records. In addition, ensure that AFI 20-110 is followed for additional NWRM receiving requirements.

7.15.1.5. For shipments received from non-CAS units (e.g., depot, contractor, vendors) with no shipping document number, in-check assets using the first 14 digits of the TCN (if available). If no TCN is available, in-check the assets using a locally generated FVXXXX document number.

7.15.2. Receipt Discrepancies: For NWRM assets, refer to AFI 20-110, Chapter 11. In addition, munitions received without sufficient accountability documentation, including COTS munitions, are processed as follows:

7.15.2.1. Contact the shipping activity and request information/documentation is provided immediately.

7.15.2.2. After all information is validated, prepare an off-line shipping document, DD Form 1348-1A, and process the receipt. Stamp/annotate the DD Form 1348-1A, “Shipping documentation not received”. COTS documents will be stamped “COTS Munitions Documents Not Required.”

7.15.2.3. Prepare and submit automated Supply Discrepancy Report (SDR) (SF 364) using the web-based DoD WebSDR as prescribed by DLM 4000.25, *Defense Logistics Management System (DLMS) Manual*, Vol. II, *Supply*, Chapter 17, *Supply Discrepancy Reporting* and AFJMAN 23-215, *Reporting of Supply Discrepancies*.

7.15.2.3.1. If the DoD WebSDR system is not available, submit SDR using the manual SF 364. Submit manual SDR through e-mail or customer service help lines (e.g. the DLA Customer Interaction Center, **dlacontactcenter@dla.mil**), 1-877-352-2255 (1-877-DLA-CALL).

7.15.2.3.2. Access to the DoD WebSDR requires submission of a System Access Request (SAR) available at the DAAS home page at: **https://www.transactionservices.dla.mil/daashome/homepage.asp**

7.15.2.3.3. DoD WebSDR training can be obtained by login to the WebSDR application and navigating to the WebSDR training slides link.

7.15.2.3.4. For a shipping (Item) discrepancy e-mail a copy to the shipping activity (**basename.FVXXXX@basename.af.mil**), the responsible ALC or ICP (ATTN: Appropriate IM obtained from the CAS IDR), the MAJCOM/A4W or equivalent (both if shipper and receiving MAJCOMs are different), and the local MASO.

7.15.2.3.5. For packaging discrepancies, send a copy to the shipping activity, the GACP and packaging specialist IAW AFJMAN 23-215, Enclosure 3, *SDR Distribution*, paragraph I., *Air Force or* paragraph J.2., *Defense Logistics Agency*, and the NAF or Lead MAJCOM (both if different than receiving unit).

7.15.2.4. Use the DD Form 1149, *Requisition and Invoice/Shipping Document* or DD Form 250, *Materiel Inspection and Receiving Report* in place of the DD Form 1348-1A for munitions/missile shipments from contract facilities is acceptable. Units are not required to recreate shipping documents.

7.15.2.5. When shipments are received or delivered by personnel not appointment or on an approved list, consult local transportation management representatives for guidance/approval IAW AFI 24-203. Refer to **paragraph 7.17.2.1** for additional guidance for direct vendor shipments/deliveries.

7.15.3. Receipt Procedures. Assets are in-checked and receiving inspections (RI) performed IAW T.O. 11A-1-10. In combat situations, receiving inspections may be conducted as part of the assembly/ production process. Non-explosive NWRM receiving inspections are IAW applicable technical data.

7.15.3.1. All Category I and II AA&E, and classified AA&E shipments will be checked immediately upon receipt to ensure that the seals are intact and for any signs of damage or tampering. If there are any signs of damage or tampering there must be an immediate inventory to verify quantities received and to determine extent of any damage or tampering.

7.15.3.2. Process receipt details in CAS *Receipts* (AMI41A) or with use of CAS AIT Receipt menu.

7.16. Issues.

7.16.1. There are two types of Issues: Consumption and Custody:

7.16.1.1. Consumption Issues: Consumption issues are limited to those assets consumed or installed within 15 calendar days (i.e., DIFM, Time Change).

EXCEPTION: Shop stock issues, RDT&E activities, and SmACC issues are not bound by the 15 calendar day rule.

7.16.1.1.1. If storage, security or safety requirements cannot be satisfied limit consumption issues to the amount to be consumed on the day of issue.

7.16.1.1.2. Use consumption issue to support internal and external munitions (i.e., CMT, Sortie Surge, and Load Barn) and RDT&E.

7.16.1.1.3. Consumption issues include Small Arms Combat Consumption (SmACC), Stockpile Consumption, and DIFM:

7.16.1.1.3.1. Small Arms Combat Consumption (SmACC): To issue basic/combat loads of 5.56mm and 9mm small arms ammunition only. SmACC issues relieve the MASO of physical and materiel accountability/liability for those assets and transfers accountability to the organization user and/or user's chain of command. The following procedures will be used for SmACC issues:

7.16.1.1.3.1.1. Before processing any SmACC issue, each DoDAAC within an active combat zone must obtain and maintain approval in writing by the MAJCOM or NAF Munitions Staff (or equivalent). The approval must specify the DoDAAC and the time period that SmACC issues are authorized (e.g., month, FY, until authorization is rescinded). The approval remains in effect for the stated period regardless of MASO appointment. Any rescission and re-approval to perform SmACC issues must be through the MAJCOM/NAF, however the MASO or local commanders may place SmACC procedures in abeyance locally at their discretion.

7.16.1.1.3.1.2. Do not use SmACC issue procedures for any of the following:

7.16.1.1.3.1.2.1. Non-deployed operations: Operating from the individuals/units permanently assigned installation in CONUS or OCONUS. Do not use SmACC issues to provide personnel deploying from CONUS to deployed combat locations.

EXCEPTION: AFSOC enabling or support forces may use SmACC procedures from CONUS with approval of the MAJCOM/NAF Munitions Staff (or equivalent).

7.16.1.1.3.1.2.2. In-garrison operations (e.g., gate guards, routine base security operations, nuclear weapons custodial duties, training, etc.). Support these operations only from custody accounts established IAW **paragraph 7.4**.

7.16.1.1.3.1.2.3. Any ammunition and explosives other than basic/combat loads of 5.56mm and 9mm small arms ammunition used for personal defense.

7.16.1.1.3.1.3. Only process SmACC issues to the default ORG/SHP account 920CC under CAT Code T. Units do not generate an AF Form 68 for

ORG/SHP 920CC.

7.16.1.1.3.1.4. Before processing a SmACC issue, obtain a copy of the individual's orders and maintain with the original consumption issue documents. Maintain the personnel orders and consumption issue documents together IAW the AF RDS in AFRIMS.

7.16.1.1.3.1.5. Relief from accountability occurs only after the physical assets are turned over to the user and the individual or organizational user has been briefed on and signed the following 'acknowledgment statement' on the back of the AF IMT 4331, MTS (or other issue document):

AF IMT 4331 Acknowledgement Statement:

"Persons receiving small arms ammunition must maintain control, accountability, and lot number integrity. The receiver will document all expended assets on the back of the AF IMT 4331, MTS. *If it is impossible for the receiver to return small arms ammunition to the point of issue prior to departing the Area of Responsibility (AOR), the receiver will make every attempt to turn small arms ammunition over to another U.S. military authority or munitions storage area/supply point (e.g., Army, Navy, Marines). Only place small arms ammunition in amnesty boxes if there is no other U.S. military authority or munitions storage area available or if other U.S. military authority or munitions storage area refuses to accept the small arms ammunition. If turned over to a U.S. military authority or storage area, member will receive documentation showing who accepted accountability for the assets to include: Name, rank, organization, and home base DSN (Do not use SSN). The receiver is responsible to ensure this documentation is forwarded by any means available to the original issuing authority as soon as possible, but no later than 10 duty days after return to home station. Failure to comply after 10 days will result in the contact with the receiver's commander. If assets must be placed into an amnesty box, document on the back of the* AF IMT 4331, MTS, *the quantity of small arms ammunition deposited, the quantity of small arms if expended, signature, and date* and *forward by any means available to the original issuing authority as soon as possible, but no later than 10 duty days after return to home station. Failure to comply after 10 days will result in contact with the receiver's commander.*

7.16.1.1.3.2. Stockpile Consumption Issue: To issue assets from DoDAAC stock account for installation or use (e.g., replace AUR components, stuff containers). Process these issues against ORG/SHP 002SM. These documents will be signed by munitions personnel authorized to receipt for munitions assets. An AF Form 68 is not required.

7.16.1.1.3.2.1. The MASO may consumption issue an entire QUP of shop stock type items regardless of allocation quantity, (e.g., if an allocation of 1,136 feet remains for arming wire, an entire roll of 5K feet is authorized for issue). Increase the remaining allocation *Asset Level Stratification* (AMG04) to allow the issue of the asset, then reset the remaining allocation to zero. Allocation increases above the initial QUP via ATR/OOCR are justification to

issue additional quantities up to QUP.

7.16.1.1.3.2.2. If unused pieces and parts remain from a consumption issue and the parts are no longer required, process an Expenditure TIN IAW **paragraph 7.19.1.3** to inspect and return parts to stock.

7.16.1.1.3.2.3. Units will ensure enough assets remain available on stock in CAS to support CR builds and expenditures.

7.16.1.1.3.2.4. Use the consumption issue process for items requiring disposal of explosive munitions by EOD.

7.16.1.1.3.2.4.1. Use the "default" EOD ORG/SHP account 920RW under CAT Code Y only assets requiring EOD disposal (see **paragraph 3.13.11.3.2**). Units do not generate an AF Form 68 for ORG/SHP 920RW.

7.16.1.1.3.2.4.2. Use the MASO correspondence memorandum, 'Personnel Authorized to Dispose of Munitions' provided by EOD to validate personnel authorized to sign and date the CAS generated document. Signature of EOD personnel on the CAS document constitutes DEMIL certification. No additional signatures are required.

7.16.1.1.3.3. DIFM Consumption Issue: Used to issue high value and/or field/depot repairable and reusable assets when return of a like item carcass is expected. Unless otherwise stated, issue and control all ERRC code 'XD' assets using DIFM procedures. Do not use DIFM for any air-launched/dropped munitions and their associated inert/dummy/training assets. Use CAS DIFM listing (AM535A) to monitor DIFM assets to ensure they are returned within 15 calendar days. The 15 calendar day count starts from the date assets were physically received by the customer.

7.16.1.1.3.3.1. For initial issue requests use "DIFM bypass" Indicator.

7.16.1.1.3.3.2. All replacement AFE munitions requirements, regardless of ERRC, will be consumption issued using DIFM procedures.

7.16.1.2. Custody Issue. A custody issue is used to supply an organization with munitions for the current FY period.

7.16.1.2.1. DoDAACs supporting Air Force organic depot repair of munitions components, aircraft, and missiles (e.g., ALCs), and RDT&E activities, may issue ERRC code "XD" and time-change assets to custody accounts when supported assets are expected to be in repair, or used in support of test plans, for longer than 15-calendar days.

7.16.1.2.2. Secure facilities and adequate storage must be available for all custody issues as outlined in AFI 31-101 and AFMAN 91-201.

7.16.2. General Issue Procedures.

7.16.2.1. Issue requests shall be submitted electronically to the munitions organization. The MASO may authorize verbal or written requests.

7.16.2.1. **(SEYMOURJOHNSONAFB)** Munitions issue requests shall be submitted no later than 7 duty days prior to the requested issue date. In addition to requirements of paragraph 7.16., procedures can be found in the Munitions Custodian Training Guide provided by the Munitions Accountability Element.

7.16.2.2. Munitions will be issued in QUP or 'LITE box' configuration when possible, to limit creation of 'non-standard' packaging not within SPI configuration, which creates a possible hazard class conflict as described in T.O. 11A-1-10.

7.16.2.3. All issue requests will include the following:

7.16.2.3.1. ORG/Shop code.

7.16.2.3.2. Nomenclature.

7.16.2.3.3. NSN.

7.16.2.3.4. Quantity.

7.16.2.3.5. CAT Code.

7.16.2.3.6. The words "CLASSIFIED ITEM" if applicable.

NOTE: Documents associated with NWRM assets will be stamped "NWRM CLASSIFIED ITEM".

7.16.2.3.7. Date and time required.

7.16.2.3.8. Issue type.

7.16.2.3.9. Grounding date (For consumption issue for aircraft time change items).

7.16.2.4. Emergency Issue: An emergency issue is an unforeseen consumption or custody issue requirement that may prevent a unit from performing its mission unless the munitions item can be issued and installed/consumed within 12 hours of issue.

7.16.2.4.1. The MUNS Superintendent/Munitions Flight Chief determines supportability. If Munitions supervision determines the request is supportable no emergency issue approval is required.

7.16.2.4.2. In cases of competing priorities (e.g., semi-annual inventories) emergency requests must be justified and approved, in writing, by the group commander or designated representative with command authority over the munitions issuing organization. The approval must accompany the issue request. Designated representatives must be appointed in writing and will not be lower than a unit commander.

7.16.3. Munitions Pick-up Procedures.

7.16.3.1. Customers receiving property must present a valid CAC or other DoD identification card. Only personnel listed on the AF Form 68 are authorized to receipt for assets.

7.16.3.2. After validation that an individual is an authorized representative of the commander, the property will be signed for and released.

7.16.3.3. The receiving individual will verify property received by checking the NSN, lot number, CC and quantity before signing for property.

7.16.3.4. If changes have occurred to documents (quantity, lot number, etc.), the document shall not be signed and the recipient will notify Munitions Operations immediately.

7.16.3.5. Responsibility for safety, security and accountability for munitions from the time of issue remains with the using organization. This includes lot number integrity.

7.16.4. Organizational Refusals. Organizations refusing a previously requested issue of assets, must complete and provide proper Turn-In documentation for the refusal IAW **paragraph 7.19**. The refusing organization will sign the issue document and annotate "ORGANIZATIONAL REFUSAL" on the face of the document and provide a brief description of the circumstances surrounding the refusal. Organizational refusals may be processes electronically via e-mail, etc. MASO's should notify commanders when their organizations have excessive refusals within a one year period.

7.16.5. Issue of Non-NCAA WRM Small Arms in Support of Emergencies: The MASO Appointment Authority is authorized to direct (in writing) emergency issue of Non-NCAA WRM small arms ammunition to AF personnel for periods up to 30 calendar days to support disaster relief, humanitarian missions, and major accident responses. E-mail is acceptable to direct this authority.

7.16.5.1. Written release authority shall include:

7.16.5.1.1. Nomenclature.

7.16.5.1.2. NSN.

7.16.5.1.3. Quantity.

7.16.5.1.4. Unit of issue.

7.16.5.1.5. Date to be withdrawn.

7.16.5.1.6. Estimate return date.

7.16.5.1.7. Responsible POC, to include: Name, office symbol, telephone number with responsibility to ensure assets are returned to support contingency/wartime within 24 hours of notification.

7.16.5.1.8. Justification.

7.16.5.1.9. Location(s) of intended use.

7.16.5.2. Installation Commander shall submit requests over 30 calendar days to the NAF or Lead MAJCOM/A4 (or equivalent) using the above format and including a mission impact statement. E-mail is acceptable for these requests.

7.16.5.2.1. The NAF or Lead MAJCOM/A4 (or equivalent) may approve release of these assets for up to 180 calendar days.

7.16.5.2.2. Requests for more than 180 calendar days must be approved by AF/A4LW.

7.16.6. Supplying Small Arms Ammunition to Units at Deployed Locations:

7.16.6.1. Supply small arms ammunition IAW the reporting instructions and final destination/line remarks on individual orders. Maintain a copy of the individual's orders with the custody issue documents until assets are turned-in and receipt/disposition of the small arms is validated. Process custody issues IAW **paragraph 7.16.1.2**. Process SmACC issues IAW **paragraph 7.16.1.1.3.1**.

7.16.6.2. The supplying unit (e.g., LRS, Munitions Flight, SFS) will ensure local written policy exists to ensure small arms are returned to the supplying unit while maintaining lot number integrity. The supplying unit will use the AF IMT 4331, MTS to document issue of all small arms ammunition and will be completed with the following information:

7.16.6.2.1. Name of issuer, name receiver; home station, unit, and DSN; deployed station, unit, and DSN; NSN, noun, lot number, cartridge case markings, quantity issued, estimated departure date from Area of Responsibility (AOR), receiver signature, and date of issue.

7.16.6.2.2. The issuing authority will provide the receiver a copy of the AF IMT 4331, MTS and maintain the original AF IMT 4331, MTS IAW the AF RDS in AFRIMS. Ensure the issuing authority's mailing address, FAX number, and organizational e-mail address is clearly printed on the AF IMT 4331, MTS. The MASO will ensure that AF IMT 4331 used for SmACC issues are maintained IAW the AF RDS in AFRIMS.

7.16.6.2.3. Utilize the AF IMT 4331, MTS in conjunction with CAS *Transaction History Listing* (AM903) to screen and identify 5.56mm and 9mm small arms ammunition issued to ORG/SHP 920CC for CMRS. If restricted or suspended SmACC is identified, the issuing unit MASO will make and document attempts to locate and notify individuals/units.

7.16.6.3. Every attempt will be made to return small arms ammunition to the point of issue upon departure from the AOR.

7.16.6.4. The supplying unit commander will work closely with the base/theater PERSCO office and Numbered Air Force (NAF) to ensure in-processing/out-processing checklists for deploying/redeploying personnel include Munitions Receipt/Turn-in checkpoints. Munitions checkpoints must be validated through use of a 'Stamp' rather than initials/signatures to ensure personnel return issued ammunition prior to out-processing the theater.

7.17. Shipments.

7.17.1. Integrated Data Environment/Global Transportation Network/Convergence (IGC).

7.17.1.1. IGC provides in-transit visibility of munitions movements through the Cargo Movement Operation System (CMOS). An interface exists between CAS and CMOS (or IGC), however not all interfaces are functional (or may be disabled), therefore, at a minimum the MASO will ensure appropriate personnel maintain an IGC account to track shipments.

7.17.1.2. Personnel with previous Global Transportation Network (GTN) accounts must reapply for an IGC account at the IGC homepage, URL: **https://www.igc.ustranscom.mil/igc**/. In the event you do not have Internet capabilities,

establish a local policy with your servicing transportation unit to provide access to the data to track shipment status.

7.17.1.3. CAS managed NWRM assets will be shipped in CAS. Refer to AFI 20-110, Chapter 6 for NWRM shipments and Nuclear Ordnance Shipping Schedule (NOSS) Report of Shipment (REPSHIP) procedures.

7.17.2. Processing Shipments.

7.17.2.1. The transportation office must provide the MASO with a list of individuals authorized to receipt for munitions and explosive items, including classified items to be released to the transportation movement officer for shipment. For organic movements, the gaining MASO must provide a list of authorized personnel to the losing MASO for receipt of munitions. To release shipped munitions directly to a government vendor (e.g., Raytheon, Honeywell, ATK) the applicable SPO/PM for the materiel must approve and forward a list of authorized personnel to the releasing MASO. The SPO/PM is responsible to obtain the list from the vendor, approve it, and forward the approved list to each appropriate MASO.

7.17.2.2. The lists must contain name, rank, and security clearance for each authorized individual. Signature specimens will also be provided on this list or provided on an attached signature card with printed name and date of signature. Update the list as changes occur and re-accomplish annually.

7.17.2.2.1. The authorization list is required regardless of digital signature capability, however if the local transportation office has the capability to digitally sign and receipt for munitions and explosive items being shipped, then no signature specimen is required on the list.

7.17.2.2.2. In the event digital signature capability is lost or post-post and manual procedures are implemented, obtain signature specimens and actual signatures for all munitions/explosive shipments.

NOTE: Signature specimens are used to validate current shipment documents only. Signature specimens are not required/maintained to validate historical shipment documents. These were validated at the point of shipment.

7.17.2.3. Do not release munitions items to transportation unless the individual appears on the current listing.

7.17.2.4. Transportation personnel need not sign a shipping document unless it is processed through the transportation activity. ***EXAMPLE:*** Munitions moved by munitions personnel from base-A to base-B.

7.17.2.5. When assets require shipment for return and repair, use instructions issued by the IM or SPO as direction and guidance for the shipment.

7.17.2.6. When tasked to ship MICAP and priority 02, shipment of less than QUP is authorized. Turn the documentation over to transportation within 24 hours.

7.17.2.7. Units will review the *Unsatisfied RDO Listing* (AM124A) daily. This listing serves as authority to ship assets. Units unable to support requests, contact the GACP

and get approval to deny the RDO. Once the GACP approves the denial, the unit will process an RDO denial in the *RDO Shipment* (AM123A) program.

7.17.2.8. Once the property is released to or scheduled with the servicing transportation unit, update the CAS in-transit record indicating date sent to transportation and estimated ship date. Update the DDO via the *Manage Intransits* (AMI07A) or the *Inquire and Update Outbounds* (AMI08A) screens when shipments physically depart station. Additionally, update the TMRS In-transit Record for the shipment by inputting the physical departure date.

7.17.3. Accounting for Munitions In-Transit:

7.17.3.1. Munitions activities shall retain accountability of munitions assets placed in an intransit status until the actual DDO. IAW DLM 4000.25, Vol. 2, *Supply Standard Procedures*, Chapter 4, *Requisitioning*, storage activities shipping assets to satisfy requisitions are responsible to provide shipment status to the appropriate Source of Supply (e.g., GACP) when required/requested.

7.17.3.2. When the shipping Munitions activity selects assets for shipment they are loaded to the CAS Intransit Asset Table. When the shipping Munitions activity updates the DDO in CAS, the local DoDAAC, location and structure are removed from the assets.

7.17.3.3. Ensure all intransit shipments temporarily stored within the MSA that did not originate from that base DoDAAC are loaded and managed in CAS using the *Non-Accountable* (AM101A) program. Also, manage shipments erroneously DDO'd or shipments dropped off of record using AM101A. When these shipment actually depart the installation, clear these assets from the Non-accountable program (AM101A). These intransits will be validated during the weekly shipment reconciliation.

7.17.3.4. When CAS is not available at the shipping or receiving installation, the MASO must keep the servicing MAJCOM/NAF and the GACP apprised of the shipment status via any expedient and accurate means (e.g., official e-mail (digitally signed and encrypted), fax, etc.).

7.17.3.5. Shipments between Air Force activities:

7.17.3.5.1. Munitions shipped from one Air Force FV DoDAAC to another FV DoDAAC will remain in the CAS Intransit Asset Table until received by the destination activity. Refer to **paragraph 7.17.3.7** for all classified and sensitive munitions shipments regardless of origin or destination.

7.17.3.5.2. Reconcile and document status of all outstanding shipments, by TCN, with the transportation activity.

7.17.3.5.3. Verify the DDO in CAS once assets physically depart installation. For assets not updated by CMOS, process the DDO action manually in CAS.

NOTE: At installations with aerial ports, the CMOS – CAS interface may have been disabled due to erroneous DDO feeds from CMOS. In these cases, the DDO must be updated manually.

7.17.3.5.4. When assets are received in CAS by the destination Munitions activity, the assets will automatically drop off the CAS Intransit Asset Table and be picked up on the receiving FV DoDAAC account record.

7.17.3.5.5. Munitions activities are responsible to actively follow-up by reviewing and monitoring the CAS Intransit Assets. If problems are suspected or noted, unit shippers and receivers will initiate communications (e.g., telephone, e-mail, CRM as appropriate) with the origin/destination, NAF, Lead MAJCOM, or GACP as appropriate to identify and resolve problems.

7.17.3.5.6. In the event the recipient does not receive the material by the RDD, the recipient must follow-up through the transportation activity/unit if the DDO is not greater than 30 days. If the DDO is greater than 30 days, the recipient must initiate tracer action with transportation unit and/or Source of Supply using the TCN. Follow-up timelines for classified and sensitive munitions are IAW **paragraph 7.17.3.7**.

7.17.3.6. Shipments to Non-Air Force Activities: Munitions shipment records to non-Air Force activities (e.g., retail/wholesale depots, manufacturer/contract repair facilities, other services/federal agencies) will automatically 'clear' from the CAS Intransit Asset Table 30 days after the DDO is updated in CAS.

NOTE: Intransit records for classified and sensitive munitions categories identified in **paragraph 7.17.3.7.** do not automatically clear. These records are cleared by the GACP.

7.17.3.7. Classified and Sensitive Munitions Shipments: The loss, theft, unlawful disposition, and/or recovery of Classified and Sensitive munitions require investigation IAW DLM 4000.25-2, *Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP) Manual*. This requires a higher level of oversight to validate that shipment of classified and sensitive munitions are actually received at the intended destination before clearing shipments from the CAS Intransit Asset Table.

7.17.3.7.1. Receipt validation applies to the following Classified and Sensitive Item categories:

7.17.3.7.1.1. CIIC 1 – Very High Risk (Category I).

7.17.3.7.1.2. CIIC 2 – High Risk (Category II).

7.17.3.7.1.3. CIIC 5 – Secret (Category I).

7.17.3.7.1.4. CIIC 6 – Confidential (Category I).

7.17.3.7.1.5. CIIC 8 – Confidential (Category II).

7.17.3.7.1.6. CIIC C – Confidential.

7.17.3.7.1.7. CIIC S – Secret.

7.17.3.7.1.8. CIIC T – Top Secret.

7.17.3.7.2. There are two methods to accomplish receipt validation depending on the origin/destination of the shipment. 1) Receipt at an AF DoDAAC using the original CAS TCN or 2) GACP centrally validates shipment receipt and closes the Intransit record.

7.17.3.7.2.1. Shipments between Air Force DoDAACs: MASOs at AF installations receiving classified or sensitive munitions from other AF installations will receipt assets in CAS following normal receipt procedures which will clear intransit records from the CAS Intransit Asset Table.

7.17.3.7.2.1.1. Ensure all classified and sensitive munitions assets are receipted properly using the CAS TCN. Receipt in CAS constitutes proper 'validation' only when the receipt is processed using the CAS TCN and the shipment is cleared from the CAS Intransit Asset Table. Personnel receiving these classified and sensitive assets are responsible to the MASO to validate the shipment was cleared from the CAS Intransit Asset Table.

7.17.3.7.2.1.2. If the CAS TCN cannot be used or the CAS Intransit Asset Table did not properly clear the shipment, receive these assets using a local TCN, and immediately notify the GACP through the CRM and report the following information:

7.17.3.7.2.1.2.1. Reason CAS TCN could not be used.

7.17.3.7.2.1.2.2. Original CAS TCN (if any).

7.17.3.7.2.1.2.3. Local TCN used to receipt assets.

7.17.3.7.2.1.2.4. NSN.

7.17.3.7.2.1.2.5. Quantity.

7.17.3.7.2.1.2.6. Full Name, Organization, and DSN of personnel processing receipt in CAS.

7.17.3.7.2.1.3. Once this data is received, the GACP will close the intransit record.

7.17.3.7.2.2. Shipments to Non-Air Force Activities: The GACP will develop internal processes to validate receipt of assets and clear the CAS Intransit Asset Table records.

7.17.3.7.2.2.1. GACP validation of classified and sensitive munitions shipments requires that each receiver acknowledge verbally, in writing, via e-mail (digital signature), or through other automated means (CAS, other application) that the shipped TCN, NSN, and quantity was actually received, and the date assets were received.

7.17.3.7.2.2.2. Validation will be performed on all classified and sensitive shipments that exceed the Estimated Delivery Date (EDD) or go beyond 30-days from the DDO.

7.17.4. Assign PACER AMMO project code IAW **Table 7.4**.

7.17.4.1. PACER AMMO is the AF program to monitor and track worldwide munitions transportation costs using HQ AFMC managed SDT funds IAW **paragraph 15.6**.

7.17.4.2. The program has two categories; 'Must Pays' and 'Prioritized' based on the MMP developed by the GAP Working Group. The categories are further broken down by project code IAW **Table 7.4**. PACER AMMO budgets for SDT funds to cover the

'Must Pay' category which must not be exceeded. The program does not include the shipment of munitions in support of warfighter contingency operations (including ANG) identified by a 9XX project code. All peacetime munitions shipments must be assigned a project code IAW **Table 7.4**.

7.17.5. The shipping activity will identify the appropriate Transportation Account Code (TAC) as follows:

7.17.5.1. F8RT. Used for movement of missiles and associated components governed by the TAMP.

7.17.5.2. F8UT. Used for movement of conventional and precision guided munitions governed by the DLAR .

7.17.5.3. For munitions shipments not governed by the DLAR or TAMP, the activity directing or requesting the shipment (e.g., MAJCOM, NAF, unit) will provide the shipping activity with an appropriate TAC or identify/direct the source of funding to be used (e.g., MAJCOM, shipping unit) within their authority and funding line of accounting.

NOTE: Unless otherwise stated, the GACP is not the directing/requesting activity for shipments not covered by the TAMP/DLAR.

7.17.5.3.1. Munitions requisitions requested by the ANG are not a part of the PACER AMMO Program. ANG TAC F8E0 will be used to fund all ANG shipments from depots and active duty units to ANG bases/units. ANG shipments between ANG bases will be funded using local O&M funds or other ANG TACs directed by NGB/A4RDT.

7.17.5.3.2. Munitions shipments directed by the GACP from ANG bases to active duty units will use the PACER AMMO TACs and project codes IAW **Table 7.4**.

NOTE: Munitions and missile shipments directed by the GACP to support ANG deployments or contingency operations may use PACER AMMO TACs and contingency project codes.

7.17.5.3.3. For additional guidance on conventional munitions shipments to, from, and between ANG units refer to AFI 24-203.

7.17.5.4. Air National Guard Transportation:

7.17.5.4.1. Munitions requisitions requested by the ANG and shipments related to ANG ADRs, maintenance returns and CAD/PAD are not supported by the PACER AMMO Program. ANG TAC F8E0 will be used to fund all ANG shipments from depots and active duty units to ANG bases/units. ANG shipments between ANG bases will be funded using local O&M funds or other ANG TACs directed by NGB/A4RDT.

7.17.5.4.2. Munitions shipments directed by the GACP from ANG bases to active duty units will use the PACER AMMO TACs and project codes IAW **Table 7.4**.

NOTE: Munitions and missile shipments directed by the GACP to support ANG deployments or contingency operations may use PACER AMMO TACs and contingency project codes.

7.17.5.4.3. For additional guidance on conventional munitions shipments to, from, and between ANG units refer to AFI 24-203.

7.17.6. ISO Container shipments:

7.17.6.1. DELETED.

7.17.6.2. Prior-to-use inspections will be performed before loading munitions for shipment and will consist of a visual interior and exterior examination for obvious defects.

7.17.6.3. DELETED.

7.17.6.4. DELETED.

7.17.6.4.1. Shipments of munitions using ISO containers that originate from munitions activities will attach CAS shipping documents and the *Mass Shipment Report* (AMI25R) to the inside of a door on each container. Attach the original-signed DA Form 2404 to the inside of a door on each container and maintain a copy of the DA Form 2404 IAW DTR 4500.9-R.

7.17.6.4.2. DELETED.

7.17.6.5. AIT capable units will label container and contents as required. Labels will be placed on the door near the consolidated data plate.

7.17.6.6. Ensure all applicable DOT markings are properly affixed.

7.17.6.7. RFID tags are detached from the outer container surface and reattached to the inside of the container door or consolidated into a central location immediately upon removal of assets. Reverse the battery to deactivate the tag prior to placing it inside the container. This prevents the container from being tracked as a loaded container in the transportation system.

7.17.6.8. Ensure intermodal containers prepared for shipment of munitions or used for storage are loaded using CAS *Container Maintenance* (AM106A) program as an "ISO" type container. ISO type container numbers will follow this format: USAF0018745. Any intermodal container used in MASS shipment procedures will be loaded using CnC management procedures IAW **paragraph 7.1.7**.

7.17.7. FMS Shipments.

7.17.7.1. When assets are authorized for release IAW **paragraph 9.6** as an approved FMS case ensure all shipping documents are annotated with "Released IAW FMS-CASE XXXX" and attach copies of authorizing correspondence.

7.17.7.2. When an existing Acquisition Cross-Servicing Agreement (ACSA) authorizes the release of FMS assets, and the MAJCOM/NAF A4 (or equivalent) has approved the release, annotate all documents with "Released IAW ACSA" and attach copies of authorizing correspondence to the shipping documents.

7.17.8. Cancelled Shipments: When a shipment is processed in CAS but does not depart the installation (e.g., DDO is not updated), the shipment can be cancelled if necessary. Do not RVP the shipment in CAS. Personnel process a shipment cancellation IAW the Munitions

Accountability Procedures Guide. The document may be cleared from the AME01A screen in CAS without filing.

Table 7.4. PACER AMMO Project Codes.

Project Code	Category Code(s)	Project Code Name	Project Code Description
121	X, G, Z	DLAR (WRM)	All moves to meet DLAR objectives for WRM; and STAMP Requisitions
725	Not Applicable	Retrograde	All moves excess to requirements, from MAJCOM to Depot (Note 6)
726 (MP)	C, E, F, G, T, X	TAMP Redistribution	All moves to meet TAMP objectives
727	A, B, C, D, E, F, M, N, P, S, T	DLAR	All moves to meet DLAR objectives other than CAT Codes Z, X and G
728	A, B, C, D, E, F, M, N, P, S, T	Intra-CONUS/Intra-theater Realignments	MAJCOM/NAF/GACP directed moves to meet DLAR objectives other than CAT Codes Z, X and G
729 (MP)	Not Applicable	ADR	ALC directed disposition instructions for unserviceable/suspended munitions (ANG uses 737)
730 (MP)	Not Applicable	Maintenance/Modification Returns and Replacements	Missile/Munitions components returned to a repair facility and/or replacements to units (includes TCTO Mod shipments) (ANG uses 737)
731 (MP)	Not Applicable	Aging, Reliability, and Surveillance	ALC or Air Armament Center (AAC) directed munitions shipments for aging or system reliability testing
732 (MP)	Not Applicable	Government Furnished Equipment/Material (GFE/GFM)	Shipments to and from contractors when the transportation costs are not covered in the contract
733 (MP)	S	CAD/PAD	CAD/PAD requisitions (Use Project Code 729 for ADR returns or 730 for repairable returns) (ANG uses 737)
734 (MP)	Not Applicable	Containers	All movements of FSC 8140 – reusable containers (except ISO) regardless of condition code
735	Not Applicable	War Reserve Stock for Allies (WRSA)	Movements to place munitions in WRSA accounts when the transportation costs are not covered in the WRSA documentation

Project Code	Category Code(s)	Project Code Name	Project Code Description
736	Not Applicable	Unprogrammed	All munitions movements not specifically covered above and authorized by HQ AF A4L/A5R (Approval Required)
737	Not Applicable	Air National Guard DLAR, CAD/PAD	All peacetime support requested by ANG units to move munitions, missiles, ADRs, maintenance returns, and CAD/PAD to and from ANG units (Note 4)
BLK	Not Applicable	Organic Movement	All munitions moved organically by military organizations where no PACER AMMO transportation billing/charges are incurred (Note 3)

Notes:

1. Munitions shipments may require the use of other Project and/or Contingency Support Codes which reimburse the SDT account. Consult NAF munitions staff or GACP for guidance and authority.

2. For additional transportation project code guidance for munitions, contact HQ AFMC/A4MW Product/Program Support at DSN: 674-2718/787-3153 or e-mail: pacer.ammo@wpafb.af.mil

3. The activity/agency directing the shipment/movement provides direction to utilize Project Code BLK. ***EXAMPLE:*** TACP/RACP RDO directs use of Project Code 'BLK'.

4. When using project code 737, refer to AFI 24-203 for the proper use of TAC F8E0.

5. PACER AMMO project codes are either "Must Pays" or "Prioritized" movements. Must pays project codes are indicated by an (MP) next to the Project Code.

6. Maximize the use of ISO container space. Consider deferring partial loaded ISO containers for the next retrograde shipment opportunity vice shipping a partial load. Coordinate shipment of an ISO load to mixed destinations with the GACP.

7.18. Expenditures.

7.18.1. General. Expenditures are processed to account for and document physical consumption of DoDAAC stock account and custody account munitions.

7.18.1.1. Units will not use the *Structure Expenditure* (AM723A) process to remove assets from accountable record when aircraft depart/deploy from home station with munitions. Refer to **paragraph 7.20**, Deployed Munitions Management for these items.

7.18.1.2. Ensure no one expends WRM munitions in peacetime without approval IAW AFI 25-101. This includes munitions positioned in support of allocations for Cat Codes B, F, G, M, X, and Z.

7.18.1.3. Only after assets are physically expended are they designated against and allocation category (including WRM), therefore, do not segregate munitions in stock based on allocated category/quantity.

7.18.1.4. Continuously monitor WRM munitions supportability by monitoring on-hand balances to WRM allocations and requisitions to achieve WRM munitions levels.

7.18.1.5. All End of FY expenditures must be processed in CAS prior to 2400 hours, Central Standard Time (CST) on 30 September. If expenditures are not processed prior to this cutoff, they will be processed against new FY allocations and an OOCR will be processed for the quantity of assets expended IAW **paragraph 7.5.3**.

7.18.2. Expenditures fall into two categories. Either Custody Account expenditures or Stockpile Record Account expenditures.

7.18.2.1. Custody Account Expenditures: The consuming organization or activity provides the MASO with electronic expenditure requests within 5 duty days of expenditure. Refer to **paragraph 7.4** for Custody Account Management procedures.

7.18.2.1.1. Custodians will include the following on expenditure requests:

7.18.2.1.1.1. Nomenclature.

7.18.2.1.1.2. NSN.

7.18.2.1.1.3. Quantity.

7.18.2.1.1.4. Document Number.

7.18.2.1.1.5. Lot/SN/CC.

7.18.2.1.1.6. CAT Code.

7.18.2.1.1.7. If applicable, the words “CLASSIFIED ITEM” or “NWRM CLASSIFIED ITEM”, as applicable, in red, bold, capital letters.

7.18.2.1.1.8. Digital signature of custody account custodian or organization commander.

7.18.2.1.2. SOCOM and AFCENT munitions units supporting non-traditional operations may manage and expend assets from custody account with AFSOC/AFCENT approval.

7.18.2.2. Expenditures from DoDAAC Stock. Used to process expenditures for assets managed directly from the DoDAAC stock account. This is not utilized for custody managed assets and generally is only used for munitions managed internally by the MASO and Munitions unit/activity.

7.18.2.2.1. Personnel performing munitions tasks and operations (e.g., munitions crews, weapons expeditors) process expenditures in CAS using automated-, direct-, or remote-input methods IAW **paragraph 7.1.4.3**.

7.18.2.2.2. Munitions assets staged, assembled, and configured for delivery/or use remain on the DoDAAC stock account until physically expended. Once physically expended, assets are expended in CAS against the appropriate CAT Code and ORG/SHP code.

7.18.2.2.3. After expenditures from DoDAAC stock are processed in CAS, the MASO will validate that these transactions were processed correctly by comparing the CAS *Transaction History Listing,* AM903 against the AF IMT 2434, AF IMT 4331, MTS and/or other documents. Discrepancies must be researched and corrected.

7.18.2.2.4. Controlling Expenditures from the DoDAAC Stock Account: Control these expenditures through active and continuous allocation and inventory management. Utilize the *Level Reconciliation Listing* (AMC12A) and CAS generated reports to ensure peacetime assets are not expended without an approved allocation.

NOTE: It is not necessary to load or manage levels for valid WRM, combat, or contingency expenditures. Use the "Level Bypass" option and expend IAW **paragraph 7.18.2.2.5**.

7.18.2.2.5. Processing WRM munitions expenditures: Munitions expended for a valid WRM, combat, or contingency purpose in Categories F, G, T, or X will be processed in CAS against the ORG/SHP codes identified in the *WRM, Combat, or Contingency ORG/SHP Code Expenditure Processing* table located at the AF/A4LW Information link on the GACP website. These ORG/SHP codes will be used regardless of original allocated ORG/SHP, quantity, or CAT Code.

NOTE: Prior to processing WRM, combat, or contingency expenditures against these ORG/SHP codes, units must establish these ORG/SHP codes in CAS.

NOTE: It is not necessary to load levels for valid WRM, combat, or contingency expenditures. Use the "Level Bypass" option when expending against these ORG/SHP codes.

NOTE: The GACP will update the support data edits table in CAS program *Manage System Edits* (AMA10) for label name "LEVEL BYPASS ORG SHOP CODES". The Manage System Edits (AMA10) screen only allows additions or deletions. Any errors will require deletion and reloading.

7.18.2.2.5.1. Additions, deletions, or changes to the *WRM, Combat, or Contingency ORG/SHP Code Expenditure Processing Table* will be posted to the GACP website by AF/A4LW or GACP.

7.18.2.2.5.2. This ORG/SHP structure for WRM, Combat, or Contingency expenditures for CAT Code F, G, T, and X enables automated extraction and reporting of expenditure data by 'Operation' from automated systems (e.g., CAS, LIMS-EV, GCSS-AF Data Services, ECSS, etc).

7.18.2.2.6. Aircraft Munitions Expenditure Process: As aircraft recover, weapons expeditors reconcile and document flightline munitions expenditures on an AF IMT 2434 (or local form) IAW AFI 21-101 or AF IMT 4331, MTS. The weapons expeditor processes expenditures using automated-, direct-, and remote-input methods IAW **paragraph 7.1.4.3**. The AF IMT 2434 or AF IMT 4331, MTS will be turned in to the Munitions activity and used to validate daily processing of munitions transactions.

7.18.2.2.6.1. Except as noted in **paragraph 7.18.2.2.6.2**, aircraft expenditures will be processed as aircraft recover throughout the flying day. As aircraft recover, reconcile and process expenditures in CAS within one hour of aircraft

recovery, but no later than between aircraft goes.

7.18.2.2.6.2. Do not process Aircraft gun ammunition and countermeasure expenditures using automated, direct, or remote input. Aircraft gun ammunition and countermeasures are downloaded and expended rounds are processed and validated by maintenance before processing expenditures in CAS.

EXCEPTION: Weapons Expeditors supporting Special Operations Forces (SOF) and Search and Rescue (SAR) aircraft, may immediately process expenditures on the flightline if an entire container of ammunition is empty. Otherwise, manage a container as a full load until the gun is downloaded and remaining rounds are processed by maintenance.

7.18.2.2.6.2.1. Aircraft gun ammunition is managed as full loads (minus 'kickback' rounds) until weapons personnel download the gun and expended rounds are processed.

7.18.2.2.6.2.2. The AF IMT 4331, MTS or AF IMT 2434 will be verified by Munitions Control and validated against the CAS daily transaction history by the MASO. The AF IMT 4331, MTS or AF IMT 2434 may be destroyed after validation.

7.18.2.3. Expenditures of FMS, test, training, and for operations conducted by MOA/MOU (CAT Code N): Munitions allocated as CAT Code N MOA/MOU IAW **paragraph 9.6.7.2** will be expended against non-WR ORG/SHP codes created for these specific purposes.

7.19. Turn-Ins. The user coordinates with the Munitions Flight to turn-in munitions. Turn-ins as discussed in this chapter refer to returning assets to the DoDAAC stock account.

7.19.1. There are five types of turn-ins:

7.19.1.1. Organizational Turn-in (ORG TIN): Use the ORG TIN process for:

7.19.1.1.1. Turn-in of assets when the origin is known. If the origin of assets is not known, use FOB Turn-in procedures in **paragraph 7.19.1.5**.

7.19.1.1.2. Turn-in of components removed from an AUR when replacement components are not requisitioned.

7.19.1.1.3. Turn-in of empty containers.

7.19.1.1.4. Turn-in of static display munitions (SDM).

7.19.1.1.5. Turn-in of recovered stock-listed assets previously adjusted off accountable record when a zero-balance exists. If a stock balance exists, refer to IAD Procedures in **paragraph 7.12**.

7.19.1.1.6. Process ORG TIN using the CAS *FOB Turn-In* (AM555A) program.

7.19.1.1.6.1. In the Comments block enter: 'ORG TIN' and a brief description (e.g., Component TIN, Container TIN, Static Display TIN, or Recovered Asset TIN).

7.19.1.1.6.2. When 'ORG TIN' is annotated in the comments block, the

mandatory documents outlined in **paragraph 7.12**, *Inventory Adjustment Transaction (AM427J)* procedures are not required unless it meets the requirements of **paragraph 7.12.10**.

7.19.1.1.7. ORG TINs do not require a special inventory before processing an ORG TIN FOB transaction.

7.19.1.1.8. For any recovered items that are non stock-listed, refer to procedures in **paragraph 3.12.7**.

7.19.1.2. Custody Turn-in. Turn-in of assets from custody accounts.

7.19.1.3. Expenditure Turn-in.

7.19.1.3.1. This process will not be used to turn-in assets erroneously expended from a custody account. Units must process an RVP or inventory adjustment to correct errors.

7.19.1.3.2. Utilize the 'Expenditure Turn-in' for assets originally consumption issued during the current FY, and was not consumed. Turn-in of assets originally consumption issued in a previous FY should be picked up using ORG TIN. If assets are classified 'For Training Use Only', items can be reissued to custody accounts to fill authorized training allocations.

7.19.1.3.3. Upon turn-in of SmACC, Lot integrity will be assessed/maintained as follows:

7.19.1.3.3.1. When SmACC is turned in by an individual who was originally issued the small arms ammunition along with the original AF IMT 4331, MTS issue document and all case markings match, then lot integrity is assumed. These assets may be inspected, turned-in using Expenditure Turn-in procedures IAW **paragraph 7.19.1.3** and re-issued for custody/SmACC if otherwise serviceable.

NOTE: Do not use cartridge case markings to establish the year of manufacture of small arms ammunition, however the cartridge case markings may be used to validate general accuracy of AF IMT 4331, MTS lot number information for rounds returned by the individual they were originally issued to.

7.19.1.3.3.2. Rounds received/recovered from amnesty programs/boxes or if the ammunition lot number of rounds returned by individuals cannot be validated, utilize FOB TIN procedures IAW **paragraph 7.19.1.5** to pick-up assets in the appropriate CC. These rounds may be accumulated for inspection and TIN processing once TIN quantities exceed 100 rounds.

7.19.1.4. Due-in From Maintenance (DIFM) Turn-in.

7.19.1.4.1. Turn-in of assets originally issued under DIFM control. Use ORG TIN procedures for turn-in of assets that were issued in a previous FY and no replacement item is required.

7.19.1.4.2. When an asset turned in from maintenance under a DIFM document number is not the same NSN as the issued asset, process the DIFM Turn-in using the NSN issued to clear the outstanding DIFM detail and then process a Selective Identity Change to correct the NSN to that of the turned in item.

7.19.1.4.3. DIFM turn-in will be utilized during Missile and PGM Management IAW **paragraph 3.10.4** when replacement components will be requisitioned.

7.19.1.5. Found on Base (FOB) Turn-in.

7.19.1.5.1. FOB turn-ins only include DoD stock-listed munitions where the origin of assets cannot be determined.

7.19.1.5.2. For recovered items that are non stock-listed, refer to procedures in **paragraph 3.12.7**.

7.19.1.5.3. The MASO reviews all FOB transactions to determine the need for a special inventory before processing the document. The MASO signs the document to indicate a review of special inventory requirements. These assets will be processed using the CAS FOB turn-in.

7.19.2. Processing Turn-in Requests. All turn-in requests will include the following:

NOTE: Personnel authorized to receipt munitions being turned in from munitions users are designated 'in-checkers' and perform in-check of turned in assets. In-check of turned-in assets consists of comparing turn-in documents to physical assets, outer container markings (identity & quantity), proper packaging, and safety.

7.19.2.1. Nomenclature.

7.19.2.2. NSN.

7.19.2.3. Quantity

7.19.2.4. Lot Number.

7.19.2.5. CAT Code (if applicable).

7.19.2.6. CC (If known).

7.19.2.7. Document number of the original issue (if applicable).

7.19.2.8. Reason for turn-in.

7.19.2.9. In-checker signature, printed name, and date.

7.20. Deployed Munitions Management.

7.20.1. Accountability and allocations of deployed non-expendable training munitions (e.g., captive missiles, argon bottles, AMAs) may be transferred to the deployed DoDAAC or may be retained on the home station DoDAAC. Use the following guidelines to manage deployed non-expendable munitions:

7.20.1.1. Follow the deployed location's MAJCOM, theater, and installation/base guidance or procedures written in command/base supplements, deployment orders, or other reporting instructions that specify management and control of munitions assets at deployed locations.

7.20.1.1. **(SEYMOURJOHNSONAFB)** Argon bottles required for deployment/TDY support will be provided for each captive missile deployed. Weapons Expediters will sign for deployment/TDY support bottles by serial number via AF IMT 4331. The

quantity provided will be calculated by the number of captive missiles deployed plus one bottle per missile for recharge replacement.

7.20.1.1.1. If MAJCOM, theater, and installation/base guidance is not available, the deployed location MASO and home station MASO shall agree on the best method to support the mission. Consider deployment duration, type of assets, availability of in-place assets, and level of effort.

7.20.1.1.2. Whether managed from home station or deployed location, communication between the deployed location MASO and home station MASO is essential. The MASO shall validate deployment requirements, and ensure physical management, security, safety, and accountability of munitions upon arrival and throughout the deployment.

7.20.1.1.3. Only deploy essential non-expendable training munitions. Prior to deployment, home station munitions supervision shall coordinate with deployed location munitions supervision to validate availability of in-place training munitions for home station use.

7.20.1.1.4. When deploying non-expendable training munitions to an established DoDAAC, the following procedures will be used:

7.20.1.1.4.1. If accountability of non-expendable munitions assets are transferred or if assets are tactical ferried and transferred using the ‘Import‘ option in the *CAS Expeditor Management* (AM2W1A) program, the home station MASO will ensure an ATR is submitted IAW **paragraph 7.5.3.3**.

7.20.1.1.4.2. Maintenance records and documentation for deployed CATM assets (i.e., TMRS) may be maintained and managed at the home station or at the deployed location at the discretion and agreement of munitions supervision at the deployed location and home station. If the CAS ‘import’ option is used then the assets and allocations will be managed at the deployed location.

7.20.1.1.4.3. When managed at the deployed location, home station munitions supervision will ensure TMRS records are electronically transferred to the deployed location. Munitions supervision at the deployed location will ensure records are maintained (e.g., TMRS) during the deployment and electronically transferred back to the home station upon redeployment.

7.20.1.1.4.4. If managed at home station, munitions supervision at the deployed location will ensure any inspection or maintenance actions are promptly reported to the home station via e-mail.

7.20.1.1.4.5. The deployed unit is responsible to ensure all non-expendable training munitions return to home station upon redeployment.

7.20.1.1.4.6. If non-expendable training munitions are deployed to a location where no established DoDAAC exists, manage assets from home station until a DoDAAC is established or the deployed location’s MAJCOM or theater provide specific instructions.

7.20.1.2. Expendable Aircraft Munitions: When a unit moves munitions via tactical ferry to a deployed location with an established DoDAAC, each deployed location will

transfer assets using the 'Import' option in the CAS *Expeditor Management* (AM2W1A) program. This process transfers the assets loaded on the specific aircraft from home station to the gaining DoDAAC as stock assets. WSN records are also transferred retaining the original WSN.

NOTE: Bulk assets will still be transferred utilizing the shipping/receiving method.

7.20.1.2.1. If the assets were assigned to a custody account the assets must be returned to stock then transferred to the gaining location as stock assets.

7.20.1.2.2. Expenditures during In-transit: The MASO at the receiving location (gaining MASO) will ensure that a validation is conducted to verify quantity of assets received and expended. Expend the appropriate quantity against the ORG/SHP code as identified in **paragraph 7.6.3.2**.

7.20.1.2.3. MAF Staged/Deployed WRM Countermeasures: Tactical Control (TACON) and non-TACON.

7.20.1.2.3.1. Accountability for C-5/C-17 WRM countermeasures remain with the home station MASO until resupply is required when these aircraft are staged at OCONUS locations.

7.20.1.2.3.2. Countermeasures loaded on staged C-5/C-17 aircraft that require resupply will be imported at the time of download IAW **paragraph 7.20.1.2**. A CAS ADHOC report will be ran using the 'Containers Table' to identify both the owning DoDAAC and current CAS maintaining DoDAAC. The receiving location will coordinate with the losing location to obtain service life data.

7.20.1.2.3.3. The aircraft container and associated munitions will only be imported by another DoDAAC when resupply is needed or when the staged aircraft returns to home station. Every effort will be made to ensure the Chaff-Flare Magazine Container is loaded on one of the owning DoDAAC tails to ensure SPRAM accountability.

7.20.1.2.3.4. Accountability for C-130 WRM countermeasures will be managed at the deployed location MASO when aircraft are deployed to OCONUS locations. The deployed DoDAAC will import WRM countermeasures IAW **paragraph 7.20.1.2**. The deployed location will coordinate with the originating location to obtain service life data. The following is not authorized:

7.20.1.2.3.4.1. Cross-loading of countermeasures from deploying or redeploying aircraft.

7.20.1.2.3.4.2. Holding countermeasures from a deployed aircraft for loading during redeployment.

7.20.1.3. Custody Accounts: If custodians require shipment of assets via the transportation activity to an established DoDAAC, assets will be turned in to the MSA and appropriate shipment documents processed. Shipment documents must be forwarded to the gaining MASO.

7.20.1.3.1. If shipment is to a location with no established DoDAAC, contact NAF or Lead MAJCOM munitions staff, which will coordinate with the NAF or Lead

MAJCOM with operational oversight of the deployment location to establish a DoDAAC IAW **paragraph 9.2** or designate an existing DoDAAC to provide MASO oversight.

7.20.1.3.2. Instead of shipment, the MASO may request MAJCOM/NAF A4W (or equivalent) approval to retain deployed assets on custodial account. OSI, Para Rescue, Aircrew Flight Equipment (AFE) or other missions that support frequent operations/training missions shorter than 30 calendar days may maintain assets on home station Custody Account.

7.20.1.3.3. If custodians ship munitions using mobility channels, the MASO must turn-in and ship assets. Shipment documents will be forwarded to the gaining MASO at the DoDAAC designated by the NAF or Lead MAJCOM with operational oversight.

7.20.1.3.4. The Installation Deployment Officer (IDO) or deployed commander will designate a responsible individual to be the munitions courier. The individual will be responsible for maintaining accountability of assets until they are turned in to the home-station or deployed MASO.

7.20.1.3.5. Munitions requested in support of contingency tasking without a custody account should be the exception and not the standard operating procedure. In this case, deploying members must furnish a copy of their orders or other official communication (i.e., official e-mail or memorandum signed by IDO) stating member must deploy with ammunition.

7.20.1.3.6. If personnel must hand-carry weapons and munitions, the following procedures must be used:

7.20.1.3.6.1. The MASO must process turn-in (if required)/shipment (PTO) to applicable DoDAAC, if known. A copy of the shipment document will be forwarded to the gaining MASO at the DoDAAC designated by MAJCOM/NAF with operational oversight. The MAJCOM/NAF will establish a DoDAAC IAW **paragraph 9.2** or designate an existing DoDAAC to provide MASO oversight.

7.20.1.3.6.1.1. Provide a copy of the shipment document to deploying individual.

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

7.20.1.3.7. Once munitions have been shipped units must contact the NAF or Lead MAJCOM for replacement procedures.

7.21. WRM Mobility, CAT Code B, Allocation and Account Management: The MASO manages WRM Mobility, CAT Code B munitions allocations and accounts as follows:

7.21.1. CAT Code B munitions requirements will be validated by the functional areas they support and coordinated through and verified by the base/wing Installation Deployment Officer (IDO).

7.21.2. Forecast for miscellaneous mobility munitions covered in AFCAT 21-209, Volume 1, *Ground Munitions* using the Ground Munitions Allocation Tables (GMAT) for Ground Munitions located on the GACP website. Forecast these ground munitions under a single wing mobility account, ORG/SHP 002BP and Functional User Code L4. ORG/SHP account 002BP is a forecasting and allocation management account only; do not expend assets against ORG/SHP 002BP.

NOTE: MAJCOMs may provide additional guidance for units managing multiple command code mobility requirements from a single DoDAAC. However these assets will not be expended from the DoDAAC stock account or ORG/SHP 002BP.

7.21.3. Do not issue CAT Code B WRM ammunition until required for deployment unless specifically authorized in this AFI. Otherwise, manage CAT Code B munitions as base stock. This increases logistics flexibility to issue WRM ammunition when needed to support various levels of effort, and reduces inventories and administrative tasks for accounts with little or no activity.

7.21.4. When CAT Code B allocated mobility munitions are in base stock they will not be physically segregated and will be inventoried as base stock. Units may add a 'WRM' location identifier at the end of the CAS location to enhance management.

7.21.5. When required for deployment, these assets will be shipped from stock to deployed locations for subsequent issue or issued to appropriate custody accounts prior to deployment. In either case, these assets will be issued, deployed, and expended from custody account IAW **paragraphs 7.18** and **7.20** IAW **paragraph 14.2.4.2**, the MASO may submit ATRs to allocate the next higher QUP for mobility accounts. If the ATR is approved, units may ship CAT-B mobility assets to the nearest QUP. ***EXAMPLE:*** A unit authorized 90 rds of 9mm per AFCAT 21-209, Volume 1 and the GMAT table on the GACP website, is allocated 27 rds of 9mm (90 rds x .30 = 27 rds). An ATR increases the allocation to 30 rds allowing tasked personnel to travel with 2 full clips (2 clips x 15 rds = 30 rds).

7.21.6. If a functional area/organization requests issue of CAT Code B allocated munitions before receipt of execution/mobilization order, they must provide justification to the MASO and IDO who will decide if the operational urgency and deployment frequency justify the management effort involved. The IDO makes the final decision on when to issue CAT Code B mobility munitions and the quantities to be issued to each account based on the total wing allocation. Issuing CAT Code B ammunition to custody accounts should only be considered when:

7.21.6.1. Mission circumstances dictate immediate access and control over munitions and issue/ shipment procedures cannot support required timelines.

7.21.6.2. The unit/agency requires frequent deployment of munitions to locations without an established DoDAAC.

7.21.7. Limit custody accounts to one per separate residual force (i.e., PRIME BEEF, security forces, EOD, OSI, etc.).

7.21.8. Except as authorized in **paragraph 7.21.5** and **7.21.6**, do not issue/release assets prior to receipt of execution or mobilization order or prior to coordination with the IDO office.

7.21.9. Ensure proper security and transfer documentation for these assets IAW **paragraph 7.20.1.3** whether real-world or exercise.

7.21.10. Prior to releasing any CAT Code B assets to unit for shipment, coordinate with gaining MASO, or MAJCOM/NAF to ensure the assets are not available at the deployed location.

EXCEPTION: During local exercises, physical assets may be broken out, staged, and processed for deployment as "bulk-shipped" assets. The shipping document will be generated using the CAS training database to demonstrate the capability to generate the shipping paperwork.

7.21.11. Do not requisition replacements for assets deployed from home station. Requisitions may be submitted after expenditures are validated and processed or shipments are processed removing assets from the DoDAAC stock account.

7.22. Time-Change Item (TCI) Cartridge Actuated Device/Propellant Actuated Device (CAD/PAD) Management.

7.22.1. TCI Forecasting. Forecasting of CAD/PAD items shall be accomplished IAW AFI 21-101. End users of CAD/PAD items must forecast for items not visible in the ALC IMDS/REMIS/G081 by using the AFTO Form 223, *Time Change Requirements Forecast*, (automated or manual) IAW T.O. 00-20-9, *Forecasting Replacement Requirements for Selected Calendar and Hourly Time Change Items*. Units supporting KC-10 aircraft must also forecast for ARD 863 Carts (Refer to the annual PCAR memorandum for guidance on ARD cart forecasting).

7.22.2. TCI Requisitioning.

7.22.2.1. Munitions organizations will meet quarterly with Maintenance Operations Flight (MOF) P&S, Aircrew Flight Equipment (AFE) (formerly Survival Equipment and Life Support), and the Flight Service Center (FSC) to determine maintenance requirements for the next nine month period by Mission Design Series (MDS), by tail number, and/or Next Higher Assembly (NHA) by SN.

7.22.2.1.1. During the quarterly Munitions, P&S, and FSC meeting, TCI requirements for aircraft scheduled for depot maintenance shall be identified to include requirements for items that will be changed out at field-level and those that will be shipped from the field to support TCI requirements during depot maintenance. P&S will identify those items that will be requisitioned by the depot maintenance activity.

7.22.2.1.2. When the depot maintenance activity requisitions time change replacement parts for aircraft in or during depot maintenance, field activities will not requisition these parts.

7.22.2.2. To facilitate quarterly requisitioning, P&S will submit the quarterly validated time-change AFTO Form 223, Spreadsheet, or IMDS/G081 generated forecast to the MASO between 45 and 60 calendar days (CONUS) or between 90 and 120 calendar days (OCONUS) before the next calendar year quarter IAW **Table 7.5**.

7.22.2.3. Requirements validated at quarterly meetings will be consolidated by the MASO for the wing and requisitions submitted to allow assets to be available in time for scheduled maintenance. Units forecast for items listed in T.O. 00-20-9, Table 4.1.

7.22.2.4. The MASO submits quarterly consolidated requisitions, based on the quarterly maintenance meeting through CAS allowing time for surface movement action. In remarks of CAS requisition list applicable tail numbers.

7.22.2.4.1. The quarterly consolidated requisition determines the authorized stock level to be loaded in CAS.

7.22.2.4.2. Provide supplemental shipping address when applicable.

7.22.2.4.3. When deployed aircraft will be due time change maintenance during a deployed period, notify the gaining MAJCOM/NAF and MASO of the requisition and applicable tail numbers.

7.22.3. Stocking and Issuing TCI. The quarterly Munitions and P&S meeting will serve as MASO authority to schedule and issue assets to the unit maintenance activity. Assets ordered beyond those scheduled during the quarterly meeting will require coordination between the MASO and P&S.

7.22.3.1. Limit on-hand CAD/PAD stock balances to one per MDS supported in case of inadvertent firings or maintenance defects. Justify additional asset balances through the IM by SAAR.

EXCEPTION: If an item has an AFTO Form 223 for scheduled maintenance, a SAAR is not required to justify the consumption issue.

EXCEPTION: Activities supporting RDT&E, to include CAD/PAD aging and surveillance program activities, are not limited the above CAD/PAD stock balances. HQ AFMC shall develop and coordinate guidance for AFMC RDT&E agencies. This guidance applies to all agencies supporting AFMC RDT&E activity regardless of host unit MAJCOM.

7.22.3.2. For ICBM and Launch Facility ordnance replacement parts load unit levels IAW 748 SCMS/GUMA allocation levels maintained on the GACP website.

7.22.3.3. MASOs are authorized to issue assets one calendar quarter ahead of their forecasted quarter without IM approval. For issue requests falling outside one calendar quarter ahead, the using organization will coordinate the request with the IM. This will be documented and provided to the MASO as justification to issue assets ahead of schedule.

7.22.3.4. Bases that support transient strategic airlift (airlift hubs) such as C-5, C-17, KC-10, or KC-135 type aircraft, are authorized to keep one complete aircraft system load

of TCI on hand for each MDS common to that base. These assets are not for use in home-station assigned aircraft, but transient aircraft needing time change parts due to inadvertent firing or unforeseen maintenance requirements incurred while away from home station. Submit a SAAR for these authorized parts.

7.22.3.4.1. When assets are on-hand to support transient aircraft, consumption issue time change items to an existing account IAW DIFM procedures in **paragraph 7.16.1.1**.

7.22.3.4.2. When assets are not on-hand, request lateral support through the GACP.

7.22.3.4.3. MASO's will request serviceable excess CAD/PAD disposition thru the GACP IAW **paragraph 3.12.5.2**.

7.22.4. Home station MOF PS&D personnel submit TCI extension requests IAW AFI 21-101 and T.O. 00-20-1 for all aircraft. The ALC IM is authorized to direct inter-command redistribution of CAD/PAD parts as required without MAJCOM coordination.

7.23. Aircrew Flight Equipment (AFE) Time Change Procedures.

7.23.1. AFE munitions are explosive items issued for installation into aircrew survival vests, parachutes, survival kits, and life rafts.

7.23.1.1. AFE munitions with an MSRC are forecasted IAW **paragraph 14.2** of this instruction. OOCR procedures apply to these types of assets.

7.23.1.2. AFE munitions without an MSRC are forecasted in the same manner as Time-Change munitions IAW **paragraph 7.22.2**. These items will be identified during the quarterly Munitions, P&S, and FSC meeting.

7.23.2. AFE Replacement Munitions (Time Change). Use CAT Code A to forecast munitions required to replace assets which are reaching their time change interval (end of service life) and for expected or known failure rates. AFE munitions issued under CAT Code A require consumption issue using DIFM control and an approved CAT Code A allocation to support time change or unserviceable replacements.

Table 7.5. OCONUS and CONUS Time Change Requisitioning Schedule.

OCONUS:		
Required Month	**Earliest Requisition Date**	**Latest Requisition Date**
Jan - Mar	1 Sep	1 Oct
Apr - Jun	1 Dec	1 Jan
Jul - Sep	1 Mar	1 Apr
Oct - Dec	1 Jun	1 Jul
CONUS:		
Jan – Mar	1 Nov	15 Nov
Apr – Jun	1 Feb	15 Feb

Jul – Sep	1 May	15 May
Oct – Dec	1 Aug	15 Aug

7.23.3. AFE Munitions Initial Build-up. Use CAT Code T to forecast requirements for initial build-up of AFE munitions which supports existing or new aircraft/aircrews. All issues under this CAT Code require consumption type initial issue using NON-DIFM control and an approved CAT Code T allocation to support the buildup of new AFE munitions. CC-A and CC-C assets, with sufficient time remaining, will be used to fill requirements in this CAT Code.

7.23.4. AFE Munitions Training Requirements. Use CAT Code D to forecast aircrew pyrotechnic signaling devices required to support aircrew training. All munitions in this CAT Code are issued to a custody account and require an approved CAT Code D allocation. Items in this CAT Code will not be consumption issued or use DIFM controls and will be filled with CC-B or CC-C items before using CC-A assets.

7.23.5. Tracking Installed AFE Munitions. AFE units are responsible for tracking assets by item, lot number and prescribed shelf/service life in the Automated Life Support Management System (ALSMS) or Automated Life-sustaining Equipment Record and Tracking System (ALERTS) according to AFI 11-301. AFE units follow **paragraph 7.26**, CMRS Procedures.

7.23.6. AFE Munitions Aircraft Transfer Procedures: Losing units will initiate action to transfer assets/allocations to the gaining custody account. Gaining custody account custodian will ensure transferred (incoming) munitions are processed through the MASO using procedures above.

7.24. Commercial-Off-The Shelf (COTS) Munitions Management. COTS munitions will not be purchased or used prior to final written GACP COTS Munitions Program Manager (CMPM) approval to ensure the safety and health of Air Force personnel and maintain accountability of dangerous items while supporting operational requirements.

***NOTE*:** Air Force approved locally procured COTS will be managed on CAS Accountable records. Do not use the *Non-accountable Program* (AM101A).

7.24.1. COTS assets on-hand without prior approval will be reported to the GACP CMPM. Units will immediately discontinue use and submit a data package for approval consideration.

EXCEPTION: HQ AFMC shall develop and coordinate COTS guidance for AFMC RDT&E agencies. HQ AFMC guidance applies to all agencies that support AFMC RDT&E activity regardless of host unit MAJCOM.

7.24.2. COTS munitions purchases are to meet unique, non-recurring, short-term (less than one year) requirements or for immediately needed stock-listed items that are currently not available for requisition through normal AF distribution channels. Approved COTS munitions maintained longer than one year from approval date, require annual revalidation.

7.24.3. Units will identify long-term requirements through the NAF or Lead MAJCOM functional staff to the Air Staff functional (using) agency to facilitate development of formal

operational requirements for procurement, sustainment strategies, cataloging and management.

7.24.4. Munitions required for long-term needs or commitments must be identified by the MUFM to the applicable Air Staff functional user agency. The Air Staff functional user agency must develop and submit a Capability Production Document (CPD) to the appropriate ALC for procurement, sustainment strategies, cataloging and management.

7.24.5. Authorized and approved COTS munitions are disposed of IAW **paragraph 3.12.8**.

7.24.6. To purchase COTS explosives and munitions, the requesting unit will coordinate a package through the MASO, Environmental, Weapons Safety, EOD, Transportation, and Legal agencies for Group and Installation Commander approval IAW **paragraph 7.24.8**.. Submit the approved package to the NAF/Lead MAJCOM and MUFM for approval/info IAW **paragraphs 7.24.3** and **7.24.4**.

7.24.7. Procedures for Previously Approved COTS.

7.24.7.1. Stocklisted assets listed in the Joint Hazard Classification System (JHCS)/Munitions History Program (MHP) or listed in the COTS database via the GACP website require approval IAW **paragraph 7.24.8.3**. The database contains active, archived and disapproved COTS. Units will contact AFSFC/SFXW to inform of purchase intent of ground munitions.

NOTE: Users must register on the MHP site for continued access to the JHCS applications. Users can register at the following URL: https://mhp.redstone.army.mil

7.24.7.2. Units will inform the GACP CMPM by e-mail: (**ooalc.cotsmunitions@hill.af.mil**) of their intention to purchase COTS.

7.24.7.3. Prior to routing any COTS data package through Installation channels it must first be coordinated by the MASO. The MASO will coordinate on the package for further coordination if the item is not AF stocklisted and no suitable like item is AF stocklisted.

7.24.7.4. Archived COTS which have an expired Interim Hazard Classification (IHC) will need Installation and ALC level approval before items are acquired.

7.24.8. Procedures for New COTS.

7.24.8.1. Authorization to purchase COTS munitions is a three stage process that includes:

7.24.8.1.1. Munitions management determination by the MUFM and applicable MAJCOM functional user agency, in coordination with the MAJCOM Munitions Staff.

7.24.8.1.2. Non-Nuclear Munitions Safety Board (NNMSB) safety certification, IAW AFI 91-205 *Non-nuclear Munitions Safety Board*. See **paragraph 9.10**.

7.24.8.1.3. Assignment of a HC IAW T.O. 11A-1-47, *Department of Defense Ammunition and Explosives Hazard Classification Procedures (*see **paragraph 9.10.3.2**).

7.24.8.2. Prior to reaching the first of these three stages, the requesting unit must develop and coordinate a data package for approval through the installation level agencies.

7.24.8.3. Installation COTS Approval Procedures.

7.24.8.3.1. The ‘requesting unit’ is the organizational unit where the intended users are assigned. The requesting unit is responsible to staff the coordination package. Requesting units may use the COTS Staff Summary Sheet template located on the GACP website.

7.24.8.3.2. The MASO will be the first coordinator on the COTS package and will coordinate if the item or no suitable like item is AF stocklisted.

7.24.8.3.3. Prior to submission to the MASO, the COTS data package will have the following information with IDR type data on Manufacturer memorandum.

7.24.8.3.3.1. Item Nomenclature.

7.24.8.3.3.2. Part Number.

7.24.8.3.3.3. Manufacture/Prime Contractor.

7.24.8.3.3.4. Vendor.

7.24.8.3.3.5. National Stock Number (Unique contractor part numbers or product codes are allowed for interim hazard classifications).

7.24.8.3.3.6. System the item is associated with.

7.24.8.3.3.7. Next higher assembly item is used with.

7.24.8.3.3.8. Size of unpackaged item.

7.24.8.3.3.9. Weight of unpackaged item.

7.24.8.3.3.10. Explosive composition (MSDS).

7.24.8.3.3.11. Net Explosive Weight (NEW).

7.24.8.3.3.12. Physical description of item.

7.24.8.3.3.13. Functional description of item.

7.24.8.3.3.14. Description of fuze safety features, if applicable.

7.24.8.3.3.15. Quantity Requested.

7.24.8.3.3.16. Price.

7.24.8.3.3.17. Manufacturer’s procedures for storage and handling.

7.24.8.3.3.18. Manufacturer’s demilitarization and disposition instructions.

7.24.8.3.3.19. Complete justification and intended use statement (why current DoD or AF stocklisted items don’t meet requirements and purpose).

7.24.8.3.3.20. Authorizing directive (AFI, official e-mail, memorandum, etc.).

7.24.8.3.3.21. Copy of all drawings to include packaging/container configuration data.

7.24.8.3.3.22. Details of all testing accomplished (environmental, safety, qualifications and sensitivity).

7.24.8.3.3.23. Detailed summary of changes to Spec relative to no-fire, all fire and resistance values and any other pertinent changes.

7.24.8.3.3.24. For small arms, the package will also include:

7.24.8.3.3.24.1. Muzzle velocity.

7.24.8.3.3.24.2. Chamber pressure.

7.24.8.3.3.24.3. Primer type, charge composition and charge weight.

7.24.8.3.3.24.4. Propellant type, composition and charge weight.

7.24.8.3.3.24.5. Projectile weight, type and size, (9mm, 12 GA, etc.).

7.24.8.3.3.24.6. Statement from the manufacturer that the ammunition meets Sporting Arms and Ammunition Manufactures Institute standards.

7.24.8.3.4. The base Environmental Function, or local equivalent, will review COTS munitions MSDS and intended operational use to determine if item(s) contain compounds or materials deemed hazardous to personnel or the environment. Approval will include personnel protective measures and compensatory guidance on residue cleanup, processing and disposition, if environmental hazards exist.

7.24.8.3.5. Chief of Safety, or local equivalent, will approve operating instructions and perform an initial and annual survey of locations and conditions under which COTS munitions are used, stored, maintained, and disposed of IAW: AFMAN 91-201, AFI 91-202, AFI 91-205, T.O. 11A-1-47, T.O. 11A-1-60, and this publication. In lieu of T.O. 11A-1-60 processing, COTS munitions disapproved for munitions systems management will require locally contracted disposition or disposition procedures included in purchase agreement.

7.24.8.3.6. EOD will ensure COTS munitions malfunctions can be safely cleared, processed, and that adequate emergency notification and response procedures are included in the package.

7.24.8.3.7. The Transportation activity will ensure requested COTS munitions can be shipped to and from the installation via commercial and/or military carriers IAW T.O. 11A-1-47.

7.24.8.3.7.1. Restrictions and additional DOT approvals may be required for shipment of COTS munitions with interim hazard classifications.

7.24.8.3.7.2. COTS munitions required for deployment must meet packaging requirements identified in AFI 24-203 and can be processed IAW AFMAN 24-204 (I).

7.24.8.3.8. The package will be referred to the servicing Office of the Staff Judge Advocate prior to action being taken. The servicing Office of the Staff Judge Advocate will determine, IAW AFI 51-402, *Legal Reviews of Weapons and Cyber Capabilities*, whether the action requires a weapons review and if so route the matter to HQ AF/JAO for appropriate review to ensure COTS munitions procedures are authorized.

7.24.8.3.9. Group Commander of requesting unit will review package and approve or disapprove based on completeness of requirement justification and package content IAW this instruction.

7.24.8.3.10. The requesting unit and MASO will brief the Installation Commander on 'cradle-to-grave' responsibilities the wing assumes if requested COTS munitions are not approved for munitions system management. After being briefed the installation commander approves or disapproves the data package.

7.24.8.3.11. If approved by the Installation Commander, the MASO submits the COTS package for review to their NAF/Lead MAJCOM for munitions systems management determination. The NAF/Lead MAJCOM submits the approved COTS package to the GACP CMPM through the GACP website. Units with no local MASO assigned may be granted special access on a case by case basis.

7.24.8.3.12. Requesting unit must have final written approval from the GACP CMPM before purchase and use of COTS munitions.

7.24.8.4. Unit Level COTS Management.

7.24.8.4.1. Approved COTS munitions will be maintained on CAS accountable records using an 'L' stock number. (***EXAMPLE:*** 1375L12345600) as determined by the GACP CMPM and managed using established instructions for other stock-listed munitions.

7.24.8.4.2. Approved COTS munitions, not approved for munitions system management, but have received NNMSB approval, accept full 'cradle-to-grave' responsibility IAW **paragraph 3.12.8.2**.

7.24.8.4.3. The MASO will load CAT S levels in CAS for approved COTS munitions using the NSN provided in writing by GACP CMPM. To support loading or adjusting levels in CAS, requesting units will provide copies of all COTS documents to the MASO that validate purchase and use.

7.24.8.4.4. Requesting units requiring COTS munitions will develop written operating instructions to include: Accountability, storage, handling, training, emergency procedures, and disposition of malfunctions (duds), residue, and excesses.

7.24.8.4.5. COTS munitions purchased locally will be turned over to the MASO prior to being issued for use.

7.24.8.4.6. Units will ensure vendor/contractor ordered munitions have the delivery destination to the base munitions activity (FV account).

7.24.8.4.7. Operating Instructions. Units requiring COTS munitions will develop written operating instructions covering the following:

7.24.8.4.7.1. Accountability, storage, handling, training, emergency procedures, and disposition of malfunctions (duds), residue, and excesses.

7.24.8.4.7.2. Safety instructions will be established IAW AFMAN 91-201. Instructions will be approved through installation senior munitions manager, environmental management, EOD, and the weapons safety office prior to purchasing the munitions.

7.24.8.5. Bird Aircraft Strike Hazard (BASH) Program.

7.24.8.5.1. BASH munitions must be approved by GACP and the NNMSB using the procedures prescribed in **paragraph 7.24**.

7.24.8.5.2. COTS munitions required for the BASH program may be purchased using the Government Purchase Card under the following conditions:

7.24.8.5.2.1. Units must coordinate request with the local MASO and the GACP CMPM.

7.24.8.5.2.2. The requesting unit must have final written approval from the GACP CMPM before purchase of the munitions item with the Government Purchase Card.

7.24.8.5.3. Request local purchase approval for AF stock-listed non-MSRC items managed by the GACP using the SAAR system on the GACP website.

7.24.8.5.3.1. Purchase of BASH munitions using the Government Purchase Card will meet requirements of AFI 64-117, *Air Force Government-Wide Purchase Card (GPC) Program*.

7.24.8.5.3.2. The maximum quantity block will be the maximum quantity that can be purchased for a FY. The minimum quantity block will be the maximum quantity the unit is authorized to purchase for a 90 calendar day supply.

7.24.8.6. Air Force Shooting Program (AFSP) Munitions Management. Refer to AFI 34-271, *Air Force Shooting Program*.

7.25. Test/Contract Munitions Management.

7.25.1. General Guidance. All munitions assets received in support of R&D tests will be managed on DoDAAC stock, issued, and controlled by procedures in this AFI. HQ AFMC/A4M will serve as the guidance approval authority for the accountability of Laboratory Developed Explosive (LDE) test samples. HQ AFMC/A4M will develop and coordinate procedures supporting 96th Test Group test operations with the host unit Maintenance Group commander (or equivalent) and the host MAJCOM munitions staff.

7.25.1.1. When a SPO and/or Responsible Test Officer (RTO) acquires RDT&E munitions assets outside of the normal munitions procurement, requisitioning, and allocation process/channels through program baseline funding or any other means, they become the owner of the RDT&E munitions assets.

7.25.1.1.1. The owning SPO and/or RTO must coordinate with the owning MAJCOM munitions staff and local MASO, prior to shipping SPO/RTO owned assets to the munitions unit. This coordination is required to ensure proper munitions management and effective munitions support.

7.25.1.1.2. When properly coordinated, munitions received by the munitions unit in support of RDT&E will be picked up on the DoDAAC stock account in CAS within 5 duty days after receipt. The MASO will immediately contact MAJCOM if assets are received without prior coordination.

7.25.1.1.3. Control and management of SPO/RTO program owned munitions assets rest exclusively with these officials. Therefore, the SPO/PTO will ensure the MASO is provided with current and accurate program ownership support documentation in the form of contract purchase order, Government Purchase Card (GPC) purchase order, or MIPR. This documentation is critical to ensure appropriate ownership and responsibility of these items is not lost. The MASO will maintain this documentation for management and audit purposes.

7.25.1.1.4. When a SPO, RTO, test program managers (TPM), or PM purchase stock listed or non-stock listed munitions assets to support tests, they become responsible to act as the IM and MUFM for these assets.

7.25.1.1.5. During procurement of R&D assets, the SPO/RTO will request technical data, MSDS, IHC, chemical constituency data and disposal data for these assets. The SPO/RTO must provide this information and related data to the TPM/PM and the MASO at the receiving and storing activity prior to shipping the assets.

7.25.1.2. The MASO must load levels for RDT&E assets in CAS. The SPO and/or RTO authorize loading or adjusting RDT&E levels in CAS by providing the MASO with copies of documents that validate test requirements by program (e.g., clearly marked for the program). These levels will be validated in conjunction with the MASO semi-annual account review for assets maintained on stockpile and during the MASO annual Custody inventory for assets Custody issued. Applicable test directive, test program plan, contract purchase order, Government Purchase Card (GPC) purchase order, Military Interdepartmental Purchase Request (MIPR), or active AFMC Job Order Number (JON) will be maintained by the MASO for audit purposes.

7.25.1.2.1. All SPO/RTO owned munitions assets assigned local stock numbers in CAS must include an appropriately assigned CIIC. Installation Resource Protection Managers may be able to help if the appropriate CIIC is not readily determined.

7.25.1.2.2. DELETED.

7.25.1.2.3. Upon completion of an R&D test project, AF owned assets remaining on the test accounts will be turned-in to the MSA DoDAAC stock account. The test PM or program office is responsible for coordinating with the appropriate SPO/RTO to determine if the assets are no longer required or cannot be utilized for future test projects.

7.25.1.2.3.1. DELETED.

7.25.1.2.3.2. If test assets are required at another installation, the test PM or program office will coordinate with the SPO/RTO to provide the MASO with movement guidance/instructions. Assets purchased by specific programs outside of normal allocation process must include a funding line to pay for transportation as program owned assets are not covered under SDT requirements.

7.25.1.2.3.3. If these test assets are serviceable and the SPO/RTO no longer requires the assets for test purposes, the MASO will report them as serviceable excess via the automated serviceable excess program on the GACP website IAW **paragraph 3.12.5.2**.

7.25.1.2.3.4. If test assets are unserviceable for general operational/training use IAW technical data, the SPO/RTO no longer requires the assets for test purposes, and the assets are stock listed, the MASO will submit an ADR IAW **paragraph 3.12.6.2**. For test assets purchased outside of the normal allocation process, the SPO/RTO must provide the MASO a funding line to pay for Demilitarization or transportation. Program owned assets are not covered under SDT requirements.

7.25.1.2.3.5. Contractors are responsible to dispose of contractor owned R&D assets. The program office is responsible to ensure a funding line is provided to cover disposal costs related to contractor R&D activity.

7.25.1.2.4. If an unsafe situation develops with test munitions, base commanders (or equivalent), in coordination with EOD, may approve the destruction of a munitions or explosive item that constitutes an immediate danger to human life or property IAW Level 1 disposition procedures of **paragraph 3.12**. The appropriate test PM shall notify the program office of the emergency disposition of assets not allocated through the normal allocation process or emergency disposition of contractor owned assets within 48 hours after disposition.

7.25.2. Forecasting for Test/Contract Munitions. Test munitions for which there is a suitable AF stock listed asset available must be forecasted/allocated annually.

7.25.2.1. OOCR for tests will be submitted to the MASO for review. If the MASO cannot provide an allocation for the OOCR, the MASO must then forward the request to the MAJCOM MUFM for review and resolution.

7.25.2.2. If the MUFM cannot provide an allocation, the MUFM will then forward the request to the Air Staff functional office for resolution.

7.25.2.3. Test organizations must forecast for all serviceable CAS-managed components/munitions (fins, impulse cartridges, etc.) needed to support test project requirements involving other munitions. Preliminary or interim T.O. guidance must be provided IAW T.O. 00-5-3 and AFI 63-101, *Acquisition and Sustainment Life Cycle Management*. Nonstandard munitions received without sufficient documentation (e.g. technical data) constitutes a potential safety hazard to both facilities and personnel. If received without required documentation, the receiving unit will impound those munitions and place them in CC-J (suspended from issued, true condition unknown) until required documentation is received.

7.25.2.4. All stock-listed and non stock-listed munitions and components required in conjunction with an item that can be forecasted must be supplied by the SPO/RTO. Components will not be supplied from other allocations without OOCR approved by the MAJCOM and AF/A4LW (ground munitions) or AF/A5R-C (air munitions).

7.25.3. DELETED.

7.25.3.1. DELETED.

7.25.3.1.1. DELETED.

7.25.3.1.2. DELETED.

7.25.3.2. DELETED.

7.25.3.3. DELETED.

7.25.3.3.1. DELETED.

7.25.3.3.2. DELETED.

7.25.4. DELETED.

7.25.4.1. DELETED.

7.25.4.2. DELETED.

7.26. Conventional Munitions Restricted or Suspended (CMRS) Procedures:

7.26.1. Custody Account CMRS Procedures:

7.26.1.1. When CMRS notices are received, the MASO ensures that custodians of the accounts that contain affected assets are notified verbally, and that a follow-up notification is sent to the custodians and their commander electronically via e-mail using the Outlook® return receipt option within 24-hours.

7.26.1.2. The MASO must ensure custody account users are briefed on their responsibilities to comply with MASO restriction and suspension notifications IAW the AF Form 68, Part II, briefing statement.

7.26.1.3. As a minimum, notifications to custody accounts shall include:

7.26.1.3.1. NSN and Nomenclature.

7.26.1.3.2. Lot or SNs.

7.26.1.3.3. Applicable suspension, restriction or release notice.

7.26.1.3.4. Specific suspension or restriction.

7.26.1.3.5. Required turn-in action including date and time.

7.26.1.3.6. Availability of replacement assets.

7.26.2. Consumption Account CMRS Procedures:

7.26.2.1. Consumption account users/units (e.g., AFE, Egress, P&S, etc.) will monitor the CMRS system for restricted or suspended munitions items.

7.26.2.1.1. The MASO must brief consumption account users using the AF Form 68, Part II, briefing statement to make them aware of their responsibilities to register, obtain access, and utilize the CMRS system on the GACP website to receive auto-notifications of daily updates for installed aircraft/AFE munitions.

7.26.2.1.2. Refer to the CMRS section of the GACP website for instruction to assist AFE users in developing their CMRS training.

7.26.2.2. When receiving AFE equipment from another installation, AFE personnel will verify records to ensure installed munitions are not affected by CMRS restriction or suspension and are suitable for their intended purpose.

7.26.2.3. Munitions assets affected by CMRS or otherwise unsuitable for their intended purpose, they will be removed from AFE. Units must contact the local munitions

organization to initiate applicable turn-ins, requisitions, and issue requests for replacement assets.

7.26.2.4. Auto-notifications from the CMRS system include:

7.26.2.4.1. NSN and Nomenclature.

7.26.2.4.2. Lot or SNs.

7.26.2.4.3. Applicable suspension, restriction or release notice.

7.26.2.4.4. Specific suspension or restriction.

PART III

OPERATIONAL MUNITIONS

Part III of this instruction implements conventional munitions policy, procedure, and guidance for MAJCOM (e.g., Lead, Supported, Component, Non Component, and No Component), NAF, Numbered Air Force (NAF), and CMAs (e.g., GACP). The operational level includes all HQ and CMA activities at the MAJCOM and below, at home station and deployed, that support of strategic objectives, execute operational-level tasks, and enable execution of tactical-level munitions operations. This includes munitions systems employment or other support operations (i.e., war-fighting support, APF loading/discharge, air/sea-port operations, STAMP outload, theater/regional positioning, inland transportation, planning, depot support, training/force development, manpower, infrastructure, etc.). Operational-level munitions activity also includes sustainment of weapons system employment, logistical reachback; and forecasting, allocating, distributing, and managing operational requirements. At the operational level, munitions activity is executed by rear-echelon units to plan, manage, equip and project munitions forces to accomplish military objectives.

Chapter 8

HEADQUARTERS MUNITIONS STAFF AND CENTRALIZED MUNITIONS MANAGEMENT RESPONSIBILITIES

8.1. Introduction: Lead MAJCOM designations outlined in AFPD 10-9, *Lead Command Designation and Responsibilities For Weapon Systems* primarily apply to Weapons Systems Management and Sustainment activities. For the purposes of Conventional Munitions Maintenance Management, Lead MAJCOM designations are aligned differently to appropriately reflect essential and necessary HQ Munitions Management and CMA functions, roles, and relationships. The following reachback relations will be used:

8.1.1. For long-term munitions system management and sustainment issues, wings/groups work directly with Lead MAJCOMs and CMAs, and share information with the MAJCOM and/or NAF.

8.1.2. Munitions contingency planning and execution occurs through the MAJCOM and/or NAF with reachback to the Lead MAJCOM and the GACP. Day-to-day munitions management and technical issues will be addressed to the Lead MAJCOM and the GACP, and share information with the MAJCOM/NAF.

8.1.3. Lead MAJCOMs and the GACP provide staff support covering duty hours of both Lead and Supported MAJCOMs/NAFs.

8.1.4. Lead MAJCOMs and the GACP coordinate technical support and provide guidance on issues beyond unit capabilities through the T.O. waiver process, technical data assistance requests and through reachback to supported agencies.

Table 8.1. Munitions Management HQ, Centralized Management, and Reachback Roles.

ORGAN IZATION	MUNITION MANAGEMENT/ SUSTAINMENT ROLE	LEAD MAJCOM	REACHBACK ACTIVITIES
ACC (CAF)	Lead/Non-War-fighting Component MAJCOM	ACC	AFMC; AETC; GACP; AFNWC; HQ AF
USAFE (CAF)	Supported/(EUCOM) Component MAJCOM	ACC	ACC; GACP; AFNWC
PACAF (CAF)	Supported/(PACOM) Component MAJCOM	ACC	ACC; GACP
ANG (CAF/MAF)	Lead MAJCOM (Organize, Train, and Equip)	ACC; AMC	ACC; AMC; AFMC; GACP
AFRC (CAF/MAF)	Lead MAJCOM (Organize, Train, and Equip)	ACC; AMC	ACC; AMC; AFMC; GACP
AETC	Supported MAJCOM	ACC	ACC; GACP; AFNWC
AFSPC	Supported MAJCOM	ACC	ACC; GACP

ORGAN IZATION	MUNITION MANAGEMENT/ SUSTAINMENT ROLE	LEAD MAJCOM	REACHBACK ACTIVITIES
AFGSC (CAF)	Lead/Supported (STRATCOM)/Component MAJCOM	ACC	ACC; GACP; AFNWC
AMC (MAF)	Lead/Component MAJCOM	AMC	ACC; GACP; AFNWC
AFSOC (SOF)	Lead/(SOCOM) Component MAJCOM; Supported MAJCOM	AFSOC	ACC; AFMC; AETC; GACP
AFMC	Lead MAJCOM for Sustainment; Supported MAJCOM	AFMC	ACC; GACP; AFNWC
GACP	Global Ammunition Control Point (GACP) (AFLCMC/EBH)	AFMC	AFMC; AFNWC; HQ AF
AFNWC	AF Nuclear Weapons Center (708 NSUS) (For CAS Managed NWRM assets)	AFMC	AFMC; GACP; HQ AF
AFDW	Direct Reporting Unit (DRU)	AMC	AMC; GACP; HQ AF
USAFA	Direct Reporting Unit (DRU)	AETC	AETC; GACP; HQ AF
NAF	War-Fighting/Non War-Fighting	ACC; AFSOC; AMC; AFMC	ACC; AMC; AFMC; AETC; AFSPC; AFGSC; GACP; USAFA

8.2. Lead MAJCOM Munitions Staff (or equivalent). A MAJCOM that has been designated as the executive agent or command with the primary responsibility for providing a capability to include equipment. A Lead MAJCOM is responsible for organizing, training, and equipping (OT&E), and providing forces in support of specified missions and /or capabilities. For conventional munitions management, Lead MAJCOMs provide munitions systems management and sustainment, and reachback support to units, NAFs, and MAJCOMs and are outlined in **Table 8.1**.

8.2.1. As the CAF Lead Command, HQ ACC will coordinate with and represent ACC units, HQ PACAF, HQ USAFE, HQ AFRC, NGB, HQ AETC, HQ AFSPC, HQ AFGSC, and NAFs for all conventional munitions management issues. HQ ACC will execute additional Lead Command responsibilities to include:

8.2.1.1. Management of munitions force projection aspects of Global Force Management (GFM). ACC will review emerging task requirements that affect 2W0XX force capabilities and coordinate with other Lead MAJCOMs, Supported MAJCOMs, and AEFC/DPW to develop a sourcing plan.

8.2.1.2. Planning and execution of munitions AIT and IT projects and the AFMC2 site. In this capacity, ACC will advocate for requirements, design, development, and sustainment to the AIT and IT Lead MAJCOM (AFMC) and take necessary action to ensure funding is programmed for approved commercial wireless technologies.

8.2.2. As the MAF Lead Command, HQ AMC will coordinate with and represent AMC units, HQ AFRC, NGB, and assigned NAFs, and AFDW for all conventional munitions management issues.

8.2.3. As the SOF Lead Command, HQ AFSOC will coordinate with and represent AFSOC units, NAFs, and assigned NAFs for all conventional munitions management issues.

8.2.4. As the Lead Command for material management and sustainment, HQ AFMC will coordinate with and represent AFMC units, GACP, AFNWC, assigned NAFs for all conventional munitions management issues. Additionally, HQ AFMC will coordinate and interface with CAF, MAF, and SOF Lead Commands on material management and sustainment issues.

8.2.5. HQ AETC will represent and act in a Lead Command role for the US Air Force Academy (USAFA) on all conventional munitions management issues. AETC will represent USAFA to HQ ACC as its Lead Command.

8.2.6. To represent their assigned MAJCOMs/NAFs/units for conventional munitions management issues, Lead Commands will:

8.2.6.1. Collect and consolidate inputs and vote as OPR at working group meetings and Allowance Source (AS) reviews for munitions support equipment.

8.2.6.2. Assess, identify, prioritize, monitor, and advocate for all equipment requirements and authorizations to ensure continued and sustained mission support and direct bed-down of new equipment.

8.2.6.3. Coordinate equipment RDOs and **AF Form 601**, *Equipment Action Request*.

8.2.7. In addition to the Lead Command responsibilities outlined in AFI 21-200, and conventional munitions system and sustainment management functions, Lead MAJCOMs provide reachback support to Supported MAJCOMs/NAFs/units for traditional MAJCOM functions. In this role Lead MAJCOMs will:

8.2.7.1. Coordinate with HQ AF, MAJCOMs, GACP, NAF and wing/group staff functions, to execute munitions management responsibilities.

8.2.7.2. Coordinate with Supported MAJCOMs, NAFs, and wing/group to provide Site Activation Task Force (SATAF) support as needed.

8.2.7.3. Establish contact procedures for after hour support.

8.2.7.4. Provide operational oversight of PGM and ATS to ensure this equipment is maintained in the highest state of readiness possible.

8.2.7.5. Identify sustainment and supportability limitations and problems to the appropriate System Program Office (SPO), PT/IPT, IM, ES, and to the Product Improvement Working Group (PIWG).

8.2.7.6. Advocate for programming actions associated with strategic infrastructure improvement activities to include SATAF, site surveys, weapon system bed downs, and mission changes.

8.2.7.7. Functional managers participate as voting members and make up the board of advisors at Worldwide munitions conferences, U&TW, and AFCOMAC curriculum reviews.

8.2.7.8. Execute primary duties that include UTC development, validation, force posturing and management, readiness reporting, analysis, and maintenance activities. The Global Force Manager (GFM) is also responsible for managing all planning and execution requirements to support Air Expeditionary Force (AEF)/Expeditionary Combat Support (ECS) taskings.

8.2.7.9. Initiates or coordinates as Lead MAJCOM on munitions DOC statements for assigned munitions units to ensure adequate resource requirements and capabilities are identified to execute ISO container, CADS, and 463L palletized shipments and advocates/justifies equipment and resources to meet this mission.

8.2.7.10. Manage and coordinate manpower actions with affected Supported Commands to include:

8.2.7.10.1. Manning assistance requests.

8.2.7.10.2. En route training for personnel in PCS mode.

8.2.7.11. Coordinate on munitions system sustainment upgrades/modifications and configuration management actions.

8.2.7.12. Direct/monitor special inspections for munitions assets and one-time inspections for equipment.

8.2.7.13. Appoint a MAJCOM SA IAW **paragraph 9.2.2** to administer assigned users within the command.

8.2.7.14. Assist the CAS PMO, when requested, to develop and evaluate requirements and to test and validate software.

8.2.7.15. Coordinate EDM training requirements with MAJCOMs/NAFs when requested/directed.

8.2.7.16. Certify each DoDAAC annually to add, delete, or change authorization to store Depleted Uranium (DU) assets IAW AF Radioisotope Material Permit No. UT-30046, Condition 16 and 18. For additional information contact the 75th Aerospace Medicine Squadron, Bioenvironmental Engineering office, Hill AFB Radiation Safety Officer at DSN 777-4551. Additionally, Lead MAJCOMs will:

8.2.7.16.1. Provide each DoDAAC a copy of the validated Radioisotope Material Permit. This certification validates and authorizes each DoDAAC to remain on or be removed from the authorized DU storage list. A DoDAAC which does not currently store DU assets may be authorized to remain on the list if there is a valid future need to store DU (i.e., contingency redistribution, pre-positioning).

8.2.7.16.2. Forward Lead MAJCOM verification of each DoDAAC to the GACP no later than the last day of the first quarter of each calendar year for issuance of DU permits IAW **paragraph 8.8.30**. DU permits will be revoked for any DoDAAC not listed on the Lead MAJCOM verified list or if the annual verification is not received by the GACP.

8.2.7.16.3. Coordinate with the GACP to ship all DU assets to a storage location with a valid DU permit, if a DoDAAC's DU permit is revoked.

8.2.7.16.4. Address questions regarding DU transportation and labeling requirements to the POC listed at the SDDC website: **http://www.sddc.army.mil**.

8.3. Supported/Component MAJCOM: Supported commands have a reduced munitions staff and reach back to Lead MAJCOMs and the GACP. Component Commands are Supported Commands that serve in a component role to enable the Component Commander to support the Unified Combatant Commander (CCDR). Functions of the Supported/Component Command do not duplicate functions of NAF or the Lead MAJCOMs. Supported MAJCOMs retain responsibility for activities not defined for reachback such as focus support on CCDR specific objectives, taskings, and representing the Commander Air Force Forces (COMAFFOR) in joint service working groups, etc. Supported/ Component MAJCOM munitions staffs work theater, mission specific activities and maintain liaison with, and reachback to Lead MAJCOM staffs and the GACP for munitions management, Title 10/32 OT&E, and sustainment support. In addition to roles and responsibilities outlined in AFI 21-200, supported MAJCOM Munitions staff responsibilities include:

8.3.1. Provide strategic-level theater security cooperation (TSC) relative to munitions functions and activities.

8.3.2. Coordinate logistics issues with allied, DoD, and other government agencies.

8.3.3. Provide maintenance functional expertise to theater security cooperation initiatives.

8.3.4. Initiate, draft, and review theater/command unique agreements and directive guidance.

8.3.5. Establish Tactical Airmunitions Rapid Response Packages (TARRP). Use STAMP UTCs and ensure DOC statements include the following Designated Operation Capability Identifier (DOCID) ZG20, ZG21, or ZG22 IAW AFI 10-201, *Status of Resources and Training System*.

8.3.5.1. DOCID ZG20 is used for units with a generation mission only.

8.3.5.2. DOCID ZG21 is used for units with a mobility mission only.

8.3.5.3. DOCID ZG22 is used for units with both generation and mobility missions.

8.3.6. Coordinate on changes made during UTC reviews. The Air Staff functional manager has final authority for UTC changes, additions, or deletions.

8.3.7. Posture UTCs in DCAPES.

8.3.8. Identify, coordinate, and monitor requirements, issues, and urgent need requests for supported forces.

8.3.9. Coordinate rapid deployment of parts, equipment, and manpower to support maintenance recovery team requirements worldwide.

8.3.10. Coordinate asset and/or personnel availability for supporting contingencies, natural disasters, Presidential support, etc., and source the requirements.

8.3.11. Validate/verify RRRs, SORTS, Enhanced Status of Resources and Training System (ESORTS), and DRRS reports.

8.3.12. Assist, review, and advocate new facility or modification/improvement projects for both AF and host nation funded projects.

8.3.13. Validate unit requests for manning assistance as required. Coordinate requests through the Lead Command and recommend intra-command capability if available.

8.3.14. Coordinate on Command Unit Committed Munitions Listing (UCML).

8.3.15. Perform only those OT&E functions that are not appropriate for reach back and provide liaison to reach back providers as appropriate.

8.4. Numbered Air Force (NAF): The NAF/A4, Director of Logistics is the primary advisor to the COMAFFOR for logistics and sustainment support of assigned/attached forces. The NAF/A4 provides war-fighting logistics oversight and capability for assigned/attached units and the Air Operations Center (AOC) and operational level planning. In addition to responsibilities outlined in AFI 21-200, the NAF Munitions Division (or equivalent) performs the following key responsibilities for assigned/attached forces:

NOTE: Component-NAFs (C-NAF) or Component MAJCOMs or both may execute warfighting roles based on alignment and distribution of resources and functions.

8.4.1. Coordinate requests for DoDAAC additions, deletions, and changes. Initiate actions to establish DoDAAC when new operating locations are established within the theater.

8.4.2. Review munitions availability and allocation forecasts to develop a call-forward schedule in coordination with the GACP considering mission planning, storage capacity, and munitions requirements.

8.4.3. Coordinate with gaining forces to validate requirements, store and preposition materiel, prepare for activation of deployed location and deployment/re-deployment/follow-on movement.

8.4.4. Oversee subordinate base stock levels consistent with infrastructure capabilities, approved allocations, and command positioning objectives.

8.4.5. Execute theater positioning objectives in coordination with GACP.

8.4.6. Perform as the theater WRM commodity manager for munitions. Ensure all bases and activities authorized WRM munitions, including tactical missiles, and CAT Code B mobility munitions, load WRM authorizations and levels.

8.4.7. Develop and coordinate publication of the munitions WCDO, if applicable.

8.4.8. In coordination with the GACP, manage, and direct theater munitions bed-down, distribution, maintenance supportability and integration issues including:

8.4.8.1. Explosive site plans (ESP), inventory management, stockpile storage, inspection, maintenance, delivery, and reporting functions.

8.4.8.2. Evaluate munitions vehicle/equipment availability and facility NEW constraints.

8.4.8.3. Formulate and implement logistics policy and plans for joint theater munitions operations.

8.4.8.4. Submit any reports of CEA to the JCMEC including the types, quantity, dates, time, location, and circumstances of capture and request disposition instructions from

JCMEC. Coordinate theater CEA activity with the subject matter experts from intelligence, EOD, transportation, munitions, and operations staff. If there is no CCMEC, coordinate CEA activity with the JCMEC through the theater intelligence personnel.

8.4.8.5. Operate the Theater/Regional Ammunition Control Point (TACP/RACP) in support of CCDR objectives.

8.4.8.5.1. Monitor use rates and availability of munitions resources to determining sustainment and re-supply capability.

8.4.8.5.2. Identify, coordinate and monitor munitions logistics requirements to ensure sustainment of deployed forces.

8.4.8.5.3. Coordinate, review, and update NAF/A1 theater reporting instructions applicable to munitions assets.

8.4.8.5.4. Provide AOC all necessary munitions support for ATO development and execution.

8.4.8.5.5. Monitor CAS operational levels and address processing limitations to ensure capability of field units to maintain accountability of theater munitions stocks.

8.4.8.5.6. Request re-supplies and redistribution of theater munitions to maximize throughput, containerization, and Intransit Visibility (ITV) capabilities.

8.4.8.5.7. Assist A3 staff in building and managing the TPFDD ensuring logistic supportability for munitions, re-supply and sustainment.

8.4.8.5.7.1. Coordinate with GACP to source tasking locations for OPLAN TPFDD execution.

8.4.8.5.7.2. Notify appropriate agencies IAW **paragraph 11.2** when making notional munitions sourcing requests, requests for STAMP, STRAPP, or APF assets.

8.4.9. Oversee the theater's AF owned Intermodal (ISO, MILVAN, etc) container assets IAW **paragraph 3.4**.

8.4.10. Establish and manage Theater TARRP. When a TARRP is established, coordinates on unit DOC statements for these missions IAW AFI 10-201.

8.4.11. When theater threat assessments identify a need for deployed EDM augmentation, request Lead MAJCOMs/CONUS Supported MAJCOMs establish EDM training programs at units tasked to deploy to specified locations. CONUS units do not establish deployable EDM capabilities or kits at CONUS locations. CONUS deployable forces provide only EDM trained personnel to augment pre-established theater EDM capabilities.

8.5. HQ Air Force Materiel Command (AFMC): In addition to roles and responsibilities outlined in AFI 21-200, operates the GACP Munitions Division (AFLCMC/EBH), which includes the Stockpile Management Branch at Hill AFB and Armament Branch at Robins AFB. Maintains, equips, and staffs the GACP with appropriate personnel. Additionally HQ AFMC will:

8.5.1. Develop and implement GAP strategy and policy. Manage the PACER AMMO program.

8.5.1.1. Host activity of the GAP working group.

8.5.1.2. Coordinate with AF/A4LW and AF/A5R-C to integrate MAJCOM munitions based on AF priorities and develop the MMP.

8.5.1.3. Develop MMP funding requirements and advocate requirements through the AFMC SDT office.

8.5.1.4. Provide PACER AMMO program status to the GAP working group.

8.5.1.5. Track all munitions movements by project/command code.

8.5.1.6. Advise MAJCOMs and Logistics Complexes of funds allocation and which MMP movements are executable.

8.5.2. Has primary responsibility for munitions product assurance IAW provisions of **paragraph 9.11**.

8.5.3. Develop a long-term master demilitarization and disposition plan for the AF.

8.5.4. Coordinates on ALC recommended/advised MMHE requirements to Lead Commands.

8.5.5. Provide support for logistics, engineering, and research, development, test, and evaluation, technical sustainment, product assurance, and life-cycle sustainment to support all MAJCOMs.

8.5.6. Prepare and develop funding requests and POM submissions in conjunction with applicable lead MAJCOM associated with Centralized Assets Management (CAM). Funding requests and POM submissions address equipment replacement before the end of the established service life cycle expiration date and shortfalls to equipment authorized in the applicable AS.

8.6. Air Logistics Complex (ALC): In coordination with the other appropriate agencies:

8.6.1. Manage and maintain worldwide visibility of the munitions stockpile. Take action to place all munitions items indicative data in CAS.

8.6.2. Have worldwide responsibility for inventory management of munitions assets.

8.6.3. Establish processes to review munitions inspection requirements on a recurring basis for assets managed by the ALC IAW **paragraph 9.11**.

8.6.3.1. This review process should rely heavily on past historical data, product design specifications, and engineering analysis. Consider historical inspection data, ADR, warranty requirements, test results, quality deficiency reports, AFTO Form 22 submissions, storage conditions (if known), IDR challenges, Rapid Response Team activity, suspension and restriction activity, and any other data relevant to asset reliability.

8.6.3.2. The ALC will brief Lead MAJCOMs on the status of surveillance evaluations annually during the applicable PIWG.

8.6.3.3. In addition to establishing an inspection interval review process, evaluate and respond to MAJCOM requests to change inspection requirements outlined in T.O.s/manuals. MAJCOM request for changes will be submitted IAW **paragraphs 3.1** and **9.11.5**.

8.6.4. Plan for time-phased munitions sourcing and movements to support the execution of operational plans (OPLAN).

8.6.5. Inspect munitions items suspected as unserviceable or defective and order suspension, disposition or release actions.

8.6.6. Provide logistics support, management, and sourcing for FMS cases IAW **paragraph 9.6**.

8.6.7. Develop CRC upon request.

8.6.8. Loads basic reparability data in the CAS IDR.

8.6.9. Provides management oversight of AF reusable munitions containers.

8.6.9.1. Codes all FSC 8140 reusable containers with ERRC T (XD2) when the authority for disposition rests with the GACP. Validates ERRC annually based on requirements.

8.6.9.2. Identifies accountable containers in the CAS IDR file and updates accordingly.

8.6.9.3. Updates the Reparable Item Movement Control System (RIMCS) to determine ship to address.

8.6.10. Identify possible candidates (NSN's) of obsolete munitions items. The GACP will seek coordination from the Lead MAJCOMs/Functional User's before disposition actions can be initiated.

8.6.11. In coordination with HQ AFMC, will advise Lead Commands on MMHE sustainment issues and concerns that affect long term availability and usability.

8.6.12. Ensure that Government Furnished Equipment (GFE)/Government Furnished Materiel (GFM) related to munitions systems in the possession of contractors at government/contractor owned facilities is managed IAW AFI 23-119, *Exchange, Sale, or Temporary Custody of Nonexcess Personal Property*.

8.6.12.1. All munitions/missiles shipped to contractor locations for repair, warranty, modification, or loans are expected to retain AF ownership. These munitions/missile assets will be maintained on CAS accountable records.

8.6.12.2. Contractor or vendor requests to provide, ship, or position munitions/missile assets (live, inert, or dummy) are considered GFE/GFM and must be approved by the appropriate munitions/missile SPO, who is the authority to approve release to the contractor/vendor. These munitions/missile assets will be maintained on CAS accountable records.

8.6.12.3. Shipments to contractors/vendors where the munitions/missile assets are expected to be consumed/expended as part of the contract activity will not be tracked after the shipment is completed, validated (as required), and closed in CAS.

8.6.12.4. The designated munitions/missile SPO is responsible to ensure assets in the possession of contractors/vendors and GFE/GFM is periodically reported to the GACP and CAS-PMO to ensure that CAS assets tables are updated using established Chief Financial Officer (CFO) reporting procedures.

NOTE: Future MIS capability requirements have been identified to automate the reporting and maintenance of contractor/vendor assets and GFE/GFM property on accountable records.

8.7. Air Armament Center (AAC). Establishes, integrates, and executes Integrated Life Cycle Management (ILCM) IAW AFI 63-101.

8.8. Global Ammunitions Control Point (GACP), Air Force Life Cycle Management Center, Munitions Division (AFLCMC/EBH), Hill AFB. The GACP executes Product Support and Supply Chain Management (SCM) for AF munitions assets. The GACP adopts and employs proven SCM processes that exploit global command and control (C2), take advantage of total asset visibility (TAV) and a common operating picture to support the application of air and space power across the full range of military operations. The GACP has integrated management of wholesale (i.e., depot) and retail (i.e., MAJCOM/Base level) munitions supply chain activities, to oversee supply chain processes, technology, and resources to deliver end-to-end warfighter support. The GACP also manages product support for weapons suspension and release equipment, aircraft guns, small arms/gun smith shop, munitions-specific testers and support equipment, and munitions spares. The GACP utilizes, manages, and conducts analysis of CAS munitions data to implement key responsibilities for enterprise-wide conventional munitions and stockpile management policies. Key responsibilities include:

8.8.1. Establish procedures and functions to maintain critical data, such as the standard AF Munitions CRD, BIF, explosive safety information, IDR, reportable item master file (RIMF), or any other indicative information.

8.8.2. Respond to field level supply inquiries submitted by munitions units IAW **paragraph 1.6.2**.

8.8.3. Develop and coordinate the annual PCAR memorandum and instructions with AF/A5R-C, AF/TEP, AF/A4LW, HQ ACC/A3TW, HQ AFMC/A4MW, HQ AFSFC/SFXW, and AFCESA/CEXD prior to release to MAJCOMs. Once coordinated, releases to MAJCOM/A4W (or equivalent) and other functional offices of primary responsibility.

8.8.4. Centrally consolidate forecasts, allocate, and distribute munitions worldwide and submit forecasts for programming, budgeting and funding to support these processes.

8.8.5. Optimize and allocate stockpiles in collaboration with HQ AFMC/A4M, AF/A4LW and AF/A5R-C.

8.8.5.1. Assess allocations and analyze worldwide stockpiles, considering current balances, projected expenditures, outstanding shipments and requisitions, and expected procurement activities.

8.8.5.2. Develop plans (as necessary) to support munitions re-supply efforts. Provide copies of final plans to affected storage, transportation and executing commands.

8.8.5.3. Coordinate munitions positioning with effected MAJCOMs, NAF, AFRC, and NGB to meet validated worldwide requirements.

8.8.5.4. Provide quarterly status reports to MAJCOMs and AF/A4LW on all munitions movements.

8.8.6. Maintain secure and non-secure communications capabilities with AF and theater CATs.

8.8.7. Produce, publish and disseminate the DLAR.

8.8.8. Annually during the TAMP and DLAR processes, the GACP consolidates previously reported worldwide excess munitions and coordinates retrograde strategies and actions with the Air Staff, MAJCOMs, NAFs, units, and other agencies as applicable.

8.8.9. Develop and submit shipment requirement forecast to HQ AFMC/A4MW and MAJCOM A4R or equivalent NLT two weeks after the GAP working group convenes.

8.8.9.1. Post SDT forecast to support movement of Project Codes 727 and 737 to the AFMC/A4MW CoP.

8.8.9.2. Submit SDT forecast to support movement of Project Codes 728 to MAJCOM A4R or equivalent.

8.8.10. Provide historical data for funding 'must pay' category of PACER AMMO.

8.8.11. Establish Locally Assigned Ammunition Reporting Code (LAARC) numbers.

8.8.12. Build and publish the Air Force GAP MMP.

8.8.12.1. Use distribution plans to identify transportation fund requirements. Coordinate call-forward, realignment, and retrograde plans for transportation and ensure effective and efficient use of transportation funds. Identify all movement requirements, including test/training, WRM movements that support allocations, retrograde, inter-command, etc.

8.8.12.2. Develop sourcing options to execute the MMP during peacetime, and strategies to support re-supply of combat units during contingency operations.

8.8.12.3. Generate, publish, and communicate enterprise-wide requisition and RDOs, providing base-level detail. For assets being shipped from CONUS depots, processes documents for shipments from Army depots and forwards to Joint Munitions Command (JMC) for sourcing.

8.8.12.4. Based on available funding and movement priorities, the GACP includes/excludes theater serviceable excess into the annual GAP MMP.

8.8.13. Manage a serviceable excess disposition request program assisting units with reporting excess munitions at their locations. The program will allow the following information to be reportable:

8.8.13.1. DoDAAC.

8.8.13.2. NSN.

8.8.13.3. DODIC.

8.8.13.4. Nomenclature.

8.8.13.5. Quantity.

8.8.13.6. CC.

8.8.13.7. Lot Number.

8.8.13.8. IM Designator Code (MDC).

8.8.13.9. Unit Cost.

8.8.13.10. Total Cost.

8.8.13.11. Remarks (if any).

8.8.14. Operation of the CONUS and OCONUS cells (AFCENT, USAFE, and PACAF). These cells will:

8.8.14.1. Utilize the CRM to address and respond to MAJCOM, NAF, and units inquiries concerning technical and procedural questions related to GACP managed T.O. content, munitions related TCTOs, managed munitions systems, call-forward, retrograde planning, GAP, MMP, FMS shipments, munitions inventory data, CMRS, ADR, COTS, AMST (GACP website) applications, STAMP/STRAPP, APF, CADS planning, Munitions Reports (MUREP) and exercise support.

8.8.14.2. Process, support, and manage all unit requisitions and follow-up inquiries.

8.8.14.3. Source distribution including serviceable excess in AMST to meet allocation positioning objectives and priorities regardless of MAJCOM assignment. MAJCOMs (including NGB and AFRC) will no longer direct intra-command distribution of serviceable excess without prior coordination and concurrence of the GACP.

8.8.15. Contingency Munitions Distribution.

8.8.15.1. In concert with NAF, the GACP translates CCDR weapons requirements into munitions component requirements.

8.8.15.2. Develop sourcing options to fill TPFDD requirements.

8.8.15.3. Upon TPFDD validation, provide documents to Joint Munitions Command for CONUS-Flex shipments from Army depots.

8.8.15.4. For shipments from Air Force units, directs redistribution.

8.8.15.5. Monitor and report shipment status.

8.8.15.6. When requested/sourced to meet operational contingency requirements, the GACP ensures personnel will be available to augment in-place MAJCOM/NAF staffs to perform GACP CAS functions.

8.8.16. Base Closure/Unit Deactivation Procedures: When notified through the CRM of a base closure or unit deactivation, the GACP will coordinate with the unit to ensure continued support for allocated mission essential assets required to support operations, security, readiness and training prior to actual base closing.

8.8.16.1. Cancel all back orders and requisitions no longer required due to an organization mission changes (e.g., conversion of type, model, or series of aircraft or different type of aircraft).

8.8.16.2. When an entire organization relocates from one base to another on a permanent change of station, cancel back orders and screen requisitions for partial or total cancellation. If required, reship all items received for the transferring organization to the new base, which may have been in transit when cancellation action was initiated.

8.8.17. Manage, implement, and execute various management programs to include STAMP, STRAPP, and Commercial Off-The-Shelf (COTS).

8.8.17.1. Designate executing agents responsible for APF, STAMP/STRAPP and CONUS depot storage programs.

8.8.17.2. Control and manage the STAMP, STRAPP, and APF munitions accounts and execute these programs IAW **Chapter 15**.

8.8.17.3. The GACP Munitions Division (AFLCMC/EBH) is the MASO appointing authority for APF munitions accounts.

8.8.18. Provide management information for the mandatory P-series documents that various planning, programming, and budgeting system (PPBS) activities use.

8.8.19. Lead ALC for developing depot level automated munitions systems:

8.8.19.1. Act as the central focal point for collecting, compiling, and distributing munitions capability statuses. NAFs are responsible for supplying the GACP with intra-theater status reports as required for compilation. The GACP also functions as the munitions central database manager.

8.8.19.2. Coordinate with Warner Robins-Air Logistics Complex (WR-ALC) and Oklahoma City – Air Logistics Complex (OC-ALC) to ensure integrity of the automated munitions systems database.

8.8.19.3. Collect, aggregate and control automated munitions systems and the Requirement Management System (RMS) database.

8.8.19.4. Maintain munitions knowledge management website and MISs.

8.8.19.5. Maintain an annual schedule of events, working groups, and conferences on the GACP website.

8.8.20. Provide functional and operational oversight of the munitions Logistics, Installations, and Mission Support – Enterprise View – Munitions View (LIMS-EV MV) application.

8.8.20.1. Interface and coordinate on LIMS-EV MV support with AF/A4LW (functional), AF/A4I (operations), GCSS-AF Data Services (data management) and submit requests to update all munitions reference tables as required.

8.8.20.2. Identify to AF/A4LW, AF/A4I, and GCSS-AF Data Services any problems with data integrity, system operation, or other operating faults that hinder performance or data presentation. Troubleshoot problems to the extent capable and provide recommended solutions.

8.8.21. Maintains a MRRT to support, respond to, and investigate munitions incidents, malfunctions, and accidents worldwide anytime an incident occurs. This team will be made up of experts (engineers, ES, PM and safety personnel) from the conventional weapons and munitions programs and be able to respond within 24 to 48 hours to assist in determining the cause of a failure.

8.8.22. Manages the CMRS System. Coordinate CMRS suspensions with GACP (Robins AFB) when suspension is a missile asset tracked by TMRS. This allows timely generation and transmission of TMRS autoload files to users to accommodate prompt field-level suspension actions.

8.8.23. Support OPLAN/CONPLAN development by the NAF or MAJCOMs.

8.8.23.1. Respond to NAF/MAJCOM inquiries and requests for information, as appropriate, for munitions inventory, availability, positioning, production schedules/rates, availability, and sourcing timelines and data.

8.8.23.2. When requested, assist NAF/MAJCOM logistics planners in the development of time-phased force deployment data (TPFDD) for assets included in APF or STAMP UTCs.

8.8.24. Manage demilitarization program for assigned Air Force munitions.

8.8.24.1. The appropriate AF DDA in coordination with Program Mangers and Director, DLA establish demilitarization requirements for MPPEH, MDEH, and MDAS.

8.8.24.2. Provide guidance to AF activities when a local determination cannot be made as to the hazardous nature of MPPEH. Residue may have to be tested for Toxic Characteristic Leaching Process performed by an EPA certified laboratory. Report findings from the test to the appropriate AF DDA for consolidation for future reference/release.

8.8.25. Provide direction in response to ADRs.

8.8.26. Product Support Management.

8.8.26.1. Review and act upon discrepancy report submissions.

8.8.26.2. Manage munitions T.O.s for AF and FMS customers.

8.8.26.3. Coordinate sustainment of munitions test and support equipment.

8.8.26.4. Coordinate support equipment requisitions in priority established by Lead MAJCOM.

8.8.26.5. Host PIWGs, relying primarily on virtual meetings.

8.8.26.6. Perform munitions and missile system program management functions.

8.8.26.7. Manage munitions and related support equipment TCTO and system modifications.

8.8.26.8. Evaluate and approve/disapprove requests for munitions systems management of commercial-off-the-shelf (COTS) munitions. Remove COTS packages from the GACP website when assets become centrally procured and managed.

8.8.26.9. Develop and execute financial plan necessary to meet war-fighter sustainment requirements.

8.8.26.10. Interface with Defense Logistics Agency (DLA) for DLA managed items.

8.8.26.11. Perform munitions cataloging functions.

8.8.26.12. Manage IHC program.

8.8.27. Develop munitions security classification guidance.

8.8.28. Forecast procurement, demilitarization, and storage requirements with Single Manager for Conventional Ammunition.

8.8.29. Support development of munitions acquisition programs consistent with warfighter requirements.

8.8.30. Certify that each Air Force DoDAAC storing DU munitions assets have been validated by the MAJCOM IAW AF Radioisotope Material Permit No. UT-30046, Condition 16 and 18. The permitter,, Chief, Munitions Division (AFLCMC/EBH) will maintain the inventory of DU through the CAS database. Annually, the permitter will ensure the DU IM provides a CAS inventory listing of each Air Force DoDAAC possessing DU rounds to the permit Radiation Safety Officer (RSO) (75 AMDS/SGPB). Annually, the permitter will be briefed by the permit RSO on their findings of unit surveys and audits. For additional information contact the 75th Aerospace Medicine Squadron, Bioenvironmental Engineering office, Hill AFB Radiation Safety Officer at DSN 777-4551 or 775-2091.

8.9. GACP, Armament Branch, AFLCMC/EBHA, Robins AFB. Key responsibilities include:

8.9.1. Develops plans (as necessary) to support missile distribution and redistribution requirements. Provide copies of final plans to affected storage, transportation and executing commands. Distributes tactical missiles based on HQ AF guidance or combat demands from affected theaters.

8.9.2. Maintains configuration management for AUR munitions (e.g., tactical missiles, etc.), and provides a maintenance tracking system for the weapons life-cycle.

8.9.3. Oversees AIM (all-types) and AGM-88 matters.

8.9.4. Maintains AIM and AGM-88 missile items in the Air Force reporting system including DODIC, tonnage and pricing.

8.9.5. Works with 574 ELSG/ILMW to develop software specifications, program interactions, and establish hardware requirements.

8.9.6. Jointly, with GACP (Hill AFB) ensure assets are incorporated into the RMS/AMST database.

8.9.7. Provides T.O.s and data, supply support, test equipment, training, and training devices.

8.9.8. Hosts the missile PIWG and TMRS steering group in conjunction with the TAMP group convening. In preparation for the TAMP Working Group:

8.9.8.1. Use AMST and depot inventory systems to determine DoDAAC on-hand balances of AIM, CATM, Captive Carry Training (CCT), Dummy Air Training Missile (DATM), Load Crew Training (LCT), and Missile Maintenance Trainer (MMT) for allocation purposes.

8.9.8.2. Request HQ ACC/A3TW initiate collection of CCT requirements data from the ACC/A3TW Captive Carry Forecasting Tool 90 calendar days prior to the TAMP working group convening.

8.9.8.2.1. ACC/A3TW shall submit this data to the Lead MAJCOM A4W staff for validation 60 calendar days prior to the TAMP working group.

8.9.8.2.2. The Lead MAJCOM/A4W (or equivalent) shall validate the CCT requirements and include all MAJCOM total requirements for LCT, DATM and MMT requirements using the *Air Force Standard for Non-Expendable Air Munitions Training Authorizations* located on the AFMC2 site.

8.9.8.2.3. Submit validated CCT and compiled LCT, DATM, and MMT requirements to ACC/A3TW who shall review and submit this data to GACP (Robins AFB) no later than 30 calendar days prior to the TAMP working group.

8.9.8.3. PMs will brief the requirements and allocations at the TAMP and get final Lead MAJCOM concurrence.

8.9.8.4. HQ ACC/A3TW will provide AF/A5R-C and the GACP (Robins AFB) with a spreadsheet reflecting final CCT, LCT, and MMT allocations for inclusion in the final TAMP. The GACP (Robins AFB) will forward allocations to MAJCOMs via AMST. Though the final TAMP may not be distributed, allocations will be provided to the Lead MAJCOMs prior to the GAP working group. If necessary, allocations will be adjusted upon receipt of the final TAMP.

8.9.8.5. Lead MAJCOMs will further breakdown allocations by base in AMST prior to the GAP working group.

8.9.8.6. Develop TAMP allocations for presentation to the GAP working group to meet TAMP positioning objectives.

8.9.8.7. Publish the annual tactical missile redistribution plan based on the AF/A5R approved TAMP document.

8.9.9. Prior to cancelling or changing a requisition, the reviewing/processing GACP will contact the requesting unit, if additional unit specific information is needed to clarify the requisition. Provide requisition trends and analysis on the GACP website to provide feedback to help communicate and resolve common requisition errors.

8.9.10. Generate a serviceable excess plan for air superiority missiles and components identifying the same reportable information listed in **paragraph 8.8.13**.

8.9.11. Provide shipping information to AFMC/A4MW for all GACP (Robins AFB) managed weapons systems to be included in PACER AMMO quarterly status reports.

8.9.12. Provide historical data for funding ‘must pay’ category of PACER AMMO.

8.9.13. Provide list of missile components for new CRCs to GACP (Hill AFB).

8.9.14. Validate accuracy and technical content of the CRD and ASM component related data elements maintained by GACP (Hill AFB). Provide new missile configurations, including standard and NCAA weapon codes, in the CRD as soon as the identity of a proposed weapon becomes known.

8.9.15. Increase readiness posture as required during contingencies. Controls critical air-to-air missile stocks, which does not include AGM assets managed by GACP (Hill AFB) during peacetime and provides direct munitions logistics command and control (C2) resources to HQ AF in wartime and during contingencies:

8.9.15.1. Develop and maintains written procedures to provide missile support during crisis, emergency and contingencies.

8.9.15.2. Lead all investigations or accident responses involving missiles managed by GACP (Robins AFB).

8.9.15.3. Re-supply combat units, as directed.

8.9.16. Provide Lead MAJCOMs with standards for storing, handling, observing and inspecting AIM and AGM tactical missiles and components.

8.9.16.1. Direct actions and provide inspection procedures for suspected defective missiles and components and publish TCTOs to resolve potential problems.

8.9.16.2. Coordinate with the PM or System Program Manager (SPM) on criteria for explosive components, to include budgeting for these programs.

8.9.16.3. Establish and maintain a depot repair and disposition program for AIM and AGM assigned missiles and related components.

8.9.17. Maintain the capability to respond to and investigate ASM problems worldwide.

8.9.17.1. Support Air Force units worldwide, and maintains the capability to deploy personnel to investigate, troubleshoot, and resolve problems.

8.9.17.2. Maintains engineers, ESs, PMs and IMs from the air superiority munitions programs that can respond via telephone or email within 24 to 48 hours to assist in determining the cause failure, and problem resolution.

8.9.18. Provide for sustainment of TMRS.

8.9.19. Manage demilitarization program for assigned Air Force Air Superiority munitions.

8.9.19.1. The appropriate AF DDA in coordination with Program Mangers and Director, DLA to establish demilitarization requirements for MPPEH, MDEH, and MDAS.

8.9.19.2. Provide guidance to AF activities when a local determination cannot be made as to the hazardous nature of MPPEH. Residue may have to be tested for Toxic Characteristic Leaching Process performed by an EPA certified laboratory. Report findings from the test to the GACP DDA (Robins AFB) for consolidation for future reference.

8.10. Electronic Systems Center, CAS PMO (ESC/HGGI). The CAS PMO is responsible for CAS development and sustainment. The CAS PMO will:

8.10.1. Act as the functional OPR for development of automated munitions accounting systems.

8.10.1.1. Develop direct on-line interfaces between automated munitions accounting systems to achieve seamless, joint communications within the munitions community.

8.10.1.2. Perform or assist in integrated systems and operational testing of software.

8.10.1.3. In collaboration with Lead MAJCOM munitions staffs, test automated munitions systems.

8.10.2. Control the overall CAS program.

8.10.3. Plan, program and budget for automated follow on systems for all levels of CAS.

8.10.4. Prepare and submit CAS Acquisition Program Baseline (APB) document, summarizing CAS program requirements.

8.10.4.1. Coordinate the APB and any changes with Lead MAJCOM munitions staffs and AF/A4LW before getting approval from AFPEO/IM and the Service Acquisition Executive (SAE).

8.10.4.2. Obtain approval from the Designated Approval Authority (DAA) at the appropriate levels to operate CAS.

8.10.5. Prepare, coordinate, approve and distribute the CAS Program Management Plan (PMP) and any needed attachments.

8.10.6. Establish procedures to develop, maintain, and control life-cycle documentation.

8.10.7. Provide contracting support for purchasing hardware and enhancements to the CAS. Includes:

8.10.7.1. Integrate and order hardware.

8.10.7.2. Establish and maintain delivery schedules.

8.10.8. Provide technical support and personnel to implement CAS at all levels, including field implementation, experts and team members, and computer programmers for all command software implementation and conversion. Centrally control and effect CAS registrations for connectivity and coordinates with affected agencies to develop a mutually satisfactory implementation schedule.

8.10.9. Determine the severity and priorities of system problems on metrics derived from Trouble Ticket reports.

8.10.9.1. Problems that affect safety or accountability will be prioritized before all other problems.

8.10.9.2. When the CAS PMO receives a Trouble Ticket a CAS DR is created. The CAS PMO reviews and validates the problem and determines if the program requires correction.

8.10.9.3. If a Trouble Ticket is received for a known problem, a solution description will be returned to the customer referencing the applicable CAS DR.

8.10.9.4. Before responding to or returning a Trouble Ticket to the customer's, the CAS PMO will revalidate the problem and identified CAS solution to ensure that other system changes have not invalidated the solution.

8.10.10. Manage, conduct and report Qualification, Test and Evaluation (QT&E) as outlined in the Test and Evaluation Master Plan (TEMP).

8.10.10.1. Establish and chair a Test Planning Working Group (TPWG) and direct its activities.

8.10.10.2. Test systems integration and field operations.

8.10.11. Integrate CAS into one complete munitions system, to include contractor-developed software as specified by the PM.

8.10.12. Initiate data system MOA or Software Interface Control documents, and Interface Requirements Specifications (IRS) within CAS and other external data systems covering data exchange standards, communication standards, configuration control, and any other areas that will ensure synchronization between programs.

8.10.13. Support the development of interfaces (air gap and electronics) between CAS and other systems, which must exchange data efficiently.

8.10.14. Facilitate and maintain external interfaces as dictated by functionally approved requirements.

8.10.15. Prepare a security plan and a detailed schedule of all actions required to obtain accreditation. Consult with Air Force Intelligence Command to determine the communications and computer systems security requirements, Communications Security (COMSEC) equipment requirements, security safeguards and initial entries in the applicable tables of allowance.

8.10.16. Establish automated configuration management procedures, which implements systematic identification, change control and status accounting of the system.

8.10.17. Chair the CAS Configuration Control Board.

8.10.18. Manage central funds by establishing procedures to determine and track program costs and resolve funding issues.

8.10.18.1. Report status of planned activities in terms of cost, schedule and technical performance.

8.10.18.2. Provide cost analyses, budget estimates, targets and comparison reports for equipment or software changes, established schedules, mission deviations, base closures relocation or downsizing of base operations, or directed baseline changes.

8.10.19. Prior to a system release, submit the appropriate system planning and management document to AF/A4LW for review. These documents will identify key system improvements, deficiencies and problems corrected by the release. After review, AF/A4LW will forward package to AF/A4L for approval.

8.10.20. Quarterly, provide AF/A4LW a CAS system status summary that depicts system down time trends, updates on CAS projects in work, and other issues impacting CAS programs.

8.10.21. Provide a quarterly report to all Lead MAJCOMs and AF/A4LW that includes the following data elements:

8.10.21.1. Summary of CAS defects listed by CAS process (i.e., CRC management, receipt, issue, etc.).

8.10.21.2. Specific workaround for each deficiency.

8.10.21.3. Category of DR assigned by CAS PMO.

8.10.21.4. Estimated release date.

8.10.22. Provide Quarterly Chief Financial Officer report to Defense Finance and Accounting Service (DFAS).

8.11. 9th Munitions Squadron, Air Force Combat Ammunition Center (AFCOMAC). AFCOMAC is an Air Force level training center administered by the 9th Munitions Squadron (MUNS), Beale AFB, CA.

8.11.1. The AFCOMAC program consists of three separate courses: The Combat Ammunition Planning and Production course (CAPP), Senior Officers Orientation course (SOO), and the Advanced Maintenance and Munitions Officer's School (AMMOS). Additional courses/modifications must be coordinated/approved by HQ ACC/A4W and AF/A4LW.

8.11.1.1. Combat Ammunition Planning and Production course (CAPP): AFCOMAC provides combat-oriented instruction in MEP development and large-scale conventional munitions production using mass assembly techniques.

8.11.1.1.1. A two-phased program provides classroom academics (Phase 1) and an operational exercise called IRON-FLAG (Phase 2) of munitions support concepts and principles based on current AF Tactics, Techniques, and Procedures included in AFTTP 3-3 as well as Combat lessons learned and EAF operational concepts.

8.11.1.1.2. A two-week condensed course for Guard and Reserve personnel is offered once a year.

8.11.1.1.3. AFCOMAC is a formal school and is required for Skill-Level award IAW the 2W0XX CFETP.

8.11.1.2. Senior Officers Orientation course (SOO): The SOO course is a 2-day program that provides combat munitions management orientation to majors (0-4 and civilian equivalent) and above in large scale munitions employment planning/ production operations, and includes participation in the IRON FLAG exercise.

8.11.1.3. Advanced Maintenance and Munitions Officer's School (AMMOS): The AMMOS curriculum includes an intense block of instruction in combat munitions planning and production at AFCOMAC and participation in an IRON FLAG exercise.

8.11.2. Due to the isolated learning environment provided by the IRON FLAG exercise, lost tools/objects from student Composite Tool Kits (CTK) and mobility packages will be reported and coordinated through 9 MUNS/MXW only. No further reporting required.

8.11.3. To ensure the integrity of the AFCOMAC mission, personnel assigned to 9 MUNS will not be tasked with TDY/contingency without prior approval/coordination with either AF/A4LW or HQ ACC/A4W.

8.11.4. In coordination with AFCOMAC Board of Advisors, HQ ACC/A4W provides staff oversight of the courses conducted by the 9 MUNS to ensure the program is responsive to current and long range munitions logistics needs.

8.11.5. AFCOMAC Responsibilities:

8.11.5.1. Proposes changes to AFTTP 3-3 that improves combat munitions production in the AF. AFCOMAC conducts training in all phases of combat munitions operations, from planning through on-site production. This training uses representative conventional stockpile assets, to include new munitions entering the active inventory.

8.11.5.2. Maintain IRON FLAG test bed analysis program for current and new/improved munitions, MMHE and computer-based programs. Interface with MMHE Focal Point on related issues, including Munitions LME items.

8.11.5.2.1. Evaluate and test pre-production MMHE and Munitions LME and provides input to the Lead MAJCOM, WR-ALC and the MMHE Focal Point.

8.11.5.2.2. Identify deficiencies and recommend design improvements of legacy and newly designed MMHE and support equipment to assure equipment functions and operates as intended in combat stressed environments and provides input to the Lead MAJCOM, WR-ALC, and the MMHE Focal Point.

8.11.5.2.3. Presents status of evaluations, recommendations and user comments at the MMHE PIWG.

8.11.5.2.4. Reviews MMHE Focal Point priorities and provides input to the Lead Command.

8.11.5.3. Evaluate and recommend doctrinal and procedural proposals to improve combat ammunition production to the board of advisors and assists the Lead MAJCOM in the review of any AFTO Form 22 pertaining to T.O. 11-1-38 and T.O. 11A-1-63.

8.11.5.4. Measure, collect, analyzes, and distributes times recorded to accomplish munitions tasks. Any member of the Lead MAJCOM board of advisors may identify specific tasks to measure during IRON FLAG exercises. Munitions task data collected during AFCOMAC courses/IRON FLAG exercise can be utilized as baseline data to support Munitions Assessment LCOM Tool (MALT) simulations.

8.11.5.5. Maintain student/class production database and provides updated information to Munitions Supervision, unit commander and board of advisors.

8.11.5.6. Manage the Faculty Development Program (Teaching Internship) to train and certify advisors IAW Community College of the Air Force (CCAF) accreditation requirements.

8.11.5.7. Manage the CCAF affiliation program. Ensures basic course attendees and advisor CCAF records are updated and submits the CCAF Affiliate School Annual Report after the approval from maintenance supervision and commander.

8.11.5.8. Establish Air Force student quotas (allocations) by manning authorizations and distribute allocations no later than 30 June of each year. CMSgt and SMSgt slots are established as directed by the Board of Advisors. Allocation and scheduling of AFCOMAC CAPP is IAW **paragraph 8.11.10**.

8.11.5.9. Load quotas in Oracle Training Application (OTA) and update OTA for basic course graduates.

8.11.5.10. Maintain a student database on all course graduates and submit this report to the Lead MAJCOMs during the curriculum review.

8.11.5.11. Maintain a SharePoint site accessible throughout the 2W0 career field that acts as a central point of reference for curriculum schedules, MEP Templates, Site Survey Checklists, TTPs and more. This site is also used to foster career field-wide collaboration.

8.11.6. AFCOMAC Board of Advisors. Comprised of all MAJCOM, AFRC, and NGB functional and Air Staff CFM. Associate members are Chief Enlisted Managers (CEM) from GACP, AFCENT AMMO and AFCOMAC. This committee evaluates the AFCOMAC training courses during the annual curriculum review to ensure optimum support of Air Force mission needs. Through the 9 MUNS, the Board of Advisors:

8.11.6.1. Schedules and host an annual curriculum review to evaluate content and balance of classroom academics and the practical exercise scenario.

8.11.6.2. Presents curriculum review results and course status at the CAF Senior Munitions Manager's conferences and the Worldwide Munitions Manager's conference.

8.11.6.3. Selects specific tasks to measure during IRON FLAG exercises. Any board member may identify tasks to measure.

8.11.7. AFCOMAC organization, structure, and unit level responsibilities are outlined in applicable ACC and unit supplements or instructions.

8.11.7.1. Due to the unique nature of the AFCOMAC mission, the 9 MUNS may be organized differently than operational units to provide an optimal learning environment to support the student population.

8.11.7.2. AFCOMAC is not required to maintain a flightline delivery function except when students establish this function in conjunction with a class practical exercise.

8.11.8. AFCOMAC provides base level munitions support to the 9th Reconnaissance Wing and other base users.

8.11.8.1. Participation in Wing ORE/ORI Inspections will be limited to that assistance required by munitions supply customers.

8.11.8.2. To ensure effectiveness and continuation of this AF level formal training course, AFCOMAC personnel will not participate in unit-level 'operational' exercises or inspections. AFCOMAC shall participate in management and functional type inspections. All means shall be used to ensure AFCOMAC classes are not disrupted.

8.11.9. AFCOMAC Student Munitions:

8.11.9.1. Manage AFCOMAC student munitions as CC-B. In CAS, use "For AFCOMAC Training Use Only" unless a more restrictive CC applies IAW T.O. 11A-1-10. Use of 1500 series tags to identify CC-B student munitions is not required. If assets are shipped all required condition tags will be applied.

8.11.9.2. Munitions are not barrier bagged, desiccant is not used and hermetically sealed containers are not inspected. For that reason, any items requiring such packaging must be considered to have expired shelf/service life.

8.11.9.3. Any munitions assets, used strictly for AFCOMAC student training are exempt from periodic and storage monitoring inspections due to the frequency of inspections conducted during and after each class.

8.11.9.4. To ensure a safe training environment, student munitions are assembled, when possible, with dummy boosters to interrupt the explosive train.

8.11.9.5. The 9th MUNS is authorized to reduce banding from 10 to 2 bands for BLU-109, 7 to 3 bands for MK-84, and 5 to 3 bands for MK-82 palletized bombs and use steel banding in place of galvanized banding.

8.11.10. AFCOMAC CAPP student allocations and scheduling will be managed as follows:

8.11.10.1. All scheduling will be accomplished in the AFCOMAC Scheduling SharePoint site: **https://cs.eis.af.mil/afmunitions/AFCOMAC%20Scheduling%20Site/default.aspx**. All personnel will use the AFCOMAC Scheduling Site SharePoint Instruction Manual, which is located on the site under the "Misc Documents", for all required actions.

8.11.10.2. Each AFCOMAC CAPP course is broken into two Training Periods (TP): TP1 and TP2. TP1 consists of classes -001, -002, -003, and -004. TP2 consists of classes -005, -006, -007, and -008, with the four-digit FY date in front of the class number (e.g. 2011-001, 2011-002).

8.11.10.3. The 9 MUNS will manage the AFCOMAC Scheduling SharePoint site and request Training Line Numbers (TLNs).

EXCEPTION: The -007 classes are designated as Air National Guard/Reserve classes, which will be managed by NGB and AFRC.

8.11.10.4. AFCOMAC CAPP 'by grade' scheduling is as follows:

8.11.10.4.1. Staff Sergeant (SSgt): Allocation of seats and scheduling is done by 9 MUNS. The following criteria will be considered and used:

8.11.10.4.1.1. Time in Upgrade.

8.11.10.4.1.2. Short-Tour assignments (e.g., Korea).

8.11.10.4.1.3. Date of Rank (DOR).

8.11.10.4.2. Master and Technical Sergeant (MSgt & TSgt): Allocation of seats is based on overall MAJCOM end-strength. AFCOMAC will allocate seats to MAJCOMs. MAJCOMs will assign bases for their allocated seats in AFCOMAC Scheduling SharePoint site and ensure these allocated seats are filled.

8.11.10.4.3. Chief and Senior Master Sergeant (CMSgt/SMSgt): Chief and SMSgt scheduling will be based on date of last attendance. 9 MUNS will schedule and notify the MAJCOM FAM and all individuals of required attendance dates.

8.11.10.4.4. Company Grade Officers (CGO): Allocations will be distributed to each MAJCOM based on need.

8.11.11. Responsibilities:

8.11.11.1. 9 MUNS (AFCOMAC) will:

8.11.11.1.1. At the beginning of each FY, provide MAJCOM FMs a complete class schedule with projected allocations for each class.

8.11.11.1.2. Incorporate the SSgt schedule and build the remaining class positions in the AFCOMAC Scheduling SharePoint Site for the current TP.

8.11.11.1.3. At the mid-point of each FY, provide MAJCOM FMs with the projected number of personnel who will exceed their 24-month time in upgrade training requirement at FY end. These personnel will be considered 'surpluses' and form a pool to fill unforeseen vacancies.

8.11.11.1.4. Continually assess availability of funds and billeting and increase class size as appropriate to accommodate and dissolve the surplus. Surplus personnel who cannot be scheduled in a given FY will be prioritized for AFCOMAC CAPP attendance in the next FY.

8.11.11.1.5. Review and process all students marked in AFCOMAC Scheduling SharePoint Site as "Unable to Attend" through responsible MAJCOMs.

8.11.11.1.6. Load allocation in OTA.

8.11.11.2. MAJCOM FMs will:

8.11.11.2.1. Coordinate with 9 MUNS on any students marked in the AFCOMAC Scheduling SharePoint Site as 'Unable to Attend'.

8.11.11.2.2. Submit cancellation notifications for personnel approved for separation or cross training to AFCOMAC through the AFCOMAC Scheduling SharePoint site, 30 days in advance of the Class Start Date (CSD).

8.11.11.2.3. HQ ACC/A4WC is responsible for Active Duty personnel and NGB and AFRC are responsible for Air National Guard/Reserve personnel. These agencies will work with their MAJCOM/A1 to ensure required seat allocations are requested in OTA.

8.11.11.3. Units Commanders/Chiefs will:

8.11.11.3.1. Ensure the Training Manager (TM) updates the AFCOMAC Scheduling SharePoint site.

8.11.11.3.2. Submit requests to the MAJCOM FM with justification to cancel/reschedule any AFCOMAC seat.

8.11.11.3.3. Submit requests to AFCOMAC through the AFCOMAC Scheduling SharePoint site with justification to cancel/reschedule any AFCOMAC CAPP seat NLT 30 days before the CSD.

8.11.11.3.4. Ensure all cancel/reschedule notifications are submitted to AFCOMAC through the AFCOMAC Scheduling SharePoint site for approval and submission NLT 45 calendar days before the CSD.

8.11.11.3.5. Ensure the TM updates cancellations in the AFCOMAC Scheduling SharePoint Site and coordinates with the MAJCOM FM.

Chapter 9

CONVENTIONAL MUNITIONS MANAGEMENT

9.1. Department of Defense Activity Address Code (DoDAAC).

9.1.1. HQ AFMC/A4MW is the focal point for munitions DoDAACs. A DoDAAC as used in this instruction refers to active or contingency munitions accounts.

9.1.2. An installation may maintain more than one conventional munitions account when separate storage areas/facilities exist on the same installation (i.e., War Reserve Stock for Allies). Requests for additional DoDAACs will clearly indicate why it is in the best interest of the Air Force.

9.1.3. Air National Guard (ANG) and Air Force Reserve (AFRC) organizations may establish a DoDAAC at any installation where the ANG or AFRC maintains an active munitions operation.

9.1.4. Establishing a DoDAAC. Lead MAJCOMs, ARC, and NAFs will request establishment, change, or deletion of a DoDAAC IAW AFMAN 23-110, Volume 1, Part 2, Chapter 1, *Air Force DoDAACs, SRANs, And Station Numbers.*

9.1.4.1. Submit requests on-line through the DoDAAC Web Management System at: **https://dodaac.wpafb.af.mil**. Select 'Request DoDAAC', 'Change DoDAAC', or 'Delete DoDAAC' as applicable.

9.1.4.2. Maintain accuracy of DoDAAC information by updating CAS or other applicable systems and coordinating changes with the DoDAAC monitor identified at: **https://dodaac.wpafb.af.mil**. After DoDAAC has been established/changed/deleted, submit addition/change/deletion information to the CAS PMO.

9.1.4.3. If a location is controlled or classified, classify the request appropriately. Controlled addresses are published with 'controlled' as the clear text address. The Lead MAJCOM, ARC, and NAFs will maintain a classified list of their controlled DoDAACs and provide this listing to AF/A4LW, AF/A5R-C, and the GACP whenever updates are accomplished.

9.2. Combat Ammunition System (CAS) Administration. CAS is an unclassified system IAW DoDI 8510.01, *DoD Information Assurance Certification and Accreditation Process (DIACAP).* Roles are assigned to every individual with access to CAS IAW **Table 9.1**, *CAS Roles*.

9.2.1. System Administration (SA) Levels. There are four levels of CAS SA. These levels are: CAS PMO (Functional SA), GACP SA, MAJCOM SA, and the Local (base) SA. Depending upon their level of authorization, the SA has the capability to add, change, or delete a CAS user from the system. The SA also has the ability to assign permissions to each user that specifies which programs and or functional areas may be accessed. In order for the menu to be created dynamically upon user login, the SA must assign permissions using the CAS *User Management* (AMA01A) program to designate specific programs for individual user access. A description of the SA responsibilities is listed below.

9.2.1.1. The CAS PMO is able to assign CAS_USER roles to all levels of CAS personnel. The assignment of the admin role will be accomplished using a tiered method where the CAS PMO will have overall authority. The CAS PMO will be responsible for assigning the CAS_ADMIN-MAJCOM privilege to Lead MAJCOM SAs, who will in-turn be responsible for assigning the CAS_ADMIN-BASE privilege to the local administrators at the bases within the Lead Command domain. When the SA is assigned the CAS_ADMIN role they have the ability to assign the CAS_USER role to anyone at their level and below.

9.2.1.2. CAS Functional System Administrator (FSA) Level. These individuals are assigned to the CAS PMO and are responsible for the administration of the CAS application database. These FSAs will act as the intermediaries for the Defense Information Systems Agency and the CAS functional users. If a problem arises where a database recovery would be required, the FSA will inform DISA of the need for recovery of the database. CAS FSA Administration capabilities in the application software are user management and utilities. The capabilities provided at this level are as follows:

9.2.1.2.1. **Add SPO SA** – Ability to assign the FSA privileges to an individual.

9.2.1.2.2. **Add GACP SA** – Ability to assign ACP privileges to an individual.

9.2.1.2.3. **Add MAJCOM SA** – Ability to assign MAJCOM SA privileges to an individual.

9.2.1.2.4. **Add MASO User** - Ability to assign MASO privileges to the base level MASO.

9.2.1.2.5. **Add General User** - Ability to assign General User privileges to an individual.

9.2.1.2.6. **Add Local SA** – Ability to assign Local SA privileges to an individual.

9.2.1.2.7. **Add GACP User** - Ability to assign IM and System Engineer privileges to an individual.

9.2.1.2.8. **Add MAJCOM User** - Ability to assign MAJCOM User privileges to an individual.

9.2.1.2.9. **Add CAS User** - Ability to assign CAS User privileges to an individual.

9.2.1.2.10. **Update User** - Ability to modify a user's privileges.

9.2.1.2.11. **Delete User** - Ability to delete a user's privileges.

9.2.1.2.12. **View Users** - Ability to inquire into assigned user's privileges.

9.2.1.2.13. **View All MAJCOM DoDAACs** – Ability to view all DoDAACs assigned to a MAJCOM.

9.2.1.2.14. **Utilizes** - The capabilities available for FSA in the application software are as follows:

9.2.1.2.15. **Transaction History Archive** – This option provides the ability to archive data off the system.

9.2.1.2.16. **Base Parameter Update** – Allows the FSA to view and update a DoDAAC's Base Parameter Record. Additionally, this program will allow the administrator to maintain the Training database.

9.2.1.2.17. **View End of Day Batch log** – This option provides the ability to view end-of-day logs by DoDAAC.

9.2.1.2.18. **On Line Maintenance** – Provides the CAS PMO Administrator the capability to change, modify or view data from the System Parameter Table. The Administrator will be able to change, modify or view the CAS-A / CMOS passwords, CAS-A / CMOS IP addresses and the CAS-A / CMOS user fields.

9.2.1.2.19. **DoDAAC Create/Delete Program** - Provides the CAS PMO Administrator with the capability to create and delete a DoDAAC.

9.2.1.2.20. **Manual Record Processing** - This option provides the ability to perform Load, Update and Delete functions of Asset, Custody and DIFM records.

9.2.2. Appointment of Lead MAJCOM SA. The Lead MAJCOM A4W or A4M (or equivalent) will appoint a primary and alternate Lead MAJCOM CAS administrator in writing. A copy of the appointment memorandum will be provided to the CAS PMO. The appointment memorandum will be validated annually. When the primary or alternate administrator is relieved of his/her duties, a new appointment memorandum must be accomplished identifying the successor and will reference the superseded memorandum.

9.2.2.1. Upon receipt and validation of the appointment memorandum the CAS PMO will assign the CAS Admin-MAJCOM role to the Lead MAJCOM SA identified in the memorandum. Once the Admin-MAJCOM role is assigned to the Lead MAJCOM SA and appears in the SA's Air Force Portal, he or she will then be able to access the AF portal link. This will not grant access to the CAS application. The Lead MAJCOM SA will then have to be loaded to the CAS application using the Admin menu, user management option in the application software to be able to access the application software.

9.2.2.2. The Lead MAJCOM SA will be the point of contact (POC) for all matters relating to the CAS application. The primary or alternate administrator is granted unique roles; therefore, as a minimum, one of the appointed administrators must be available to support daily CAS operations. In the event a unit is unable to successfully contact their MAJCOM representative the SPO SA at Gunter AFB may be contacted for assistance in granting privileges needed at the base level unit.

Table 9.1. CAS Roles.

Trusted Officials Authorized to Assign the GCSS-AF CAS ROLES						
Roles **Trusted Official**	**CAS SPO CAS_Admin**	**CAS SPO CAS_User**	**MAJCOM CAS_Admin**	**MAJCOM CAS_User**	**BASE CAS_Admin**	**BASE CAS_User**
GCSS-AF SA	X					

CAS_SPO SA		X	X	X	X	X
CAS_MAJCOM SA				X	X	X
CAS_BASE SA					X	X

CAS: entry is a container under which the roles fall and has no function for any users.

CAS-Admin: Administrator privilege for the SPO FSA who provides the ability to assign the portal link to MAJCOM or base level users.

CAS-Admin-MAJCOM: Administrator privilege for the MAJCOM SA who provides the ability to assign the portal link to MAJCOM users, base administrators or local users within their command.

CAS-Admin-Base: Administrator privilege for the Local Base SA who provides the ability to assign the CAS portal link to base level administrators and users.

CAS-Users: privilege that allows access to the CAS application.

9.2.2.3. Lead MAJCOM System Administration. The Lead MAJCOM SA is responsible for the users assigned to the bases they support. They provide administrative privilege to trusted users in order to perform system administrative functions at their locations. By granting access, the SA's are entrusting the security of the system to individuals assigned. The MAJCOM SA can load CAS roles to MAJCOM users and base users within their command in the application software. The Local Base System Administrators will be appointed in writing and a copy of the appointment memorandum will be provided to the MAJCOM SA (see **paragraphs 2.6.9** and **7.2.5.2**).

9.2.2.3.1. Once the MAJCOM SA has validated the appointment memorandum, the MAJCOM SA assigns the CAS Admin-Base role to the local Base SAs within their command. The user will still need to be granted access to the application software using Administration menu, user management.

9.2.2.3.2. The MAJCOM SA is granted privileges to add, change, or delete MAJCOM or base level users and administrators within their commands. The MAJCOM SA will grant the primary and alternate base level administrator their roles in the CAS application, once their GCSS-AF IF logins are assigned.

9.3. Munitions Reports.

9.3.1. CAS is the Air Force's munitions accounting and reporting system and the source for reporting munitions asset data.

9.3.2. Manual reporting of munitions data in any format is discouraged. CAS provides worldwide visibility of AF munitions assets and shall be used at every level.

9.3.3. AF/A5R-C provides the priority build sequence to the GACP. This build sequence will be the basis for prioritizing CR munitions data in CAS.

9.4. CAS Managed Material.

9.4.1. Items meeting the definition of AFPD 21-2, *Munitions* and AFI 21-200 will be managed using CAS for the purpose of Air Force accountability, reporting, requisitioning, transportation, inventory control, and maintaining related IDR.

9.4.1.1. Items will not be managed in CAS or by the MASO for local operational or functional convenience.

9.4.1.2. If there is a question whether an item is managed in CAS, contact the GACP via the CRM.

9.4.1.3. AF/A4LW makes final determinations on non-explosive and inert items, or may designate other items/assets to be managed in CAS to meet operational or supply chain requirements.

9.4.2. Any item considered for CAS management by an IM or system manager must obtain approval by the appropriate functional manager below:

9.4.2.1. AF/A4LW for air-munitions, strategic missile components, NWRM, associated munitions/ explosive assets, and specific designated equipment items.

9.4.2.2. The Air Force Security Forces Center (AFSFC/SFXW) for ground munitions.

9.4.2.3. The Air Force Civil Engineering Agency (AFCEA/CEXD) for explosive demolition materials.

9.4.3. The FSC and stock number of an item do not in themselves determine the system of supply management (i.e., CAS or SBSS) or whether an item is a munitions asset. End item usage, hazard characteristics, maintenance characteristics, security/sensitivity, supply chain, and source of supply are the primary considerations.

9.4.4. Annually, 30 calendar days prior to the end of year stockpile reconciliation closeout, the GACP will access the AF Supply Central DataBase (AFSCDB) Discoverer application to perform query operations from the legacy Standard Base Supply System (SBSS) to determine if munitions managed assets are on Air Force Base Supply records.

9.4.4.1. To gain access to AFSCDB, the GACP submits DD Form 2875 to the Hill AFB Base Supply activity (75 LRS/LGRMLM).

9.4.4.2. If munitions assets are identified or suspected to be on SBSS records, they will notify the DoDAAC to take appropriate action with base supply to research these assets and transfer assets from the FB to FV account.

9.4.5. Annually, 30 calendar days prior to the end of year stockpile reconciliation closeout, the GACP will perform query operations in CAS/AMST to determine if supply managed assets are on Air Force munitions accountable records. If supply assets are identified or suspected to be on munitions accountable records, the GACP will notify the DoDAAC to take appropriate action with base supply to research these assets and transfer assets from the FV to FB account.

9.5. Munitions Inter-Service Release Procedures. Ensure ammunition and explosive items are not released to agencies or individuals outside the Air Force unless all the following conditions are met:

9.5.1. Assets required by a sister service to meet contingency, emergency, or special (non-routine) needs and the request is made through command channels.

9.5.2. Lead MAJCOMs develop inter-service reimbursement/replacement procedures for munitions expenditures.

9.5.3. Additional munitions will not automatically be allocated to MAJCOMs based upon loan to and/or subsequent expenditure by another service or DoD component.

9.5.4. The Joint Materiel Priorities and Allocations Board (JMPAB) will be the final authority in resolution of any remaining issues between the services.

9.5.5. If redistribution of munitions is requested or required during joint operations (exercise or contingency), the NAF (TACP/RACP) or Lead MAJCOM establishes and coordinates requirements with AF/A5R-C (air-munitions) or AF/A4LW (ground munitions).

9.5.5.1. Air Force air munitions will not be released to agencies outside the AF without AF/A5R-C approval. Air Force ground munitions will not be released to agencies outside the AF without AF/A4LW approval. SOF unique Major Force Program (MFP)-11 air and ground munitions will not be released to agencies outside the AF or non-AFSOC AF units without HQ AFSOC/A4 approval.

9.5.5.2. Munitions may be released to agencies performing contracted Air Force functions (i.e. EOD, SFS, range clearing etc.) only when the munitions requirements have been validated by the MUFM with responsibility for that functional area.

9.5.5.3. Contractors may be custody account custodians if an Air Force organizational commander or Civilian (GM/GS) Division Head has appointed them on AF Form 68 IAW this instruction.

9.5.5.4. Combatant Commands release Air Force munitions to agencies outside the Air Force IAW DSCA Manual 5105.38-M, *Security Assistance Management Manual (SAMM) and* CJCSI 4120.01B, *Uniform Materiel Movement and Issue Priority System – CJCS Project Codes and Materiel Allocation Policies During Crisis and War.*

9.5.5.5. Annotate all shipping documents with "Released IAW JMPAB direction", and attach copies of authorizing correspondence to the documents.

9.6. Foreign Military Sales (FMS) - Responsibilities for Munitions.

9.6.1. FMS is a DoD program managed by the DSCA and governed by DoD 5105.38-M. FMS is a government-to-government method for selling U.S. defense equipment, services, and training. The DSCA website at: **http://www.dsca.mil** provides guidance and information to DoD components and Combatant Commands on FMS policy and publications for Security Assistance and compliance with the Foreign Assistance Act (FAA) and the Arms Export Control Act (AECA).

9.6.2. The Air Force implements security assistance programs IAW AFMAN 16-101, *International Affairs and Security Assistance Management* under the direction of the Deputy Under Secretary of the Air Force, International Affairs (SAF/IA).

9.6.3. Air Force Security Assistance Center (AFSAC) provides centralized planning, development, coordination, and administration of AF FMS cases. AFSAC assigns FMS Case Managers which generally reside within AFSAC.

9.6.4. The FMS Case Manager coordinates all activities associated with the FMS case between numerous agencies including SAF/FMB concerning agreement, method, and date of reimbursement (if any). FMS Case Managers must ensure shipment and disposition costs for FMS munitions are included in the cost and reimbursement structures, process, and agreements with FMS customers.

9.6.5. The Deputy Chief of Staff (DCS) for Installations, Logistics, and Mission Support (HQ AF A4) assesses the impact of security assistance requirements on logistics support of Air Force assets. HQ AF A4 coordinates on documents transferring these assets to customers.

9.6.6. AF/A4LW provides action officer review of all FMS cases to sell, lease, or loan munitions, missiles, and ammunition articles or munitions related services to a foreign government or international organization.

9.6.6.1. Conventional munitions will not be released to foreign entities outside the AF without AF/A4LW coordination and AF/A5R-C approval.

NOTE: Units/organizations working potential FMS issues are strongly encouraged to contact A5R-C as early in the process as possible in order to minimize delays or other to address other issues that may impact the approval process.

9.6.6.1.1. The GACP is the focal point for gathering all FMS requests for release from current AF munitions stocks.

9.6.6.1.2. The GACP Stockpile section is authorized to release non-PGM assets from current AF stock that are above 130-percent supportable.

9.6.6.1.3. The GACP Stockpile section will compile all other requests and forward for approval to AF/A4LW for ground-munitions or AF/A5R-C for air-munitions.

9.6.6.2. Requests that originate at the Service/Agency level, will be coordinated by AF/A5R-C (air-munitions) or AF/A4LW (ground munitions).

9.6.7. The GACP responds to direction from SAF/IA, AFSAC or AF/A4LW to source munitions for release or shipment in support of approved FMS cases.

9.6.7.1. Delivery of FMS assets to foreign governments may be time sensitive. The GACP sources assets by first coordinating with the requesting MAJCOM or NAF munitions staff to ensure timely direction of FMS shipments. FMS shipments are processed IAW **paragraph 7.17.7**.

9.6.7.2. Munitions designated for FMS, tests, training, and operations conducted by MOA/MOU are allocated under CAT Code N. Refer to the annual PCAR memorandum distributed by the GACP.

9.6.8. The MAJCOM munitions staff (or equivalent) interacts and advises the MAJCOM Foreign Disclosure Office (FDO) on issues related to sale, lease, or loan of munitions, missiles, and ammunition articles or munitions related services to a foreign government or international organization within their AOR.

9.6.8.1. When requests for munitions originate from a foreign government or international organization within the MAJCOM AOR or theater, follow procedures outlined in AFMAN 16-101 to initiate an FMS case.

9.6.8.2. When a current ACSA or other formal agreement (i.e., LOA/MOA) has been previously coordinated and approved for munitions, follow the direction provided in the agreement.

9.6.9. Any release of classified or controlled unclassified munitions, technical data or scientific information to foreign governments or international organizations must be approved by a designated disclosure authority (refer to AFI 61-204).

9.6.9.1. Requests/proposals to release classified or controlled unclassified munitions, technical data, or information should be referred to the MAJCOM FDO.

9.6.9.2. When requests/proposals exceed MAJCOM FDO delegated authority, the MAJCOM FDO will coordinate requests with the Disclosure Division, AF/IAPD.

9.7. Munitions User Functional Managers (MUFMs). Each functional community with munitions requirements (e.g., Security Forces, EOD, Operations, Civil Engineering, Logistics Plans, Services, Chaplains, Maintenance) within the Lead or Supported MAJCOM (or NAF) appoints a MUFM to manage functional user requirements, forecasting, and allocation. See Functional User Codes (FUC) posted on the GACP website. MUFM responsibilities include:

9.7.1. Being knowledgeable of appropriate requirements forecasting documents to derive requirements for their functional areas, which may include:

9.7.1.1. AFI 11-212, *Munitions Requirements for Aircrew Training*.

9.7.1.2. AFCAT 21-209 Volume 1, *Ground Munitions* and GMAT for Ground Munitions on the GACP website.

9.7.1.3. AFCAT 21-209, Vol. 2, *Demolition Munitions* and GMAT for Demolition Munitions on the GACP website.

9.7.1.4. *Air Force Standard for Non-Expendable Air Munitions Training Authorizations*.

9.7.1.5. Requirements forecasts may also be derived from Air Force planning documents (e.g., OPLAN/CONPLAN), past expenditure history, Unit Committed Munitions Lists (UCML); test, training, or bed-down plans.

9.7.2. Complete review of the AF MUFM Training Guide located on the AFMC2 site.

9.7.3. Following guidance published in the annual PCAR memorandum published by the GACP.

9.7.4. Being familiar with and understanding munitions requirements CAT Codes defined in the annual PCAR memorandum, Requirements Codes.

9.7.5. Requesting and maintaining access to and be knowledgeable of the AMST FAM.

9.7.6. Managing munitions forecasts and allocations within their functional area.

9.7.6.1. Performing as the central focal point for all munitions requirements for base-level users assigned to or within their functional areas.

9.7.6.2. Tasking each subordinate unit to develop and submit requirements to the MUFM or the MUFM may centrally develop their functional requirements.

9.7.6.2.1. If the MUFM does not develop functional requirements centrally, notify and direct subordinate units to seek assistance from the Munitions Accountable Systems Officer (MASO) to developing their forecast for submission to the MUFM.

9.7.6.2.2. The MASO validates that DoDAAC forecasts were input, but does not validate their functional area requirements.

9.7.6.3. Developing (e.g., collecting, consolidating and validating) their functional area munitions requirements forecasts and submitting the consolidated forecast.

9.7.6.4. Validate all unit and consolidated forecasts for accuracy and completeness.

9.7.6.4.1. Submit forecasts in the AMST FAM on the GACP website for inclusion in the 5-year munitions forecast.

9.7.6.4.2. Validate data elements such as CRC, DODIC, and NSN on the consolidated forecasts using the capabilities of the FAM module.

9.7.6.4.3. Seek assistance from the MAJCOM (or NAF) munitions staff (or equivalent) to build and submit forecasts. The munitions staff does not validate other functional area requirements.

9.7.6.4.4. Be able to justify increases or decreases to AFSFC/SFXW) upon request.

9.7.6.4.5. Coordinate and submit OOCR and ATR when requirements change, transferring allocations within their functional area, and for munitions availability according to **paragraph 7.5.2.5**.

9.7.6.4.6. Once allocations are released, finalize all theater/command positioning decisions in AMST prior to the MMP GAP working group convening.

9.8. The Munitions Requisitioning System. See **paragraph 7.7**.

9.9. Disposition of Munitions.

9.9.1. ALC Product Group Managers will conduct an annual stockpile analysis to identify serviceable excess assets following requirements determination through the NCAA process. Disposition of serviceable excess assets will be determined during the TAMP and DLAR processes and prioritized for movement in the annual GAP and MMP.

9.9.2. The PGMs directs redistribution via a RDO of excess serviceable items to satisfy worldwide requirements. These RDOs will be coordinated with the Lead/Supported MAJCOM or NAF.

9.9.3. PGMs shall receive and process ADRs via the automated ADR system on the GACP website.

9.9.3.1. The PGM will establish a central ADR processing function to ensure alternative uses of reported munitions are fully considered before authorizing disposal of non-hazardous munitions.

9.9.3.2. Processing function personnel should be experienced in munitions manufacture, use, storage/transportation, inspection, accountability, and stockpile management.

9.9.3.3. The appropriate AF DDA will provide disposition instructions within 60 calendar days after receipt of an ADR. These instructions may direct shipment of non-

hazardous munitions to any of the following locations: a base from a different MAJCOM; a storage location; a repair/recovery/ recycling facility; an Army or Navy location; a FMS destination; or (as a last resort) a TTU.

9.9.3.4. The DDA will maintain a record of all ADRs IAW with the AF RDS in AFRIMS to provide details of individual evaluations upon request.

9.9.4. The Product Group Managers, GACP, Hill AFB and Robins AFB are the DDA for the Air Force. The SMCA is the DDA for the DoD.

9.9.4.1. As defined in the MMR, they are the only persons who are authorized to identify military munitions items as WMM.

9.9.4.2. Hazardous munitions items designated by EOD as Level 1 or Level 2 do not require DDA approval prior to emergency disposal.

9.10. GACP Commercial Off-the-Shelf (COTS) Procedures.

9.10.1. Munitions System Management. Determination for management through the munitions system is made by the PM.

9.10.1.1. This determination is based on the ability to assign an existing (like item) T.O., obtain SPI, account for items through CAS, budgeting and procurement requirements, and the ability to provide disposition for unserviceable and excess items.

9.10.1.1.1. Because munitions items are centrally procured assets, they are generally prohibited from local purchase. Units can be authorized to locally procure munitions items with PM approval, however, to do so, the PM must provide the procurement funds, therefore, the PM must consider provisions of AFI 65-601, Vol. 1, *Budget Guidance and Procedures* related to local purchase (LP) of centrally procured items when making these decisions.

9.10.1.1.2. When the PM has approved a waiver for local purchase of centrally procured items, and the local base supply officer (MASO for munitions) approves the transaction, use customer funds for initial and follow-on procurement.

9.10.1.2. If the PM determines requested munitions are not manageable within the munitions system, the request may proceed for interim HC and NNMSB safety certification.

9.10.2. NNMSB Certification. COTS munitions purchase request data packages will be reviewed by GACP CMPM for completeness to provide the NNMSB with sufficient information to certify COTS munitions for Air Force use. If additional data is required, NNMSB member(s) will coordinate through GACP CMPM.

9.10.3. HC includes assigning hazard class and division, compatibility group, UN number, and explosive weight. An IHC or HC must be assigned prior to placing munitions into operational service.

9.10.3.1. The Air Force Safety Center assigns final HC for Air Force munitions upon completion of formal testing and/or analysis IAW T.O. 11A-1-47.

9.10.3.2. IHC requests are submitted through the GACP website. An IHC will be issued for a period of one year. Extensions may be granted provided the requesting unit provides

complete justification and has submitted data to the CMPM to obtain a final hazard classification.

9.10.3.3. COTS munitions packages disapproved for IHC or final HC will be returned to the requesting unit. COTS munitions with expired IHC will not be used until revalidated or final HC is approved.

9.10.4. Bird Aircraft Strike Hazard (BASH) Program. The GACP and the NNMSB approves BASH munitions using the procedures prescribed in **paragraph 7.24.8.5** and **9.10.2**.

9.11. Conventional Munitions Product Assurance Management.

9.11.1. Life-Cycle Management Concept - Introduction: Product assurance concerns exist from the inception of a munitions item until it is properly disposed. With this in mind, personnel at all echelons are stakeholders in the process. This entails proper design, life cycle testing, the inspection process and reporting of discrepancies. These procedures are essential for establishing the foundation of product assurance for munitions.

9.11.1.1. All higher headquarters and management activities with units that use conventional munitions items have product assurance duties:

9.11.1.1.1. Ensure subordinate organizations establish viable product assurance programs according to **paragraph 3.1** and use PQDR, AFTO Form 22, AFTO Form 102 or alternative electronic means to identify munitions reliability, maintainability, or deficiency concerns to the responsible AFMC ALC.

9.11.1.1.2. Screen safety and accident investigation reports and ensures any munitions issues are referred to the appropriate ALC.

9.11.1.1.3. Ensure procedures to monitor and survey condition of munitions in storage and service are complied with.

9.11.1.1.4. Evaluate skills and personnel who conduct product assurance and identify training requirements to the Career Field Manager (CFM) and AETC during the U&TW.

9.11.1.1.5. Review reliability and maintainability reports from the ALCs and determine minimum acceptable performance criteria below which munitions have no identifiable combat utility. Coordinate with HQ AF and the responsible ALC to remove from service and inventory, or restrict to training use only, those items that fall below established combat performance criteria.

9.11.1.1.6. If charged with developing mission need statements, ensure to indicate assets must be made available for life-cycle testing. Also, incorporate design and inspection desires to ensure asset reliability while minimizing manpower impacts.

9.11.1.1.7. Participate in forums and working groups to resolve product assurance problems.

9.11.1.1.8. Assess the effectiveness of munitions product assurance programs during unit-level surveillance visits.

9.11.1.2. AFMC has the primary responsibility for munitions product assurance to include:

9.11.1.2.1. Ensuring resource allocation to support product assurance commensurate with the importance of high quality and reliable munitions.

9.11.1.2.2. Investigating munitions deficiencies reported by using commands and units. Report reliability and maintainability results from investigations and surveillance testing to using commands. The ALCs will establish tracking systems to monitor trends and analyze data. The ALCs will provide MAJCOMs and other customers with reports to provide results of the data analysis.

9.11.1.2.3. Establishing, maintaining, and managing technical information and content for inspecting, testing, storing, maintaining, handling, transporting, packaging, preserving, disposing, reconditioning, modifying, renovating and containerizing conventional munitions.

9.11.1.2.4. Ensuring surveillance is maintained over Air Force munitions stored by other Services. This includes ensuring the storing service is properly using allocated funds to store, inspect and maintain munitions.

9.11.1.2.5. Conducting surveillance visits to other services' storage sites containing Air Force assets every 2 years to determine the effectiveness of their munitions product assurance program. At the end of surveillance visit, conduct an out briefing with the other services' representatives to discuss noted deficiencies. Furnish a detailed written report of the surveillance visit to the agencies responsible for storage site. Report will identify all deficiencies, their main causes, recommended changes, training requirements and personnel contacted during the visit. Furnish the Air Staff, Lead MAJCOMs and the ARC a copy of the written report on the status of the Air Force stockpile stored at other services' sites.9.11.2. Product Design.

9.11.2.1. Design Considerations.

9.11.2.1.1. Product assurance for conventional munitions must begin during the conceptual phase of the acquisition process and be continued throughout the life-cycle of the item.

9.11.2.1.2. Munitions agencies ensure consideration is given to the operating environment faced by munitions. Munitions are stockpiled for extended periods, withdrawn, and cycled from a ready state back to storage numerous times before finally being employed or disposed of. In the case of some munitions, electrical continuity tests or power-on operations may be a part of this cycling.

9.11.2.1.3. Munitions require a dual consideration of reliability. Munitions must perform their mission on demand (performance) and must not function prematurely, inadvertently, or in some other unexpected manner (safety). Both aspects of reliability must be monitored and stringently controlled to ensure combat readiness is maintained and unintended personnel injury or property damage is prevented.

9.11.2.1.4. Future maintenance requirements, such as component access for periodic inspection requirements, must be considered in the design stage. Additionally, adequate attention must be given to packaging, handling, storage, and transporting requirements, to include explosive HC for transportation and storage as well as the operational (ground handling/storage and flying) environment. Design criteria must

also include environmental protection issues for consideration during daily use and for disposal purposes.

9.11.2.1.5. Accurate configuration control of the items must be maintained. Changing NSNs of an item after modifications or TCTO changes promotes configuration control.

9.11.2.1.6. Ensure throughout the munitions item life-cycle that accurate configuration control of the item engineering design is maintained.

9.11.2.1.7. During design phase, consideration must be given to the future need to demilitarize/dispose of the item and, where possible, materials are selected that make this process easier. Lean towards reclamation potential as much as possible.

9.11.2.1.7.1. AFMC implements Design for Demilitarization 'DEMIL' (DFD) as an acquisition initiative into the systems engineering process for all newly developed ammunition items and those undergoing engineering changes or renovation and maintenance.

9.11.2.1.7.2. Military Service material developers will follow guidance and best management practices provided by SMCA, to influence ammunition design in order to facilitate 'DEMIL' operations. The goal is to increase R3, reduced execution cost, minimized reuse/disposal costs, enhanced safety, and environmental compliance.

9.11.2.1.7.3. Provide representatives from both the acquisition and 'DEMIL' functional areas to participate in the DFD program.

9.11.2.1.8. Provide Technical Data packages for newly fielded conventional ammunitions and components to allow characterization and development of DEMIL plans and technologies.

9.11.2.2. Initial service life and shelf life dates for munitions are based on design, manufacturing processes, materials and performance testing.

9.11.3. Product Assurance Procedures.

9.11.3.1. Product Assurance Reporting.

9.11.3.1.1. All Munitions Squadrons, Flights, Elements and Munitions-using organizations have key product assurance responsibilities to formally report any/all conditions that could lead to injury or prevent a munitions item from functioning properly. Reporting methods are outlined in **paragraph 3.1.1**.

9.11.3.1.2. Munitions-Managing Organizations.

9.11.3.1.2.1. Report to munitions-using organizations by official e-mail anytime munitions items are placed into a suspended or restricted status.

9.11.3.1.2.2. Report back to the submitting organization within 72 hours upon receipt of a PQDR. Acknowledge receipt of PQDR and provide any additional information regarding resolution of problem.

9.11.3.1.2.3. If involved in the investigation of an accident or incident involving munitions, provide an initial assessment to other potential users of the asset.

9.11.3.2. Munitions Inspections and Surveillance:

9.11.3.2.1. Munitions activities and munitions-using organizations perform required inspections IAW **paragraph 3.1.1**.

9.11.3.2.2. Munitions-Managing Organizations.

9.11.3.2.2.1. Issue special and one-time inspection guidance and procedures as required.

9.11.3.2.2.2. Ensure product assurance responsibilities are met for munitions items managed by other services.

9.11.3.3. Mishap and Incident Investigations. The GACP maintains a MRRT of personnel knowledgeable in all aspects of munitions and capable of responding to munitions incidents. Procedures for contacting team are provided in **paragraph 2.5.20.1**.

9.11.3.4. Testing. Most munitions are 'one-shot' devices. Reliability for 'one-shot' devices with time-dependent failure characteristics cannot be measured absolutely. Therefore, inferences must be made on reliability and useful life based on observing the performance of representative samples.

9.11.3.4.1. Munitions-managing organizations ensure procurement of munitions items includes sufficient quantities for surveillance and aging testing throughout the forecast life-cycle of the item. Also ensure procurement includes sufficient assets for explosives safety and disposal testing.

9.11.3.4.2. Ensure munitions test information and all available historical data (ADR, PQDR, CAS Inspection History, etc) is used to periodically update munitions performance and reliability data and revise munitions inspection and surveillance intervals in appropriate technical data.

9.11.3.4.3. Product Development Testing. Good documentation of item performance during product development testing is essential to long-term product assurance.

9.11.3.4.3.1. Ensure Explosive HC test data and detailed performance data are incorporated in munitions surveillance plans.

9.11.3.4.3.2. Ensure Lot Acceptance Test (LAT) data is captured and incorporated in surveillance plans.

9.11.3.4.4. Surveillance Testing. Surveillance testing is intended to detect and measure the gradual changes in munitions before those changes cause the item and/or system to fail. Predicting future changes based on current measurements allows shelf life and service determinations. While operational tests and training events demonstrate whether a munitions system functioned or not, little useful surveillance information is usually obtained.

9.11.3.4.4.1. Perform failure analysis testing if necessary to isolate causes of munitions failures and to determine if problem is widespread.

9.11.3.4.4.2. Perform periodic testing of munitions to assess the impacts of aging on item reliability and performance. Testing should not only include those explosive components which suffer from chemical deterioration but any

component of the munitions system which is critical to system operation and safety.

9.11.3.4.4.3. Match test frequency to predicted item deterioration or to impact of item failure. When determining what munitions to test, consider high flight-hour accumulation of certain assets.

9.11.3.5. Reliability Assessment and Product Deficiencies.

9.11.3.5.1. Product Assurance Standards.

9.11.3.5.1.1. Munitions-using and munitions-managing organizations establish performance and reliability standards during item development. Document the performance standards in Mission Needs Statements (MNS) and Capability Production Document (CPD) as well as surveillance test plans.

9.11.3.5.1.2. If determined appropriate, negotiate product warranties and guarantees with the item developer. Manage the warranted item to ensure warranty conditions are not violated and conduct surveillance testing of the item prior to warranty expiration to insure it meets warranted standards.

9.11.3.5.2. Product Assessment.

9.11.3.5.2.1. Munitions-management organizations gather munitions performance information from all available sources in reaching a product reliability assessment.

9.11.3.5.2.2. Compile information from munitions inspections conducted by both munitions-using and managing organizations.

9.11.3.5.2.3. Ensure performance reports are received from operational evaluations of combat weapon systems and a solid review is conducted.

9.11.3.5.2.4. PQDRs provide useful information about the failure modes of an item and organizations are required to use the PQDR process to identify munitions failures and discrepancies.

9.11.3.5.2.5. Surveillance testing will continue to provide the bulk of product assurance information and a test program must be conducted periodically throughout an item's service life.

9.11.3.5.3. Product Analysis.

9.11.3.5.3.1. Use actual test data when available for reliability determination and service life prediction.

9.11.3.5.3.2. Long Range Services Life Analysis (LRSLA) is a structural failure prediction model, which assists in establishing the service life of missile propulsion systems. Other computer models are coming into use to assist in determining reliability and service life of other conventional munitions items and their use is strongly encouraged.

9.11.3.5.3.3. If product performance has changed, (e.g., range, accuracy, lethality, etc.) ensure using commands and the Joint Munitions Effectiveness Manuals (JMEM) group are made aware of the current level of performance.

9.11.3.5.4. Product Deficiency. When munitions are reported (through any means) to the PM or IM as deficient through inspection, testing, failure or any other means, a number of actions become possible.

9.11.3.5.4.1. Item(s), SN(s), or lot number(s) restriction or suspension.

9.11.3.5.4.1.1. Restriction or suspension of a munitions item is usually an interim action until one or more of the actions listed in **paragraphs 9.11.3.5** are taken.

9.11.3.5.4.1.2. Restrict an item when it does not conform to all specifications but is still serviceable for certain applications.

9.11.3.5.4.1.3. Suspend an item when its true condition is not known, it is determined unserviceable, or its service life has expired. Additional information on CCs for munitions is contained in T.O. 11A-1-10.

9.11.3.5.4.2. Warranty Action.

9.11.3.5.4.2.1. If a deficient item was procured with a manufacturer's warranty, invoke the warranty.

9.11.3.5.4.2.2. Ensure appropriate program management personnel are aware of warranty conditions and expiration dates.

9.11.3.5.4.3. Accept deficiency - adjust service life. Occasionally the munitions-using and managing organizations will reach agreement that a munitions deficiency is too costly to correct, the asset is too mission-critical to restrict, or has insufficient impact on system performance to warrant correction.

9.11.3.5.4.3.1. If appropriate, adjust the service life of the item or the use restriction code.

9.11.3.5.4.3.2. If the deficiency changes the performance of a system, ensure all appropriate technical manuals are updated with the correct information.

9.11.3.5.4.4. Initiate product improvement program. The decision to correct an item deficiency is jointly reached by the munitions-using and managing organizations.

9.11.3.5.4.5. Dispose or retire an item. Munitions items that have reached the end of their service life, as well as those of questionable reliability, must be retired from the inventory.

9.11.4. Additional Product Assurance Responsibilities.

9.11.4.1. Lead MAJCOM. All munitions items have a designated Lead MAJCOM. AFMC is the Lead MAJCOM for most munitions items, however, ACC, AFSOC, and AMC have specific Lead MAJCOM responsibilities for munitions due to Operational Test & Evaluation (OT&E) requirements for emerging systems and unique SOF or MAF requirements. These Lead MAJCOMs will:

9.11.4.1.1. Ensure that munitions concerns are closely worked with the managing organization until resolution.

9.11.4.1.2. Identify to the GACP, munitions items that are obsolete so disposition actions can be initiated.

9.11.4.2. Munitions/Missile PIWGs are conducted by the Munitions Product Group IAW AFI 21-118, *Improving Air and Space Equipment Reliability and Maintainability*, Chapter 3 to improve product reliability and maintainability. Minimum PIWG membership composition includes the single manager(s), system support manager(s), Lead Command Executive Agent, and a representative from each of using command.

9.11.5. Requests to Modify Inspection Interval Requirements.

9.11.5.1. Requests to change inspection/surveillance intervals for munitions items may require T.O. changes. Submit these requests using AFTO Form 22.

9.11.5.1.1. Do not submit requests on items under warranty. Requests must be inclusive of the NSN and not individual lots or local storage or handling conditions.

9.11.5.1.2. Requests will include Lead MAJCOM coordinated data and justification to increase or decrease in inspection or surveillance requirements. ***EXAMPLE:*** Surveillance interval data, quantity of items inspected, defects discovered, type of defects discovered, defect rates, number of ADR submitted, number of QDRs submitted, etc.

9.11.5.1.3. Once coordinated by Lead MAJCOM munitions staffs, the Lead MAJCOM forwards the AFTO Form 22 to the GACP who will then forward the request to the appropriate office for evaluation. The ES will respond to these requests using normal AFTO Form 22 response procedures.

9.11.5.2. Procedures above do not preclude Air Staff or Lead MAJCOM from requesting broad management analysis or review of munitions items or an item series for special review or analysis based on prevailing field conditions. These requests should be fully supported by field level data and information.

Chapter 10

WAR READINESS MATERIEL (WRM) MUNITIONS

10.1. General. WRM munitions are required to support wartime activities listed in the AF War and Mobilization Plan (WMP) until the industrial base meets wartime demands. The forward presence stressed in the defense planning guidance (DPG) demands WRM munitions to be stored or moved quickly to critical areas. WRM munitions are pre-positioned at operating bases, dispersed in areas of responsibility, placed aboard APF vessels, and stored at selected units and depots for surface or air deployment.

10.1.1. Refer to **Attachment 1**, Glossary of References and Supporting Information for definitions of the War Mobilization Plan (WMP), Vol. 1 through Vol. 5, Logistics Feasibility Analysis Capability (LOGFAC) , WCDO, NCAA, TAMP, and DLAR.

10.1.2. Refer to **paragraph 3.6** for instructions and guidance on classifying information used, controlled, or produced from manual or automated munitions systems.

10.2. Positioning Objectives. The NAF/Lead Command will provide units with WRM munitions positioning objectives using the WCDO for wartime requirements. AFI 25-101, WCDO procedures will be used. In addition, the most recent NCAA CTR pre-positioning objective for each theater will be used. For OCONUC Component MAJCOMs (USAFE, PACAF, and AFCENT) this is the CTR Starter Stock. For other MAJCOMs this is the CTR for all theaters supported.

10.3. War Consumables Distribution Objective (WCDO).

10.3.1. The WCDO is developed in LOGFAC where the Air Force WMP-4 resides. The NCAA interfaces with LOGFAC. LOGFAC distributes the NCAA theater requirement to operating bases and results are published on the unit WCDO. In addition to the information below, refer to the WCDO process outlined in AFI 25-101.

10.3.2. For all WRM commodities, including munitions, the WCDO serves as the theater positioning objectives for each DoDAAC.

10.3.3. The WCDO provides authorizations for starter stock munitions to support OPLAN execution.

10.3.4. Operations, munitions, plans, and intelligence functions cooperate to produce the theater WCDO.

10.3.4.1. The NCAA establishes munitions requirements. AF/A5R-C provides NCAA theater requirement interface file to the LOGFAC SPO for inclusion into LOGFAC. The MAJCOM/NAF logistic planners in coordination with Operations distribute the NCAA CTR to build the theater WCDO.

10.3.4.2. MAJCOM/NAF logistics planners produce and coordinate the WCDO prior to distribution to unit WRM managers and the MASO. The theater WCDO will match the NCAA CTR for the given theater.

10.3.5. Munitions WRM distribution and realignment is performed through the GAP process IAW **Chapter 15**.

10.4. WRM Munitions Financial Accounting.

10.4.1. In addition to the below information, refer to AFI 25-101 for additional guidance and procedures.

10.4.2. The MAJCOM (including ARC) munitions staff (or equivalent) advises the MAJCOM A4 Resources Division on command/theater O&M WRM munitions budget requirements.

10.4.3. The MAJCOM Program Element Manager (PEM), in coordination with its FMB, distributes WRM funds to authorized base-level activities, monitors fund disbursement, and expenditure and recommends reprogramming actions.

10.4.4. The MAJCOM PEM validates unit unfunded or unprogrammed requirements.

10.4.5. The MAJCOM A4 munitions staff in coordination with the MAJCOM PEM and Lead Command advises units on submission of the PEC 28030 budget.

10.5. Planning Logistics Support.

10.5.1. All US Air Force war or contingency plans must contain a logistics annex sufficiently detailed to enable personnel to support the planned operation immediately and efficiently. Lead MAJCOMs and NAFs develop the munitions appendix to this annex.

10.5.2. Component services manage logistics support. Each service determines its requirements and budgets for necessary commodities. When produced, munitions and missiles become stock, owned by the individual service component.

10.5.3. Unified commands are not responsible for logistics support of assigned forces. However, on execution of a unified OPLAN, the unified commander assumes directive authority over all components in the operating theater.

10.5.4. The NAF will coordinate with the GACP and CAF/MAF Lead MAJCOMs (ACC and AMC) to plan logistics support requirements.

10.5.5. MAJCOMs and CMAs (e.g., GACP) provide logistics support at and below wing- or base-level for assigned units.

10.5.6. Where units are tenant, staging on or through, dispersing or operating from, or otherwise using installations assigned to other commands, the commander with jurisdiction over the installation provides logistics support as agreed between the involved MAJCOMS.

10.5.7. Tenants coordinate support requirements with hosts before publishing any plan that commits host resources.

10.5.8. OCONUS Supported/MAJCOMs (i.e., USAFE, PACAF, and AFCENT) in coordination with the appropriate NAF develop plans to receive and support augmenting forces. They provide all requirements for planned en route and beddown locations to facilitate reception and support planning.

10.5.9. NAFs help unified commands assess reserve stocks of involved allies to identify potential US Air Force support requirements.

10.5.10. Lead MAJCOMs and NAFs assist AFRC and ANG gained units to compute requirements, store and preposition materiel, and prepare for activation and deployment, as appropriate.

10.5.11. HQ ACC, HQ AMC, and HQ AFSOC advise OCONUS Supported MAJCOMs of additional logistics support required for operations in the overseas area to ensure enough storage and maintenance capability. The GACP and NAFs coordinate with storing commands before acting to preposition any materiel or changing pre-positioning in WMP-4 which would increase the consumable storage requirements.

10.5.12. The SMCA operates IAW DoDD 5160.65, *Single Manager for Conventional Ammunition (SMCA)* and DoDI 5160.68, *Single Manager for Conventional Ammunition (SMCA): Responsibilities of the SMCA, the Military Services, and United States Special Operations Command (USSOCOM)* and plays a major role in the munitions re-supply of AF units. A significant amount of AF munitions are stored in CONUS Army depots. The GACP maintains oversight and surveillance of Air Force munitions stored in CONUS depot stock.

10.6. Logistics Planning for Munitions Movement.

10.6.1. When unable to store WRM munitions at or near the employment base, NAFs in coordination with MAJCOM and GACP may position munitions in central storage areas, theater storage facilities, or at other operational bases. In these cases, the NAF develops detailed plans and establishes MOU as necessary to facilitate movement of stocks when they are needed at wartime operating locations.

10.6.2. OPLANs may direct combat aircraft to deploy with munitions aboard. ***EXAMPLE:*** Air-to-air missiles, 20mm/30mm, or chaff and flare. NAFs identify and reflect these type movement requirements in MAJCOM or theater OPLANs and logistics movement plans. Execution of the OPLAN activates this phase of munitions relocation.

10.6.3. The NAF and GACP optimize pre-positioning at planned operating bases given sortie production requirements, threat and storage and transportation capabilities.

10.6.4. The NAF and the GACP track munitions requirements and distribution. They initiate munitions movements not already covered by tactical movement. The NAF TACP/RACP serve as consolidated command points of contact with inter-theater and intra-theater support organizations.

10.7. MAJCOM Command Overflow.

10.7.1. The NAFs and CAF, MAF, and SOF Lead MAJCOMs (ACC, AMC, and AFSOC) must identify to GACP how much of each unit's WRM munitions requirement come from CONUS stocks or production.

10.7.2. Once NAFs and Lead MAJCOMs determine these shortfalls, they submit them to GACP for sourcing.

10.7.3. The GACP will:

10.7.3.1. Source theater shortfall requirements, assures TPFDD transportation support, and publishes an approved AF support plan for each MAJCOM/theater OPLAN. Redistribution or realignment of AFRC or ANG assets will be coordinated with HQ AFRC or NGB.

10.7.3.2. Coordinate support plans with the affected MAJCOM s/NAFs.

10.7.3.3. Satisfy the planned requirements of the MAJCOM/NAF as far as possible, including worldwide redistribution and asset realignment, and delivery of substitute munitions when preferred assets are not available.

10.7.3.4. Ensure command overflow shipments reflect the following:

10.7.3.4.1. Receiving DoDAAC.

10.7.3.4.2. Shipping DoDAAC (when possible).

10.7.3.4.3. Sequence of execution.

10.7.3.4.4. Required Delivery Date (RDD).

10.7.3.4.5. Port of Embarkation (POE).

10.7.3.4.6. Port of Debarkation (POD).

10.7.3.4.7. Type of movement (air, surface, unit move or deployment).

10.7.3.5. Develop support plans based on approved time-phased requirements. These requirements come from the Wartime Aircraft Activity (WAA) file approved for the planned year. Include outload and receipt capacity of break bulk/CADS points, ports, and receiving units in support plans to ensure all the munitions that are scheduled to arrive within a specified time period can be off-loaded and stored for use.

10.7.4. All executing activities maintain plans with changes as they occur. They must ensure current and executable information is available to the SMCA, GACP, NAFs, and shipping and receiving units. ***EXAMPLE:*** When a NAF (TACP/RACP) calls forward an item into the operational theater, the executing activity accordingly reduces the command overflow.

10.8. Munitions Call-forward.

10.8.1. GACP: Coordinates requisitions with the U.S. Army Joint Munitions Command (JMC) to meet MAJCOM RDDs.

10.8.2. JMC in-turn will submit the requisition to SMCA, SDDC and Military Sealift Command (MSC) as required for movement to meet RDD.

10.9. Standard Air Munitions Packages (STAMP).

10.9.1. STAMP enables pre-selected or notional tasked tactical air units to deploy rapidly and operate from locations without prepositioned munitions or until sustained re-supply lines can be established. STAMP assets may also be tasked for surface movement (truck, rail, or vessel) to meet planned sustaining requirements when logistics lead-times allow such activity. Sortie rates, aircraft configurations, and logistics planning lead-time dictate the period of support from STAMP. See **paragraph 11.2** for sourcing procedures.

10.9.2. In addition to STAMP, theaters may request and establish TARRP programs within the operational theater to realign theater stocks in the early stages of a contingency. TARRPs are designed and set-up primarily as air-cargo movement assets, however, may move by surface modes when logistics lead-times allow.

10.9.3. The AF has configured APF vessels to provide component commanders greater deployment flexibility by reducing early swing-stock requirements supported by airlift. APF allows strategic swing-stock munitions to move rapidly from one region to another as priorities or circumstances dictate. See **paragraph 11.2** for sourcing procedures.

10.10. War Reserve Stocks for Allies (WRSA).

10.10.1. WRSA comprises US military service-owned stocks intended for use in emergencies only to make up for shortfalls in allied ATOs. Higher headquarters must approve release of WRSA to allies during peacetime.

10.10.2. Agencies controlling WRSA and MOU stocks use these guidelines when developing joint operating instructions with allied nations.

10.10.3. Manage WRSA assets on a separate DoDAAC, because item prices are constrained to the item's original acquisition cost or the approved negotiated WRSA price.

10.10.3.1. Manage the WRSA inventory as other Air Force WRM munitions.

10.10.3.2. Apply the same security measures to WRSA authorizations, levels, quantities and other parameters as you would to WRM.

10.10.3.3. Keep WRSA at authorized and approved levels.

10.10.3.4. Identify shortfalls to the NAF, MAJCOM, and GACP for resolution.

10.10.3.5. WRSA stock will be segregated from the AF stockpile whenever storage space is available. If munitions must be commingled, WRSA stock will be appropriately identified.

10.10.3.6. Never use WRSA assets to satisfy other requirements (RDO, training, etc.) without NAF and GACP approval. Report to the owning NAF/MAJCOM any action initiated at the local-level that changes the identity or serviceability of WRSA assets.

10.10.3.7. When the GACP directs the TACP/RACP to release WRSA stocks, the TACP/RACP may transfer assets either in-mass to the allied user or selectively based on allied ATO shortfalls. Restrictions on release of WRSA items are as follows:

10.10.3.7.1. Do not release munitions excluded by NAF/GACP (e.g., AIMs) without AF/A4LW and AF/A5R-C approval.

10.10.3.7.2. Do not exceed dollar value (congressional authority) assigned to the WRSA.

10.10.3.7.3. Stop releasing WRSA assets when you reach the assigned dollar value. Obtain release authority and process additional requirements through FMS IAW **paragraph 9.6**.

10.10.3.8. When WRSA release notification is received from the appropriate authority, assets can be either transferred in-mass or selectively based on allied ATO shortfalls.

10.10.3.9. Apply the MOA or other authorizing document between the US Government and the allied country when selling assets designated as WRSA in a military emergency.

10.10.3.10. Proper authority may direct munitions accounts to release munitions other than WRSA under a follow-on MOU to support allied shortfalls.

10.10.3.11. Release or Transfer Procedures. On receiving a RDO for WRSA or MOU release, affected bases prepare two sets of DD Form 1348-1A IAW AFMAN 23-110, Volume 9, Chapter 7, *Preparation and Processing of Foreign Military Sales (FMS) Cases* for all FMS transactions. Bases complete both sets reflecting data required in columns 1 through 80, item nomenclature (in block X), and weight and cube. Include the dollar amount of individual items and total costs. Distribute documents as follows:

10.10.3.11.1. Set One:

10.10.3.11.1.1. Copies numbers 1 and 6: Retained by the distribution point (shipper).

10.10.3.11.1.2. Copies numbers 2 and 3: Placed inside the number 1 shipping container.

10.10.3.11.1.3. Copy number 4: Placed inside the packing list envelope attached to the outside of the number 1 container.

10.10.3.11.1.4. Copy number 5: Sent to the activity designated in the, DLM 4000.25, Vol. 6, *Logistics Systems Interoperability Support Services*, Chapter 3, *Military Assistance Program Address Directory*, to receive the DD Form 1348-1A.

10.10.3.11.1.5. When selecting and pre-packing containers for shipment, insert numbers 2, 3, and 4 in the packing list envelope on the outside of the container. On consolidated shipments, attach copies 2 and 3 to the shipment pack for each individual requisition and place copies inside the number 1 shipping container.

10.10.3.11.2. Set Two:

10.10.3.11.2.1. Notice of availability required. Mail six copies to the address designated in DLM 4000.25, Vol. 6, Chapter 3, as the recipient of the notice of availability.

10.10.3.11.2.2. Notice of availability not required. Airmail six copies to the address designated in DLM 4000.25, Vol. 6, Chapter 3, as the recipient of DD Form 1348-1A.

10.10.3.11.2.3. For Canada, airmail the second set along with one copy of Department of Commerce (DC) Form 7525-V, *Shipper's Export Declaration* (completed by TMF personnel), to the consignee indicated in the supplementary address, DD Form 1348-1A.

Chapter 11

MUNITIONS CONTINGENCY SOURCING

11.1. Purpose. This chapter outlines contingency munitions sourcing for Air Force activities and establishes a standard munitions report. The Munitions reporting process will provide the CJCS, Combatant Commanders, and Air Force activities the ability to monitor critical munitions items, affecting warfighting capabilities during contingencies, emergencies, or exercises. In addition, the reported information will be used in support of JMPAB deliberations. AF/A4LW and AF/A5R-C represent the AF on the Munitions JMPAB.

11.2. Contingency Munitions Sourcing Process. The munitions allocation process described in **paragraph 14.3** is a peacetime pre-positioning process. Once contingency sourcing begins, all munitions balances are available to support contingency operations.

11.2.1. The MAJCOM/NAF (TACP/RACP) maintain authority and control for directing intra theater or intra command munitions movements to support operations. The MAJCOM/NAF directs units for these movements through official SIPRNET, email, or secure fax.

11.2.2. CAS RDOs will be initiated by the GACP upon specific direction from the MAJCOM/NAF requiring the move.

11.2.3. When operational contingency requirements exceed theater availability or cannot be satisfied with munitions in the operational theater, the MAJCOM /NAF requests contingency sourcing to the GACP. The following process outlines contingency munitions requests:

11.2.3.1. To facilitate rapid contingency support, before operations commence, submit copies of supported OPLANs/ CONPLANs that source STAMP, STRAPP, or APF to the GACP with informational copies to AF/A4LW and AF/A5R-C.

11.2.3.2. The MAJCOM/NAF (TACP/RACP) identifies and request sourcing of munitions to meet operational contingency requirements to the GACP via official SIPRNET, email or secure fax. Provide the following information:

11.2.3.2.1. Type of munitions/munitions components required by NSN.

11.2.3.2.2. Quantity required.

11.2.3.2.3. Ship to Location/DoDAAC.

11.2.3.2.4. Required in-place date.

NOTE: Requests for ASM (AIM-9, AIM-120, AGM-88, or ADM-160B) are submitted to the GACP (Robins AFB) who will coordinate sourcing IAW the TAMP.

11.2.3.3. The GACP will coordinate all sourcing requests for STAMP/STRAPP and constrained munitions assets in short supply to meet operational contingency requirements to AF/A5R-C for approval and AF/A4LW for concurrence.

11.2.3.4. The GACP will provide availability and sourcing options to AF/A5R-C and AF/A4LW for decision-making.

11.2.3.5. AF/A5R-C and AF/A4LW will provide approve/disapproval and concurrence as appropriate.

11.2.3.6. The GACP will notify the requesting MAJCOM/NAF (TACP/RACP) of availability and approval/disapproval for TPFDD action.

11.2.4. Munitions Contingency Reporting Procedures: AF/A4LW or AF/A5R-C directs when the AF MUREP is submitted to the Air Staff. MAJCOMs and NAFs may implement MUREP to support theater contingencies, exercises, or training events. When directed, units submit MUREP to their MAJCOM, and NAF as appropriate who will consolidate reports and forward to the GACP. Reports address the status of all theater assigned munitions within their operational control to include APF assigned assets. The GACP consolidates reports and submits to AF/A4LW and AF/A5R-C.

11.2.4.1. MUREP Reporting Timelines and Suspense: The report cutoff time will be daily as of 2400Z (Zulu Time) with a transmission time NLT 0300Z the following day to the MAJCOM, and NAF. Consolidated reports (with attached supporting spreadsheets) are due to GACP NLT 0900Z daily. GACP will forward consolidated AF MUREP to AF/A4LW and AF/A5R-C NLT 1500Z daily or as directed. Reports will be numbered sequentially and will cover the 24-hours immediately preceding the cutoff time.

11.2.4.2. Report Transfer: MUREP reports will be classified SECRET. The MAJCOM and NAF reports will be submitted to the GACP via official classified e-mail via the SIPRNET to the GACP: **gacp@hill.af.smil.mil.** If classified e-mail is not available, submit reports via secure fax or secure telephone to DSN: 777-2666 by line item. The format for the MUREP is an excel spreadsheet.

11.2.4.3. Specific MUREP Reporting Instructions:

11.2.4.3.1. Items to be reported will be identified at implementation. Items will be reported by:

11.2.4.3.1.1. DODIC or CRC as required.

11.2.4.3.1.2. Report all combat-usable CR capable assets (including all stocks except CC-F, -G, -H, -J, -L, -P or -V) in the priority build outlined by AF/A5R-C.

11.2.4.3.1.3. Items that are reported by CRC will use priority build reporting (identify priority build in Part II).

11.2.4.3.1.4. On-hand quantities will be reported as the assets arrive regardless of location or off-load status (to include APF munitions). All munitions data will be recorded as each (EA).

11.2.4.3.1.5. WRSA assets will be reported as separate line entries.

11.2.4.3.1.6. If no changes in data occur, the report will indicate no change from status report Date Time Group (DTG) of last report in the remarks section.

11.2.4.3.1.7. MUREP Format: The MUREP will be submitted in a two-part format. Ensure the Report ‘as of’ Julian Date and Base/DoDAAC designators are included.

11.2.4.3.1.7.1. Part I - Critical Munitions Item Status: Data is reported with

one item per line.

11.2.4.3.1.7.1.1. Column 1- Line Item Number: Line numbers are assigned by the implementing agency and cannot be changed by lower echelons.

11.2.4.3.1.7.1.2. Column 2 - Plain Language Noun (e.g., AIM-9, GBU-10/12, etc).

11.2.4.3.1.7.1.3. Column 3 - DODIC as applicable.

11.2.4.3.1.7.1.4. Column 4 – CRC as applicable.

11.2.4.3.1.7.1.5. Column 5 – Code: Leave this column blank unless otherwise specified in implementing instructions. When directed, enter the MAJCOM Alphanumeric Code assigned to each reportable DODIC. Omit character where no requirement or assets exist.

11.2.4.3.1.7.1.6. Column 6 - Beginning On-hand (BOH): Total balance on-hand at beginning of report period.

11.2.4.3.1.7.1.7. Column 7 – Resupply: Assets received through normal resupply channels.

11.2.4.3.1.7.1.8. Column 8 – Transfer or Other (XFER/Other): Munitions received as a result of a unit transfer or chop (e.g., F-16s arrived from CONUS with AIM-120 missiles; Navy directed to transfer AIM-9 missiles to the AF). This column is also used to reflect positive inventory adjustments.

11.2.4.3.1.7.1.9. Column 9 – Repaired: Assets returned to serviceable condition.

11.2.4.3.1.7.1.10. Column 10 – Consumed: Normal combat expenditures.

11.2.4.3.1.7.1.11. Column 11 – Loss: Losses due to enemy action or accidents (e.g., sabotage, attack, battle damage). This column is also used to reflect negative inventory adjustments.

11.2.4.3.1.7.1.12. Column 12 – Other Issues: Munitions that went unserviceable, assets transferred to other services, or shipments prepared and awaiting movement to other locations.

11.2.4.3.1.7.1.13. Column 13 – Ending On-hand (EOH): Total ending on-hand balances at the end of the reporting period. ***EXAMPLE:*** Column 6 plus Columns 7, 8, 9 less Columns 10, 11, 12 equal Column 13.

NOTE: EOH balance will always be the BOH balance for the next report period.

11.2.4.3.1.7.2. Part II - Remarks: Use this section to provide any necessary explanation or clarification. Include the line number, whether an increase or decrease, quantity, description of what occurred (e.g., receipt, OIF or OEF expenditure, etc.).

11.2.4.3.1.7.2.1. Identify priority build sequence for CRC line items. Ensure

any change to priority build sequence is noted in the remarks.

11.2.4.3.1.7.2.2. Also include: Status of service resupply actions to extent known; control measures in place to conserve ammunition levels; explanation of ammunition losses and receipts such as chop of forces, sabotages, accidents, or battle damage; explanation of ammunition reported in other issues; allies' requirements; and any shortfalls or limiting factors.

PART IV

STRATEGIC MUNITIONS

Part IV of this instruction implements Strategic-level policy, procedure, and guidance for management and responsibilities, strategic planning, oversight of munitions product assurance and sustainment activities, actions to support the munitions requirements, allocations, and buy-budget processes, strategic operations of the Air Force GACP, Tactical Missile Control Point (TMCP), contingency sourcing, and methods and policies for GAP and MMP processes. The strategic level includes Headquarters Air Force (HAF) activities to develop strategic plans, implementing policies, sustain, and prioritize logistics distribution, positioning, and employment in support of worldwide Air Force operations. Included is HQ AF, HQ AFMC and ALC activity in support of the Buy-Budget Processes, APF, STAMP, and STRAPP programs.

Chapter 12

RESPONSIBILITIES

12.1. Headquarters Air Force (HQ AF).

12.1.1. AF/A4LW and AF/A5R-C:

12.1.1.1. Identify WRM munitions positioning strategies to include depot, command, theater, STAMP, and APF storage objectives.

12.1.1.2. Co-chair the GAP Working Group to include the integration of NAF and Lead MAJCOM priorities for development of the GAP MMP based on total Air Force priorities. The Lead Command must coordinate with supported commands to ensure a total force perspective.

12.1.1.3. Develop GAP policy.

12.1.1.4. Assess AF capability to meet program objectives.

12.1.1.5. Approve any NAF/Lead MAJCOM recommended adjustments to the MMP priorities.

12.1.1.6. Approve all uses of Project Code 736, Unprogrammed, and notify HQ AFMC/A4MW for tracking purposes.

12.1.1.7. Co-chair the Munitions Allocation Working Group to allocate munitions to the NAF and Lead MAJCOMs.

12.1.2. AF/A4LW, Nuclear, Missile, and Munitions Division: In addition to AFPD 21-2 and AFI 21-200 requirements, AF/A4LW:

12.1.2.1. Develops logistics plans and policies and is the Air Force lead for conventional munitions, NWRM, and MIS, to include munitions LIMS-EV.

12.1.2.2. Is the Air Staff point of contact for matters relating to conventional air and ground munitions maintenance, logistics, and inventory.

12.1.2.3. Is the Air Staff point of contact for matters relating to conventional AIM and AGM maintenance, logistics, and inventory policy.

12.1.2.4. Is the office of primary responsibility (OPR) for approval for release of munitions to agencies outside the Air Force.

12.1.2.5. Oversees and leads strategic planning efforts of the missile and munitions community. AF/A4LW accomplishes this through the AFMAG, AFMx21 Strategic and Implementation Plans.

12.1.2.6. Advocate, justify, and defend funding requirements for ship leases and for maintenance, test, surveillance, inspection and rotation of assets in the APF program through the budgeting process IAW **paragraph 15.3.5**.

12.1.2.7. Program, manage, and execute Program Element Code (PEC) 28031F, WRM 3400 Appropriation funding in support of AF/A4L APF positioning strategies and objectives IAW **paragraph 15.3.5.7**.

12.1.2.8. The 2W0X1 AFCFM develops and manage munitions career field development plans, programs, and policy. Refer to AFI 21-200 for specific duties of A4LW AFCFMs.

12.1.2.9. Act as the functional OPR for automated munitions accounting systems.

12.1.2.10. Staff the Air Force Combat Support Center (CSC) and provide direction to the GACP and TMCP during crises and contingencies.

12.1.2.11. Implements DoD policy to the EPA MMR, dated 1 July 1998.

12.1.2.12. Advocates ensuring no encroachment to the AFCOMAC mission by local, NAF or MAJCOM missions without prior coordination with AF/A4LW or HQ ACC/A4W. Chairs the Board of Advisors at AFCOMAC curriculum reviews Advocates for funding to operate the AFCOMAC course and maintain a viable curriculum. Provides required course direction between reviews.

12.1.2.13. Appoint the 9th MUNS to manage scheduling of the AFCOMAC Courses.

12.1.3. AF/A5R-C, Force Application Directorate: In addition to AFPD 21-2 and AFI 21-200 requirements, AF/A5R-C:

12.1.3.1. Is the Air Staff point of contact for conventional air to ground munitions, AIM and AGM requirements.

12.1.3.2. Reviews and validates STAMP and STRAPP requirements through AF/A4LW and GACP and ensures that they are included in the annual requirements and allocations forecast process.

12.1.3.3. Develops and publishes the NCAA. The NCAA contains all combat requirements for conventional munitions to meet defense guidance, including STAMP IAW **Chapter 14**.

12.1.3.4. Develops and publishes the TAMP document. The TAMP is an adjunct to the NCAA and details Air Superiority missile requirements and allocations.

12.1.3.5. Chairs Munitions Requirements Working Group to validate all Test and Training munitions requirements.

12.1.3.6. Co-chairs the Buy Budget Review with AF/AQXR to address procurement of conventional ground, air-to-ground, EOD munitions, small arms, and associated equipment (excluding missiles).

12.1.3.7. Chairs the Munitions Allocation Working Group to address allocation of munitions to meet theater requirements.

12.1.3.8. Co-chairs the GAP Working Group to address distribution of new and existing munitions to meet theater requirements.

12.1.3.9. Is the final approval authority for all OOCRs, with the exception of ground (AFSFC/SFXW), demolition and EOD (AFCESA/CEX) munitions.

12.1.4. The Director of Security and Force Protection (HQ A4/A7S) and Air Force Security Forces Center (HQ AFSFC/SFXW) will:

12.1.4.1. Act as the Air Staff point of contact for ground munitions.

12.1.4.2. Have overall responsibility for forecasting and programming of ground weapons and munitions and associated equipment. Is informed of and coordinates on all COTS approval requests for ground munitions.

12.1.4.3. Provides policy for ground munitions authorizations for active and ARC activities.

12.1.4.4. Co-chairs the Buy Budget Review with AF/AQXR to address procurement of conventional ground munitions, small arms weapons, and associated equipment.

12.1.4.5. Co-chairs the Munitions Requirements, Munitions Allocations, and GAP Working Groups.

12.1.5. HQ AFSFC/SFXW is the final approval authority for ground munitions OOCRs.

12.1.6. Air Force Civil Engineering Support Agency, EOD Division (HQ AFCESA/CEXD) will:

12.1.6.1. Air Staff point of contact for demolition and EOD munitions.

12.1.6.2. Have overall responsibility for forecasting and programming for demolition and EOD munitions and associated components.

12.1.6.3. Co-chairs the Buy Budget Review with AF/AQXR to address procurement of demolition and EOD munitions, small arms weapons, and associated equipment.

12.1.6.4. Provides the policy for demolition and EOD munitions authorizations for AF Active and the ARC forces.

12.1.6.5. Co-chairs Munitions Requirement, Munitions Allocation, and GAP Working Groups.

12.1.6.6. HQ AFCESA/CEXD is the final approval authority for demolition and EOD munitions OOCRs.

12.1.6.7. HQ AFCESA/CEXD is the OPR for AFCAT 21-209, Vol. 2 and the GMAT for Demolition Munitions on the GACP website.

12.1.7. HQ AF A4/A7 CV will provide NAFs and MAJCOMs a list of current AF Thermal Treatment Units (TTUs) and their capabilities.

12.2. Headquarters Air Force Materiel Command (AFMC):

12.2.1. Establishes the GACP through the Air Force Life Cycle Management Center, Munitions Division (AFLCMC/EBH). Maintains, equips, and staffs organizational elements and functions at Hill AFB and Robins AFB with appropriate personnel.

12.2.2. Develops and implement GAP strategy. Manage the PACER AMMO program.

12.2.2.1. Coordinates with AF/A4LW and AF/A5R-C to integrate MAJCOM munitions movements based on AF priorities and develop the MMP.

12.2.2.2. Cost out MMP funding requirements and advocate requirements through the AFMC SDT office.

12.2.2.3. Advises MAJCOMs and Centers of funds allocation on which MMP movements are executable.

12.2.2.4. Provide PACER AMMO program status for the GAP working group.

12.2.2.5. Track all munitions movements by project/command code.

12.2.3. Is the AF focal point for assigning and approving munitions DoDAACs.

12.2.4. Primary responsible agent for munitions product assurance programs.

12.2.5. AFMC Air Logistics Complexes (ALC) will:

12.2.5.1. Receive, collect, and analyze munitions deficiencies and discrepancies reported by field units and MAJCOMs.

12.2.5.2. Analyze CAS inspection and historical data, ADR, MDR, TMRS, safety reports, and AFTO Form 22 for specific munitions components at recurring intervals and during aging and surveillance testing cycles. This data will be used to make determinations on inspection and surveillance intervals, product life-cycle sustainment, maintenance, and storage requirements.

12.3. AFLCMC/EBH, Munitions Division, Global Ammunition Control Point (GACP).

12.3.1. In addition to responsibilities outlined in **paragraph 8.8** and **8.9**, the GACP implements and executes the following strategic activities; and advises AF/A4LW on the following:

12.3.1.1. APF and STAMP/STRAPP operations.

12.3.1.2. Maintains the CRD, BIF, IDR, RIMF or other essential IDR information.

12.3.1.3. Develops and sustains depot-level automated MIS IAWAF portfolio management guidance.

12.3.1.4. Coordinates with AF/A5R-C and AF/A4LW, to publish and distribute instructions and guidance necessary to implement and execute annual forecasting, allocation, and requisitioning procedures.

12.3.1.5. Evaluates serviceable/repairable (non-ISO) excess containers annually prior to the MMP working group to capitalize on transportation opportunities.

12.3.1.6. Provides MMP status reports to AF/A4LW and HQ AFMC/A4MW when requested.

12.3.1.7. Represents the Air Force as the Executive Committee for the Joint Ordnance Commanders Group (JOCG) through the SMCA.

12.3.1.8. Activates the GACP CAT to respond rapidly with munitions logistic support during crisis, emergency or wartime operations:

12.3.1.8.1. Develops and maintains written procedures to provide munitions support during crisis, emergency, and contingencies.

12.3.1.8.2. Re-supplies combat units, as directed.

12.3.1.8.3. Sustains the APF Management Team.

12.3.2. Executes worldwide munitions positioning objectives directed by AF/A4LW and AF/A5R-C to satisfy theater contingency requirements.

12.3.2.1. Manages the munitions logistics inventory. The AF GACP may cross command lines to manage the AF munitions stockpile. Coordinates action with NAFs, Lead MAJCOMs, AFRC or NGB as appropriate.

12.3.2.2. Responds to NAF (TACP/RACP) and Lead MAJCOM requests for munitions to support contingency operations. Requests for ASM go to the GACP (Robins AFB) TMCP.

12.3.2.3. Recommends to AF/A4LW and selects preferred sources. AF/A5R-C will approve all sourcing of assets in short supply.

12.3.3. Executes and maintains the AF MUREP based on AF/A5R-C directed AF priority-build sequence.

12.3.4. Directs support of priority 1 requisitioning as necessary during wartime.

12.3.5. Coordinates concurrence to remove assets from the AF inventory once they have been identified as obsolete by the Lead MAJCOM. OPRs for concurrence are: HQ AF/A5R-C for airmunitions; HQ AFCESA/CEXD for EOD munitions; and HQ AFSFC/SFXW for Ground Munitions.

12.4. GACP, AFLCMC/EBHA, Robins AFB.

12.4.1. Operates the GACP Air Superiority Missile (ASM) Cell.

12.4.2. In addition to responsibilities outlined in **paragraph 8.9**, when activated, the TMCP implements, execute, and advise AF/A4LW on the following:

12.4.2.1. For ASM, sustainment of TMRS/RAM system to provide input of depot-level automated munitions information.

12.4.2.2. Coordinate with AF/A4LW and AF/A5R-C, publish, and distribute instructions and guidance necessary to implement and execute annual forecasting, allocation, and requisitioning procedures.

12.4.2.3. Activate the GACP (Robins AFB) ASM action team to respond rapidly with munitions logistic support during crisis, emergency or wartime operations.

12.4.2.4. Develop and maintains written procedures to provide munitions support during crisis, emergency, and contingencies.

12.4.2.5. Re-supply combat units, as directed.

12.4.2.6. For ASM, assist execution of the worldwide munitions positioning objectives directed by AF/A4LW to satisfy NAF and Lead MAJCOM contingency requirements.

12.4.2.7. Manage the ASM logistics inventory. The AF TMCP may cross command lines to manage the AF ASM stockpile. Coordinate actions with NAFs and Lead MAJCOMs.

12.4.2.7.1. Respond to requests for ASM to support contingency operations.

12.4.2.7.2. Recommend preferred sources to AF/A4LW. AF/A5R-C will approve all sourcing of assets in short supply.

12.4.2.7.3. When required, provide daily inputs to GACP to the AF MUREP based on AF/A5R-C directed AF priority build sequence.

12.4.2.8. Direct support of priority 1 requisitioning as necessary during wartime.

Chapter 13

MUNITIONS INFORMATION SYSTEMS (MIS) PROGRAM MANAGEMENT

13.1. Munitions Information Systems (MIS) Requirement Process.

13.1.1. The MIS requirements process involves all centrally managed information systems used by the munitions communities to include: CAS, TMRS, IMDS/G081, and AIT.

13.1.2. AF/A4LW will advocate for validated MIS requirements. Successful advocacy of MIS requirements requires adequate preparation, presentation, planning and programming actions before presentation of initiatives to the A4 Requirements Board (A4RB) for prioritization, approval, and funding.

13.1.3. The MIS requirements process provides a means to:

13.1.3.1. Enable AF/A4LW and Lead MAJCOMs to bring Information Technology (IT) requirements and maintenance/sustainment actions forward as potential solutions for AF prioritization, approval, and funding. Lead Commands request input on IT requirements and maintenance/sustainment actions and potential solutions from Supported Commands prior to presenting new requirements or maintenance/sustainment actions to AF/A4LW. Annually, the CAS PMO will confer with the CAF Lead Command and HQ AFMC/A4MW to develop agreement and priorities for submission of future CAS requirements and maintenance/sustainment actions before submission to AF/A4LW.

NOTE: In this paragraph, the term "requirements" describe new changes/enhancement to the CAS application/database. The term "maintenance/sustainment" describes CAS actions to repair DR as well as daily data management efforts.

13.1.3.2. Improve cross-flow of information on IT solutions currently in use, test, or development.

13.1.3.3. Share information and standardize capabilities and solutions to reduce duplication of effort and waste of resources resulting from developing IT solutions that already exist or are in development elsewhere. The EAF concept requires standard solutions that are interoperable between organizations, MAJCOMs, and the Air Force.

13.1.3.4. Develop fielding plans for IT solutions recommended for AF wide implementation (to include training and funding requirements).

13.1.3.5. Establishment of work priorities for CAS PMO and approves software configuration changes to CAS.

13.1.4. All IT requirements must be staffed, coordinated, approved, and funded by the AF/A4I, Directorate of Transformation.13.1.4.1. AF/A4LW is the munitions conduit to AF/A4I. Munitions IT requirements will be coordinated and staffed through the Lead MAJCOM to AF/A4LW. AF/A4LW will present all initiatives to AF/A4I.

13.1.4.1. Any MIS or IT solution presented for Air Force approval must be sponsored by a Lead MAJCOM or AF/A4LW to be put forward to AF/A4I.

13.1.4.2. All submissions for new MIS or IT requirements, concepts, or solutions must demonstrate a valid need supported by metrics or test data to support the proposal.

13.1.4.2.1. Presenters should be prepared to answer the following questions, at a minimum:

13.1.4.2.1.1. Does a requirement exist for this initiative?

13.1.4.2.1.2. Does a similar solution already exist?

13.1.4.2.1.3. What are the estimated costs to implement the solution?

13.1.4.2.1.4. Are developmental funding costs being requested?

13.1.4.2.1.5. What are the benefits to the AF?

13.1.4.2.1.6. Is the proposed/identified solution proprietary?

13.1.4.3. The CAS PMO will develop and present results of any technical evaluations they perform on recommended CAS solutions to ensure they are compliant with system architecture, security, safety, and interoperability standards.

13.1.5. Responsibilities.

13.1.5.1. AF/A4LW will:

13.1.5.1.1. Make final decisions on recommended priorities to AF/A4I for CAS requirements.

13.1.5.1.2. Submit MIS requirements to the AF/A4I Portfolio Manager for competition, prioritization, approval, and documentation in the Expectation Management Agreement.

13.1.5.2. The CAS PMO will perform cost estimation, technical evaluation, and implementation review for submitted CAS requirements.

13.2. CAS System Management Procedures. Functional System Administrator (SA) responsibilities to support the CAS application software residing on the Global Combat Support System-Air Force Integrated Framework (GCSS-AFF) are described below. The Air Force authorizes access levels to empower the lowest management levels, minimize functional and MAJCOM involvement, simplify administration tasks, and decentralize execution, to implement enterprise standards. These procedures clarify separation of duties required by personnel supporting the three-tier level (PMO/MAJCOM/Base) CAS application software residing on the Air Force Portal.

13.2.1. The CAS PMO (ESC/HGGI) is responsible for the overall functional administration of the CAS application software residing on the GCSS-AF Integrated Framework (IF). The CAS PMO will appoint functional system administrators (FSA) in writing. The appointed FSAs will grant CAS Admin and Users privileges to authorized CAS users via the GCSS-AF IF. The FSA appointments will be validated annually. The CAS PMO will submit a memorandum to HQ GCSS-AF requesting the listed personnel be granted the CAS_ADMIN role, which in turn enables the CAS PMO the ability to grant or delete privileges to appointed MAJCOM and base level SAs.

13.2.2. CAS Functional Overview. CAS supports AF combat and support units, GACP (Hill AFB and Robins AFB), TMCP (Robins AFB), AFCOMAC, and various munitions training centers. The objective of CAS is to improve Air Force combat and logistics capabilities by

providing effective munitions management and accountability at each level of combat execution from the unit to the Joint Chiefs of Staff.

13.2.3. Contingencies and Alternate States/Modes of Operation. By design, there is no 'degraded or alternate mode' of CAS System operation. Automated processing requires a fully operational connectivity to the Internet. The primary mode of operation in the absence of Internet connectivity or computer support is through manual post-post procedures identified in **Attachment 2**, *Off-line Processing (Post-Post)*.

13.2.4. Security. The data and information handled by the CAS application operates at the unclassified sensitive level (FOUO).

13.2.5. Automatic Information Technology (AIT). CAS is tasked to identify and implement approved automatic information technologies to improve munitions data collection and streamline munitions maintenance processes. These processes includes but not limited to the user of labeling and scanning of bar-codes, use of Radio Frequency Identification and mobile devices to provide data collection at the points of maintenance as event occur to improve data reliability and timeliness.

13.2.5.1. CAS AIT software will utilize with the Air Force Enterprise Data Collection to standardize data collection and reuse of data across the Logistic community. Applications on mobile device will be tailored to improve processes while providing CAS the necessary information to create accountable the auditable transactions based on USERID and user permissions.

13.2.5.2. AIT software will provide a CAS generated response for each transaction process providing either a 'Success' message or movement 'Error'. Edit these transactions to correct any error for storage conditions (i.e., NEW, CIIC, compatibility). User will be notified if other conditions exist that prevent the transaction from processing correctly in CAS and these transaction will be captured in CAS *AIT Conflict Resolution* (AMP09A) program to allow user the correct the errors by editing the transaction or deleting the transaction.

13.2.6. System Performance. Although numerous techniques exist for system performance measurement, throughput is of considerable importance to a user. The CAS processing environment permits application processing in an on-line, interactive mode with scheduled batch processes executing in background mode. Actual throughput is dependent upon the execution mode mix. ***EXAMPLE:*** The volume, execution request types, and number of users signed on at any point in time. Large file downloads should be run during end-of-day processing. Users need to be mindful that end-of-day processing in one time zone may impact users in different time zones.

Chapter 14

MUNITIONS REQUIREMENTS, ALLOCATIONS AND BUY-BUDGET PROCESS

14.1. Conventional Munitions Requirements. Munitions requirements are determined using the guidance prescribed in DoDI 3000.04. The annual process to determine requirements is led by AF/A5R-C. The process depicted in **Figure 14.1**, *Air Force Conventional Munitions Requirements Process* produces a five-year munitions forecast that is the primary vehicle to request and allocate air-to-ground and ground munitions required for test, training, and operational needs. The most current allocation CAT Code and Requirements Codes can be located on the GACP website (News & Info page) when developing forecasts and submitting OOCR.

14.1.1. Munitions Working Group (MWG). The purpose of the MWG is to educate the munitions requirements stakeholders on the process, update stakeholders on current munitions status, ensure accurate munitions and weapons effects data are utilized in analysis, and understand relevant changes to theater operations plans. Topics will include:

14.1.1.1. Briefings on munitions in production/development, focused on employment issues and the operational impact of logistics supportability.

14.1.1.2. Weapons System Evaluation Program (WSEP) reviews.

14.1.1.3. Theater employment and HQ AF activities, process improvements, lessons learned, and action items pertaining to GAP, requirements, and stockpile allocations. The GACP provides an overview of the previous year's GAP and major changes to forecasting procedures.

14.1.2. Theater Working Group (TWG) meetings. The TWG meetings are an extension of the MWG during which AF/A5R-C NCAA branch visits NAFs as dictated by National Defense Strategy, Guidance for the Development of the Force (GDF), and MRP Implementation Guidance to refine munitions employment and utilization. The respective theater hosts the TWG meeting ensuring appropriate participation of theater warfighters. Representatives from operations, intelligence, plans and logistics shall attend these meetings to provide theater inputs and assumptions for the NCAA development process. These inputs and assumptions are then used to define each theater's WRM and training requirements and expenditure per sortie factor (EPSF) rates.

14.1.3. TAMP and Product Improvement Working Group (PIWG). The annual TAMP PIWG is an AF/A5R-C sponsored, WR-ALC hosted event.

14.1.3.1. The purpose of the TAMP/PIWG is to serve as a discussion forum and to make positioning decisions for existing air superiority missiles (e.g., AIM-9, AIM-120 and AGM-88).

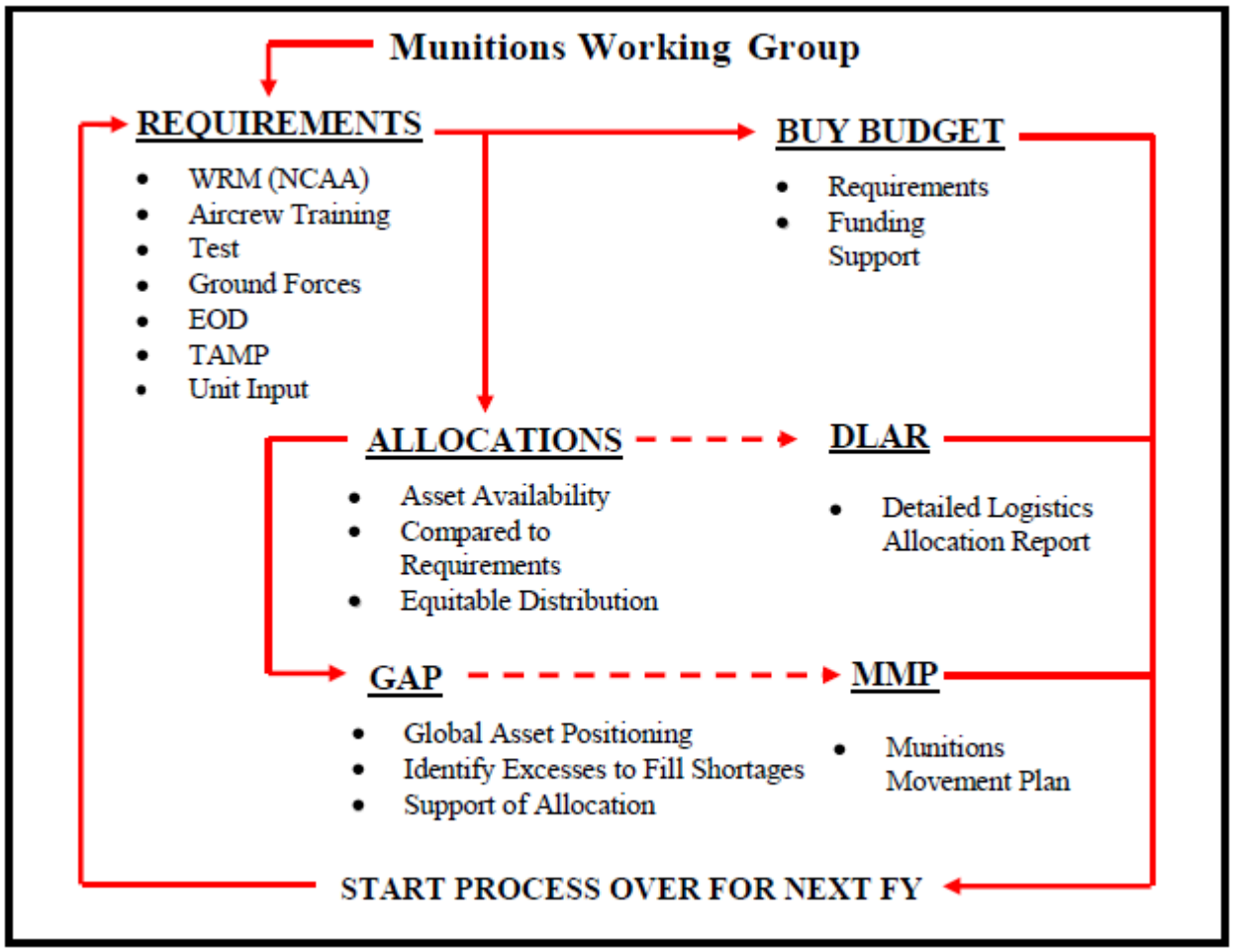
14.1.3.2. Agenda topics include: Briefings on air superiority munitions program and beddown updates, projected inventory status, test and evaluation requirements, WSEP status, CATM requirements, and allocation and requirements methodology.

14.2. Munitions Requirements Forecast Process. The munitions forecast is an annual process to identify munitions requirements in Categories A, B, C, D, E, F, N, and T. The annual PCAR

memorandum provides specific procedures and CAT Code definitions. The overall process is described in the following paragraphs:

14.2.1. Munitions requirements are derived from AFI 11-212; AFCATs 21-209, Vol. 1 and Vol. 2, and their associated GMAT tables on the GACP website; the *Air Force Standard for Non-Expendable Air Munitions Training Authorizations*, the UCML, test plans, expenditure history, bed-down plans, and the PCAR memorandum. Munitions requirements categories are defined in the PCAR memorandum.

Figure 14.1. Air Force Conventional Munitions Requirements Process.



14.2.2. The GACP initiates the process in coordination with AF/A5R-C and AF/A4LW by providing the annual requirements forecast instructions to MAJCOM munitions staffs not later than 15 October. The forecast instruction memorandum notification will be e-mailed to MAJCOM and NAF MUFMs and munitions staffs and content posted to the GACP website.

14.2.3. MAJCOM and NAF A4 munitions staffs will distribute requirements forecast instructions to the MAJCOM MUFMs and the unit MASOs. MUFMs will consolidate and validate munitions requirements and develop the consolidated forecast according to **paragraph 9.7**.

14.2.4. Forecasting and Managing CAT Code B (non-NCAA WRM) Allocations. CAT Code B, Miscellaneous munitions authorizations are forecasted and allocated against requirement code BP using AFCAT 21-209, Vol. 1 and the GMAT for Ground Munitions on the GACP website. Approved allocations are distributed according to **Table 14.1**, *Miscellaneous Munitions (Requirement Category BP) Distribution* and the following:

14.2.4.1. 100-percent of the OCONUS base-allocated quantity will be the OCONUS theater positioning objective. OCONUS units requisition shortages necessary to satisfy the entire allocation.

14.2.4.2. 30-percent of the CONUS base-allocated quantity will be the CONUS base positioning objective. CONUS units, including ARC units, will only requisition shortages to position a maximum of 30-percent of the AMST allocated quantity at base-level. The MASO may submit ATRs to allocate the next higher QUP for each CONUS base mobility account. ***EXAMPLE:*** A unit authorized 90 rds of 9mm per AFCAT 21-209, Volume 1 and the GMAT table on the GACP website, is allocated 27 rds of 9mm (90 rds x .30 = 27 rds). An ATR increases the allocation to 30 rds allowing tasked personnel to travel with 2 full clips (2 clips x 15 rds = 30 rds).

14.2.4.3. 45-percent of the total CONUS base-allocated quantity will be distributed among the OCONUS commands (15-percent each) as an OCONUS theater pre-positioning objective. CONUS units, including ARC units, will not requisition these quantities.

14.2.4.3.1. 15-percent of the CONUS base-allocated quantity will be the OCONUS theater pre-positioning objective for each OCONUS command (PACAF, USAFE, and AFCENT). OCONUS commands will identify theater pre-positioning locations, by DoDAAC, and ensure the designated units requisition quantities necessary to satisfy the allocated pre-positioning quantity.

14.2.4.3.2. If OCONUS commands cannot store CONUS pre-positioned assets at the intended base, the OCONUS command positions assets in-theater at a location that can support logistics movement.

14.2.4.3.3. OCONUS commands ensure quantities in excess to OCONUS allocation are applied to the CONUS pre-positioned allocation before requisitioning. Only requisition pre-positioning quantities when existing assets do not satisfy the total OCONUS and CONUS pre-positioned allocation.

14.2.4.4. 25-percent of the total CONUS allocated quantity will be the STAMP positioning objective. CONUS units, including ARC units, will not requisition these quantities.

Table 14.1. Miscellaneous Munitions (Requirement Category BP) Distribution.

USING COMMAND / OWNING COMMAND	BASE ALLOCATED PERCENT	REMARKS
OCONUS / OCONUS	100-Percent	PACAF, USAFE, AFCENT

USING COMMAND / OWNING COMMAND	BASE ALLOCATED PERCENT	REMARKS
CONUS / CONUS	30-Percent	(AD, ANG, & AFRC)
CONUS / OCONUS	45-Percent	Pre-Positioned at OCONUS
PACAF	15-Percent Each	
USAFE	15-Percent Each	
AFCENT	15-Percent Each	
STAMP – CONUS (AFMC)	25-Percent	Swing Stock

14.2.4.4.1. The GACP will ensure CONUS base excess over the 30-percent CONUS base positioning objective is realigned to meet STAMP positioning objectives.

14.2.4.4.2. The GACP in coordination with AFMC/A4MW develops UTC according to AFI 10-401 to support STAMP outload of these assets.

14.2.4.4.3. CONUS and OCONUS excess and shortages will be satisfied through the GAP and MMP processes.

14.2.4.4.4. CONUS units will include the 45-percent OCONUS pre-positioned and the 25 percent STAMP positioned quantities ‘as available’ for SORTS reporting.

14.2.5. Requirements for ejector carts must be factored into the forecast.

14.2.6. Requirements of air-to-ground munitions for aircrew and ground crew training are determined IAW AFI 11-212. ACC/A3TW, HQ AFMC, and HQ AFSOC submit RAP requirements to the GACP and AF/A5R-C annually.

14.2.7. The NAF forecasts for OCONUS CAT Code T requirements and the Lead MAJCOM forecasts for CONUS CAT Code T requirements. Lead Commands coordinate with Supported Commands during development of CONUS CAT Code T requirements forecasts.

14.2.8. AF/A5R-C, AFSFC/SFXW, and AFCESA/CEXD co-chair and the GACP hosts the Requirements Working Group. Air Staff reviews and discusses forecast data with MAJCOM and NAF MUFMs, adjusts as necessary, before approving worldwide munitions requirements.

14.2.8.1. MAJCOM and NAF MUFMs provide requirements forecast changes with adjustments/rationale at the conclusion of the requirements review.

14.2.8.2. Any disputes regarding changes made to the forecast will be sent to AF/A5R-C, AFSFC/SFXW, and AFCESA/CEXD. The Air Staff will resolve any open issues and validate final munitions requirements changes.

14.3. Munitions Allocation Process. AF/A5R-C, AF/A4LW, AFSFC/SFXW, and AFCESA/CEXD co-chair and the GACP hosts the Munitions Allocation Working Group. The

allocation working group is used to match limited worldwide inventory against validated requirements (derived from the requirements working group). Munitions beddown plans are validated against asset allocations and necessary adjustments are made. The following should be considered: Substitute munitions and items when the primary munitions are unavailable (while substitutes may satisfy one or more functions, it might not necessarily perform satisfactorily in all instances); issues that impact deployments, ANG, AFRC, and training; available infrastructure; and new or revised mission changes to include BRAC announcements.

14.3.1. The GACP will release an Air Staff coordinated agenda for the allocation working group. Air Staff will provide the parameters for stockpile optimization for inclusion with the agenda.

14.3.1.1. Ten duty days before the allocation working group, the GACP will provide the MAJCOM and NAF MUFMs with information relative to inventory availability and other issues.

14.3.1.2. Attendees will be limited to those activities invited by the allocation working group memorandum (typically, the host, co-chairs, a MAJCOM and NAF representative from the A4 munitions staff (or equivalent).

14.3.2. The Allocation Working Group:

14.3.2.1. AF/A5R-C, AFSFC/SFXW, and AFCESA/CEXD decide the priority order of build for stockpile optimization. Stockpile optimization is the process of merging the available inventory with the priority build list to achieve a supportability position. At the beginning of the allocation working group, these activities will brief the prioritization methodology.

14.3.2.2. AF/A5R-C, AFSFC/SFXW, and AFCESA/CEXD decide allocations.

14.3.2.3. MAJCOM and NAF representatives will observe, advocate interests, and support other MAJCOMs.

14.3.3. The GACP records the allocation decisions in the Initial DLAR and provides it to the MAJCOM and NAF A4 munitions staffs, AF/A5R-C, AFSFC/SFXW, and AFCESA/CEXD NLT two weeks after the working group.

14.3.4. MAJCOMs and NAFs will use an initial DLAR to prepare prior to the GAP working group convening.

14.3.5. A final DLAR is published NLT 30 calendar days following the GAP working group convening. MAJCOM and NAF munitions staffs will facilitate the allocation process by assisting the MAJCOM MUFMs. MUFMs will finalize theater/command positioning decisions in AMST prior to the MMP GAP working group convening.

14.3.6. For tenant units, The MAJCOM MUFM sends using NAF theater allocations to the host MAJCOM/NAF theater providing munitions support. Host MAJCOM/NAF theaters cannot change allocations for tenant units. MAJCOMs/NAFs must notify the GACP of any host/user allocation transfers.

14.4. Allocation Increase or Addition Requests. Request for allocation increases or additions will be prepared and coordinated IAW **paragraph 7.5**.

14.5. Buy-Budget Process. The munitions Buy-Budget Review (BBR) addresses procurement of conventional ground, air-to-ground, EOD munitions, small arms, and associated equipment (excluding missiles). The procurement of SOF unique MFP-11 conventional ground, air-to-ground, small arms and associated equipment is conducted by USSOCOM. Procurement of these items is part of the overall DoD Programming, Planning and Execution (PPBE) system.

14.5.1. The GACP hosts and AF/A5R-C, AF/A5XS, and AF/AQXR co-chair the BBR in April to facilitate preparation of Budget Estimate Submission (BES) / Program Budget Review (PBR) justification documentation for Procurement of Ammunition, Air Force (Appropriation 3011), Munitions and Related Equipment (Budget Program 3500).

14.5.1.1. Prior to the BBR, the GACP and other affected AFMC product centers will prepare a Buy Book of budget exhibits and provide an advance copy to assist BBR co-chairs and HQ AFCESA/CEXD in determining munitions and associated equipment funding priorities.

14.5.1.2. During the BBR:

14.5.1.2.1. The GACP will present procurement recommendations based on forecasted requirements, inventory analysis, prior procurement action and industrial production capabilities.

14.5.1.2.2. AF/AQXR will analyze procurement data and recommend the best use of funds.

14.5.1.2.3. Program Element Monitors (PEMs) will establish the final funding priorities based on all information provided.

14.5.1.3. After the BBR:

14.5.1.3.1. The GACP will prepare and distribute formal minutes of the proceedings and ship buy books and other classified materials requested to BBR participants.

14.5.1.3.2. AF/AQXR will issue specific guidance and instructions to the ALC and product centers for the BES in a budget call memorandum.

14.5.1.4. All agencies responsible for P-series budget exhibits will submit documents to AF/AQXR based on funding priorities established at the BBR IAW the budget call memorandum.

14.5.1.5. AF/AQXR will publish and distribute the final budget submission document.

14.6. Expenditure Reporting. Expenditure reporting is a critical data element of munitions management processes at all levels (i.e., Unit, Base, NAF, MAJCOM, and Air Staff).

14.6.1. Past expenditures help DoD determine allocation levels, develop buy-budget decisions, and defend procurement decisions to the Office of the Secretary of Defense, General Accounting Office (GAO), and Congress.

14.6.2. Expenditure procedures are outlined in **paragraph 7.18**.

Chapter 15

GLOBAL ASSET POSITIONING (GAP)

15.1. Program Scope. GAP integrates five munitions WRM positioning programs to meet anticipated demands on time and resources. These provide theater commanders with their initial starter stocks, provide rapid swing stock response capability with the APF and STAMP/STRAPP and provides for operational swing-stock positioning by theaters and CONUS.

15.2. The Global Asset Positioning (GAP) Working Group: AF/A4LW sponsors and the GACP hosts activity of the GAP working group and establishes positioning goals and objectives for the Air Force, resolves issues of mutual concern and develops a munitions positioning strategy for near- and mid-term munitions components for WRM, test, and training.

15.2.1. System Program Office (SPO) participation is critical to acquisition support of GAP decisions. Production quantities and delivery dates must be published to AF/A5R-C, Lead Command, GACP and TMCP as necessary.

15.2.2. This process identifies the following FY mandatory munitions movements. The annual MMP is produced as a result of decisions made by the GAP working group. Additionally, the working group validates beddown plans against movements and makes adjustments as necessary. The following are considered: APF, STAMP, Operational in-place theater stocks, CONUS stocks, test and training, delivery schedules of additional assets (legacy and new).

15.2.3. Any deviation from the MMP requires a coordinated NAF/A4 and MAJCOM/A5 request submitted through their unified command J-3 and J-4 to the Joint Staff J-3/J-4. Joint Staff J-3/J-4 will staff the deviation with AF/A4 and AF/A5 for approval. Joint Staff J-3/J-4 will return the coordinated approval/response to the applicable MAJCOM/NAF.

15.2.4. The GACP will consolidate, publish and track action items and lessons learned from each cycle. They will in turn provide status and related information to participants throughout the year and prior to the start of each working group.

15.3. Afloat Prepositioned Fleet (APF) Management.

15.3.1. General: The AF APF prepositions forward-based munitions cargo in support of combatant commanders.

15.3.1.1. The APF provides significantly greater deployment flexibility by reducing early lift requirements and allows for rapid movement ‘swing-stock’ of critical munitions assets from one region to another based on National Command Authority (NCA) priorities.

15.3.1.2. The APF is manned and maintained by civilian mariner crews contracted through the Military Sealift Command (MSC). Vessels require permissive off loading with adequate terminal and port facilities, either afloat or ashore, to discharge explosive cargo. Supported MAJCOMs and NAFs must ensure host nation support to expedite cargo operations, minimize port congestion, and move the forward echelon out of the seaports.

15.3.1.3. During APF configuration and load-out operations, except for Current Operations, APF has highest priority for munitions sourcing due to the limited window of availability.

15.3.2. APF Contingency Discharge Operations:

15.3.2.1. If an APF vessel is tasked for contingency discharge and apportioned to a theater, the APF Management Team will transfer accountability functions for APF cargo to the appropriate MAJCOM/NAF DoDAAC. The MAJCOM/NAF A4 munitions staff will process shipments in CAS to the ultimate consignee DoDAAC for each APF container planned for discharge.

15.3.2.2. Prior to commencing discharge operations, the theater NAF must provide the APF Management Team with a theater distribution plan identifying the ultimate consignee DoDAAC for each APF munitions container to be discharged.

15.3.2.3. The APF Management Team will deploy a Port Management Team(s) to the planned Sea Port of Debarkation (SPOD) to manage munitions offload sequence and priorities and 'burn' Radio Frequency Identification (RFID) tags with the ultimate consignee data and affix RFID tags to containers.

15.3.2.4. After theater APF discharge and distribution operations are complete, the APF Management Team and the NAF A4 munitions staff will reconcile assets remaining on the NAF DoDAAC by matching those remaining on the APF vessel. Once reconciled, the APF Management Team in coordination with the NAF will transfer APF assets back to the APF vessel DoDAAC.

15.3.3. APF Peacetime Discharge Operations:

15.3.3.1. APF vessels may be planned for peacetime discharge to reposition specific munitions assets ashore in one or more theaters. During peacetime APF assets are not apportioned to the effected theater and the APF management team ships specific assets to the ultimate consignee DoDAAC.

15.3.3.2. Peacetime discharge of selected APF assets is done only after coordination with AF/A4LW, AF/A5R-C, and the effected theater logistics/munitions planners.

15.3.3.3. The APF management team may be tasked to deploy a Port Management Team(s) to coordinate munitions discharge and reconcile assets remaining on the APF vessel.

15.3.4. APF Apportionment.

15.3.4.1. During peacetime, apportioned APF assets are under the operational control of the Theater Commander in whose area of responsibility the ships are located.

15.3.4.2. For contingency and crisis action planning, the JSCP apportions the APF as forces. As apportioned in the JSCP, one or more vessels may be tasked in OPLAN Time-Phased Force and Deployment Lists (TPFDL).

15.3.4.2.1. Time-Phased Force and Deployment Data (TPFDD) research must consider ship stowage plans, port unloading times, and the time to move assets from one theater to another. Also consider assets available through other means such as CONUS or forward-based swing stocks, and STAMP/ STRAPP. Approximate fleet-

sail-times can be obtained from the GACP APF Management Team or APF Battlebooks.

15.3.4.2.2. The unified command's air component submits TPFDD requirements to the theater commander. The theater commander validates the requirements during the execution-planning phase for later entry into the theater commander's validated TPFDD. Deployment planning should allow for flexibility as the preplanned priorities sometime change in execution.

15.3.4.2.3. During execution, actual commitment of the APF to theater commanders will be IAW Joint Chiefs of Staff (JCS) established priorities. Once the vessel is chopped to the theater commander, he or she decides how to best utilize the afloat assets by determining the offload strategy to meet mission needs. Theater commanders may address requests for reallocation of assets to the CJCS to be handled through the JMPAB. Final authority to divert APF vessels requires NCA approval. The JMPAB decides user priority if more than one OPLAN is executed simultaneously.

15.3.5. 9: HQ AFMC/A4M. In coordination with the GACP APF Management Team develops APF port team requirements, procedures, and UTC IAW Munitions FAM Posturing and Sourcing Guidance.

Table 15.1. APF Program (APL000) Funds Management Alignment.

Planning, Programming, Budgeting, and Execution (PPBE) Management					
Description	**Execution Activity**	**APPR/BA**	**OAC**	**PE**	**EE**
Program Element Manager (PEM)	AF/A4/7PY	3400/02	8F; WA	28031F	46100; 46105
Program Manager (PM)	AF/A4LW	3400/02	8F; WA	28031F	46100; 46105
Resource Advisor (RA)	AF/A4LX	3400/02	8F; WA	28031F	46100; 46105
Planning & Execution (PE) Management					
Description	**Execution Activity**	**APPR/BA**	**OAC**	**PE**	**EE**
Resource Advisor (RA)	AF/A4LX	3400/02	8F; WA	28031F	46100; 46105
Ship Lease Operations	AF/A4LW	3400/02	8F; WA	28031F	46100; 46105
APF O&M	AFLCMC/EBH	3400/02	WA	28031F	46100 & Subs

15.3.5.1. USTRANSCOM: Provides overall policy guidance and direction to the service components, MSC, and SDDC on APF program management.

15.3.5.2. MSC: Acquires and procures ship leases to support the APF program, provides advice on vessel operations and requirements, and assists in coordination of port operations.

15.3.5.3. SDDC: Supports and sustains tasks related to ship scheduling, coordination of inland movement, cargo loading and downloading, and port operations and prepares Military Standard Transportation and Movement Procedures (MILSTAMP) documentation.

15.3.5.4. Headquarters Air Force (HAF)/RM: Executes MAJCOM duties for overall oversight and management of the Planning, Programming, Budgeting, and Execution (PPBE) process for the APF program.

15.3.5.5. AF/A4/7PY: Executes Program Element Manager (PEM) duties for Program Element (PE) 28031F, War Readiness Material (WRM) Secondary Equipment; Appropriation (APPN): 3400; and Budget Authority (BA) 02. Develops justifications and advocates for APF requirements and funding to the corporate AF logistics board.

15.3.5.6. AF/A4/7PE: Executes integration duties through collaboration with AF/A4L Resource Advisor (RA), AF/A4LW Program Manager (PM), HAF/RM, AF Corporate Structure Panels and the PEM. Takes appropriate funding actions related to the AF/A4/7 HAF Portfolio in accordance with appropriate financial management guidance.

15.3.5.7. AF/A4LW: Executes Program Management (PM) duties for Expense Element (EE) EE 46100, *Operations and Maintenance* and EE 46105, *APF Lease and Operations Management* in accordance with HAF planning and programming guidance.

15.3.5.7.1. Executes overall AF/A4L responsibility for execution of the APF Program Operations and Management IAW current DoD, CJCSI, and AF logistics planning guidance and IAW current APF Program pre-positioning strategies.

15.3.5.7.1.1. Develops strategy and policy for operation and logistics management of the AF APF fleet, WRM munitions positioning for assets in CONUS depots and STAMP; and for cargo composition, maintenance, and utilization of the APF.

15.3.5.7.1.2. Develops APF Program Lease requirements and submits through AF/A4L to Military Sealift Command (MSC).

15.3.5.7.1.3. Interfaces directly with the GACP APF Management Team on strategy, planning, budgeting, and scheduling of APF operations.

15.3.5.7.1.4. Supports the AF/A4/7PY PEM for APF program element (PE) 28031F, WRM 3400 Appropriation funding in support of APF positioning strategies and objectives. Interfaces with AF/A4LX on budget execution activities and priorities.

15.3.5.7.2. The AF/A4LW 2W0XX CFM approves additions, deletions, and changes to APF UTCs.

15.3.5.8. AF/A4LX. Executes AF/A4L Resource Advisor (RA) duties for APF program funding distribution and management for EE 46100 and EE 46105. Interfaces with A4/7PE on distribution of funds through to fiscal year closeout, facilitates funding prioritization and monitors funds execution in accordance with HAF planning, programming and execution guidance. Interfaces with AF/A4LW PM on program execution and AF/A4/7PY PEM on programming issues.

15.3.5.9. HQ AFMC/A4M. In coordination with the OO-ALC Munitions Division, APF Management Team develops APF port team requirements, procedures, and UTC IAW Munitions FAM Posturing and Sourcing Guidance.

15.3.5.10. GACP, APF Management Team.

15.3.5.10.1. Executes RA duties for APF funding for PEC: 28031F, BA02, OAC: WA.

15.3.5.10.1.1. Coordinates and submits APF program (APL000) planning and budget requirements forecasts, spend plans, and execution issues with the AF/A4LW (APF Program Manager) to justify APF maintenance, test, surveillance, inspection and asset rotation.

15.3.5.10.1.2. Coordinate and submit additions, deletions, changes to APF and STAMP UTCs to HQ AFMC/A4MW.

15.3.5.10.2. Plans, schedules, and executes APF operations in coordination with AF/A4LW PM, theater logistics planners, port managers, and APF Vessel operators. Manages APF stocks to include:

15.3.5.10.2.1. Screens APF munitions inspection requirements to ensure all required inspections are performed during vessel reconstitution/refreshes. The APF program is exempt from developing a master inspection schedule.

15.3.5.10.2.2. Screens munitions assets loaded aboard APF vessels for compliance with CMRS for munitions restricted/suspended and TCTO actions. Track TCTOs affecting the APF stockpile and accomplish required TCTO actions during vessel refresh/reconstitution. Notifies AF/A4LW, HQ AFMC/A4MW, NAFs, and vessel captain immediately of any suspended/restricted munitions assets aboard APF vessels.

15.3.5.10.2.3. Produces required CAS and other management reports prior to vessel refresh/reconstitution or discharge. APF is exempt from maintaining daily printed reports.

15.3.5.10.2.4. Coordinates load planning, port operations, maintenance, inspection and rotation activities.

15.3.5.10.2.5. Manage RFID operations during APF discharge at the SPOD.

15.3.5.10.2.6. In coordination with theater NAF and SDDC centrally manage, controls, and distribute RFID equipment and resources to ensure RFID operations supportability for APF munitions discharge at a SPOD.

15.3.5.10.2.7. Develops, maintains, and distributes APF ‘Battle Books’ containing individual vessel characteristics, stow plans, inventory data, and recommended downloading procedures.

15.3.5.10.2.8. Performs and documents a physical inventory of AF munitions assets aboard each vessel.

15.3.5.10.2.9. Maintains accurate inventory/location/periodic inspection data in the TMRS for applicable munitions aboard each vessel. Submit monthly status

update reports to the GACP, RAM Program Office at (Robins AFB) IAW T.O. 21M-1-101.

15.3.5.10.2.10. Distributes inventory record copies and provides original and first copy of inventory to the ship custodian. The second copy will be maintained by GACP.

15.3.5.10.2.11. Coordinates with the 2W0X1 AFCFM to identify peacetime/contingency personnel requirements to AFPC/DP under the Palace Envoy program IAW AFI 36-2110, *Assignments* to request and fund inter-command TDY support to perform maintenance, inspection and asset rotation for the APF program.

15.3.5.10.2.12. Establish, coordinate, and conduct training for APF port handling and RFID operations with designated/tasked augmentation forces (ARC or Active Duty) as required.

15.3.6. Deployable APF Port Teams: These teams manage and monitor loading and unloading of AF munitions during contingencies or peacetime operations. Teams maintain accurate cargo manifests, monitor asset handling, stowage, and serviceability, and perform RFID tagging. Active duty deployment/augmentation force support for APF operations may be established through official tasking by Palace Envoy, Requests for Forces (RFF), Expeditionary Combat Support (ECS) tasking, or through MAJCOM supported volunteer/tasked support.

15.4. STAMP and STRAPP Management.

15.4.1. STAMP and STRAPP comprise a single program known as STAMP/STRAPP. The program includes WRM munitions and tanks, racks, adapters and pylons (TRAP) for airlift to meet immediate requirements in any theater of operations.

15.4.2. AF/A5R-C:

15.4.2.1. Provides STAMP/STRAPP requirements to the GACP annually and publishes STAMP requirements in the NCAA.

15.4.2.1.1. Provides STAMP allocations to the GACP Stockpile office prior to the annual Allocations conference.

15.4.2.1.2. Provides STRAPP allocations to the GACP annually.

15.4.2.2. Forecasts for STRAPP requirements to HQ AFMC/A4RW and HQ AFMC/A4RD.

15.4.2.3. Validates requirements for notional STAMP tasking. Provides notification to the GACP on the validity of the requirements for notional STAMP tasking.

15.4.3. The GACP STAMP/STRAPP PM will:

15.4.3.1. Verify notional tasking requirements.

15.4.3.2. Activate the GACP Crisis Action Team (CAT) upon notification or warning order for potential STAMP/STRAPP tasking.

15.4.3.3. Execute validated STAMP/STRAPP taskings and reporting procedures IAW AFMC WMP-1.

15.4.3.4. Coordinate with logistics planners at Air Terminal Operations Center (ATOC), Hill AFB and/or McConnell AFB to develop load planning options.

15.4.3.5. Provide load plans to AMC Tanker Airlift Control Center **(**TACC), Scott AFB**.**

15.4.3.6. Consolidate Situation Reports (SITREP) provided by units and provide status overview to GACP Munitions Division and Stockpile Management Branch by end of shift.

15.4.3.7. Notify HQ AFSOC of actions affecting SOF packages and notify HQ ACC of actions affecting Combat Search and Rescue (CSAR) Forces packages.

15.4.3.8. Notify the GACP Air Superiority Cell (Robins AFB) when STAMP packages that contain Air Superiority Munitions are tasked and moved.

15.4.3.9. Serves as the point of contact for UTC and deployment information.

15.4.3.10. Via official e-mail, direct STAMP/STRAPP units to prepare packages for shipment.

15.4.3.10.1. Sends tasking direction for 649 MUNS to:

15.4.3.10.1.1. 75 ABW Hill AFB UT. 75 ABW/CC; 75 ABW/CP; 75 LRS/CC; and 75 LRS Workflow.

15.4.3.10.1.2. 649 MUNS Hill AFB UT. 649 MUNS/CC and 649 MUNS/MXW.

15.4.3.10.1.3. HQ AF. AF/A4LW Workflow and AF/A5R-C Workflow.

15.4.3.10.1.4. HQ AFMC Wright-Patterson AFB OH. AFMC/A4M Workflow and AFMC/A4M Organizational Mailbox.

15.4.3.10.2. Sends tasking direction for 184 MUNS to:

15.4.3.10.2.1. OO-OLC Workflow.

15.4.3.10.2.2. 184 IW McConnell AFB KS. 184 IW/CC Wing Commander OMB; 184 IW/CP COMMAND POST OMB; 184 IW/RSG Regional Support Group OMB; and 184 IW/LRS Logistics Readiness OMB.

15.4.3.10.2.3. 184 MUNS McConnell AFB KS. 184 IW/MUNS Munitions OMB; 184 MUNS/FV2308 McConnell FV2308 OMB; and 184 MUNS/FV6151 McConnell FV6151 Control OMB

15.4.3.10.2.4. 22 ARW McConnell AFB KS. 22 ARW/CC Commander; 22 ARW/ CP/CAT; 22 LRS/CC; and 22 LRS/Contingency Ops.

15.4.3.10.2.5. HQ AF. AF/A4LW Workflow and AF/A5R-C Workflow.

15.4.3.10.2.6. HQ AFMC Wright-Patterson AFB OH. AFMC/A4M Workflow and AFMC/A4M Organizational Mailbox.

15.4.3.10.2.7. National Guard Bureau, NGB/A4MW.

15.4.3.11. Submit the classified STAMP/STRAPP quarterly report to AF/A4LW, AF/A5R-C, AFMC/A4MW, Lead MAJCOM, and NAF A4W (or equivalent) organizational SIPRNET e-mail addresses no later than the 15th of the month following each quarter (e.g., 15 Oct, 15 Jan, 15 Apr, 15 Jul).

15.4.3.12. Manage STAMP assets at the allocation level up to QUP.

15.4.3.13. Assist units in requisition sourcing and follow-up for STAMP/STRAPP assets and coordinate with sources of supply to ensure requisitions are filled.

15.4.3.13.1. Take necessary coordination and actions to replenish STAMP and STRAPP assets after tasking. This effort takes priority over all other prepositioned assets for units with Functional Activity Designator II-09 (FAD 2-09) or lower unless otherwise directed by HQ AF.

15.4.3.13.2. Notify AF/A4LW, AF/A5R-C, and HQ AFMC/A4MW if tasked/sourced STAMP/STRAPP assets cannot be replaced or suitable substitutes are not available to replenish STAMP/STRAPP.

15.4.3.14. Act as the STAMP and STRAPP pilot unit, and inputs, maintains, and updates UTC data in the Logistics Module (LOGMOD) system. Coordinate with STAMP/STRAPP units to ensure standardization.

15.4.3.14.1. Ensure that all GACP personnel assigned to the STAMP/STRAPP PM maintain access to GCCS and DCAPES.

15.4.3.14.2. Annually review all STAMP/STRAPP UTCs and Mission Capability (MISCAP) statements. Coordinate all additions, updates, and deletions with HQ AFMC/A4MW.

15.4.3.14.3. Coordinate Logistics Force (LOGFOR) validations with HQ AFMC/A4MW and HQ AFMC/A4RX.

15.4.3.14.4. Direct units that maintain STAMP munitions packages (649 MUNS and 184 MUNS) to physically build new or revised UTCs for LOGFOR configuration updates.

15.4.3.14.5. Facilitate Logistics Planning (LOGPLAN) training for subordinate units as required.

15.4.3.14.6. Ensure all STAMP UTCs have correlating CRCs loaded within CAS.

15.4.3.14.6.1. Manage all STAMP CRCs.

15.4.3.14.6.2. Create, update, or delete CRCs to match required capability requirements.

15.4.3.14.6.3. Coordinate updates with the GACP, Stockpile Management section.

15.4.3.15. Coordinate with AF/A4LW, AF/A5R-C, HQ ACC/A3TW (CSAR/TAMP) and HQ AFSOC/ A4MS to review STAMP upcoming FY requirements.

15.4.3.15.1. Provide finalized STAMP requirements to the GACP, Stockpile Management Allocations Section NLT 14 calendar days prior to the annual Allocations Conference.

15.4.3.15.2. Review upcoming FY beddown requirements prior to the annual Allocations Conference.

15.4.3.15.3. Advise and coordinate recommended changes through AF/A4LW and AF/A5R-C.

15.4.3.15.4. Once upcoming FY allocations are released; flow-down allocations to STAMP units within AMST.

15.4.3.16. Notify the GACP Stockpile Management supervision when CMRS or TCTO actions negatively impact the STAMP/STRAPP asset posture.

15.4.3.17. Notify 75 LRS/LGRDX and 184 LRS/LGRM of any WCDO posting or changes.

15.4.4. Designated STAMP/STRAPP Units (649 MUNS and 184 MUNS) will:

15.4.4.1. Ensure base plans are developed to effectively support STAMP and STRAPP operations.

15.4.4.2. Ensure the stockpile is rapidly deployable and in compliance with DoD directed Wood Packaging Material (WPM), ISPM # 15 guidance.

15.4.4.3. Oversee the effective and efficient management of respective STAMP/STRAPP munitions stockpile and TRAP assets, to include:

15.4.4.3.1. Monitor shelf/service life dates IAW **paragraph 5.3.2.2**.

15.4.4.3.2. Notify the GACP STAMP/STRAPP PM of problems affecting deployments or of any significant events occur.

15.4.4.3.3. Requisition, receive, store, secure, handle, account, report, maintain, inspect, update CAS, assemble, palletize, and out-load.

15.4.4.3.4. Unit requisitions and follow-ups will be submitted IAW **paragraph 5.4.7** and **paragraph 7.7**.

15.4.4.3.4.1. Source all STAMP requisitions in CAS to MAJCOM Code '0S' (STAMP) using DoDAAC: FV0001.

15.4.4.3.4.2. Notify the GACP STAMP/STRAPP PM of requisition requirements, upon receipt of replacement assets, and of assets requiring rotation via e-mail to: **505CBSS.Stamp@hill.af.mil.** Notification will include: NSN, Lot, CC, Quantity, and shelf life expiration date of each asset.

15.4.4.3.4.3. Perform lot selection on all STAMP '0S' requisitions to ensure ISPM # 15 WPM compliance and newest lots are selected for shelf life sustainment. Ensure the 'Source to DoDAAC' and 'Lot' selection are annotated in the remarks block in CAS prior to forwarding requisition to the IM.

15.4.4.3.4.4. Ensure project code '121' is included on all STAMP requisitions. Use **Table 7.4** to determine project codes for shipments from STAMP units for

retrograde or to repair facilities.

15.4.4.4. Ensure replacement assets can be received during out-load operations.

15.4.4.5. Submit a monthly capability report for other than CC-A assets to report: NSN, CC and reason, Quantity. For CC-E and CC-G assets, include the AWP/AWM Job Control Number (JCN) and the estimated completion date (ECD).

15.4.4.6. Submit a monthly shortfall report to include: CRC, number of packages affected, and the limiting factors (LIMFAC).

15.4.4.7. Ensure effectiveness of STAMP and STRAPP deployment operations, to include:

15.4.4.7.1. Upon receipt of validated STAMP/STRAPP Warning Order (WARNORD) provide an initial SITREP within one hour. Utilize the SITREP templates provided by GACP STAMP STRAPP PM for all reporting. Subsequent SITREPs will be provided every six hours (or as directed) until mission objectives are met. Submit reports to the GACP STAMP/STRAPP PM via SIPERNET e-mail to: **505CBSS.Stamp@afmc.smil.mil.**

15.4.4.7.2. Use DD Form 1149, DD Form 1348-1A, or Deployable Mobility Execution System (DMES)/LOGMOD deployment document as the shipping document. Ensure authorized transportation representative signs the 'Document Control' copy of whichever form is used as the shipment document.

15.4.4.7.3. Apply AFMAN 24-204(I), Chapter 3 procedures when deploying STAMP packages.

15.4.4.7.4. Coordinate with the Installation Deployment Officer (IDO) and hazardous cargo area transportation personnel to meet explosive safety standards before moving packages to the hot cargo pad for aircraft loading operations.

15.4.4.7.5. Ensure they possess access to a GCCS telnet terminal and train personnel on its use. The STAMP office NCOIC and Assistant NCOIC will have SIPRNET e-mail accounts.

15.4.4.7.6. Manage pallet configuration Logistics Detail (LOGDET) within LOGPLANS IAW AFI 10-401.

15.4.4.7.7. Utilize the LOGFOR Validation Checklist to ensure UTCs entered in LOGPLAN are in STAMP standardized configuration. Checklist can be obtained from the GACP STAMP/STRAPP PM.

15.4.4.7.8. Physically build new or revised UTCs for configuration updates no later than 30 days after direction/notification by the GACP STAMP or STRAPP PM. Ensure unit LOGPLANS are updated once physical UTCs are built.

15.4.4.7.9. Provide GACP with Material List Report and photos of built pallets (front/side views of each pallet required) via e-mail to: **505CBSS.Stamp@hill.af.mil.**

15.4.5. HQ AFMC/A4RW and HQ AFMC/A4RD: Validates STRAPP assets and forward requirements to HQ ACC/A4RX for publication in a WCDO.

15.4.6. HQ ACC/A4RX: Posts the approved WCDO to the Air Force Weapons Requirements Community of Practice (CoP) located on SIPRNET for the 649 MUNS and 184 MUNS.

15.5. Theater-Prepositioned and CONUS-Stored Assets. Theater prepositioned assets, although an integral part of GAP, are managed by owning theater commanders in consideration of applicable Air Force positioning guidance. CONUS stored assets can be in any one of three categories:

15.5.1. Retail stocks assigned to CONUS base accounts.

15.5.2. Retail stocks at AFMC depots or facilities (i.e., STAMP).

15.5.3. Wholesale stocks at Army ammunition plants and depots. The SMCA manages these Army depots. Most Air Force CONUS-stored assets are at these SMCA-managed locations.

15.6. Munitions Transportation Funding, PACER AMMO. PACER AMMO is the official DoD nickname for the centralized funding process identifying the transportation requirements to meet MAJCOM munitions positioning objectives.

15.6.1. HQ AFMC/A4MW coordinates with the MAJCOM (CONUS) and NAF (OCONUS) munitions staffs and is responsible for monitoring and tracking the transportation funding process for all AF munitions movements. This includes CONUS PHIT, and OCONUS sea and air costs. OCONUS PHIT surface (truck/rail) movements are not paid by PACER AMMO project codes.

15.6.2. The NCAA provides munitions requirements while the TAMP and DLAR provide allocations and positioning objectives.

15.6.2.1. MAJCOMs (CONUS) and NAFs (OCONUS) determine which munitions to request for call forward and retrograde based on their allocations and theater operational plans.

15.6.2.2. Positioning objectives are determined by the TAMP and GAP working groups based on MAJCOM (CONUS) and NAF (OCONUS) desires and Air Force objectives as determined by Air Staff.

15.6.2.3. The MMP developed during the GAP working group will provide the basis for forecasting and allocating SDT funding to move munitions.

15.6.2.4. Each of the moves in the MMP not categorized as a ‘Must Pay’ will be prioritized by the GAP steering committee, co-chaired by AF/A4LW and AF/A5R-C.

15.6.3. DELETED.

15.6.3.1. Transportation funding requirements must be identified and resources allocated to support munitions movements from point of origin to final destination within the CONUS and to the OCONUS port of entry.

15.6.3.2. PACER AMMO will provide the focus to justify and advocate funding to preposition the worldwide munitions stockpile IAW the GAP and MMP.

15.6.3.3. The MMP will be costed out by AFMC and used as the basis for the SDT requirement submission for munitions moves within the Air Force. When SDT funds are released, the MAJCOMs will be notified of approved MMP moves.

15.6.4. The types of munitions movements, definitions, project codes and categories are in **Table 7.4**.

15.6.4.1. Programmed movements are categorized as 'Must Pay' or 'Prioritized'.

15.6.4.1.1. 'Must Pay' movements are mandatory and critical to the daily operations and are authorized when requisitioned.

15.6.4.1.2. 'Prioritized' moves are funded to the maximum extent possible within available resources.

15.6.4.2. 'Approval Required' category is for moves not identified at the GAP. These require AF/A5R-C approval. Once approved, these movements fall into 'must pay' or 'prioritized' categories.

15.6.4.3. The official project codes listed in **Table 7.4** must be included on all shipment documents.

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ATTACHMENT 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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DLM 4000.25-1, *Military Standard Requisitioning and Issue Procedures* (MILSTRIP), 13 Jun 2012

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Abbreviations and Acronyms

A&S—Aging and Surveillance

(Added-SEYMOURJOHNSONAFB) ACCI—Air Combat Command Instruction

ACSA—Acquisition Cross-Servicing Agreement

ADR—Ammunition Disposition Request

AEDA—Ammunition, Explosives, Dangerous Articles

AFCENT—Air Force Central Command

AFCOMAC—Air Force Combat Ammunition Center

AFE—Aircraft Flight Equipment (previously Aircrew Life Support)

(Added-SEYMOURJOHNSONAFB) AFI—Air Force Instruction

(Added-SEYMOURJOHNSONAFB) AFMAN—Air Force Manual

AFMC2—Air Force Munitions Command and Control

AFMEB—Air Force Maintenance Executive Board

AFMx21—Air Force Maintenance for the 21st Century

(Added-SEYMOURJOHNSONAFB) AFPD—Air Force Policy Directive

AFQTP—Air Force Qualification Training Package

AFRMIS—Air Force Records Information Management System

AFSC—Air Force Specialty Code

AFTTP—Air Force Tactics, Techniques, and Procedures

AGE—Aerospace Ground Equipment

AGM—Air to Ground Missile

AIM—Air Intercept Missile

AIT—Automatic Identification Technology

ALA—Ammunition Loading Assembly

ALC—Air Logistics Complex

ALERTS—Automated Life-sustaining Equipment Records and Tracking System

ALS—Ammunition Loading System

ALSMS—Automated Life Support Management System

AMA—Acceleration Monitoring Assembly

AMD—Acceleration Monitoring Device

AME—Alternate Mission Equipment

AMST—Agile Munitions Support Tool

AMU—Aircraft Maintenance Unit

AOR—Area of Responsibility

APB—Acquisition Program Baseline

APF—Afloat Preposition Fleet

ARC—Air Reserve Component

aRFID—Active Radio Frequency Identification

ASM—Air Superiority Missile

ATO—Air Tasking Order

ATS—Automated Test Systems

ATSO—Ability to Survive and Operate

AUR—All Up Round

AWM—Awaiting Maintenance

AWP—Awaiting Parts

BDU—Bomb Dummy Unit

BIF—Base Information File

BRU—Bomb Release Unit

BSP—Base Support Plan (Superseded. See IGESP-In-Garrison Expeditionary Site Plan)

C4—Command, Control, Communication and Computers

CAC—Common Access Card

CAD—Cartridge Actuated Device

CADS—Containerized Ammunition Distribution System

CAM—Chemical Agent Monitor

CAS—Combat Ammunition System

CAT—Crisis Action Team

CAT Code—Category Code

CATM—Combat Arms Training Management

CATM—Captive Air Training Missile

CC—Condition Code

CCAF—Community College of the AF

CCDR—Combatant Commander

CCG—Computer Control Group

CCMEC—Combined Captured Materiel Exploitation Center

CE—Civil Engineering

CEA—Captured Enemy Ammunition

CFETP—Career Field Education and Training Plan

CFR—Code of Federal Regulations

CIIC—Controlled Inventory Item Code

CMA—Centralized Management Activities

CMEC—Captured Materiel Exploitation Center (Theater)

CMM—Conventional Munitions Maintenance

CMOS—Cargo Movement Operation System

CMPM—COTS Munitions Program Manager

CMRS—Conventional Munitions Restricted or Suspended

CMT—Combat Munitions Training

CnC—Container in Container

CONPLAN—Concept Plan

CONUS—Continental United States

COTS—Commercial off the Shelf

CPI—Continuous Process Improvement

CPIN—Computer Program Identification Numbering

CSA—Courtesy Storage Agreement

CR—Complete Round

CRC—Complete Round Code

CRD—Complete Round Dictionary

CRM—Customer Relationship Management

CRWC—Complete Round Weapons Code

CSC—Convention for Safe Containers

CTR—Combined Theater Requirement

DAA—Designated Approval Authority

DAC—Defense Ammunition Center; DAC website at: https://www3.dac.army.mil/ provides rail carload, MILVAN, and ISO container drawings.

DATM—Dummy Air Training Missile

DDA—Designated Disposition Authority

DDESB—DoD Explosive Safety Board

DDO—Date Departed Origin

DOT—Department of Transportation

DFD—Design for Demilitarization

DIFM—Due-in from Maintenance

DLA—Defense Logistics Agency

DLAR—Detail Logistics Allocation Report

DMES—Deployable Mobility Execution System

DoDAAC—Department of Defense Activity Address Code

DODIC—Department of Defense Identification Codes

DOM—Date of Manufacture

DOT—Department of Transportation

DR—Deficiency Report

DSCA—Defense Security Cooperation Agency

DSCA—Defense Support to Civil Authorities

ECP—Entry Control Point

EDM—Emergency Destruction of Material

ELG—Enterprise Logistics Governance

EOD—Explosive Ordnance Disposal

EPA—Environmental Protection Agency

ERRC—Expendability, Reparability and Recoverability Category

ESDS—Electronic Software Distribution System

ESP—Explosive Site Plan

ES—Equipment Specialist

ESP—Expeditionary Site Plan

FAM—Forecasting and Allocations Module

FAM—Functional Area Manager

FDO—Foreign Disclosure Office

FMS—Foreign Military Sales

FOB—Found on Base

FOD—Foreign Object Damage

FOUO—For Official Use Only

FSC—Federal Stock Class

FUC—Functional User Code

GACP—Global Ammunition Control Point

GAP—Global Asset Positioning

GBU—Guided Bomb Unit

GCCS—Global Command and Control System

GCS—Guidance Control Section

GMAT—Ground Munitions Allocation Tables

GTN—Global Transportation Network

HC—Hazard Classification

HHT—Handheld Terminal

IAD—Inventory Adjustment Document

IDR—Indicative Data Record

IGESP—In-Garrison Expeditionary Site Plan

IHC—Interim Hazard Classification

IM—Item Manager

IMDS—Integrated Maintenance Data System

(Added-SEYMOURJOHNSONAFB) IMT—Information Management Tool

IPI—In-Progress Inspection

IPT—Integrated Product Team

ISO—International Organization for Standardization

IUID—Item Unique Identification

JCMEC—Joint Captured Materiel Exploitation Center

JMPAB—Joint Material Priorities and Allocations Board

JSCP—Joint Strategic Capabilities Plan

LALS—Linkless Ammunition Loading System

LAN—Local Area Network

LD—Line Delivery

LME—Locally Manufactured Equipment

LMR—Land Mobile Radio

LOGDET—Logistics Detail

LOGFAC—Logistics Feasibility Analysis Capability

LOGFOR—Logistics Force Packaging System

LPS—Lightening Protection System

MAC—Munitions Assembly Conveyor

MAC—Management Activity Code

MAJCOM—Major Command

MANFOR—Manpower Force Packaging System

MASO—Munitions Accountable Systems Officer

MDAS—Material Documented As Safe

MDEH—Material Documented As An Explosive Hazard

MEP—Munitions Employment Plan (MEP formats are available at the 9 MUNS (AFCOMAC) SharePoint site.)

MICAP—Mission Capable

MILVAN—Military Owned Demountable Container

MIPR—Military Interdepartmental Purchase Request

MMHE—Munitions Material Handling Equipment

MMP—Munitions Movement Plan

MMR—Military Munitions Rule (40 C.F.R. Subpart M)

MOA—Memorandum of Agreement

MOB—Main Operating Base

MOU—Memorandum of Understanding

MPPEH—Material Potentially Presenting an Explosive Hazard

MSA—Munitions Storage Area

MSC—Military Sealift Command

MSDS—Material Safety Data Sheet

MSEM—Munitions Support Equipment Maintenance

MSP—Master Storage Plan

MSRG—Master Subsidiary Relationship Group

MTL—Master Task Listing

MTS—Munitions Transaction Sheet

MUFM—Munitions User Functional Manager

NCAA—Non--nuclear Consumables Annual Analysis

NEW—Net Explosive Weight

NEWQD—Net Explosive Weight Quantity Distance

NIPRNET—Non--Secure Internet Protocol Router Network

NNMSB—Non-Nuclear Munitions Safety Board

NOCM—Nuclear Ordnance Commodities Management

NRIU—Nuclear Remote Interface Unit

NSN—National Stock Number

NSUS—Nuclear Sustainment Squadron

NWRM—Nuclear Weapons Related Materiel

O&M—Operations and Maintenance

OB/OD—Open Burn/Open Detonation

OC—ALC—Oklahoma City Air Logistics Complex

OCONUS—Outside the Continental United States

OIC—Officer in Charge

OOCR—Out-of-Cycle Requests

OPLAN—Operational Plan

OPORD—Operation Order

OPR—Office of Primary Responsibility

OPSEC—Operations Security

OSC—Organizational Shop Code

PAD—Propellant Actuated Device

PAD—Program Action Directive

PCA—Permanent Change of Assignment

PCAR—Peacetime Conventional Ammunitions Requirements

PE—Plastic Explosive

PEC—Program Element Code

PERSCO—Personnel Support for Contingency Operations

PGM—Precision Guided Munitions

PIC—Positive Inventory Control

PIWG—Product Improvement Working Group

PKI—Public Key Infrastructure

PM—Program Manager

PMO—Program Management Office

POD—Port of Debarkation

POE—Port of Embarkation

POL—Petroleum, Oils and Lubricants

POP—Performance Oriented Packaging

PPBS—Planning, Programming, and Budgeting System

PQDR—Product Quality Deficiency Report

pRFID—Passive Radio Frequency Identification

PT—Product Team

PTO—Peace-Time Operating

QA—Quality Assurance

QSC—Quantity per Shipping Container

QT&E—Qualification, Test and Evaluation

QUP—Quantity per Unit Pack

R&M—Reliability and Maintainability

RACP—Regional Ammunition Control Point

RAM—Reliability Asset Monitoring

RCRA—Resource Conversation and Recovery Act

RDD—Required Delivery Date

RDO—Redistribution Order

RDS—Records Disposition Schedule

REMIS—Reliability and Maintainability Information System

REPSHIP—Report of Shipment

RFID—Radio Frequency Identification

RI—Receiving Inspection

RIMCS—Reparable Item Movement Control System

RIMF—Reportable Item Master File

RLD—Ready to Load Date

RMS—Requirements Management System

ROS—Report of Survey

RDT&E—Research, Development, Test, and Evaluation

RVP—Reverse Post

SA—System Administrator

SAAR—Supplemental Allocation Authorization Request

SAE—Service Acquisition Executive

SATAF—Site Activation Task Force

SBU—Sensitive But Unclassified

SCL—Standard Configuration Load

SDDC—Surface Deployment and Distribution Command

SDM—Static Display Munitions

SDT—Second Destination Transportation

SE—Support Equipment

SEI—Special Experience Identifier

SIPRNET—Secure Internet Protocol Network

SMCA—Single Manager for Conventional Munitions

SMI—Storage Monitoring Inspection

SN—Serial Number

SOF—Special Operations Force

SOFA—Status of Forces Agreement

SORTS—Status of Resource and Training Systems

SPI—Special Packaging Instruction

SPO—System Program Office

SPOD—Sea Port of Debarkation

SR—Sortie Rates

SRD—Standard Reporting Designator

STAMP—Standard Air Munitions Package

STRAPP—Standard Tank, Rack, Adapter, and Pylon Package

STU—Secure Telephone Unit

SWIM—Special Weapons Information Management

TACP—Theater Ammunition Control Point

TACON—Tactical Control

TAMP—Tactical Air Missile Program

TARRP—Tactical Air Munitions Rapid Response Package

TAV—Total Asset Visibility

TBA—Training Business Area

TCN—Transportation Control Number

TCTO—Time Compliance Technical Order

(Added-SEYMOURJOHNSONAFB) TDY—Temporary Duty

TEMP—Test and Evaluation Master Plan

TER—Triple Ejection Rack

TMCP—Tactical Missile Control Point

TMDE—Test, Measurement and Diagnostic Equipment

TMF—Transportation Management Flight

TO—Transportation Officer

TMR—Total Munitions Requirements

TMRS—Tactical Munitions Reporting System

T.O.—Technical Order

TODO—Technical Order Distribution Office

TPFDD—Time--Phased Force and Deployment Data

TPFDL—Time--Phased Force and Deployment Lists

TPWG—Test Plan Working Group

TRAP—Tanks, Racks, Adapters and Pylons

TRIC—Transaction Identification Code

TTP—Tactics, Techniques, and Procedures

TTU—Thermal Treatment Units

UALS—Universal Ammunition Loading System

U&TW—Utilization and Training Workshop

UCML—Unit Committed Munitions List

UID—Unique Identification

UII—Unique Item Identifier

UMD—Unit Manning Document

UN—United Nations

UND—Urgency of Need Designator

USP&FO—United States Property and Fiscal Officer

USTRANSCOM—US Transportation Command

UTA—Unit Training Assembly

UTC—Unit Type Code

UXO—Unexploded Ordinance

VCNCO—Vehicle Control Non Commissioned Officer

WAA—Wartime Aircraft Activity

WAN—Wide Area Network

WCDO—War Consumables Distribution Objective

WMM—Waste Military Munitions

WMP—War Mobilization Plan

WR—ALC—Warner Robins - Air Logistics Complex

WRM—War Reserve Materiel

WRSA—War Reserve Stocks for Allies

WSN—Weapons Stock Number

Terms

Abbreviated WSN—A truncated WSN consisting of the CRWC and the SN (excludes DoDAAC). ***EXAMPLE:*** BL2CM 001.

Air Tasking Order (ATO)—A method used to task and disseminate to components, subordinate units and command and control agencies projected sorties, capabilities and forces to targets and specific missions. Normally provides specific instructions to include call signs, targets, controlling agencies, etc., as well as general instructions.

Centralized Management Agency (CMA)—Organizations with a specialized clear goal and scope associated with an Air Force-wide mission capability that provides functional support reachback to Lead MAJCOMs, supported MAJCOMs, component NAFs, FOAs and DRU and units and Activities that comprise a workload that are centrally located and performed by an organization to eliminate redundant capabilities across the Air Force.

Chemical Warfare Material (CWM)—Items generally configured as a munitions containing a chemical compound that is intended to kill, seriously injure, or incapacitate a person through its physiological effects. CWM includes V and G-series nerve agents or H-series (mustard) and L-series (lewisite) blister agents in other-than-munitions configurations; and certain industrial chemicals (e.g., Hydrogen Cyanide (AC), Cyanogen Chloride (CK), or Carbonyl Dichloride (called phosgene or CG)) configured as a military munition. Due to their hazards, prevalence, and military-unique application, chemical agent identification set (CAIS) are also considered CWM. CWM does not include: riot control devices; chemical defoliants and herbicides; industrial chemicals (e.g., AC, CK, or CG) not configured as a munition; smoke and other obscuration producing items; flame and incendiary producing items; or soil, water, debris or other media contaminated with low concentrations of chemical agents where no CA hazards exist.

Collocated Operating Base (COB)—An active or reserve allied airfield designated for joint or unilateral use by US Air Force wartime augmentation forces or for wartime relocation of US Air Force in theater forces. COBs are not US bases.

Combat Ammunition System (CAS)—Air Force's single system of record for the management of conventional munitions. Provide a global view of assets under the physical control of the Air Force.

Complete Round Dictionary (CRD)—A listing of complete round weapon codes and the associated components (by qty) necessary to assemble.

Complete Round Weapon Code (CRWC)—5 Digit code utilized to generically identify complete rounds. ***EXAMPLE:*** BL2CM.

Component MAJCOM (C MAJCOM)—MAJCOMs that serve a component role. Air Force Component Commander and staff that support the Combatant Commander at the strategic level. The staff does not duplicate the functions of the NAF (NAF) Headquarters AFFOR Staff.

Component Numbered Air Force (C-NAF)—NAF that serve a component role, either subordinate to component or component NAF. The staff supports the Air Force Component Commander at the operational and tactical level and is manned with a minimum core capability to handle steady state operations and contingency scenarios.

Concept of Operations (CONOPS)—A verbal or graphic statement, in broad outline, of a commander's assumptions or intent in regard to an operation or series of operations. The concept of operations frequently is embodied in campaign plans and operation plans; in the latter case, particularly when the plan covers a series of connected operations to be carried out simultaneously or in succession. The concept is designed to give an overall picture of the operation. It is included primarily for additional clarity of purpose. Frequently, it is referred to as the commander's concept.

ContainerID—An identification name assigned to a container managed in the Combat Ammunition System's container management system.

Conventional Munition—A device charged with conventional explosives, propellants, pyrotechnics, initiating composition or biological or chemical materiel for use in connection with defense or offense, including demolition. Certain conventional munitions can be used for training, ceremonial, or non-operational purposes. Conventional munitions include all explosive and non-explosive components essential for the assembly of a complete operational round of munitions or AUR tactical missile. Additionally, items which in themselves are considered complete operational rounds, plus any other items designated for munitions management or reporting. In general, conventional munitions include toxic, nontoxic, biological, incendiary explosives, smoke agents, bombs, chemical spray tanks, warheads, rockets, explosive components of catapult and canopy remover devices, explosive demolition materials, grenades, mines, pyrotechnics, and all types of devices used in igniting and exploding them. ***EXAMPLE:*** Primers, detonators, fuzes, cartridges, squibs, boosters, igniters, blasting caps and bursters. Also included are inert, sectionalized or empty models of 'live rounds' and drill munitions and or explosive materiel. Inert parts of end-items of conventional munitions are also included.

Conventional Munitions Restricted or Suspended (CMRS)—Automated system maintained by GACP. Identifies and notifies munitions activities and users of restrictions or suspensions related to munitions items and components.

C-Day—The unnamed day on which a deployment operation commences or is to commence. The deployment may be movement of troops, cargo, weapon systems, or a combination of these elements utilizing any or all types of transport. The letter "C" will be the only one used to denote the above. The highest command or headquarters responsible for coordinating the planning will specify the exact meaning of C-day within the aforementioned definition. The command or headquarters directly responsible for the execution of the operation, if other than the

one coordinating the planning, will do so in light of the meaning specified by the highest command or headquarters coordinating the planning

Capability Production Document (CPD)—A document that addresses the production elements specific to a single increment of an acquisition program. The CPD must be validated and approved before a Milestone C decision review. The refinement of performance attributes and Key Performance Parameters (KPPs) is the most significant difference between the Capability Development Document (CDD) and CPD. The CPD format is contained in CJCSM 3170.01.

D- Day—The unnamed day on which a particular operation commences or is to commence. An operation may be the commencement of hostilities.

Demilitarization Code—A single-character code indicating "USML" or "CCL" and the degree of demilitarization necessary (if any) or trade security controls (if any) before release from DoD control.

Demilitarization—The act of destroying the military offensive or defensive advantages in certain types of equipment or material. The term includes mutilation, dumping at sea, scrapping, melting, burning, or alteration designed to prevent further use of this equipment and material for its original intended military or lethal purpose and applies equally to material in unserviceable or serviceable condition that has been screened and declared excess.

Design for Demilitarization (DFD)—An acquisition initiative in the systems engineering process for all newly developed ammunition items and those undergoing engineering changes or renovation and maintenance. This concept seeks to influence ammunition design in order to facilitate demilitarization operations to minimize reuse and disposal costs and enhance safety and environmental compliance.

Direct Reporting Unit (DRU)—A subdivision of the Air Force, directly subordinate to the Chief of Staff, USAF. A DRU performs a mission that does not fit into any of the MAJCOMs and has many of the same administrative and organizational responsibilities as a MAJCOM.

Drop Ton—This is the total weight of items built up/ready for use without packing materials and it uses the increment of 2,000lbs equals a drop ton. This weight is the total weight of the end item, i.e.; a built-up GBU-24 will include weight of bomb, airfoil group, Computer Control Group (CCG), etc.

Earliest Arrival Date (EAD)—A day, relative to C Day, that is specified by a planner as the earliest date when a unit, a resupply shipment, or replacement personnel can be accepted at a port of debarkation during a deployment. Used with the Latest Arrival Date (LAD), it defines a delivery window for transportation planning purposes.

EOD Response Specialist—DoD personnel who have graduated the naval school of EOD, Basic Course, and hold an appropriate grade/skill relationship in a current EOD position. EOD personnel are the Air Force explosives or munitions response specialists as described in 40 CFR (The Military Munitions Rule) and are trained in chemical and conventional munitions; and in explosives handling, transportation, render safe procedures, and destruction techniques.

Expenditure Per Sortie Factor (EPSF)—A number that tells how many of the items are used on each sortie. The value is the average value for the aircraft in that specific role or utilization.

Expeditionary Site Plan (ESP)—Chiefly associated with locations without a permanent Air Force presence and may contain only the minimum data necessary to make initial beddown

decisions (quick reaction site survey information in Part I). ESPs may be developed in short time frames to meet contingency needs without full staffing or coordination. ESPs follow the same format as IGESPs IAW AFI 10-404.

Expeditionary Site Survey Process (ESSP)—Defines the capability and procedures to effectively identify potential operational locations and collect, store, and access site data in support of warfighter decision making processes.

FB—First two positions of the DoDAAC designating a Standard Base Supply System (SBSS) account assigned by DoD

Field Operating Agency (FOA)—A subdivision of the Air Force, directly subordinate to a Headquarters Air Force functional manager. A FOA performs field activities beyond the scope of any of the commands. The activities are specialized or associated with an Air Force wide mission, and do not include functions performed in management headquarters, unless specifically directed by a DoD authority.

FV (Formerly FK)—First two positions of the DoDAAC designating a Munitions Account assigned by DoD. ‘F’ indicates USAF and ‘V’ indicates munitions.

Global Command and Control System (GCCS)—Highly mobile deployable command and control system supporting forces for joint and multinational operations across the range of military operations, anytime and anywhere in the world with compatible, interoperable, and integrated command, control, communications, computers, and intelligence systems. (Joint Pub 1-02)

H-Hour—The specific hour on D-day at which a particular operation commences. The operation may be the commencement of hostilities; the hour at which an operation plan is executed or to be executed (as distinguished from the hour the order to execute is issued); the hour that the operations phase is implemented, either by land assault, parachute assault, amphibious assault, air or naval bombardment. The highest command or headquarters coordinating the planning will specify the exact meaning of H-hour within the aforementioned definition. Normally, the letter "H" will be the only one used to denote the above. However, when several operations or phases of an operation are being conducted in the same area on D-day, and confusion may arise through the use of the same hour designation for two or more of them, any letter of the alphabet may be used except A, C, D, E, J, M or others that may be reserved for exclusive use.).

Host Unit—The organization designated by the host major command or HQ AF to furnish support to a tenant unit.

In Garrison Expeditionary Site Plan (IGSP)—Primarily developed for installations with a permanent Air Force presence, and are fully developed by the collaborative planning efforts of many functional experts with a deliberate planning time line. Replaces the former term Base Support Plan (BSP). All plans formerly called BSPs will be redesignated IGESPs. The term IGESP describes all plans developed to meet deliberate planning requirements, contingency planning requirements, and any other site planning requirements. While the term BSP is superseded, the requirement for robust, structured, and standardized site planning based on AFI 10-404 remain.

Inter-theater—Between theaters or between the continental United States and theaters. (Joint Pub 1-02)

Intra-command—Within a major command.

Intra-Theater—Within a theater. (Joint Pub 1-02)

Item Unique Identification (IUID)—A system establishing unique item identifiers within the DoD, by assigning a machine-readable character string or number to a discrete item, which serves to distinguish it from other like and unlike items.

Latest Arrival Date (LAD)—A day, relative to C Day, that is specified by a planner as the latest date when a unit, a resupply shipment, or replacement personnel can arrive at the port of debarkation and support the concept of operations. Used with the earliest arrival date (EAD), it defines a delivery window for transportation planning.

Lead Command—A MAJCOM that has been designated as the executive agent or command with the primary responsibility of providing a capability including equipment. A Lead MAJCOM is responsible for organizing, training, equipping (OT&E), and providing forces.

AMC—Lead for air cargo and passenger travel, to include policy entitlements and procedures; designated (MAF) weapon system support planning and weapon system Expectation Management Agreements.

ACC—Lead for Basic Expeditionary Airfield Resources (BEAR) systems; and designated (CAF) weapon system support planning and weapon system Expectation Management Agreements.

AETC—Lead for designated weapon system support planning and weapon system Expectation Management Agreements.

AFSOC—Lead for designated weapon system support planning and weapon system Expectation Management Agreements.

AFSPC—Lead for Air Force Space Launch and Cyber activities.

AFGSC—Lead for designated weapon system support planning and weapon system Expectation Management Agreements.

AFMC—Lead for management of 463L pallet and net program and supports AMC/A3 in Joint Airborne/Air Transportability Training program and act as the focal point for DMAS files, ASN, R26MERGE and WRSKAID; and Foreign Military Sales, AF Depot Production, Depot Materiel Policy Development and Planning & Programming - Centralized Asset Management (CAM) program.

AFRC—Lead for organize, train, and equip (OT&E) and policy functions for AFRC units.

NGB—Lead for organize, train, and equip (OT&E) and policy functions for ANG units.

Limiting Factor (LIMFAC)—A factor or condition that has a significant impact on the capability to perform the wartime mission that cannot be satisfied at unit level. ***EXAMPLE:*** Transportation network deficiencies, mal positioned forces or material, extreme climatic conditions, etc.

Locally Manufactured Equipment (LME)—Equipment manufactured locally that has been coordinated, approved, managed, and inspected IAW AFI 21-101. This equipment is typically used to interface or support munitions such as tools, handling dollies, storage racks, maintenance stands, and transport adapters. Munitions LME must meet applicable AFOSH and AFMAN 91-201 explosive safety requirements, and must meet AFI 91-103, *Air Force Nuclear Safety Design Certification Program* requirements if used for nuclear weapons handling or maintenance.

Logistics Feasibility Analysis Capability (LOGFAC)—Logistics system used by Air Staff and operational MAJCOMs. LOGFAC outputs affect all Air Force installations. It is used to determine worldwide wartime aircraft activity (USAF War Mobilization Plan, Volume 4 (WMP-4)), and to produce the War Consumables Distribution Objective (WCDO) to support that activity. It makes base-level supplies and equipment more easily visible to MAJCOM planners, is used to assess the feasibility of ad hoc or planned operations given in-place consumables, and describes the utilization of ground support equipment and associated wartime fuel requirements.

Logistics—The science of planning and carrying out the movement and maintenance of forces. In its most comprehensive sense, those aspects of military operations that deal with: design and development, acquisition, storage, movement, distribution, maintenance, evacuation, and disposition of materiel; movement, evacuation, and hospitalization of personnel; acquisition or construction, maintenance, operation, and disposition of facilities and acquisition or furnishing of services.

Materiel Handling Equipment (MHE)—Powered or non-powered handling equipment designed for general industrial shipping, storage, transporting loading or unloading operations of material. These items are generally available from commercial sources.

Munitions Materiel Handling Equipment (MMHE)—Powered or non powered equipment specifically designed to interface with and/or support munitions shipping, storing, assembly/disassembly, transporting, loading, or unloading operations. MMHE must be certified by either the nuclear or non-nuclear certification board. Nuclear certified items are certified for non-nuclear use.

Material Documented as Safe (MDAS)—MPPEH that has been assessed and documented as not presenting an explosive hazard and for which the chain of custody has been established and maintained. This material is no longer considered to be MPPEH.

Material Documented as an Explosive Hazard (MDEH)—MPPEH that cannot be documented as MDAS, that has been assessed and documented as to the maximum explosive hazards the material is known or suspected to present, and for which the chain of custody has been established and maintained. This material is no longer considered to be MPPEH. (An MDEH characterization only addresses the explosives safety status of the material.)

Material Potentially Presenting an Explosive Hazard (MPPEH)—Material owned or controlled by the Department of Defense that, prior to determination of its explosives safety status, potentially contains explosives or munitions (e.g., munitions containers and packaging material; munitions debris remaining after munitions use, demilitarization, or disposal; and range related debris) or potentially contains a high enough concentration of explosives that the material presents an explosive hazard (e.g., equipment, drainage systems, holding tanks, piping, or ventilation ducts that were associated with munitions production, demilitarization, or disposal operations). Excluded from MPPEH are munitions within the DoD-established munitions

management system and other items that may present explosion hazards (e.g., gasoline cans and compressed gas cylinders) that are not munitions and are not intended for use as munitions.

Munitions Storage Area (MSA)—All structures and facilities used to store conventional munitions controlled by the Munitions Flight Chief/Superintendent and Munitions Accountable Systems Officer (MASO). MSA includes any facilities/structures used for the storage of conventional munitions within a Weapons Storage Area (WSA) or other geographically separated areas.

Mobility—A quality or capability of military forces which permits them to move from place to place while retaining the ability to fulfill their primary mission.

Non-nuclear Consumables Annual Analysis (NCAA)—The official US Air Force document that serves as the basis for air munitions WRM planning and programming for 7 consecutive fiscal years approved forces. The NCAA is an analytical process designed to quantitatively identify the most effective mix of conventional air munitions to be programmed for procurement and maintained in the worldwide WRM stockpile. Documents the calculations, assumptions and methodologies used to computing conventional air munitions theater requirements. Identifies by MAJCOM totals, the near-term primary munitions requirements and out year planning levels. Theaters threat models, WMP-5 sorties, theater expenditure per sortie factors (EPSF), and safety factors all influence munitions computations. NCAA CTRs are used throughout the planning/ programming process to aid in identifying how each type item should be positioned to achieve Air Force objectives. The NCAA is published by AF/A5R-C and distributed to MAJCOMs, and other designated agencies. AFSOC's SOF unique (MFP-11) and Air Force common munitions WRM requirements are established by USSOCOM using the Joint Mission Analysis (JMA) system. The JMA generated requirements are provided to AF/A5R-C and merged into the NCAA.

Notional Tasking—A procedure to facilitate planning among all the services, commands, and agencies whereby operation plan forces are expressed as standard type units as described in the type unit data file disseminated by the Joint Staff, no specific units are identified.

Nuclear Weapons Related Materiel (NWRM)—Classified or unclassified assemblies and subassemblies (containing no fissionable or fusionable material) identified by the Military Departments (MILDEPs) that comprise or could comprise a standardized war reserve nuclear weapon (including equivalent training devices) as it would exist once separated/removed from its intended delivery vehicle.

Numbered Air Force (NAF)—A level of command directly under a MAJCOM. NAFs are tactical echelons that provide operational leadership and supervision. They are not management headquarters and do not have complete functional staffs. Many NAFs are responsible for MAJCOM operations in a specific geographic region or theater of operations.

Operation Order (OPORD)—A directive issued by a commander to subordinate commanders for the purpose of effecting the coordinated execution of an operation.

Operation Plan (OPLAN)—1. Any plan for the conduct of military operations prepared in response to actual and potential contingencies. 2. In the context of joint operation planning level 4 planning detail, a complete and detailed joint plan containing a full description of the concept of operations, all annexes applicable to the plan, and a time phased force and deployment data. It identifies the specific forces, functional support, and resources required to execute the plan and

provide closure estimates for their flow into the theater. Also called OPLAN. See also operation order. (JP 5-0)

Peacetime Conventional Ammunition Requirements (PCAR)—The annual process initiated by the GACP to have units identify and reference munitions requirements in Categories A, B, C, D, E, F, N, and T used to support Aircrew Training, Test, Ground Forces, and EOD.

Planning Factor—A multiplier used in planning to estimate the amount and type of effort involved in a contemplated operation. Planning factors are often expressed as rates, ratios or lengths of time.

Port of Debarkation (POD)—The geographic point at which cargo or personnel are discharged. May be a seaport or aerial port of debarkation. For unit requirements, it may or may not coincide with the destination. (Joint Pub 1-02).

Port of Embarkation (POE)—The geographic point in a routing scheme from which cargo or personnel depart. May be a seaport or aerial port from which personnel and equipment flow to port of debarkation. For unit and non-unit requirements, it may or may not coincide with the origin. (Joint Pub 1-02)

Preposition—To place military units, equipment, or supplies at or near the point of planned use or at a designated location reduce reaction time, and to ensure timely support of a specific force during initial phases of an operation.

Product Assurance—The interaction of those management and technical activities necessary to determine that a product will satisfy mission requirements and identify or predict product degradation and define its effect on mission accomplishment.

Product Team/Integrated Product Team—Group of appointed personnel empowered by leadership whose purpose is to come together routinely or at a specific times to utilize various problem solving approaches to implement solutions that exceed the goals of regulatory agencies (federal, state, and local). The team also integrates the solutions into the organization and mission and develops metrics to track and monitor progress.

Reachback Organization—A construct that refers to capabilities that are available to support the warfighter and are maintained outside the theater of operations and are not forward deployed to reduce the footprint. Munitions organizations that are tasked to provide this capability are identified in appropriate PAD annexes and throughout this instruction.

Readiness—The ability of US military forces to fight and meet the demands of the national military strategy. Readiness is the synthesis of two distinct but interrelated levels: ***unit readiness*** the ability to provide capabilities required by the combatant commanders to execute their assigned missions derived from the ability of each unit to deliver the outputs for which it was designed; and ***joint readiness*** the combatant commander's ability to integrate and synchronize ready combat and support forces to execute his or her assigned missions. (Joint Pub 1-02).

Recovered Chemical Warfare Material (RCWM)—CWM that has been used for its intended purpose or previously disposed of as waste, which has been discovered during a CWM response or by chance (e.g., accidental discovery by a member of the public), that the DoD has either secured in place or placed under DoD control, normally in a DDESB approved storage location or interim holding facility, pending final disposition.

Redeployment—The transfer of a unit, an individual or supplies deployed in one area to another area, or to another location within the area, or to the zone of interior for the purpose of further employment.

Reliability—The probability that an item will perform its intended function for a specified interval under stated conditions.

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

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

Shortfall—The lack of forces, equipment, personnel, materiel or capability apportioned to and identified as a plan requirement, that would adversely affect the command's ability to accomplish its mission.

Short Supply—Used to describe munitions assets less than 100% supportable of near year requirements. Assets may be requisitioned at a percent of near year allocation prior to the beginning of fiscal year upon approval by the GAP working group.

Short Ton—Measurement used in munitions planning which equals 2,000lbs.

Sortie Rate—The number of times per day an aircraft type can be flown.

Standard Air Munitions Packages (STAMP)—A logistics entity consisting of a prescribed quantity of optimized conventional munitions drawn from war readiness materiel assets. STAMP is stored in CONUS as an air-transportable package, and is designed as initial support for a particular weapons system for a specific period under combat operating conditions.

Standard Configuration Load (SCL)—The total quantity of munitions that comprise a specific certified aircraft load.

Standard Tanks, Racks, Adapters, Pylons Package (STRAPP)—An air transportable package of tanks, racks, adapters, and pylons to support a specific aircraft.

Support Equipment (SE)—Powered and non-powered Aerospace Ground Equipment (AGE) (i.e., MOLTS); industrial plant equipment (IPE) (i.e., bench grinders, table saws); vehicular SE (i.e., snow plow attachments); Test, Measurement and Diagnostic Equipment (TMDE); nuclear, conventional, and chemical munitions handling and test equipment (i.e., Missile Test Sets); test equipment (i.e., ohmmeters/voltmeters); and special tools requiring scheduled inspections (i.e., hoists, slings, stands). Specific SE terms are defined in T.O. 00-20-1, Appendix A.

Support Plan—A formalized, directive document specifying responsibilities of units that interface during peace of wartime. Such plans are quite common between host nations and US forces.

Surveillance Testing—A detailed test, analysis, and reporting program for comparing conventional munitions to established standards and for projecting shelf and service life throughout the period from development to disposal.

Tactical Air Missile Program (TAMP)—Standard Air Force document that provides air-to-air missile allocations in support of weapon system evaluation program, training, testing, and war readiness materiel requirements.

Training Business Area (TBA)—A Net Centric, GCSS-AF IF Web-Based application providing Air Force warfighters with global, real-time visibility into qualifications, certifications, and training status of 200,000 plus logistics and communications and information professionals at multiple air bases and locations. The primary users will be any personnel directly involved in base level training activities. The primary product owners are CFMs, CFAs, and MFMs or designees.

Theater—The geographical area outside the continental United States for which a commander of a unified or specified command has been assigned military responsibility.

Time Phased Force and Deployment Data (TPFDD)—The computer-supported data base portion of an operation plan. It contains time-phased force data, non-unit-related cargo and personnel data, and movement data for the operation plan, including--in-place units, units to be deployed to support the operation plan with a priority indicating the desired sequence for their arrival at the port of debarkation, routing of forces to be deployed, movement data associated with deploying forces and the estimate of transportation requirements that must be fulfilled by common-user lift resources as well as those requirements that can be fulfilled by assigned or attached transportation resources.

Time Phased Force and Deployment List (TPFDL)—Appendix 1 to Annex A of the operation plan. It identifies types and/or actual units required to support the operation plan and indicate origin and ports of debarkation or ocean area. It may also be generated as a computer listing from the time-phased force and deployment data.

Tri-Service—Defense Acquisition System term integrating defense strategic guidance to joint operational concepts to the tasks/functions and capabilities of the Army, Navy and Air Force.

Unit Committed Munitions List (UCML)—A list that identifies munitions required by a unit to support war plans (primary munitions) and contingency operations (support munitions)

Unit Type Code (UTC)—A five character, alphanumeric code that uniquely identifies each type unit of the Armed Forces.

War and Mobilization Plan (WMP)—The Air Force War and Mobilization Plan is the supporting plan to the Joint Strategic Capabilities Plan (JSCP). It extends through the Six Year Defense Program to provide for continuity in short and mid-range war and mobilization planning. Provides current policies and planning factors for the conduct and support of wartime operations. Establishes requirements for the development of mobilization and production planning programs to support sustained contingency operations of the programmed forces. Encompasses all functions as necessary to match facilities, manpower and materiel resources with planned wartime activity. Consists of 5 Volumes:

War Consumable Distribution Objectives (WCDO)—A document providing war readiness materiel prepositioning requirements for selected war consumables for support of the wartime activities.

War Readiness Materiel (WRM)—Materiel required, in addition to mobility equipment and primary operating stock, to support wartime activities reflected in the US Air Force War and

Mobilization Plan until the industrial base has generated sufficient deliveries to equal planned wartime consumption. Found in the Wartime Aircraft Activity (WAA) in Volume 4 of the USAF War and Mobilization Plan.

WMP-1—Outlines basic war and mobilization policies.

WMP-2—Provides plans listings and summaries.

WMP-3—Gives force disposition and availability based on Air Force programs and the JSCP.

WMP-4—Wartime Aircraft Activity (WAA), portrays (by operating location) planned aircraft activity that implements each approved aircraft deployment, employment, and support operation plan. The WMP-4 arrays the WMP-5 funded theater sorties down to individual units.

WMP-5—Outlines basic planning factors and reflects sortie and flying-hour data for use in planning war and mobilization requirements. It represents the approved and funded HQ AF position on sortie rates, duration, and flying-hour requirements by mission design series to support the US Air Force programmed and mobilization force levels.

War Consumables—Expendable items directly related and necessary to a weapon system or combat support activity. ***EXAMPLE:*** Auxiliary fuel tanks, pylons, petroleum, oil, lubricants, chaff, aircraft guns and gun barrels, air munitions, subsistence, and related flight expendables, racks, adapters, and launchers.

War Reserve Materiel (WRM)—Materiel required, in addition to mobility equipment and primary operating stock, to support wartime activities reflected in the US Air Force War and Mobilization Plan until the industrial base has generated sufficient deliveries to equal planned wartime consumption. Found in the Wartime Aircraft Activity (WAA) in Volume 4 of the USAF War and Mobilization Plan.

Weapon Stock Number (WSN)—14 digit unique number generated by CAS. It is comprised of the 5-digit complete round weapon code, 4-digit Base DoDAAC and a 5-digit SN. It is the NSN equivalent for a complete round. ***EXAMPLE:*** BL2CM484600001.

Attachment 2

OFF-LINE PROCESSING (POST-POST)

NOTE: The intent of Post-Post recovery is not necessarily to process every asset movement action that occurred during off-line processing. Rather, the ultimate focus is to update CAS records to match the asset's current physical location when CAS comes back on-line.

A2.1. The following reports will be maintained:

A2.1.1. *Asset Balance Report* (AM501A) – Weekly.

A2.1.2. *Asset Balance Report - Periodic* (AM573A) – Weekly.

A2.1.3. *Custody Account Listing* (AM507A) – Weekly.

A2.1.4. *DIFM Status Report* (AM535A) – Weekly.

A2.1.5. *Storage Location Report* (AM567A) – Weekly.

A2.1.6. *Print Document List* (AME02A) – Weekly.

A2.1.7. *Asset Level Listing* (AMG08A) – Weekly.

A2.1.8. *Requisition Status List* (AMI05A) – Bi-weekly.

A2.1.9. *Due-Out Validation List* (AMI06A) – Weekly.

A2.1.10. *Base Information File* (BIF) Report (AMB16A) – Semi-annually.

A2.1.11. *Complete Round Build-Up Report* (AM249A) – As required.

A2.2. The Munitions Operations Element: Is the central document control collection point during CAS downtime.

A2.3. Receipts:

A2.3.1. Munitions Operations will:

A2.3.1.1. In-check incoming shipments against receipt documentation for accuracy. Verify National Stock Number (NSN), quantity, CC, Transportation Control Number (TCN), lot/SN and quantity against shipping documentation.

A2.3.1.2. Immediately updates the Asset Balance Report within 1-hour.

A2.3.1.3. Review requisition book to determine if assets received were backordered and should be issued to a specific custody account.

A2.3.2. Munitions Inspector will:

A2.3.2.1. Complete the receiving inspection within 30 days.

A2.3.2.2. Contact Munitions Operations about any quantity discrepancy and forward a copy of the AFTO Form 102.

A2.3.2.3. Forward the 'DOCUMENT CONTROL' copy of the receipt document to Munitions Operations for quality control and placement in the permanent document files. File document into Post-Post files.

A2.4. Shipments:

A2.4.1. Munitions Operations will:

A2.4.1.1. Upon receipt of disposition or redistribution instructions from higher headquarters, review Asset Balance Report and Asset Level Listing to verify availability.

A2.4.1.2. Coordinate with Inspection to select lot/SN of items to ship.

A2.4.1.3. Change Asset Balance Report to reflect items as pending shipment.

A2.4.1.4. Create manual shipping documents (DD Form 1348-1A) in four copies.

A2.4.1.5. Stamp original copy of shipping document "DOCUMENT CONTROL." If shipment is an ADR, annotate the ADR number from CAS on the shipment document. Forward documents for scheduling.

A2.4.1.6. For Priority 02 shipments, ensure assets are prepared at earliest opportunity.

A2.4.2. Munitions Inspector will:

A2.4.2.1. Perform Shipping Inspection on assets to be shipped. Sign documents and forward to Munitions Operations or flight Shipment function.

A2.4.2.2. A copy of the shipping document must be provided to the Deployment and Distribution Flight (formerly TMO) for booking. Priority 02 shipments will be hand-carried to Deployment and Distribution Flight.

A2.4.2.3. The original document will be placed in an awaiting shipment folder in the Munitions Operations element or the responsible shipment function.

A2.4.2.4. Upon notification by Deployment and Distribution Flight that shipment is ready for departure, personnel must physically accompany Deployment and Distribution Flight personnel to the appropriate structure and ensure shipment is loaded.

A2.4.2.5. Upon validating the munitions offered for shipment match the shipping document, the TMO representative will provide a signed copy of the shipping document to the munitions representative to acknowledge receipt of the munitions for shipment.

A2.4.2.6. The Munitions Operations/Shipment function must change the Asset Balance Report to reflect items have departed station.

A2.4.2.7. The Munitions Operations function must file document in Post-Post files.

A2.5. Issues:

A2.5.1. Munitions Operations will:

A2.5.1.1. Receive original copy of issue request from the initiator.

A2.5.1.2. Coordinate with an inspector to select lot/SN of item being issued.

A2.5.1.3. Log and assign document number from Post-Post issue log.

A2.5.1.4. Change on-hand quantity on the Custody Account Listing.

A2.5.1.5. Change Asset Balance Report to reflect issue.

A2.5.1.6. Use custodian generated issue request as the Post-Post Issue Document (may be electronically forwarded to applicable agencies.

A2.5.2. Storage will:

A2.5.2.1. Pull the items from storage and deliver to Inspection.

A2.5.2.2. Restore excess items and courtesy store issued items as required.

A2.5.3. Inspection will:

A2.5.3.1. Schedule the Pre-Issue.

A2.5.3.2. Perform Pre-Issue Inspection and have custodian sign for assets. Verify AF Form 68 before releasing.

A2.5.3.3. Forward copy of issue document to Munitions Operations.

A2.5.4. Munitions Operations will:

A2.5.4.1. File document in Post-Post files.

A2.6. Component Replacement/Base Stock Repair Issues:

A2.6.1. Requesting Element will:

A2.6.1.1. Provide Munitions Operations with information on required item such as NSN, Noun, Quantity and JCN assigned.

A2.6.1.2. Annotate SNs if applicable and ensure personnel signs for receipt of items on the consumption issue document.

A2.6.2. Munitions Operations will:

A2.6.2.1. Review request with the *Asset Balance Report* (AM501A) for on-hand availability. If assets are not available, refer to **paragraph 7.7.4** for requisition submission requirements.

A2.6.2.2. Log and assign document number from Post-Post issue log.

A2.6.2.3. Change on-hand quantity on Asset Balance Report.

A2.6.2.4. Use requesting element request (email) as the issue document.

A2.6.2.5. File document in Post-Post files.

A2.7. Complete Round Assembly/Disassembly:

A2.7.1. Production element will:

A2.7.1.1. Annotate component information on AF IMT 4331, MTS and forward to Munitions Operations.

A2.7.1.2. Munitions Operations will:

A2.7.1.2.1. Annotate Asset Balance Report to reflect increase/decrease.

NOTE: It is highly recommended annotation of the abbreviated CRWC adjacent to the affected NSNs.

A2.7.1.2.2. File document in Post-Post files.

A2.8. Custody Munitions Expenditures:

A2.8.1. Munitions Operations will:

A2.8.1.1. Review expenditure request for completeness and authorization.

A2.8.1.2. Annotate custody account listing with expenditure and decrease on-hand quantity. File document in Post-Post files.

A2.9. Flightline Expenditures:

A2.9.1. Munitions Control will:

A2.9.1.1. Communicate movements and expenditures with the Weapons Expediter

A2.9.1.2. Log expenditures on AF IMT 4331, MTS.

A2.9.1.3. Verify expenditures with AF IMT 2434. Adjust quantities as required and initial.

A2.9.1.4. Submit AF IMT 4331 and AF IMT 2434 to Munitions Operations for validation and processing.

A2.9.2. Weapons Expeditor will:

A2.9.2.1. Communicate all movements, loading/unloading, and expenditures with Munitions Control.

A2.9.2.2. Document aircraft configuration and expenditures using AF IMT 2434. Forward to Munitions Control periodically and at the end of the flying day.

A2.9.3. Conventional Maintenance will:

A2.9.3.1. Log expenditures on AF IMT 4331, MTS for Chaff, Flare and 20mm as they are reconciled.

A2.9.3.2. Submit AF IMT 4331, MTS to Munitions Operations for consolidation and processing.

A2.9.4. Munitions Operations will:

A2.9.4.1. Annotate expenditure in Post-Post log.

A2.9.4.2. Change Asset Balance Report, temporary WSN cross-reference log and Complete Round Built Listing.

A2.9.4.3. File document in Post-Post files.

A2.10. Munitions Turn-In (Custody/CAD/PAD):

A2.10.1. Munitions Operations will:

A2.10.1.1. Receive turn-in request document from initiator.

A2.10.1.2. Review turn-in request for completeness and accuracy. If item is a DIFM return, annotate on DIFM listing the date item was returned. If item is custody, change Custody Account Listing.

A2.10.1.3. Forward document to the Inspection Element.

A2.10.2. Inspection will:

A2.10.2.1. In-check and sign/date turn-in request document and provide custodian a copy.

A2.10.2.2. The inspector will complete the RMI and forward document to the Munitions Operations element.

A2.10.3. Munitions Operations will:

A2.10.3.1. Log the turn-in request in the Post-Post turn-in log.

A2.10.3.2. Change Asset Balance Report.

A2.10.3.3. File document in Post-Post files.

A2.11. Base Stock Munitions Turn-In:

A2.11.1. Munitions Inspectors will:

A2.11.1.1. Complete AFTO Form 102.

A2.11.1.2. If turn-in is a result of a component removal from AUR, items removed from container or origin is known, annotate 'Organizational Turn-in' (ORG TIN) in remarks section.

A2.11.1.3. If the origin of the turn-in asset cannot be determined, annotate "Found on Base" in remarks section and forward to the MASO for approval and determination of inventory requirements before processing. The MASO will make final decision on whether to process FOB in Post-Post mode or after Post-Post recovery is completed.

A2.11.1.4. Forward a copy of the AFTO Form 102 to Munitions Operations.

A2.11.2. Munitions Operations will:

A2.11.2.1. Log the AFTO Form 102 in the Post-Post turn-in log.

A2.11.2.2. Change information on the Asset Balance Report.

A2.11.2.3. File document in Post-Post files.

A2.12. Requisitions: When CAS is unavailable, units will submit requisitions IAW DLM 4000.25-1, *Military Standard Requisitioning and Issue Procedures (MILSTRIP) Manual* and GACP, NAF, or Lead MAJCOM guidance (See **paragraph 7.7.4.4.1**).

A2.13. Post-Post Recovery:

A2.13.1. The MASO will establish a recovery team.

A2.13.2. Post-Post documents will be completed and processed in CAS prior to returning to normal CAS operations. Post-Post documents will be processed in the following order:

A2.13.2.1. Receipts. Verify the document control report against Post-Post receipt log to ensure all transactions were correctly processed. Cross-reference all document numbers.

A2.13.2.2. Complete Round Assembly/Disassembly. Process Post-Post complete round assembly/disassembly information captured on AF IMT 4331, MTS utilizing *Complete Round Buildup* (AMJ01) or *Complete Round Teardown* (AMJ02) screens in CAS. Ensure CAS produced WSN are cross-referenced with the AF IMT 4331, MTS WSN. Verify all transactions were processed correctly by using CAS Complete Round Build-Up Report.

A2.13.2.3. Turn-ins. Verify the document control report against Post-Post turn-in log to ensure all transactions were correctly processed. Cross-reference all document numbers.

A2.13.2.4. Issue. Process Post-Post issue in CAS and attach issue request to Document Control copy of CAS generated issue document. There is no need to obtain signatures from the inspector or custodian on CAS produced issue document.

NOTE: Send a copy of the CAS produced issue document to custodian for their records.

A2.13.2.5. Expenditure. Process expenditure in CAS and annotate "PROCESSED" in top margin of the AF IMT 4331, MTS.

A2.13.2.6. Shipment. Ensure shipment is processed in CAS, stamp original copy "DOCUMENT CONTROL" and attach Post-Post copy to CAS generated document.

A2.13.2.7. Movements. Process all remaining actions including movements conducted to support maintenance, inspection or rewarehousing actions as necessary.

A2.13.3. The MASO must conduct an inventory of all affected assets.

ATTACHMENT 3

INVENTORY PROCEDURES

A3.1. General Guidelines:

A3.1.1. Establish a document cut-off date/time for processing documents/movements prior to generating inventory in CAS.

A3.1.2. Assign personnel to inventory teams and appoint a team chief for each count team.

A3.1.3. Assign Munitions Operations element member(s) to reconcile the inventory.

A3.1.4. Brief all inventory team members on proper documentation procedures.

A3.1.5. Brief all inventory team personnel on their roles and responsibilities.

A3.2. Inventory Team Chief responsibilities:

A3.2.1. Task team member(s) to sign out key(s) for assigned structure(s).

A3.2.2. Ensure all assets in each structure are properly recorded in CAS using automated-, direct-, or remote-input, CAS generated, or manual inventory count sheets.

A3.2.3. Stockpile discrepancies will be documented separately.

A3.2.4. Compile stockpile discrepancies.

A3.2.5. Personnel performing physical inventory must print name, sign and date each count sheet.

A3.2.6. Return count sheets (if used) and stockpile discrepancy list to the Munitions Operations element.

A3.3. Inventory Team Member responsibilities:

A3.3.1. Notify team chief of all discrepancies or safety concerns.

A3.3.2. Legibly document inventory results on count sheets (if used).

A3.3.3. Document stockpile discrepancies (e.g., lite box not annotated, loose banding, housekeeping, etc.) on separate sheet and forward to the MUNS Supervision/Munitions Flight Chief/Commander.

A3.3.4. Legibly print name, sign and date each count sheet.

A3.3.5. Return signed CAS count sheets (if used) and discrepancy sheets to appropriate team chief.

A3.4. Inventory Reconciler responsibilities:

A3.4.1. Select appropriate inventory in CAS and print count sheets (if used) for inventory.

A3.4.2. Assign structures and provide inventory count sheets (if used) to appropriate team chiefs.

A3.4.3. Ensure documented stockpile discrepancies as listed in **paragraph A3.3.3** are compiled into an Inventory Discrepancy Memo, and included in the inventory package.

A3.4.4. If automated- or remote-input is not utilized, use direct-input to update CAS inventory with results from count sheets upon receipt. Account for all inventory sheets (if used) and ensure all associated CAS records are reconciled.

A3.4.5. Notify the MASO of discrepancies found by inventory count teams.

A3.4.6. Compile inventory package upon completion of the inventory, to include all documented discrepancies and provide to the MASO. The following shall be included in the inventory package:

A3.4.6.1. Inventory Accuracy Report (if applicable).

A3.4.6.2. Count Sheets (if used).

A3.4.6.3. Discrepancy memorandum.

A3.4.6.4. Certificate of Transfer (if required).

A3.4.6.5. All locally produced documents used during the inventory.

A3.5. Inventory Procedures:

A3.5.1. Utilize CAS inventory procedures and system generated products.

A3.5.2. Stockpile and Complete Round inventories may be run simultaneously. The MASO must ensure both inventories have all required documentation and are filed in the same inventory package.

A3.5.3. Stockpile inventory will be accomplished IAW **paragraph 7.11**

A3.5.4. Complete Round Inventory: To minimize interruption to flightline operations, the MASO may direct the Complete Round inventory be selected in CAS after the physical count of assets has been accomplished. The *Complete Round Build-Up Report* (AM249A)/*Complete Round Record List* (AM250A) may be used to accomplish this count.

A3.5.5. Print CAS count sheets (if used) and provide to count team(s)/team chief(s).

A3.5.6. All assets in structures must be accounted for. If using automated-, direct-, or remote-input; or a CAS generated count sheet, and assets in the structure are not reflected in CAS or on the count sheet, the discrepancy must be documented on a count sheet. The following data must be recorded:

A3.5.6.1. NSN.

A3.5.6.2. Lot Number.

A3.5.6.3. CC.

A3.5.6.4. Quantity.

A3.5.6.5. Location.

A3.5.7. Inventory discrepancies will be resolved using procedures in **paragraph 7.11.8.10**.

A3.5.8. If a physical recount is required, inventory recounts will be conducted by an alternate count team.

A3.5.9. The inventory reconciler will update CAS upon return of the inventory count sheets (if used). If inventory count discrepancies exist, the reconciler will re-enter the quantities

from the count sheets that pertain to each specific discrepancy. If inventory count discrepancies still exist, the reconciler will generate inventory recount listings.

A3.5.10. Sealed Structure Inventory Procedures. The MASO verifies the inventory when initially storing munitions in sealed structures, to include intermodal containers. After the inventory, the MASO (or designated representative) will apply serial-numbered seals to the doors of structures.

A3.5.10.1. If CAS generated or manual count sheets are used, record the Structure Number, Seal Number, and the Date seal was applied. If automated-, direct-, or remote-input is used, record this information on a memo. The MASO validates this information by signing the count sheet or memo.

A3.5.10.2. Sealed structures need not be inventoried again until the structure seals are broken for any reason. It is at the discretion of the on-coming MASO if structures with validated unbroken seals will be inventoried.

A3.5.10.2.1. DELETED.

A3.5.10.2.2. DELETED.

A3.5.10.2.3. DELETED.

A3.5.10.3. Retain documentation until next physical inventory is performed.

A3.5.10.4. The MASO should consider that the August 10% inventory may have a significantly greater number of NSNs to inventory because it is the last month in the 10% inventory cycle and CAS will selected all assets for inventory that have not received a previous 10%

A3.5.11. Change of MASO Inventory:

A3.5.11.1. If discrepancies exist after the first count, conduct a recount to include a check of the following areas:

A3.5.11.1.1. The inspection/maintenance bay.

A3.5.11.1.2. The transportation holding area (if applicable).

A3.5.11.1.3. The ADR/unserviceable bay.

A3.5.11.1.4. Courtesy storage areas.

A3.5.11.1.5. Any other applicable holding/storage areas not noted above.

A3.5.11.1.6. If discrepancies still exist after performing the above actions, a second recount will be conducted with the addition of verifying ‘LITE’ box contents.

A3.5.11.1.7. If discrepancies exist after the second recount, perform the following procedures:

A3.5.11.1.7.1. Process a transaction history on the affected NSN back to the Date o Last Inventory (DOLI).

A3.5.11.1.7.2. Collect all documents currently out of file and movement control forms for affected NSN/lot number.

A3.5.11.1.7.3. Compare source/input documentation against all transactions

reflected on the transaction history beginning from the DOLI.

A3.5.11.1.7.4. Compare all movement control forms against transaction history.

A3.5.11.1.7.5. Research all custody accounts with the same NSN.

A3.5.11.1.7.6. Verify assets are not pending transportation.

A3.5.11.1.7.7. If the discrepancy still can't be resolved, the MASO must initiate inventory adjustment procedures.

A3.5.12. Quarterly Custodian Inventory:

A3.5.12.1. When organization is scheduled to conduct the Quarterly Custodian Inventory, the MASO generates the inventory in CAS.

A3.5.12.2. Provide custodian conducting inventory with the CAS generated count sheets.

A3.5.12.3. Custodians return count sheets in accordance with the MASO suspense to ensure the inventory is reconciled in CAS within 30 calendar days of date inventory was generated.

A3.5.12.4. MASO reconciles inventory in CAS and generates a new *Custody Account Listing* (AM507A) which has an updated DOLI reflecting the inventory was conducted and reconciled. The *Custody Account Listing* (AM507A) will be placed in the inventory package and routed to the Commander for signature.

ATTACHMENT 4

MUNITIONS CUSTOMER INFORMATION MATRIX

A4.1. Purpose: This matrix provides organizational Commanders and appointed custodians of munitions using and managing activities with a quick reference to key policies, responsibilities, and procedures essential for proper management of their munitions account and issued assets.

A4.2. Use: It shall be used to augment responsibilities and procedures briefed to commanders and custodians on the AF Form 68, *Munitions Authorization Record*. Commanders and custodians must be familiar with and understand the content within these references. Direct questions to the local Munitions Accountable Systems Officer (MASO).

Paragraph	General Topic	Specific Topic
1.2.	Deviations and Waivers	Requesting deviations and waivers to munitions policy
2.3.	Commander Responsibilities	Responsibilities of commanders of organizations 'using' or 'possessing' munitions
2.3.5.	Explosives Safety Training	Responsibility of commanders to ensure all personnel handling or working around ammunition, explosives, or MPPEH receive explosives safety training
2.4.	Squadron Commander Responsibilities	Specific responsibilities of squadron commanders (or equivalent)
2.4.2.	Squadron Commander Responsibilities	Responsibility and timelines to review and sign all DoDAAC inventory results briefing memorandums and return to the MASO
2.5.	Munitions Supervision Responsibilities	Responsibilities of munitions supervision
2.6.13.	MASO Responsibilities	MASO responsibility for AF Form 68, commander and custodian training, briefings, and support
2.6.16.	Restricted and Suspended Munitions	Responsibilities and procedures for notification and customer response guidelines.
2.7.7.	Release of Munitions	Approval process to release munitions to agencies or individuals outside the Air Force
3.1.1.	Product Assurance	Key product assurance duties
3.3.	Reusable Container Management	Management procedure for empty munitions containers
5.4.	Munitions Operations Element	Responsibilities for Munitions Operations element
7.3.	AF Form 68	Procedures for preparation and use of the AF Form

Paragraph	General Topic	Specific Topic
		68, *Munitions Authorization Record*
7.4.	Custody Account Management	Custodial procedures for managing organizational custody accounts
7.4.3.3.	Lot Number Integrity	Requirements to maintain munitions lot number integrity
7.4.3.5.	Custody Expenditures	Requirement and timelines for validating and processing custody account expenditures
7.4.3.6.	Packing Material	Requirements to retain and manage custody account packaging materials
7.4.3.7.	Release of Munitions	Custody account Commander's responsibility for release of munitions
7.4.3.8.	Courtesy Storage	Procedures for initiating a CSA with the munitions storage activity
7.4.4.	Custody Account Management	Custody account filing requirements
7.4.5.	Custody Account Management	Custody account management and maintenance deficiencies
7.4.6.	Custody Account Management	Closure of a custody account
7.5.3.	Allocations Management	Out of Cycle Request (OOCR) and Allocation Transfer Requests (ATR)
7.11.9.	Inventories	Custody account inventory, reconciliation, and filing procedures (quarterly, annual, monthly, and special)
7.11.9.6.	Inventory Discrepancies	Custody Account Inventory Discrepancies (identifying and reporting inventory losses and discrepancies)
7.11.9.6.3.5.	Loss of Munitions	Requirements to report theft, loss, or destruction of munitions
7.16.	Issues	Procedure for requesting, processing, documenting, and turning over munitions property; general issue procedures
7.16.1.1.	Issues	Consumption issue procedures
7.16.1.2.	Issues	Custody issue procedures
7.16.2.4.	Issues	Emergency issue procedures
7.16.4.	Issues	Organizational Refusals. Procedures for organizations to refuse requested property

Paragraph	General Topic	Specific Topic
7.18.	Expenditures	Responsibility to report and procedure to process munitions custody expenditures to account for the physical consumption of munitions
7.18.1.2.	Expenditures	Procedure to gain approval to expend WRM munitions in peacetime (AFI 25-101)
7.18.2.1.	Expenditures	Procedure for processing custody account expenditures
7.19.	Turn-Ins	Responsibilities and procedures for requesting, processing, and managing munitions turn-ins
7.19.1.	Turn-Ins	Types of turn-ins; Organizational; Custody; Expenditure; Due-in From Maintenance (DIFM); and Found on Base (FOB) Turn-ins
7.19.2.	Turn-Ins	Processing Turn-in Requests
7.22.	TCI and CAD/PAD Management	Policy and procedure for managing Time-Change Item (TCI) and Cartridge Actuated Device/Propellant Actuated Device (CAD/PAD) items
7.23.	Aircrew Flight Equipment (AFE) Time Change	Procedure for managing AFE Time Change items
7.24.	COTS Munitions Management	Procedure and responsibility for obtaining and managing COTS munitions
7.26.	Conventional Munitions Restricted or Suspended Procedures	Procedure and format for notification of customers/users of Conventional Munitions Restricted or Suspended (CMRS)
9.5.	Munitions Inter-Service Release Procedures	Procedure for providing and gaining approval for munitions inter-service release
9.6.	Foreign Military Sales (FMS)	Procedures for coordination and approving FMS cases

ATTACHMENT 5

MUNITIONS FUNCTIONAL AREA TACTICS, TECHNIQUES, AND PROCEDURES (TTP) FOR OPERATIONS IN A CHEMICAL, BIOLOGICAL, RADIOLOGICAL, NUCLEAR, HIGH YIELD EXPLOSIVES (CBRNE) ENVIRONMENT

A5.1. Overview:

A5.1.1. This attachment provides a Munitions Functional Area TTP IAW AFMAN 10-2503, to enhance ATSO for Munitions operations and activities in CBRNE environment. This TTP includes contamination avoidance procedures to employ throughout the munitions production and delivery process and integrates contamination avoidance considerations into the use of munitions assets and personnel, long term identification of contaminated munitions assets, decontamination of munitions assets, and the handling of contaminated waste. Munitions organizations must be able to achieve ATSO and execute effective contamination avoidance procedures and/or performing munitions operations in a contaminated environment.

A5.1.2. Munitions organizations and managers are involved in the development and implementation of the Munitions portion of the installation Comprehensive Emergency Management Plan (CEMP) 10-2 and associated checklists for specific CBRNE response actions when directed by local/higher authority. Refer to AFI 21-101, Chapter 14 for applicable references, this attachment, and AFMAN 10-2503 when developing the Munitions portions of the installation CEMP 10-2 and specific checklists.

A5.2. Contamination Avoidance Measures: Munitions activities are directly linked to sortie generation. They involve multiple resources such as weapons, trailers, tow vehicles, and weapons load trucks. The use or non-use of contamination avoidance measures within the munitions area has a tremendous ripple effect on other areas of the flight line, with a corresponding influence on sortie production capabilities. For example, if bomb bodies become contaminated, this will require additional time for personnel to either decontaminate the bombs or transition to Mission Oriented Protective Posture (MOPP) 4 for the entire production and delivery process. The contaminated weapons would potentially degrade the effectiveness of the entire production operation and environment, munitions storage area, weapons load point, aircraft shelter areas, and end of runway (EOR) stations. For this reason, it is imperative that munitions personnel use effective contamination avoidance techniques throughout the entire process; from pulling the munitions components out of the storage, through the production process, and to the point the weapons aircraft loading and arming.

A5.3. Geographically Separated Munitions Storage Sites:

A5.3.1. In many cases, munitions operations occur at geographically separated sites outside the main perimeter of the base/installation. These sites generally contain critical stocks of munitions production components to provide an initial munitions capability to support the mission. It is critical that these remote sites and the personnel are working in concert with and part of the overall airbase active and passive defense hierarchy and processes. These units should accomplish the following items to ensure these sites and personnel have sufficient protection from the effects of chemical and biological weapons.

A5.3.1.1. Transfer munitions materials and supporting resources to the main base/installation at the earliest possible time, within the constraints of safe and secure storage capacity and net explosive weight (NEW) restrictions.

A5.3.1.2. Integrate the remote munitions location/site into the airbase attack warning and reporting system with as many redundant methods as feasible to include the installation siren and giant voice system, the commander's TV channel, radio (both military and radio station), and telephone lines to Munitions Control and/or Unit Control Center (UCC).

A5.3.1.3. Depending on the distance from the airbase, key installation and munitions leadership, in conjunction with Civil Engineer Readiness, must establish rules of engagement (ROE) for remote site personnel. The remote site should have fixed or expedient shelters and bunkers for personnel, munitions, and the transport trailers and vehicles. Overhead covers and at a minimum the capability to employ expedient hardening should be a key component of this IRP protective scheme for remote munitions sites. The provision of overhead cover is important in that the entire munitions production and delivery process may need to be performed in MOPP 4 configuration for extended periods if the munitions components are contaminated prior to delivery to the production or loading sites.

A5.3.1.4. Installation security forces and munitions personnel must consider, develop, and execute plans for security to protect remote munitions sites and delivery routes from attack. Civil Engineer Readiness personnel must plan to set up a CBRNE detection systems at geographically separated munitions site to include the use of pre-positioned M8 paper and the employment of automated detectors. Civil Engineer Readiness and the base/installation munitions managers must plan for and ensure the remote munitions site in included in installation post-attack reconnaissance plans, both in terms of on-site procedures and through aggressive monitoring by the installation Nuclear, Biological, and Chemical (NBC) Defense Cell. This should also include provisions for specialized post-attack reconnaissance team support as necessary.

A5.3.1.5. The rapid absorption characteristics of chemical agents guarantee that, for decontamination operations to be beneficial, remote site personnel must initiate decontamination activity shortly after the onset of contamination since there will not be time for off-site personnel to arrive and conduct decontamination operations. At a minimum, remote munitions site personnel must possess an immediate decontamination capability for themselves to include:

A5.3.1.5.1. M291 and M295 decontamination kits.

A5.3.1.5.2. Glove and boot decontamination troughs with 5 percent chlorine solutions.

A5.3.1.5.3. M295 decontamination kits for operational decontamination of munitions and vehicles.

A5.4. Protecting Critical Resources from Contamination throughout the Munitions Process:

A5.4.1. Due to the different stages and resources used in the Munitions Operational Flow Process (Refer to **Figure 7.1**) an integrated contamination avoidance techniques are required for the effort to be successful. Whenever possible, ensure that munitions trailers are provided with overhead cover. Use fixed facilities or the provision of barrier materials to protect the exposed munitions and equipment surfaces to include the trailer tongues and attaching hardware (i.e., rail extenders, trolleys, chocks, and extensions). If you must choose between protecting the trailer's surface and protecting the tongue, protect the trailer surface. This will help to avoid transference of chemical contamination on the trailer surface to the munitions immediately after chemical agent deposition. It is difficult to decontaminate a trailer's surface due to uneven metal grating, cracks/crevices, tie-down points and hardware. Conversely, the trailer tongue is relatively easy to decontaminate with an M295 decontamination kit and it does not represent an operationally significant contamination transfer hazard. If using barrier materials, if possible, cover the sides of the munitions trailers as well, so the undercarriage is protected.

A5.4.2. In most cases, forklifts are used to break-out components from the storage facilities or areas. Storage areas should provide overhead cover if possible to prevent contamination from spreading to other areas and negatively affecting the entire operational process. Contamination avoidance measures must also extend to the protection of the break-out forklift/equipment and ensuring that storage facility doors are immediately closed during attack situations. If space exists, temporarily position forklifts/ equipment into the storage facility/under overhead protection and turn them off during an attack.

A5.4.3. If feasible, and when possible, set up two or more production sites and separate them by the greatest possible distance to assure ability to continue operations and assure proper quantity-distance (QD). This provides for concurrent operations to expedite production operations and provides greater redundancy id a production site becomes contaminated and unusable. If possible, provide overhead cover for each production operation, or enclose them entirely. Chemical agent absorption and hazard durations on various surfaces will impact site operations. Bomb production site floors should remain unpainted because chemical agents are rapidly absorbed into bare concrete; which will reduce the contact hazard much more rapidly. If production site floors must be coated, use latex based paint. Avoid the use of AM-2 matting or other impervious floor materials as extended residual hazards will persist if liquid contamination occurs.

A5.4.4. In CBRNE threat environments, only break-out munitions components from storage areas for production just before their assembly is required. Effective coordination and scheduling of break-out and production activities can minimize the amount of time munitions and components are exposed to potential contamination; and maximize the time they are under overhead protection. Depending on the time it takes to transport munitions from storage areas to the production sites, it may not be cost effective from a manpower point of view to cover trailers, however, cover trailers and the munitions components if they routinely spend more than 1 hour outside an enclosed storage/production area.

A5.4.5. After munitions are assembled and loaded onto munitions trailers, they must be provided overhead protection/cover as quickly as possible or placed back into covered storage areas on trailers/dunnage. If the flight line munitions staging areas, slips, delivery points employ continuous overhead cover (For example: HAS/PAS, facility, large tent/tarp covering several trailers spots), it may not be cost effective to cover loaded trailers during

transport from production to flight line staging areas/delivery points. If trailers do not have existing flight line overhead cover, trailers should be covered before delivering them to the flightline. Depending on the flying schedule/Air Tasking Order (ATO) munitions may be on the flightline for extended periods of time before aircraft loading occurs. It is crucial to protect the trailers and munitions during this extended time to avoid contamination and seriously degrade the positive effects of previous contamination avoidance measures.

A5.4.6. If munitions become contaminated while in the storage area, accomplish munitions delivery and weapons loading in MOPP 4, even if the aircraft parking area and other resources (fuel trucks and weapons load trucks) are uncontaminated. If dealing with individual contaminated munitions trailer/loads in the flight line munitions staging areas, the delivery crew/weapons load crew should remove the barrier material, and dispose of it as contaminated waste before transporting the load to the aircraft parking/loading area. However, if positioning the munitions without overhead cover for more than 1 hour at or in the immediate vicinity of the aircraft parking/loading area, the delivery crew/weapons load crew should replace the barrier material over the munitions trailer or munitions.

A5.4.7. If munitions trailers had overhead cover/protection using a method other than covering with barrier material, the delivery crew/weapons load crew should not transport the loaded munitions trailer from the flight line munitions staging area until just before aircraft loading begins. If positioning the munitions without overhead cover for more than 1 hour at or in the immediate vicinity of the aircraft parking/loading area, the weapons load crew should ensure that the munitions trailer is protected with barrier material/other cover. Once removing the munitions from the trailer at the aircraft parking/loading area, provide the munitions trailer with overhead cover as soon as possible. This will avoid the potential for contamination of the empty trailer and increase personal safety for personnel who must recover and reconfigure/reload the trailer upon return to the munitions area and ensures the next munitions production and delivery cycle can be completed in an uncontaminated environment.

A5.5. Integrating Contamination Avoidance Considerations into the Use of Assets and Personnel:

A5.5.1. Munitions personnel should protect all assets using overhead cover, dispersal, and expedient hardening and only employ those resources that are required and necessary at any given time; this decreases overall exposure of munitions, equipment, and personnel. This concept of operations applies to both pre and post-attack scenarios. In addition to decreasing the likelihood of resource contamination, and the subsequent potential for cross-contamination, using less resources and limiting operations when possible reduces exposure and has a positive ripple effect for personnel protection.

A5.5.2. Within the constraints of explosive Quantity-Distance (QD) and other safety factors, munitions UCC personnel and supervisors should aggressively plan to utilize trailers to their maximum possible capacity as opposed utilizing half loads. Unless mission essential activities absolutely require it, resist using (and exposing) multiple assets when less assets can be used. Avoid the temptation to employ multiple assets during the early stages of deployment or employment at a location that has pre-positioned equipment. In these situations, initial availability of assets may exceed requirements until the full TPFDD force arrival takes place.

A5.5.3. When possible, depending on the ATO requirements, utilize larger capacity trailers when simultaneous munitions delivery at multiple locations is not required. This will limit the number of assets exposed to a potential/actual threat environment and can have a significant effect on sustainment operations where the intent is to only use uncontaminated resources.

A5.5.4. Due to the inherent hazard in utilizing contaminated munitions and munitions equipment, munitions personnel must conspicuously identify all contaminated assets. Only use contaminated assets when uncontaminated assets of the same type are not available, and keep them separated from uncontaminated resources whenever possible. Contaminated munitions remain hazardous to unprotected personnel for extended periods. Since this can have a ripple effect on sortie production activities in otherwise uncontaminated areas, Munitions Control/UCC personnel should locate and use uncontaminated munitions to the maximum extent possible.

A5.5.5. Munitions Control/UCC should exert positive control of the personnel in relation to completion of critical mission activities and control movement within and between contamination zones or sectors. The Munitions Control/UCC should maintain constant awareness of contamination status of each area associated with munitions operations, including remote sites, different functions/operations within the munitions areas, storage sites, flight line munitions staging areas, and the aircraft parking/loading areas. Munitions Control/UCC personnel should then determine the critical mission operations that must take place and limit movement and activity of personnel and equipment in those areas. The Munitions Control/UCC must provide detailed instructions and status updates to personnel who must transit multiple contamination zones or sectors.

A5.5.6. If munitions areas become contaminated and the munitions production areas do not have overhead cover, Munitions Control/UCC personnel should assess operational requirements against available assembled munitions and only plan additional munitions production when absolutely necessary within the first few hours after an attack, when contamination avoidance is the most difficult to achieve. This technique will limit personnel exposure to contaminated environments, reduce the number of munitions that become contaminated during production, and eliminate/reduce the negative ripple effect that contaminated munitions will have on the overall sortie production process.

A5.5.7. Supervisors and munitions work crews report their status to ensure personnel working at flight line munitions staging areas and in the Munitions Control/UCC are aware of the contamination status of the munitions being delivered between the munitions area and the flight line. Effective coordination and heightened personal awareness will enhance safety of personnel. Munitions production personnel must ensure delivery personnel and personnel at staging areas are aware of the contamination hazards associated with assembled munitions being delivered. Staging area personnel must ensure both munitions production personnel and weapons load crew personnel are aware of the contamination status of munitions and munitions equipment within the flight line staging area and weapons load crews must ensure staging area and production area personnel are aware of the contamination status of empty/loaded trailers returning from the flight line. Whenever possible, personnel should complete the munitions portion of the end-of-runway (EOR) process inside aircraft shelters or other protected areas.

A5.6. Long Term Identification of Contaminated Munitions Assets:

A5.6.1. The long-term identification of contaminated munitions assets is difficult since some assets are managed as Air Force vehicles (i.e., bobtails and forklifts) and others are managed as organizational equipment (i.e., weapons load trucks and munitions trailers). Initially, every item of contaminated ordnance needs not be individually marked. For example if an MHU-141 trailer load of AIM-9 missiles is contaminated, initially, it is sufficient to mark the overall trailer as contaminated rather than marking each missile. However, once munitions assets and trailers are separated each must be individually and conspicuously marked to ensure contamination avoidance and personnel are not exposed to unknown hazards.

A5.6.2. Each person in the Munitions Operational Flow Process has the responsibility to conspicuously mark contaminated munitions assets and equipment. Initially, these marking will be temporary in nature, so assets may need to be remarked at periodic intervals to ensure temporary markings are no lost or obliterated and personnel can identify contaminated resources and avoid exposure to hazards. However, permanent contamination markings will be required for these assets in the long-term. Vehicle operators must also be instructed to annotate the interior portion of the AF Form 1800, *Operator's Inspection Guide and Trouble Report* at the same time they apply conspicuous external contamination markings on a vehicle. The operator should include the date and time of contamination, the type of agent, and the locations of the contamination.

A5.6.3. Munitions personnel must relay the contamination status of equipment items to the Munitions Control/UCC. Personnel will do this by referencing the specific equipment item's registration or S/N. Munitions Control/UCC personnel will update Section V of the equipment's individual AFTO Form 244, *Industrial, Support Equipment Record,* with the date and time of contamination, the type of agent, and the locations of the contamination. There is no centralized tracking system to provide visibility for every item of contaminated munitions support equipment in the Air Force, therefore munitions personnel must ensure to accurately transcribe information regarding past NBC contamination whenever updating or re-accomplishing an AFTO Form 244. As soon as practical, vehicle operators should notify the Munitions Control/UCC of the contamination status of their vehicle and the Munitions Control/UCC will forward this information to the unit Vehicle Control Officer (VCO).

A5.7. Decontamination of Munitions Assets:

A5.7.1. Munitions units/personnel are required to develop and maintain an installation level Munitions Contamination Control Team (CCT) capability to provide for expedient decontamination of munitions and munitions equipment within the Munitions Storage Area and Production areas. Because of limitations in decontamination technologies, key installation leadership and personnel must realize that, for decontamination operations to be beneficial, personnel and individual vehicle and equipment operators must operationally decontaminate the operational parts that will continuously be touched/handled within 1-hour from the time of contamination. Units may organize and equip CCT to support sustained operations. Each Munitions CCT team (normally two personnel) must assist unit personnel to develop and execute contamination avoidance and operational decontamination measures, to resupply the unit with decontaminants, and to collect and dispose of contaminated waste (see **paragraph A5.4**).

A5.7.2. There is no need for extensive decontamination of each contaminated piece of ordnance, vehicle, or equipment item, as long as personnel clearly identify contaminated assets as containing a residual chemical hazard. Responsive operator's and work center personnel's accomplishment of operational decontamination using M295 decontamination kits are sufficient to continue mission operations. Decontamination operations will not produce significant results once the agent has absorbed into the paint or other absorbent surfaces. Depending on the surface, this absorption takes place in periods ranging from less than one minute up to approximately 1 hour. Regardless of the decontamination technique used, it is relatively easy to remove agents from the smooth panels before they absorb into the surface, but the chemical agents will tend to remain at low levels in crevices, rivet heads, and joints.

A5.7.3. Consider the following when developing specific munitions decontamination operational procedures at the unit or individual level. Chemical or biological agents in dusty (small solid particle) form will not penetrate or adhere to surfaces in the same manner as agents in liquid form. While these agents will be relatively easy to remove with liquid solutions (5-percent chlorine bleach, soap and water), the threat from dusty agents is extremely limited and vehicle operators will probably not be able to detect the presence of these agents. There is no single machine, kit, team, technique, or procedure presently capable of fulfilling all decontamination requirements. The best chance of mitigating the effects of NBC contamination within the munitions area rests with the ability to accurately evaluate the situation, decide on an overall course of action, and direct individuals to accomplish a variety of avoidance and contamination control tasks based on their individual circumstances.

A5.7.4. The majority of munitions assets on Air Force bases/installations use paint with polyurethane compounds. Chemical agents readily absorb into this type of paint. Thus, decontamination operations will not have a significant effect unless they take place within minutes after the time of contamination. Time itself equates to an effective decontamination technique to reduce the residual contact hazard. Impermeable surfaces like arming wires and other unpainted metal components do not allow agent penetration, therefore, these locations represent the most dangerous areas on contaminated assets.

A5.7.5. Plastic and rubber components are porous materials and agents easily soak into these components. While the use of M295 decontamination kit or a 5-percent chlorine solution will effectively reduce or eliminate the operational contact hazard, the agent will remain imbedded in the material and varying degrees of vapor hazard will remain. There are no effective, operationally feasible methods for completely decontaminating canvas storage covers, webbing, and other textile materials contaminated with liquid chemical agents. Placing barrier materials over the item or item replacement are the best mitigation techniques.

A5.8. Handling of Contaminated Waste:

A5.8.1. The effective handling and disposal of contaminated waste will require a major effort by munitions personnel, especially in the munitions storage and production areas. The act of unpacking munitions components will create large amounts of waste. Periodically, remove this waste from the unpacking area to a temporary or permanent waste disposal area in order for the munitions build process to continue. Munitions personnel must use forklifts,

trailers, or other vehicles to transport these heavy assets. This compilation of multiple packaging and waste materials becomes a potential danger site for munitions personnel. Since there is no effective method of decontaminating many of the materials and absolutely no operational need to decontaminate, dispersed agents will absorb into the packaging materials and remain a contamination hazard until weathering effectively mitigates the hazards.

A5.8.2. Contamination hazards will probably exist within and around the collection of contaminated waste for a longer period than the surrounding terrain and will require munitions personnel to be acutely aware of these residual hazards. When establishing their portion of the base/installation contaminated waste disposal program, munitions personnel should determine where their temporary waste disposal sites will be located. They must also determine the location of the permanent contaminated waste disposal site, the time or stock level for placing materials in the temporary waste disposal site, and the mechanism to transport the assets from the temporary to the permanent contaminated waste disposal site. The temporary waste disposal site should be at least 50 feet from occupied facilities or work positions if possible, and the permanent contaminated waste disposal site is normally a centralized function for the base/installation and its location is determined by the local Civil Engineer Readiness representative in the Survivability and Recoverability Center (SRC).

A5.8.3. Utilize the NBC Marking Kit to cordon off or clearly identify any waste disposal sites contained within the munitions storage or production area and pre-position M8 paper around the temporary waste disposal sites. Assume contamination if the pre-positioned M8 paper displays positive results. Ensure each work center within the munitions areas have contaminated waste disposal bins for small items such as contaminated M8 paper and used M295 decontamination kits, and develop the mechanism and procedures for delivering the contaminated waste from these locations to the installation's contaminated waste disposal site. In addition, determine the contamination status of the vehicles that will be transporting munitions packing materials to the installation contaminated waste disposal site.

A5.8.4. Additionally, to ascertaining if items have measurable amounts of contamination on their surface, also locate the pockets of contamination if possible. This may entail the use of a Chemical Agent Monitor (CAM) to pinpoint agents in liquid or dusty form housed in pockets of dirt and grease that M8 paper does not readily identify. If transport vehicles are uncontaminated, place plastic or other barrier material over the bed of the transport vehicle and dispose of the barrier material at the same time as the contaminated waste. At the end of each delivery cycle, check the vehicle for evidence of cross-contamination and take appropriate decontamination steps (normally the M295 decontamination kit). Mark the vehicle and the cargo to clearly identify the hazard associated with the contaminated cargo to personnel along the transportation route.

ATTACHMENT 6

AIR FORCE MUNITIONS DOCUMENT CONTROL PROCEDURES

A6.1. Introduction. These AFI 21-201 procedures implement Munitions Document Control and electronic records and file management policy, assist units with management and control of accountable munitions documents from initiation or receipt to final disposition, and to transition to paperless environments. These procedures implement AFMAN 33-363, *Management of Records* and maintenance of electronic records in accordance with the Air Force Electronic Records Management (ERM) Solution located on the AF Records Information Management System (AFRIMS) site.

A6.2. Document Control General Guidance.

A6.2.1. Munitions documents and files shall be maintained electronically to include 'MASO-certified' true copies. Electronic documents must comply with the same intent that paper documents require to include levels of protection and security.

A6.2.2. Munitions personnel will not make changes to the quantity, stock, lot, or document number on any accountable/auditable document (including electronic). The authorized custodian will initial any changes to paper documents or submit a new electronic document prior to processing in CAS. For receipt discrepancies identified during in-check refer to **paragraph 7.15.1.1** and **Table A6.1**, *Accountable Document Validation/Quality Control (QC) Matrix*, Receipts, Note 7.

A6.2.3. Munitions Supervision/MASO ensures that all CAS-generated receipt, issue, expenditure, turn-in request, inventory and adjustment documents produced or received that are associated with non-NWRM items are stamped/typed/printed electronically with "CLASSIFIED ITEM" in red, bold, capital letters on original and all copies. Stamp documentation associated with NWRM items with "NWRM CLASSIFIED ITEM" IAW AFI 20-110. This alerts personnel to the fact that the assets they are handling/or documents are associated with classified assets, not that the documents are classified.

A6.2.4. **Local Document Flow Procedures.** Munitions Supervision/MASO must ensure that document control and flow procedures are further defined in a local operating instruction (OI) to include:

A6.2.4.1. Responsibilities and procedures for munitions work centers to process CAS transactions using automated-, direct-, and remote-input methods to achieve near-real time processing requirements.

A6.2.4.2. Procedures for routing, sequence, and timelines for specific documents and maximum processing times at each operational node. Documents exceeding these timelines will be considered outstanding. All outstanding documents will be reviewed at the weekly scheduling meeting.

A6.2.4.3. Procedures to ensure that all receipts, expenditure requests, and turn-in requests are routed to Document Control for filing within 10 duty days of processing. Procedures will also ensure that all issue documents are routed to Document Control for filing within 10 duty days after the custodian has signed for the assets.

A6.2.4.4. Procedures to ensure that all shipment documents are routed to Document Control for filing no later than 5 duty days after the shipment departs station.

A6.2.4.5. Procedures for updating personnel security permissions to working document folders.

A6.2.4.6. Procedures for document review and quality control.

A6.2.4.7. MTS routing.

A6.2.5. **A5J Document Procedures.** Print hard copy or electronic A5J document for DLA Disposition Services to enter printed name, organization and sign Block 22 'Received By' and date Block 23 'Date Received' on the DD Form 1348-1A. If the DLA Disposition Services is located off-station and assets are entered into transportation channels, required information will be entered in Block 22 and Block 23 of the DD Form 1348-1A. Ensure appropriate certification procedures are followed IAW T.O. 11A-1-60.

NOTE: The demilitarization statement is only signed by the demilitarization official and the witness. DLA Disposition Services officials do not sign the demilitarization statement on the 1348-1.

A6.2.6. **Document Monitoring Procedures.** The *Print Document List* (AME02A) shall be used to monitor/record the status of all CAS generated documents. Review this report weekly to determine status and document location of all CAS generated documents. Maintain the latest weekly copy of the MASO signed report IAW the AF RDS.

A6.3. Management of Document Files and Records. The MASO will be designated the Chief of Office of Record (COR) and shall appoint Records Custodians (RC) IAW AFI 33-322, *Records Management Program*.

A6.3.1. The MASO appointed RCs will coordinate with the unit records manager, the local information security manager and/or the local area network administrators to ensure that electronically maintained records have security permissions applied to prevent unauthorized alteration, movement or deletion of the files or documents.

A6.3.2. A Munitions Document Control file plan will be established IAW **paragraph A6.8.1**.

A6.3.3. The MASO must ensure the following documents/records are maintained and filed as indicated:

A6.3.3.1. **Accountable Transactions/Documents.** These are transactions/documents that increase or decrease the DoDAAC account balance. Supporting documentation is not required to be maintained with these transactions except when specified within this AFI or other policy/guidance. The following documents are accountable and shall be maintained:

A6.3.3.1.1. CAS-generated Issues.

A6.3.3.1.2. Expenditures.

A6.3.3.1.3. Expenditure Request documents for assets issued to custody accounts (typically customers outside the munitions flight).

A6.3.3.1.4. Validated CAS *Transaction History* (AM903) reports signed and dated by the MASO for expenditures from the DoDAAC stock account.

A6.3.3.1.5. Turn-in Requests.

A6.3.3.1.6. Shipments.

A6.3.3.1.7. Receipts.

A6.3.3.1.8. Inventory Adjustment Documents (IAD) and supporting IAD documentation.

A6.3.3.1.9. *Manual Record Processing* (AMC05A) (affecting account balances) and AMC05A supporting documentation. Make every effort to resolve the discrepancy prior to seeking approval to use *Manual Record Processing* (AMC05A). Supporting documentation shall include the MASO's written approval, CAS DR or ticket number, and must be filed under the same guidelines as an IA.

EXCEPTION: A CAS DR is not required for C05 transactions to correct invalid DIFM created by *Custody Turn-in* (AM555A) transactions.

A6.3.3.1.10. RVP document. See **paragraph A6.5**.

A6.3.3.2. **Auditable Transactions/Documents.** These transactions/documents include accountable transactions/documents and other transactions that change/document transaction history, but do not increase/decrease the DoDAAC stock account balances. Auditable documents will be maintained and filed IAW the AF RDS the AF RDS, and include:

A6.3.3.2.1. Custody Inventory count sheets and signed account listings.

A6.3.3.2.2. DoDAAC stock inventory count sheets and results memorandums (inventory package).

NOTE: An inventory package that results in an IAD would be filed with the accountable IAD as supporting documentation.

A6.3.3.2.3. The AF IMT 2434 is used as a management tool to assist the MASO in validating accuracy of previously processed CAS flightline-expenditure transactions. Once the MASO validation is completed, the form may be routed to the PGM shop for documentation of PGM flight-hour reporting and tracking in TMRS.

A6.3.3.3. **Non-Accountable Supporting Documentation.** These documents are not accountable or auditable, but are used to initiate processes, provided authorization or delegate personnel to act, validate processed transactions, or may be general correspondence. These documents will be maintained and filed IAW the AF RDS, and include:

A6.3.3.3.1. E-mail. E-mail requests or related account information will be routed to Munitions Accountability.

A6.3.3.3.2. The AF IMT 4331, MTS. Use and maintain the AF IMT 4331 IAW **paragraph 7.1.4.3.2**.

A6.3.3.3.3. AF Form 68.

NOTE: Do not maintain outdated AF Form 68 beyond the time period identified in the AF RDS. Outdated AF Form 68 do not require retention to validate past CAS transactions. Accountable and auditable CAS transactions in the active/inactive file were validated when processed and do not require additional validation.

A6.3.3.3.4. Custody Excess memorandums IAW **paragraph 7.5.2.6.1**.

A6.3.3.3.5. Munitions Inspector appointment memorandums.

A6.3.3.3.6. Personnel authorized to dispose of munitions (normally EOD personnel).

A6.3.3.3.7. Personnel authorized to demilitarize munitions (normally 2W0 personnel).

A6.3.3.3.8. Personnel authorized to receipt for munitions and explosive items, including classified items, being received from or released to the transportation movement officer for receipt.

A6.3.3.3.9. Personnel authorized to receipt for munitions at the Thermal Treatment Unit (TTU), if applicable.

A6.4. Document Validation/Quality Control Procedures.

A6.4.1. A Document Control stamp is not required on electronic documents.

A6.4.2. The MASO will designate munitions operations personnel authorized to perform final validation/quality control of accountable documents on a memorandum.

A6.4.3. Designated personnel will perform validation/quality control (QC) checks on all accountable documents IAW **Table A6.1** and digitally sign; or sign and scan before filing.

A6.4.3.1. In addition to the validation/ QC checks listed in **Table A6.1**, all documentation will be checked for correct NSN, quantity, unit of issue, document number, lot/SN, and CC. Validate the authority of individuals to submit/initiate expenditure requests or receive property via the AF Form 68 or other authorization memorandum.

A6.4.3.2. All non-electronically signed accountable documents (i.e., scanned shipping document) will be electronically signed by munitions personnel prior to permanent filing to prevent alteration.

A6.4.3.3. Signing Electronic Document. IAW AFI 33-321, *Authentication of Air Force Records*, documents are electronically signed through the process of signing onto a system of records and entering a USER-ID and Password or CAC and Personal Identification Number (PIN).

NOTE: CACs will be used to the fullest extent possible when signing documents.

Table A6.1. Accountable Document Validation/Quality Control (QC) Matrix.

All documents must include Nomenclature, NSN and Quantity.
Electronic document flow procedures require the validation of key data prior to CAS processing. Documents are signed by signing onto a system or utilizing a CAC and PIN. 'X' below requires a signature.

DOCUMENT TYPE	APPLICABLE NOTES	MASO	CUSTODIAN	INSPECTOR	IN-CHECKER	RECEIVER
CAS-generated Issues	1,2,8		X	X		
Custody Expenditure Requests	2,5,9		X			
Stock Expenditure - Validated *Transaction History listing* (AM903)	12	X				
Turn-in Request (FOB only)	1,2,5,9	(X)			X	
Receipt	1,2,7,9,11				X	
Shipment	1,2,3,10,13			X		X
A5J/Non-Explosive Local Disposal (MDAS IAW **Paragraph 3.13.11.1.1.3**)	1,2,3,4,6	X		X		X
Reverse Post (RVP)		X				

***NOTES*:**

1: If an item is classified, the person receiving the property must be authorized in writing to receipt for classified property. This may be accomplished via the AF Form 68.

2: If an item is classified, the words "Classified Item" (in red, bold, capital letters) will be included on all source documents.

3: Munitions shipments using transportation channels will have the authorized Transportation representative's "signature/printed name" in block 22 and "Date" in block 23. If munitions personnel transport munitions, the receiving activity will sign, print name, and date in place of Transportation.

4: The DLA Disposition Services representative will enter printed name, organization and sign Block 22 'Received By' and date Block 23 'Date Received' on the DD Form 1348-1A. If the DLA Disposition Services is located off-station and assets are entered into transportation channels, required information will be entered in Block 22 and Block 23 of the DD Form 1348-1A. Refer to **paragraph 3.13.11** and **paragraph A6.2.5** for demilitarization/disposal certification requirements. Ensure appropriate certification procedures are followed IAW T.O. 11A-1-60.

5: Verify document number, lot number, SN, CAT Code (if applicable), and CC. For DIFM/FOB turn-in use lot number of the item being turned-in. MASO signature is required only on FOB turn-ins.

6: The disposition and witnessing official will sign, print name and date above the respective statements, "Demilitarization / Disposition Official" and "Witnessing Official". If the demilitarization official has certified that demilitarization has been accomplished and the DLA Disposition Services requires the residual material be downgraded to scrap, ensure that the

stock number is circled and the word SCRAP is entered on the DD Form 1348-1A.

7: When the received quantity is different from the shipped quantity the In-checker will circle the quantity on document, enter new quantity and initial. Check the transaction quantity to be sure the correct quantity received was processed.

8: ISU to 920RW will have ADR number cross-referenced on CAS documentation, if applicable. Custodian or Inspector signatures are not required if EOD signs as certifying/performing DEMIL and viewing/witnessing DEMIL.

9: Annotate transaction number on the document from the CAS transaction history listing (AM903 only).

10: For assets released to agencies or individuals outside the AF, appropriate documents will be annotated as required by **paragraph 9.5** and **9.6**.

11: On DD Form 1348-1A, the In-checker will sign and print name in block 22 if space permits; otherwise sign block 22 and print name immediately below signature, and enter date in block 23. If blocks 22 and 23 already contain a signature from the shipper ensure 'In-check / Received By', signature, printed name and date is immediately below blocks 22 and 23. On DD Form 1149, the In-checker will sign, print name and date block 19. In-checkers are authorized to sign DD Form 250, Block 22 (*Receiver's Use*) to receipt for direct vendor deliveries (DVD) from contract facilities. Re-creation of other shipping documents is not required.

12: Process and validate expenditures IAW **paragraph 7.18**.

13: Signatures are not required when the shipment was cancelled prior to Date Departed Origin (DDO) update; the document may be discarded.

A6.5. Reverse Post (RVP) Document Procedures. The MASO will review RVP actions daily. A brief explanation will be entered in the remarks section of the CAS generated RVP (This field is limited to 100 characters). If additional space is required, use reverse side of RVP document or separate memorandum. Route and file RVP document with all supporting documents.

A6.6. Paperwork Transaction Only (PTO). PTO are authorized for assets that have departed station as a result of deployment when time did not allow prior processing of documents, custody turn-ins/issues for CAT Code changes, or as approved by the MASO.

A6.6.1. Ensure that a PTO turn-in document and the shipment document that removes assets from record cross-reference one another. For deployments, annotate the deployment name and/or number on the turn-in/shipping document. PTO will not be used to adjust accountable records as a result of inventory discrepancies or other errors under any circumstance. See **paragraph 2.6.22**.

A6.6.2. Munitions operations will ensure the custodian is notified of turn-ins/issues concerning CAT Code changes prior to actions being processed using PTO procedures. The MASO must only use CAS program *Manual Record Processing* (AMC05) to correct invalid DIFM created by *Custody Turn-in* (AM535A) transactions.

A6.6.3. Inspector and account custodian signatures are not required on PTOs.

A6.7. Document Retrieval and Regeneration.

A6.7.1. To ensure document retrieval, document naming conventions will be standardized IAW **paragraph A6.8.5**.

A6.7.2. Regenerate any lost e-mail document. Annotate all regenerated e-mail documents with the term "REGENERATED COPY".

A6.7.3. Regenerate lost CAS documents using the *Document Control* (AME01A) screen. If the lost CAS document cannot be regenerated, request an AM903A for the specific transaction. This will be signed by the MASO and filed to record transaction details.

A6.8. Creation and Configuration of the Munitions Document Control File Plan and Project File.

A6.8.1. **The Munitions Document Control File Plan.** The Chief of the Office Records (COR), Records Custodians (RCs), and Functional Area Records Manager (FARM) will establish an electronic file plan for the Munitions Document Control "Project File" within AFRIMS.

A6.8.1.1. This file plan will not be combined with any other Munitions Accountability element or other unit file plans. The file plan will support the Munitions Document Control project file which will be used to maintain all accountable/auditable munitions records and supporting documentation. Follow the procedures below to create and configure the file plan:

A6.8.1.2. The Munitions Document Control file plan will reside on Air Force approved media IAW the *Air Force Electronic Records Management (ERM) Solution Using Existing Resources Guide*. Use the ERM Solution Guide to control all accountable documents. The guide is available under 'Helpful Links' in AFRIMS (see AFMAN 33-363).

A6.8.1.3. The FARM will establish a designated area within the unit ERM solution for the Munitions Document Control project file.

A6.8.1.4. The FARM will ensure the project file is located in an area on your organizational network where authorized munitions personnel have read/view access to the files.

A6.8.1.5. Contact the unit Information Assurance Officer (IAO) with names of the MASO (COR) and RCs along with their Common Access Card (CAC) ID numbers so the IAO can send a "Permissions Group Update" email to your MAJCOM Enterprise Service Desk (ESD) with the file locations server ID string to created/update the access permissions.

A6.8.1.6. RCs will enter/configure the newly created file plan structure in AFRIMS using the examples outlined in **paragraph A6.8.2**.

A6.8.1.7. RCs will create the Munitions Document Control project file in the designated area of the unit ERM solution as outlined in **paragraphs A6.8.3** and **A6.8.4**.

A6.8.1.8. RCs will transfer all existing Document Control electronic records to the appropriate folders within the Munitions Document Control project file and begin permanently filing new records within the file. Ensure records follow the naming conventions outlined in **paragraph A6.8.5**.

A6.8.1.9. RCs will create disposition control labels from AFRIMS for records maintained within the Munitions Document Control project file as outlined in **paragraph A6.8.6**.

A6.8.1.10. RCs will ensure all munitions records have a digital signature applied to preserve document integrity as outlined in **paragraph A6.9**.

A6.8.1.11. RCs will maintain records in inactive status for the timeframe outlined in the applicable AF RDS Table and Rule.

A6.8.1.12. RCs will maintain software and hardware capable of reading records throughout their lifecycle.

A6.8.2. **AFRIMS File Plan Configuration.** Create a designated file plan within AFRIMS for the Munitions Document Control file. This file plan is separate from and will not be combined with the Munitions Accountability element or other unit file plans. Follow the below procedures to create the file plan and maintain records IAW the AF RDS table and rules within AFRIMS.

A6.8.2.1. Create AFRIMS user accounts for the COR and RCs.

A6.8.2.2. Assign Munitions Document Control file plan management privileges to the newly created COR and RC accounts.

A6.8.2.3. Create Item 1 and Item 2 as shown in **Figures A6.1**, *AFRIMS File Plan Configuration – Items 1 and 2* and **Table A6.2**, *AFRIMS File Plan Configuration, Document Control (Item 2) Subdivisions*.

A6.8.2.4. Create Subdivisions 02-00, 02-01, and 02-02 of Item 2 as shown in **Figures A6.2**, *AFRIMS File Plan – Subfolder Divisions 02-00, 02-01, and 02-02* and **Table A6.2**.

A6.8.3. **Document Control Project File.** The Munitions Document Control project file is the area within the unit ERM solution where all electronic munitions accountable records will be maintained for your DoDAAC. Create the project file with an "Active" and "Inactive" area as outlined below:

A6.8.3.1. **Active.** Maintain all current fiscal year electronic records in the project file active area. Maintain records in the active area until placed in inactive status at fiscal year end. Create the active area folder structure within the project file root directory as outlined in **paragraph A6.8.4** and shown in **Figure A6.3**, *Document Control File Plan – Subdivision 02-01, FVXXXX (DoDAAC) Stockpile* and **Figure A6.4**, *Document Control File Plan – Subdivision 02-02, Accounts*.

A6.8.4. **Document Control Project File Folder Structure.** Create the folder structure below within the Munitions Document Control project file folder on your unit ERM share drive or AF approved ERM solution. Descriptions of records to be maintained within the project file are listed below:

NOTE: Users are authorized to shorten/abbreviate folder and document titles to stay within file path length limits.

A6.8.4.1. **02 – Munitions Document Control V.** Root folder containing all Munitions Document Control files. The "V" designates these records are categorized as emergency operating records and must be managed as vital records IAW the AF ERM Solution

Guide. Then, within the Munitions Document Control V root folder, create the following subfolders as shown in **Figure A6.3** and **Figure A6.4**.

A6.8.4.1.1. **02-00 All Disposition Instructions (Active only):** Folder contains all disposition control labels for records maintained in the file plan.

A6.8.4.1.2. **02-01 FVXXXX Stockpile:** Main DoDAAC folder containing records directly associated with Munitions stockpile management. Name this folder according to the DoDAAC assigned to your unit. ***EXAMPLE***: 2-01 FV9999 Stockpile. Then, within the main DoDAAC folder, create the following subfolders as shown in **Figure A6.3**.

Figure A6.1. AFRIMS File Plan Configuration – Items 1 and 2.

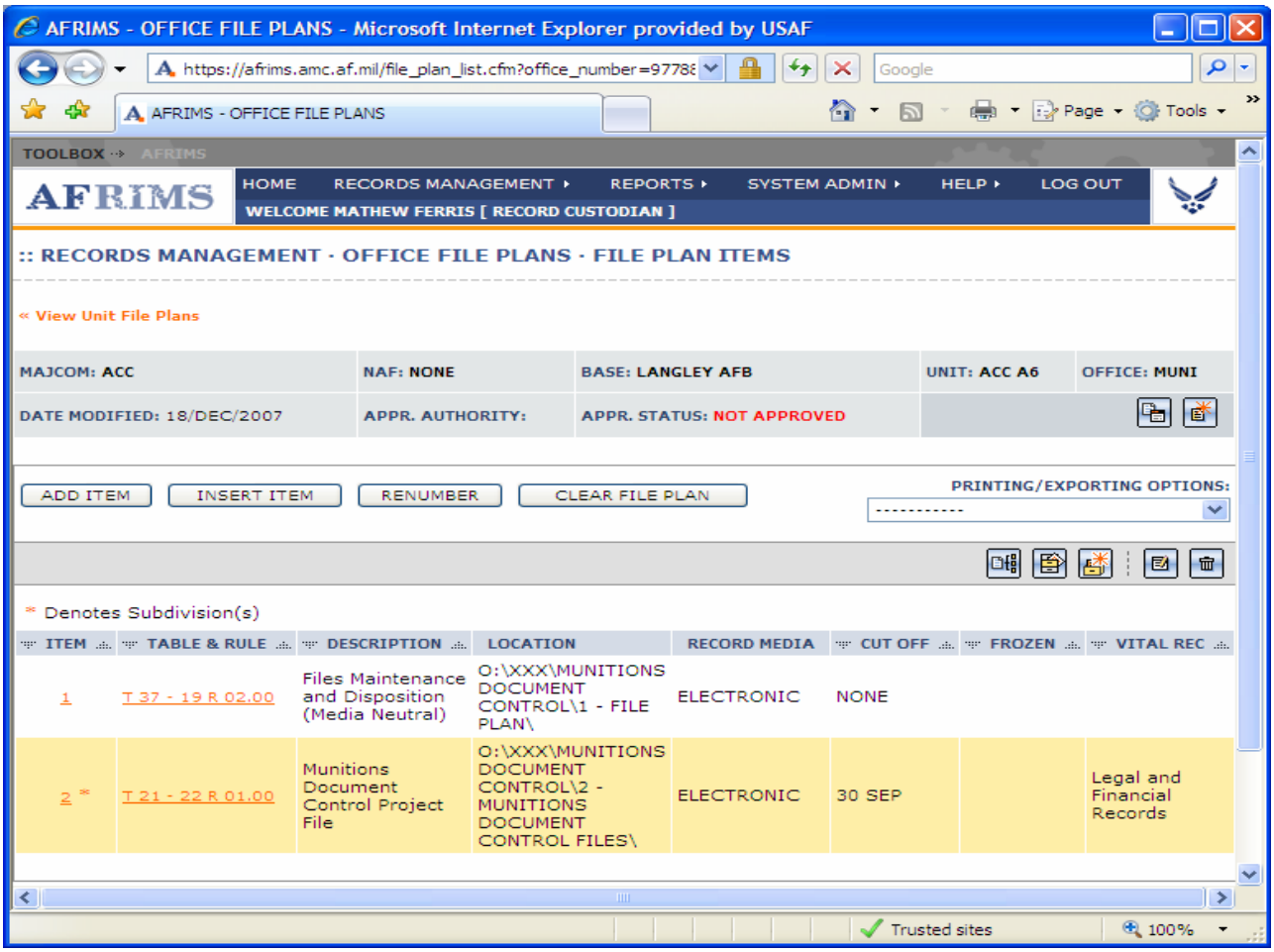

Table A6.2. AFRIMS File Plan Configuration, Document Control (Item 2) Subdivisions.

ITEM	TABLE & RULE	TITLE	LOCATION	MEDIA	CUT OFF	VITAL
1	T 37-19 R 02.00	Files Maintenance and Disposition (Media Neutral)	O:\XXX\01 - FILE PLAN\	ELECTRONIC	NONE	
2	T 21-22 R 01.00	Munitions Document Control	O:\XXX\02 – MUNITIONS DOCUMENT CONTROL V\	ELECTRONIC	SEP 30	YES

02-00		All Disposition Instructions	O:\\XXX\02 – MUNITIONS DOCUMENT CONTROL\02-00 DISPOSITION INSTRUCTIONS	ELECTRONIC		
02-01		FVXXXX Stockpile	O:\XXX\02 – MUNITIONS DOCUMENT CONTROL\02-01 FVXXXX\	ELECTRONIC		
02-02		Accounts	O:\XXX\02 – MUNITIONS DOCUMENT CONTROL\02-02 ACCOUNTS\	ELECTRONIC		

A6.8.4.1.2.1. Audits (Active only): Folder contains the current installation level audit completed against your assigned DoDAAC.

A6.8.4.1.2.2. Authorization Letters (Active only): Folder contains current authorization letters used to identify personnel who may receipt for munitions.

A6.8.4.1.2.3. Courtesy Storage Agreements (Active only): Folder contains current agreements authorizing courtesy storage of munitions for another activity.

A6.8.4.1.2.4. Document Status Report (Active only): Folder contains current Munitions Accountable Systems Officer (MASO) validated document status report for outstanding documents.

A6.8.4.1.2.5. Miscellaneous (Active only): Folder contains current miscellaneous documentation applicable to your DoDAAC. Only maintain miscellaneous records as supporting documentation directly associated with DoDAAC management. ***EXAMPLES***: MASO Reviews, Certificate of Transfers, or waivers.

Figure A6.2. AFRIMS File Plan – Subfolder Divisions 02-00, 02-01, and 02-02.

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PRINT

FILE PLAN 18 Dec 2007

MAJCOM: ACC | NAF: NONE | BASE: LANGLEY AFB | UNIT: ACC A6 | OFFICE: MUNI

DATE FILE PLAN MODIFIED: 18/Dec/2007

ITEM	TABLE & RULE	TITLE	LOCATION	MEDIA	CUT OFF	VITAL REC
2	T 21 - 22 R 01.00	Munitions Document Control Project File	O:\XXX\MUNITIONS DOCUMENT CONTROL\2 - MUNITIONS DOCUMENT CONTROL FILES\	ELECTRONIC	30 SEP	**Legal and Financial Records**
02-00		ALL DISPOSITION INSTRUCTIONS	O:\\XXX\02 - MUNITIONS DOCUMENT CONTROL\02-00 DISPOSITION INSTRUCTIONS\	ELECTRONIC		
02-01		FVXXXX STOCKPILE	O:\XXX\MUNITIONS DOCUMENT CONTROL\2 - MUNITIONS DOCUMENT CONTROL FILES\2-01 FVXXXX STOCKPILE\	ELECTRONIC		
02-02		ACCOUNTS	O:\XXX\MUNITIONS DOCUMENT CONTROL\2 - MUNITIONS DOCUMENT CONTROL FILES\2-02 ACCOUNTS\	ELECTRONIC		

A6.8.4.1.2.6. Munitions Inspector Appointment Letters (Active only): Folder contains current letters appointing Munitions Inspectors.

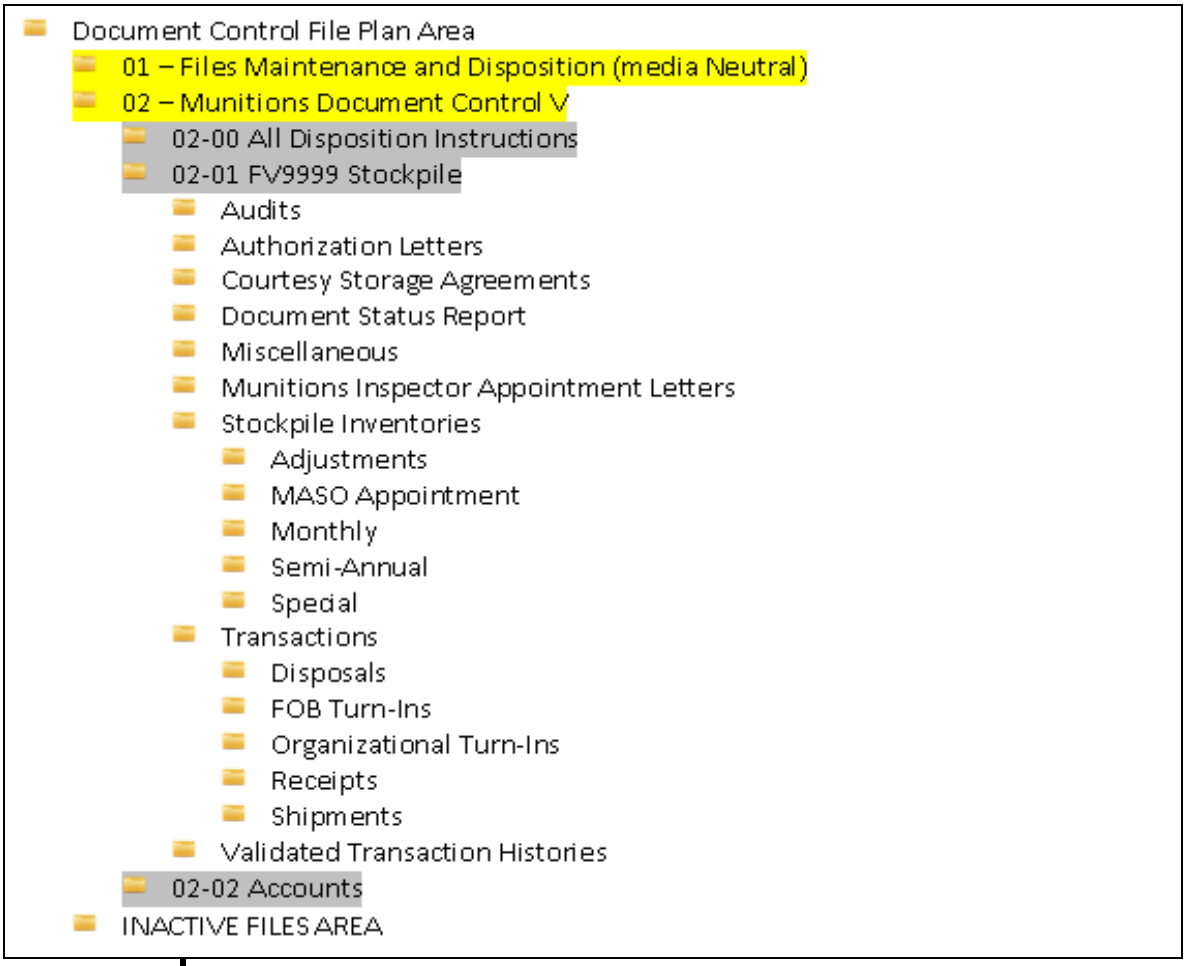
A6.8.4.1.2.7. Stockpile Inventories: Folder contains stockpile inventories for your DoDAAC within the following subfolders:

A6.8.4.1.2.7.1. Adjustments: Folder contains Inventory Adjustment Document (IAD) and Manual Records Processing (AMC05) package(s) not directly associated with an organizational account.

A6.8.4.1.2.7.2. MASO Appointment: Folder contains MASO appointment inventory package(s).

NOTE: Maintain the current MASO appointment inventory package in the active folder until superseded. Ensure that Certificate of Transfer is moved to the Miscellaneous folder.

Figure A6.3. Document Control File Plan – Subdivision 02-01, FVXXXX (DoDAAC) Stockpile.



A6.8.4.1.2.7.3. Monthly: Folder contains monthly stockpile inventory packages.

A6.8.4.1.2.7.4. Semi-Annual: Folder contains semi-annual stockpile inventory packages.

A6.8.4.1.2.7.5. Special: Folder contains special inventory package(s).

A6.8.4.1.2.8. Transactions: Folder contains accountable transactions associated with your DoDAAC. Organize the transaction records within the following subfolders:

A6.8.4.1.2.8.1. Disposals: Folder contains disposal issue and shipment records for your DoDAAC.

A6.8.4.1.2.8.2. Found-On-Base (FOB) Turn-Ins: Folder contains FOB turn-in records for your DoDAAC.

A6.8.4.1.2.8.3. Organizational Turn-Ins: Folder contains organizational turn-in records for your DoDAAC.

A6.8.4.1.2.8.4. Receipts: Folder contains receipt records for your DoDAAC.

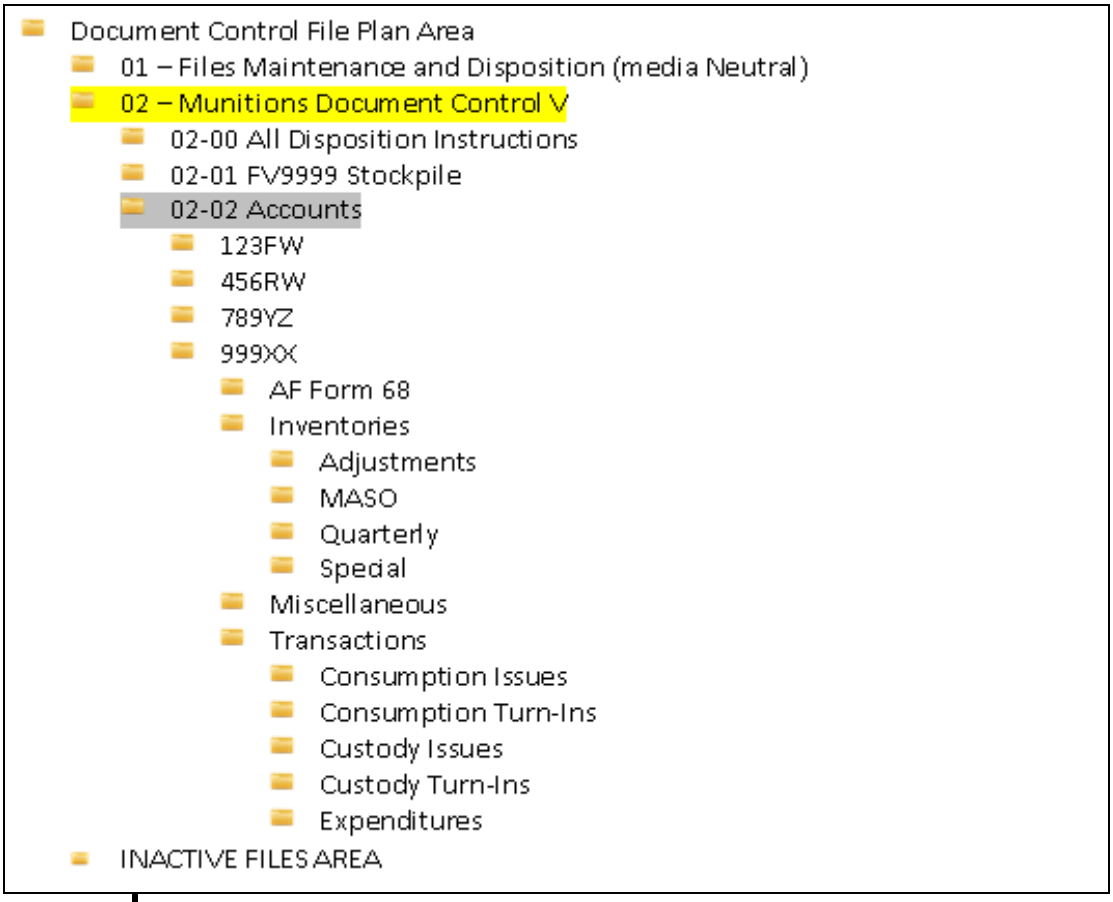
A6.8.4.1.2.8.5. Shipments: Folder contains shipment records for your DoDAAC not stored within other folders.

A6.8.4.1.2.9. Validated Transaction Histories: Folder contains CAS transaction history reports validated and signed by the MASO.

A6.8.4.1.3. **02-02 Accounts:** Main account folder containing records directly associated with Munitions customer accounts. Create the following subfolders within the Main Accounts folder for each active account your DoDAAC supports as shown in **Figure A6.4**.

NOTE: Only create subfolders that apply to the type of account type. ***EXAMPLE***: Consumption accounts do not require quarterly inventories, therefore you would not create a Quarterly folder.

Figure A6.4. Document Control File Plan – Subdivision 02-02, Accounts.



A6.8.4.1.3.1. **999XX:** Create an ORG/SHP account folder for each active organization account managed under your DoDAAC. Change the folder name to reflect the assigned ORG/SHP account number. Then, within each ORG/SHP account folder, create the subfolders applicable to the account type, as shown in **Figure A6.4**.

A6.8.4.1.3.1.1. AF Form 68 (Active only): Folder contains the current AF Form 68 for the account.

A6.8.4.1.3.1.2. Inventories: Folder contains inventories for the affected account within the following subfolders:

A6.8.4.1.3.1.2.1. Adjustments: Folder contains IAD and AMC05 packages directly associated with the organizational account.

A6.8.4.1.3.1.2.2. MASO: Folder contains MASO inventory package(s) associated with the organizational account.

A6.8.4.1.3.1.2.3. Quarterly: Folder contains quarterly inventory package(s) associated with the organizational account.

A6.8.4.1.3.1.2.4. Special: Folder contains special inventory package(s) associated with the organizational account.

A6.8.4.1.3.1.3. Miscellaneous (Active only): Folder contains current miscellaneous documentation applicable to the account. Only maintain miscellaneous records as supporting documentation directly associated with account management. ***EXAMPLE:*** Custody Excess memorandums IAW **paragraph 7.5.2.6.1**.

A6.8.4.1.3.1.4. Transactions: Folder containing accountable transactions associated with a specific account. Organize the transaction records within the following subfolders:

A6.8.4.1.3.1.4.1. Consumption Issues: Folder contains consumption issue records for affected accounts.

A6.8.4.1.3.1.4.2. Expenditure (Consumption) Turn-Ins: Folder contains turn-in records, to include all turn-ins from sources other than custody, to include expenditure turn in, for the affected account.

A6.8.4.1.3.1.4.3. Custody Issues: Folder contains custody issue records for the affected account.

A6.8.4.1.3.1.4.4. Custody Turn-Ins: Folder contains fiscal year custody turn-in records for the affected account.

A6.8.4.1.3.1.4.5. Expenditures: Folder contains current expenditure records for the affected account.

A6.8.4.2. **Inactive Files Area.** The project file "Inactive Area" is where all inactive electronic records are stored until disposal. Clearly segregate the inactive area from the active area by creating an "INACTIVE FILES AREA" folder within the project file root directory. The folder structure within the "INACTIVE FILES AREA" will mirror the file plan structure outlined in **paragraph A6.8.4** and shown in **Figures A6.5** and **A6.6** with the exception of those file items identified as "ACTIVE ONLY". File items identified as "ACTIVE ONLY" are records only maintained in the main file plan area until superseded, rescinded, obsolete, or no longer needed as identified in the disposition instructions for the applicable AF RDS table and rule.

A6.8.4.2.1. Create fiscal year subfolders within each inactive folder and organize inactive records within each applicable subfolder as shown in **Figure A6.5**, *Document Control File Plan – Inactive File Area, 02-01 FVXXXX Stockpile* and **Figure A6.6**, *Document Control File Plan – Inactive File Area, 02-02 Accounts*.

A6.8.4.2.2. Add the record destruction date to the fiscal year folder naming convention to facilitate record destruction. ***EXAMPLE***: FY2010 (Destroy 20120930). Calculate the document disposition date by adding the AF RDS table and rule disposition timeframe to the date the records were placed in inactive status. See **Table A6.3**, *Calculating Document Disposition Date* for examples.

Table A6.3. Calculating Document Disposition Date.

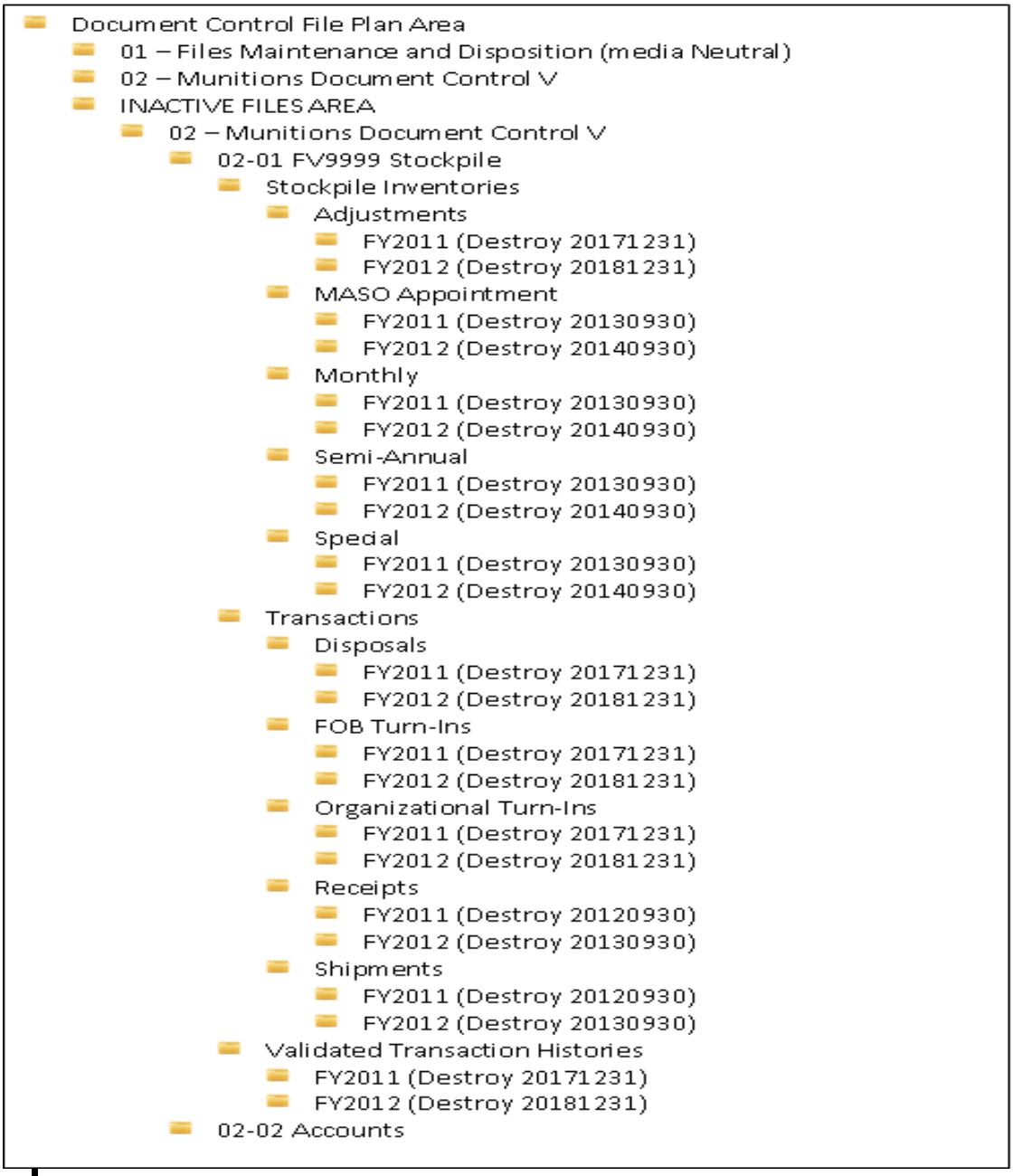
INACTIVE STATUS DATE (YYYYMMDD)	DISPOSITION	DESTRUCTION DATE (YYYYMMDD)
20100930	1 Year	20110930
20100930	2 Years	20120930
20100930	6 Years 3 Months	20161231

A6.8.4.2.3. Destroy records during the scheduled fiscal/calendar year destruction cycle.

A6.8.5. **Document Control Naming Conventions.** Use the following naming convention for completed documents filed in Document Control.

NOTE: Transaction date/time is when the transaction was processed in CAS programs AM900/AM903.

Figure A6.5. Document Control File Plan – Inactive File Area, 02-01 FVXXXX Stockpile



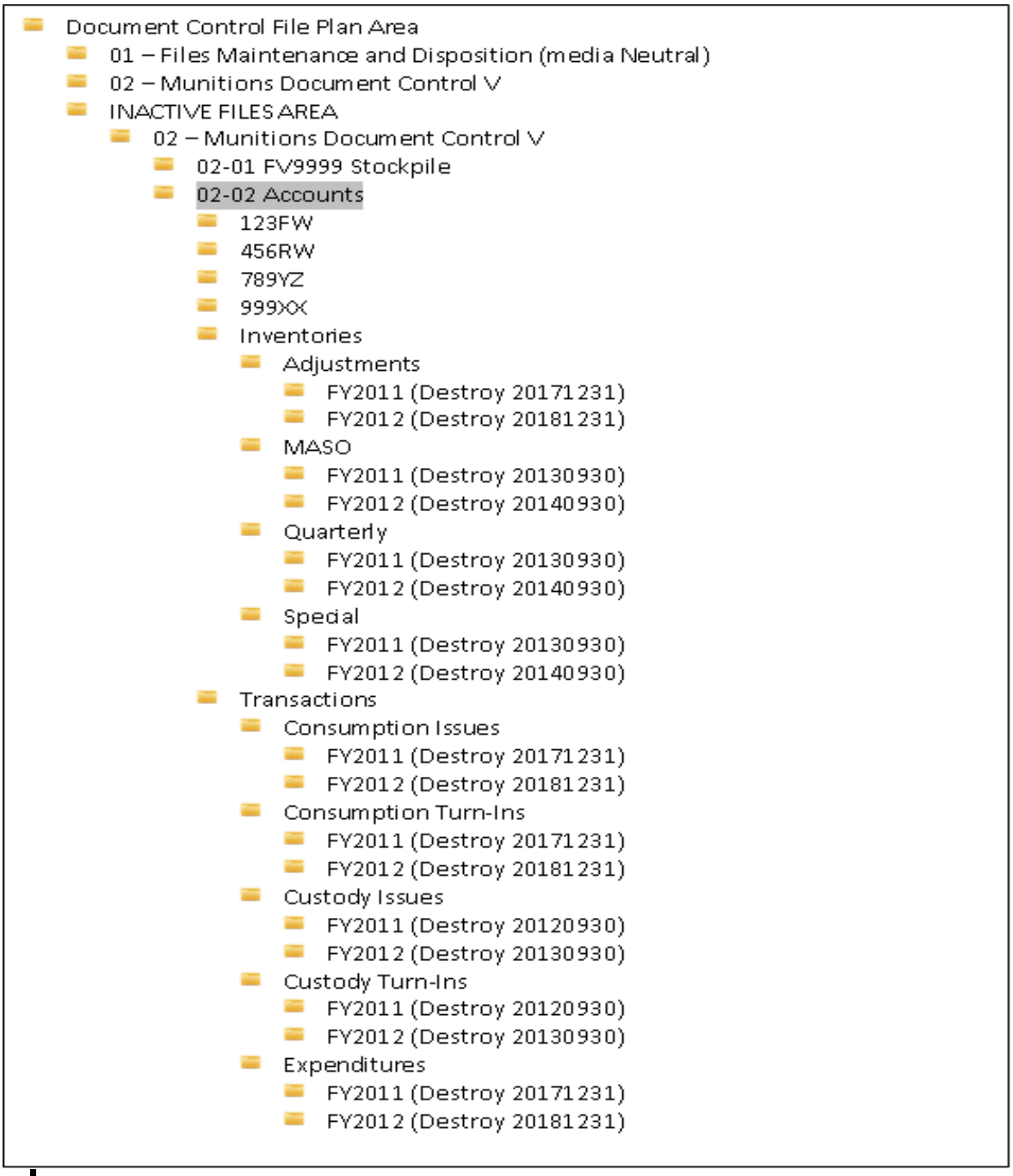
A6.8.5.1. AF Form 68: AF68-Account Number-Document Date (AF68-999XX-30Jul10)

A6.8.5.2. CAS Issue Document: ISU-Document Number-Transaction date/time (ISU-S100CA52130001-30Oct05142511)

A6.8.5.3. CAS Receipt Document: REC-Document Number-Transaction date/time (REC-FV999952457501-30Oct05123045)

A6.8.5.4. CAS Shipment/A5J Document: SHP-Document Number-Transaction date/time (SHP-FV999952457501-24Oct05092421 or A5J- FV999952457501-24Oct05092421)

Figure A6.6. Document Control File Plan – Inactive File Area, 02-02 Accounts



A6.8.5.5. Expenditure Request: EXP-Document Number-Transaction date/time (EXP-S100CA52130001-04Nov05083544)

A6.8.5.6. Inventory Adjustment Package: IAD-Inventory Serial Number-Transaction date/time (IAD-6072081259-30Oct05123045)

A6.8.5.7. Inventory Package: INV-Account Number-Inventory Type-Inventory Serial Number (INV-999XX-Annual-6072081259)

A6.8.5.8. Manual Record Processing Package: C05-Transaction date/time (C05-30Oct05123045)

A6.8.5.9. Stockpile Inventory Package: INV-Inventory Type-Inventory Serial Number (INV-Monthly-6072081260)

A6.8.5.10. Turn-in Request: TIN-Document Number-Transaction date/time (TIN-S100CA52130001-01Dec05163033 or TIN-FV999953120001-15Dec05154022)

***NOTE*:** For RVP or PTO documents, place the 'RVP' or 'PTO' acronym, as applicable, at the end of the document number: For Example: ISU- FV999952457501-10Oct10195556-RVP

A6.8.6. **File Plan Disposition Control Labels.** Create disposition control labels for each record type maintained within the Document Control file plan IAW the AF ERM Solution Guide. These disposition labels will be stored in the "02-00 All Disposition Instructions" directory and referenced to determine disposition prior to record destruction. Create the disposition labels in **Table A6.4**, *File Plan Disposition Labels* and include information from the applicable RDS Table and Rule within the label.

Table A6.4. File Plan Disposition Labels.

TITLE	RDS TABLE AND RULE
Adjustment	Table 21-22 R 10.00
AF Form 68	Table 33-46 R 19.00
Audit	Table 21-22 R 25.00
Authorization Letter	Table 33-46 R 19.00
Courtesy Storage Agreement	Table 21-22 R 03.00
Document Status Report	Table 21-22 R 03.00
Inventory – MASO	Table 21-22 R 11.00
Inventory – MASO Appointment	Table 21-22 R 11.00
Inventory – Monthly	Table 21-22 R 11.00
Inventory – Quarterly	Table 21-22 R 11.00
Inventory – Semi-annual	Table 21-22 R 11.00
Inventory – Special	Table 21-22 R 11.00
Miscellaneous	Table 21-22 R 03.00
Munitions Document Control	Table 21-22 R 01.00
Munitions Inspector Appointment Letter	Table 33-46 R 19.00
Transaction – Consumption Issue	Table 21-22 R 10.00
Transaction – Consumption Turn-In	Table 21-22 R 10.00
Transaction – Custody Issue	Table 21-22 R 02.00
Transaction – Custody Turn-In	Table 21-22 R 02.00
Transaction – Disposal	Table 21-22 R 10.00
Transaction – Expenditure	Table 21-22 R 10.00

TITLE	RDS TABLE AND RULE
Transaction – Found On Base Turn-In	Table 21-22 R 10.00
Transaction – Organizational Turn-In	Table 21-22 R 10.00
Transaction – Receipt	Table 21-22 R 02.00
Transaction – Shipment	Table 21-22 R 02.00

A6.9. **Record Integrity and Preservation.** Electronically filed munitions records will have digital signature(s) applied to preserve document integrity. Personnel involved in the record generation process may apply digital signatures during record generation. RCs and appointed munitions document control personnel shall apply digital signatures during record filing or media upgrade/conversion to preserve record integrity as necessary.

A6.9.1. Media upgrade/conversion is authorized when technology obsolescence or operational constraints prevent digital signature revalidation in the existing format. RCs and munitions document control personnel will:

A6.9.1.1. Ensure the existing digital signature(s) are valid prior to media conversion.

A6.9.1.2. Ensure the printed name of electronic signer(s), as well as the date when the signature was executed, be included as part of any human readable form (such as electronic display or printout) of the converted media format.

A6.9.1.3. Apply a digital signature to the upgraded/converted record certifying record integrity is preserved.