BY ORDER OF THE SUPERINTENDENT

AIR FORCE INSTRUCTION 21-201

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Maintenance

CONVENTIONAL MUNITIONS MAINTENANCE MANAGEMENT

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Air Force Instruction (AFI) 21-201, *Conventional Munitions Maintenance Management,* 11 December 2009, Incorporating Change 1, 25 February 2011 is supplemented as follows: This supplement applies to all United States Air Force Academy (USAFA) personnel. This supplement describes United States Air Force Academy (USAFA) procedures for use in conjunction with the basic AFI. This publication does not apply to Air Force Reserve Command (AFRC) Units and the Air National Guard (ANG). Refer recommended changes and conflicts between this and other publications to 10 LRS/LGRMS, 8110 Security Drive, Door #14, USAF Academy CO 80840, on Air Force Form 847, *Recommendation for Change of Publication.* Ensure all records created because of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule, located at **www.my.af.mil/afrims/afrims/afrims/rims.cfm**. See Attachment 1 for a glossary of references and supporting information. **Note**: A civilian defense contractor administers the Munitions Management Operation at the USAF Academy; therefore, their manning is not determined by a Unit Manpower Document (UMD) but established by the contractor based upon the Statement of Work (SOW) provided by the Government. The contractor is required to follow guidance established in AFI 21-201 for specific tasks identified in the SOW; however, the SOW specifies Munitions Accountable Systems Officer (MASO) requirements for contract acceptance factors.

SUMMARY OF CHANGES

This USAF Academy Supplement has been rewritten to implement USAF Academy procedures resulting from the extensively revised AFI 21-201.

1. 2. Deviations and Waivers. USAFA supplement to AFI 21-201 and the contractor statement of work provide direction to the USAF Academy's small and unique contracted munitions organization.

2.4. **Squadron Commander (or Civilian Director).** The Director of the 10th Logistics Readiness Squadron acts as the Munitions Management Commander.

2.4.1. The contracted Program Manager acts as the Munitions Superintendent and the Munitions Manager acts as the Munitions Management Chief.

2.4.4. The Contractor's Munitions Manager is designated the Senior Munitions Inspector.

2.5. **Munitions Supervision:** The contracted Program Manager acts as the Munitions Superintendent and the Munitions Manager acts as the Munitions Management Chief.

2.5.2. The Director of the 10th Logistics Readiness Squadron approves the selection of contracted munitions personnel as munitions inspectors.

2.5.6. Not applicable to the contracted Munitions Management function's daily operation.

2.5.7. The MASO briefs the Operations Group (OG), Maintenance Group (MXG), or equivalent of any War Readiness Materiel (WRM) shortfalls.

2.5.9. A Reusable Container Program is managed by the contractor's transportation personnel (10 LRS/LGRMST).

2.5.12. Contractor munitions personnel are trained to meet the requirements of the contractor's Performance Work Statement.

2.6.16. Contractor munitions personnel notify Commanders and Custodians of any suspended or restricted munitions.

2.6.17. Contractor munitions personnel ensure trouble tickets are submitted/managed and notify the MASO of any encountered problems.

2.7. **MUNS Flight Chiefs and Munitions Flight .** The Munitions Manager reports to the contract Program Manager.

2.7.3. Combat Munitions Training (CMT) and Nuclear Weapons Related Materiel (NWRM) training is not applicable to the contracted Munitions Management.

2.7.10. Contracted munitions personnel maintain a hazardous chemical inventory listing and Material Safety Data Sheets (MSDS) for all on-hand Hazardous Materials (HazMat). All HazMat items are coordinated and approved for use through the base Hazardous Materials Customer Service Center (HazMart) and tracked/disposed of accordingly.

2.7.11. Hazardous waste is not maintained in the munitions storage area. Any small amount of waste generated is turned into Civil Engineers waste/recycle accumulation center.

3.8. **Munitions Training Programs.** General training requirements for contractor munitions personnel consist of training to meet the requirements of the Performance Work Statement.

3.16.2.1. The USAFA contracted munitions personnel do not perform any maintenance actions on chaff and flare magazines.

3.19.1. Munitions Management does not use Air Force Munitions Command and Control (MC2) SharePoint to conduct daily operations but obtains access for Incident/Accident notifications.

4.5.9. Contracted munitions personnel do not perform any maintenance actions on chaff and flare magazines.

5.2.9.1.3. The Munitions Management master storage plan does not depict the assets currently stored. Utilize AM567A, *Storage Location Report,* to identify on-hand assets.

5.2.9.1.4. The Munitions Management Master Storage Plan does not depict the inbound assets expected from other Stock Record Account Numbers (SRAN). Utilize AMI05B, *Requisition Status Report,* to identify/track inbound assets.

5.3.2.8. Munitions personnel are not required to establish and manage a storage monitoring inspection program at the USAF Academy due to the type of assets stored in the munitions storage area and as noted in item technical orders.

6.1.2.4. Munitions personnel notifies Security Forces and the Fire Department of emergency situations by activating a duress box/fire alarm pull box, using the Security Forces handheld radio, or using a phone/cell phone to contact them directly.

7.3.2.5. Contractor munitions personnel provide a briefing and informal training to all personnel on the AF Form 68 outlining their responsibilities.

7.4.3.2. Contractor munitions personnel only deliver low-risk munitions from the Munitions Storage Area (MSA) to a custodian's requested delivery location and pick up low-risk munitions from a custodian for return to the MSA. Account Custodians with medium and high-risk assets are armed when transporting their own assets to/from the MSA.

7.4.3.8. Contractor munitions personnel provide a courtesy storage agreement for account Commanders and Custodians coordination/approval. The Munitions Manager approves all courtesy storage agreements.

7.11.11.1. Contractor munitions personnel conduct quarterly custody account inventories and review each account's operating procedures during the February annual MASO inventory.

7.11.11.2. Contractor munitions personnel perform quarterly custody account inventories with Account Custodians.

7.11.14.5. The MASO concurs and approves all inventory adjustments and returns the package to Munitions Management for processing.

7.11.14.8. The MASO approves all inventory adjustments; the Munitions Manager certifies the approval.

7.13.1.4. Contractor munitions personnel only deliver low-risk munitions to customers. Account Custodians with medium and high-risk assets are armed when they pick up and transport their own assets to/from the MSA.

7.13.1.4.3. Due to the geographical locations of Account Custodians, they digitally sign for their property prior to munitions personnel delivering to them. Any noted discrepancies are corrected at the time of delivery.

7.15.3.5.1. The 302AW munitions personnel electronically send AF Form 2434 and AF Form 4331 for processing munitions transactions to USAFA Munitions Management.

7.15.3.5.2. The USAFA munitions personnel process chaff/flare expenditures after receiving an AF Form 2434 and AF Form 4331 from 302AW munitions personnel.

7.18.2.1. The 302AW aircraft scheduling personnel provide USAFA Munitions personnel with maintenance requirements when required in lieu of a quarterly meeting.

7.18.2.1.1. Contractor munitions personnel do not conduct quarterly Munitions Plans and Scheduling (P&S) or Flight Service Center (FSC) meetings.

7.18.2.2. The 302AW P&S personnel are not required to send quarterly validated time-change AFTO Form 223, Spreadsheet, or Integrated Maintenance Data System (IMDS) generated forecast to the MASO.

7.18.2.4. The MASO requisitions time-change items when required.

7.23.1.1. Contractor munitions personnel notify Commanders and Custodians of any suspended or restricted munitions.

JAMES D. JEFFERS, GS-14
Director, 10th Logistics Readiness Squadron

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFMAN 33-363, *Management of Records*, 1 March 2008

Adopted Forms

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

Abbreviations and Acronyms

AF—Air Force

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFRC—Air Force Reserve Command

ANG—Air National Guard

MXG—Maintenance Group

OG—Operations Group

SOW—Statement of Work

USAFA—United States Air Force Academy