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MUNITIONS MANAGEMENT

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This publication implements Air Force Policy Directive (AFPD) 21-2, *Munitions*, and it applies to all Air Force organizations, activities, or units that use or possess munitions including Regular Air Force (RegAF), Air National Guard (ANG), Air Force Reserve (AFR), and contracted activities. This instruction implements Air Force munitions management at the tactical, operational, and strategic levels in peacetime and wartime. Subordinate units have 90 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 90 calendar day implementation requirement; however, documents will be updated or revised at the next normal required update. Requirements of specific item Technical Orders (TO)/Technical Manuals take precedence over this instruction. Use of any name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

The authority to collect and/or maintain the records prescribed and adopted in this publication is Title 10 U.S.C. 8013. The reporting requirements in this publication are exempt from licensing IAW AFI 33-324, *The Air Force Information Collections and Reports Management Program* (see paragraph 1.7). Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Disposition Schedule (RDS) in the Air Force Records Information Management System (AFRIMS). The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, or T-3") number following the compliance section/statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the publication OPR for non-tiered compliance items. This publication may be supplemented at any level without approval of the OPR. Supplementary guidance (including supplements and separate publications) will not be less restrictive than the parent publication, but may be more restrictive. Supplementary guidance must not contradict the parent publication. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command to AF/A4LW, 1030 AF Pentagon, Washington D.C. 20330-1030.

(USAFE) This publication implements AFI 21-201**,** *Munitions Management*, and is supplemented as follows: This publication implements MAJCOM policy by supplementing specific processes and procedures that are unique to USAFE-AFAFRICA. It applies to all USAFE-AFAFRICA munitions activities and munitions using organizations. This publication does not apply to the Air National Guard and the Air Force Reserve Command and their units, unless assigned to USAFE-AFAFRICA organizations. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, or T-3") number following the compliance section/statement. Subordinate paragraphs carry the parent tier unless otherwise specified. See AFI 33-360, *Publications and Forms Management*, Table 1.1 for a description of the authorities associated with the Tier numbers. Submit waiver requests through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the publication OPR for non-tiered compliance items. Send comments, questions, and suggested improvements to this publication on AF Form 847, *Recommendation for Change of Publication*, through channels to HQ USAFE-AFAFRICA/A4MW, Unit 3050 Box 10, APO, AE 09094. This publication may not be supplemented or further implemented/extended.

SUMMARY OF CHANGES

This interim change revises AFI 21-201 by (1) specifying responsibilities to certify materiel to be explosive free, (2) clarifying segregation of duty requirements for keys and locks to munitions facilities, (3) correcting the Table for Field Training Detachment (FTD) courses, (4) specifying the disposal approval authority for unserviceable and non-repairable inert munitions assets, (5) identifying acknowledgement requirements when transferring military munitions or munitions

material between DoD organizations or from DoD control, and (6) removes the ALE-40 specification for maintenance of countermeasures dispensing systems. (7) removes AFSC 2AXXX from MASO qualifications. A margin bar (|) indicates newly revised material.

PART I—CONVENTIONAL MUNITIONS GENERAL GUIDANCE **9**

CHAPTER 1—INTRODUCTION **9**

1.1. Deviations and Waivers. 9

1.2. Compliance Terminology. 9

1.3. Conventions Used. 9

1.4. Website Uniform Resource Locator (URL) Reference List. 10

1.5. E-mail Address Reference List. 12

1.6. Telephone Contact Reference List. 13

1.7. Reports Control System (RCS) Licensing Exemptions. 14

PART II—TACTICAL MUNITIONS **15**

CHAPTER 2—RESPONSIBILITIES **15**

2.1. Base/Unit. 15

2.2. The Maintenance Group Commander, MXG/CC (or equivalent). 16

2.3. Commanders (or equivalent) of Non-munitions Organizations that Use, Possess, or Maintain Munitions. 16

2.4. Squadron Commander (or equivalent) of Munitions Units. 17

2.5. Munitions Supervision (or equivalent). 19

2.6. Munitions Accountable Systems Officer (MASO). 21

2.7. MUNS Flight Chiefs and Munitions Flight Section Chiefs (or equivalent). 27

2.8. Element NCOIC (or equivalent). 28

2.9. Munitions Crew Chief. 28

2.10. Base Level CAS (Local) SA (Primary and Alternate). 29

2.11. Senior Munitions Inspector. 29

2.12. Permit Radiation Safety Officer (PRSO). 30

CHAPTER 3—MUNITIONS PROGRAM MANAGEMENT **31**

3.1. Conventional Munitions Serviceability and Product Assurance. 31

3.2. Non-expendable Airmunitions Training Items. 31

3.3. Reusable Container Management. 32

3.4. Military Intermodal Containers (MILVAN) Management. 33

3.5. Munitions Equipment Management. 36

3.6. Munitions Security. 36

Table 3.1. Munitions Information Classification Rules. 38

Table 3.2. General Classification Rules. 39

3.7. Key and Lock Control Procedures for Conventional Munitions Facilities. 41

3.8. Munitions Training Programs. 41

Table 3.3. Missile FTD Training Courses. 41

3.9. Inactive/Obsolete EOD Training Items and Static Display Munitions (SDM) Procedures. 46

3.10. Missile and PGM Management. 48

3.11. Untagged Plastic Explosive (PE). 50

3.12. Disposition of Munitions. 50

3.13. Management of Material Potentially Presenting an Explosive Hazard (MPPEH). 59

3.14. Captured Enemy Ammunition (CEA). 64

3.15. Munitions with Unknown Liquid Fill and Recovered Chemical Warfare Material. 65

3.16. LAU-131 Launcher and Countermeasures Dispenser Management. 66

3.17. Miniature Munitions Management. 67

3.18. Conventional Munitions as Critical Loads. 68

3.19. Air Force Munitions Command and Control (AF MC2). 68

3.20. Ability To Survive and Operate (ATSO) – Munitions Activities. 69

3.21. CAS Trouble Tickets and Deficiency Reports. 70

3.22. Manual Record Processing (AMC05A) Procedures. 70

3.23. Personal Defense Ammunition for Air Force General Officers. 71

3.24. Item Unique Identification (IUID). 73

CHAPTER 4—MUNITIONS PRODUCTION 74

4.1. Munitions Production Section/Flight. 74

4.2. Precision Guided Munitions (PGM) Maintenance. 75

4.3. Line Delivery (LD). 78

4.4. Munitions Support Equipment Maintenance (MSEM). 78

4.5. Conventional Munitions Maintenance (CMM). 78

CHAPTER 5—MUNITIONS MATERIEL 80

5.1. Munitions Materiel Section/Flight. 82

5.2. Munitions Storage Element. 81
5.3. Munitions Inspection Element. 85
5.4. Munitions Operations Element. 87

CHAPTER 6—MUNITIONS SYSTEMS 90

6.1. Munitions Systems Section/Flight. 90
6.2. Munitions Control Element. 91
6.3. Combat Plans, Mobility, and Training Elements. 91
6.4. Munitions Plans and Scheduling Element. 93

CHAPTER 7—MANAGING CONVENTIONAL MUNITIONS OPERATIONS 94

7.1. General Munitions Operating Procedures. 94
Figure 7.1. Munitions Operations Flow Plan (Peacetime and Wartime). 97
7.2. MASO Management of Munitions. 108
Table 7.1. MASO Task Accomplishment and Delegations Authority. 109
7.3. Forecasting Procedures. 113
7.4. Allocations and Stock Levels Management. 120
7.5. Managing Munitions from the Stock Record Account. 128
7.6. Deployed (CONUS/OCONUS) Munitions Management. 130
7.7. Base Level Requisition Management. 134
Table 7.2. Requisitioning Priorities. 136
Table 7.3. OCONUS and CONUS Time Change Requisitioning Schedule. 139
7.8. Custody Account Management. 139
Figure 7.2. Commander/Civilian Division Head Delegation Memorandum Statement. 141
7.9. Receiving Munitions. 144
7.10. Munitions Issues. 147
Figure 7.3. SmACC Issue Acknowledgement Statement. 150
7.11. Expenditures. 153
7.12. Turn-Ins. 157
7.13. Munitions Shipments. 159
Table 7.4. Transportation Account Codes (TAC) and PACER AMMO Project Codes. 167
7.14. Inventory Adjustment Transaction (AM427J) Procedures. 171
7.15. Reports of Survey (ROS) Procedures. 174
7.16. Test/Contract Munitions Management. 176

PART III—OPERATIONAL MUNITIONS **180**

CHAPTER 8—HEADQUARTERS MUNITIONS STAFF AND CENTRALIZED MUNITIONS MANAGEMENT RESPONSIBILITIES **180**

8.1. Introduction. 180

Table 8.1. Munitions Management HQ, Centralized Management, and Reachback Roles. ... 180

8.2. Lead MAJCOM Munitions Staff (or equivalent). 181

8.3. Component/Supported Command. 184

8.4. Numbered Air Force (NAF). 186

8.5. Air Force Materiel Command (AFMC). 187

8.6. Air Logistics Complex (ALC). 188

8.7. Armament Directorate (AFLCMC). 190

8.8. Global Ammunitions Control Point (GACP), Air Force Life Cycle Management Center, Munitions Division (AFLCMC/EBH), Hill AFB. 190

8.9. GACP, Armament Division (AFLCMC/EBR), Robins AFB. 195

8.10. CAS PMO (AFLCMC/HIAM). 197

8.11. Munitions User Functional Managers (MUFM). 200

8.12. 9th Munitions Squadron, Air Force Combat Ammunition Center (AFCOMAC). 201

CHAPTER 9—MUNITIONS MANAGEMENT **207**

9.1. Department of Defense Activity Address Code (DoDAAC). 207

9.2. Munitions Reports. 207

9.3. CAS-managed Material. 208

9.4. Munitions Inter-Service Release Procedures. 209

9.5. Foreign Military Sales (FMS) - Responsibilities for Munitions. 210

9.6. Disposition of Munitions. 211

9.7. GACP COTS Procedures. 212

9.8. Conventional Munitions Product Assurance Management. 213

CHAPTER 10—WAR RESERVE MATERIEL (WRM) MUNITIONS **221**

10.1. General. 221

10.2. Positioning Objectives. 221

10.3. War Consumables Distribution Objective (WCDO). 221

10.4. WRM Munitions Financial Accounting. 222

10.5. Planning Logistics Support. 222

10.6. Logistics Planning for Munitions Movement. 223

10.7. MAJCOM Command Overflow. 224
10.8. Munitions Call-forward. 225
10.9. Standard Air Munitions Package (STAMP). 225
10.10. War Reserve Stocks for Allies (WRSA). 225

CHAPTER 11—MUNITIONS CONTINGENCY SOURCING 228

11.1. Purpose. 228
11.2. Contingency Munitions Sourcing Process. 228

PART IV—STRATEGIC MUNITIONS 232

CHAPTER 12—RESPONSIBILITIES 232

12.1. Headquarters Air Force (HAF). 232
12.2. Headquarters Air Force Materiel Command (AFMC). 235
12.3. AFMC Air Logistics Complexes (ALC). 235
12.4. AFLCMC/EBH, Munitions Division, Global Ammunition Control Point (GACP). 235
12.5. GACP, Armament Division (AFLCMC/EBR), Robins AFB. 236

CHAPTER 13—INFORMATION TECHNOLOGY (IT) PROGRAM MANAGEMENT 238

13.1. IT Governance and Requirement Process. 238
13.2. CAS System Management. 239
13.3. CAS - System Administration (SA). 240
Table 13.1. Tivoli CAS Groups. 242
Table 13.2. CAS – DD Form 2875 Retention Responsibilities. 244
Table 13.3. Trusted Official Appointments. 245
Table 13.4. CAS User Access Recertification Responsibilities. 247

CHAPTER 14—MUNITIONS REQUIREMENTS, ALLOCATIONS AND BUY-BUDGET PROCESS 248

14.1. Conventional Munitions Requirements. 248
Figure 14.1. Air Force Conventional Munitions Requirements Process. 248
14.2. Munitions Requirements Forecast Process. 249
Table 14.1. Miscellaneous Munitions (Requirement Category BP) Distribution. 249
14.3. Munitions Allocation Process. 251
14.4. Allocation Increase or Addition Requests. 252
14.5. Buy-Budget Process. 252
14.6. Expenditure Reporting. 253

CHAPTER 15—GLOBAL ASSET POSITIONING (GAP) 254

15.1. Program Scope. 254

15.2. The Global Asset Positioning (GAP) Working Group. 254

15.3. Afloat Prepositioning Fleet (APF) Management. 254

Table 15.1. APF Program (APL000) Funds Management Alignment. 256

15.4. STAMP Management. 259

15.5. Theater-Prepositioned and CONUS-Stored Assets. 263

15.6. Munitions Transportation Funding, PACER AMMO. 263

Chapter 16—(Added-USAFE) USAFE TACTICAL AIR MUNITIONS RAPID RESPONSE PACKAGE (TARRP) 265

16.1. (Added-USAFE) Purpose. 265

Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION 266

Attachment 2—OFF-LINE PROCESSING (POST-POST) 298

Attachment 3—INVENTORY REQUIREMENTS AND PROCEDURES 304

Attachment 4—MUNITIONS CUSTOMER INFORMATION MATRIX 320

Attachment 5—AIR FORCE MUNITIONS DOCUMENT CONTROL PROCEDURES 323

Attachment 6—COMBAT AMMUNITION SYSTEM - USER ROLE AND FUNCTION ALIGNMENT TO AUTHORIZED PROGRAM ID 343

PART I

CONVENTIONAL MUNITIONS GENERAL GUIDANCE

Part I of this instruction implements general conventional munitions policy relevant to all munitions managing, using, and possessing activities regardless of organizational level and whether at home station or deployed. This instruction also prescribes guidance and procedures for nuclear sustainment activities directly or indirectly involved in NWRM management. This includes Air Force supply, transportation, maintenance (base, depot contract/organic), conventional munitions, storage, demilitarization, and disposal. PART I formulates the basic requirements established in AFI 21-200, *Munitions and Missile Maintenance Management*. It provides the framework for munitions management, compliance, conventions, reach back support, issue resolution, customer relationship management, and report licensing exclusions.

Chapter 1

INTRODUCTION

1.1. Deviations and Waivers. Waivers and deviations will be submitted IAW AFI 33-360. Waivers, deviations, tests, or trial programs involving a specific munitions system, asset, item, or component are not authorized at any level without written approval of the program, engineering, or technical data content authority. AFI 33-360 waiver authority tiers do not apply to technical waivers/deviations.

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

1.2.1. “Shall”, “must”, and “will”: Indicates a mandatory requirement that must be waived/deviated from IAW AFI 33-360. “Will” is also used to express a declaration of purpose for a future event.

1.2.2. “Should”: Indicates a preferred, but not mandatory, method of accomplishment.

1.2.3. “May”: Indicates an acceptable or suggested means of accomplishment.

1.2.4. “Sign”: Indicates a requirement to obtain and maintain a signature by digital, electronic, or hard copy means.

1.3. Conventions Used.

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

1.3.2. The term “memorandum” includes all official memorandums, letters, and Memorandum for Record.

1.3.3. Official E-mail: When this instruction directs transmission of unclassified information utilize digitally signed and encrypted official e-mail on the Non-Secure Internet Protocol Router Network (NIPRNET). When this instruction directs the use or transmission of classified information via official e-mail utilize the Secure Internet Protocol Router Network (SIPRNET).

1.3.4. Unless specified otherwise, the term "MAJCOM" includes all traditional MAJCOMs (i.e., ACC, USAFE, PACAF, AFMC, AMC, AFSOC, AETC, AFSPC, AFGSC, and AFRC).

Note: The NGB is not a traditional MAJCOM. For the purposes of this AFI, ANG units will report to the NGB in the same manner as other units report to their MAJCOMs.

1.3.5. 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 and the AFLCMC, Armament Division (AFLCMC/EBR) Robins AFB, GA.

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

1.3.7. The terms "copy" or "copies" of any document identified in this AFI will be filed and maintained electronically/digitally unless otherwise indicated.

1.3.8. Unless stated otherwise, the term "Department of Defense Activity Address Code" or "DoDAAC" identifies a DoDAAC established, managed, and maintained by a DoD or Air Force munitions organization, or munitions related contractor activity.

1.3.9. The term "stock record account" describes the account where actions/activities occur to record by item, the receipt and issuance of property, the balances on hand and such other identifying or stock control data as may be required by proper authority.

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

1.4.1. Air Force Conventional Munitions SharePoint® Site: **https://cs1.eis.af.mil/sites/afcm/SitePages/Home.aspx**

1.4.1.1. Air Force Conventional Munitions AF MC2 SharePoint® Site: **https://cs1.eis.af.mil/sites/afcm/MC2%202014/SitePages/AF%20MC2%20Home%20Page.aspx**

1.4.1.2. Conventional Munitions SharePoint® Incident Notification: **https://cs1.eis.af.mil/sites/afcm/AF%20Munitions%20Incident%20Site/SitePages/Home.aspx**

1.4.1.3. CAS System Advisory Notice (SAN)s: **https://cs1.eis.af.mil/sites/afcm/CAS%20SANs/Forms/AllItems.aspx**

1.4.1.4. CAS - DD Form 2875, *System Authorization Access Request (SAAR),* with CAS System Rules of Behavior: **https://cs1.eis.af.mil/sites/afcm/A2I/CAS%20222%20IP/DD%20Form%202875.pdf**

1.4.1.5. Air Force Conventional Munitions A2I: **https://cs1.eis.af.mil/sites/afcm/A2I/SitePages/Home.aspx**

1.4.2. 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/**

1.4.3. Defense Ammunition Center (DAC) website (MILVAN, ISO, and railcar load drawings): **https://www3.dac.army.mil/**

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

1.4.5. DoD policy to implement the EPA MR: **http://www.epa.gov/swerffrr/documents/munitions.htm**

1.4.6. Air Force Combat Ammunition Center (AFCOMAC) Scheduling Site: **https://cs1.eis.af.mil/sites/afcm/AFCOMACSS/SitePages/Home.aspx**

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

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

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

1.4.10. Defense Logistics Agency (DLA) - Disposition Services: **http://www.dispositionservices.dla.mil/**

1.4.11. Integrated Data Environment (IDE)/Global Transportation Network (GTN) Convergence (IGC) Homepage: **https://www.igc.ustranscom.mil/igc/**

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

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

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

1.4.15. AFTTP 3-3, *USAF Tactics, Techniques, and Procedures, Munitions and Missile Maintenance,* on the 561st Joint Tactics Squadron website: **https://intelshare.intelink.gov/sites/561jts/SitePages/Home.aspx**

1.4.16. Tactics Bulletin 14-02, *Munitions Functional Area Tactics, Techniques, And Procedures (TTP) For Operations In A Chemical, Biological, Radiological, Nuclear, High-Yield Explosives (CBRNE) Environment*: **https://intelshare.intelink.gov/sites/561jts/tactics_flash_bulletins**

1.4.17. Army Container Asset Management System (ACAMS) via the Army Electronic Transportation Acquisition (ETA) site: **https://eta.sddc.army.mil/ETASSOPortal/default.aspx**

Note: Select the "New User Registration" link to request an ETA account and ACAMS access.

1.4.18. Munitions Materiel Handling Equipment (MMHE) Focal Point SharePoint® Site: **https://cs1.eis.af.mil/sites/MMHEFP/SitePages/Home.aspx**

1.4.19. International Standards for Phytosanitary Measures (ISPM) 15 Wood Packaging Material (WPM): **http://www.aphis.usda.gov/import_export/plants/plant_exports/wpm/index.shtml**

1.4.20. Air Force Electronic Records Management (ERM) Solution Guide: **https://cs1.eis.af.mil/sites/100001/Guidance/AF_ERM_GuideV7.4_4Sep07[1].pdf**

1.4.21. Munitions History Program (MHP)/Joint Hazard Classification System (JHCS): **https://mhp.redstone.army.mil/**

1.4.22. Air Force Records Information Management System (AFRIMS): **https://www.my.af.mil/afrims/afrims/afrims/rims.cfm**

1.4.23. AFMC Logistics Tracker: **https://tracker.wpafb.af.mil/**

1.4.24. Public Law 104-132, *Antiterrorism and Effective Death Penalty Act of 1996, Title VI - Implementation of Plastic Explosives Convention*, Government Printing Office site: **http://www.gpo.gov/fdsys/pkg/PLAW-104publ132/content-detail.html**

1.4.25. CAS Automated Identification Technology (AIT) Website: **https://cs1.eis.af.mil/sites/afcm/A2I/SitePages/Home.aspx**

1.4.26. CAS AIT User's Manual: **https://cs1.eis.af.mil/sites/afcm/A2I/Documents/CAS%20AIT%20User%20Guide%20%20Mar%202014.pdf**

1.4.27. Remedy Field Assistance Service: **https://midtier.gunter.af.mil**

1.4.28. Reliability Asset Monitoring (RAM) Program Office (Robins AFB): **https://www.my.af.mil/ramsprod/tmrsweb/default.asp**

1.4.29. **(Added-USAFE)** USAFE-AFAFRICA/A4MW SharePoint (NIPR) (**https://ice.usafe.af.mil/sites/A4/A4M/A4MW/default.aspx**) (SIPR) (**https://ice.usafe.af.smil.mil/sites/A4/A4M/A4MW/default.aspx**). [USAFE]

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

1.5.1. Direct all munitions inquiries or requests for AF MC2 support to the ACC/A4W AF MC2 SharePoint® Administrator: **acc.a4w.afmc2@us.af.mil**

1.5.2. GACP STAMP Program Manager (PM): **505cbss.stamp@us.af.mil**

1.5.3. AFMC/A4MW PACER AMMO Section: **pacer.ammo@us.af.mil**

1.5.4. CAS Help Desk (Team 6): **FAS.Team6@us.af.mil**

1.5.5. AFNWC/NCL: **AFNWCNCL.Workflow@kirtland.af.mil**

1.5.6. GACP SIPRNET: **gacp@afmc.af.smil.mil**

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

1.5.8. RAM Webmaster (AFLCMC/EBHAEMR): **TMRS@us.af.mil**

1.5.9. Radioactive Materiels (RAM) incident reporting to the Air Force Medical Support Agency/Bioenvironmental Engineering Division (AFMSA/SG3PB), Radioisotope Committee Secretariat (RICS): **usaf.pentagon.saf-aa.mbx.usaf-ric@mail.mil**

1.5.10. **(Added-USAFE)** USAFE-AFAFRICA/A4M: **usafelgm.taskers@us.af.mil**

1.5.11. **(Added-USAFE)** USAFE-AFAFRICA/A4MW: **usafea4.a4mwtaskers@us.af.mil**

1.5.12. **(Added-USAFE)** USAFE-AFAFRICA/A4MWP: **usafea4mwp.a4mwpplansprogramsandpolicy@us.af.mil**

1.5.13. **(Added-USAFE)** USAFE-AFAFRICA/A4MWT: **usafea47.a4mwttheaterammunitioncontrolpoint@us.af.mil**

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

1.6.1. GACP Telephone Numbers:

1.6.1.1. 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).

1.6.1.2. 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.

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

1.6.2. CAS Help Desk (Team 6): DSN: 596-5771, options 1, 6, 4 to get a CAS technician.

1.6.2. **(USAFE)** USAFE-AFAFRICA/A4M DSN: 480-7758 COMM: 0049 06371-47-7758

1.6.3. Air Force Nuclear Weapons Center, Nuclear Weapons Logistics Division (AFNWC/NCL) at DSN: 263-4901 or COMM: (505) 853-3036 for questions or issues related to sustainment or commodity management of CAS-managed NWRM TYPE 3 weapons trainers.

1.6.3. **(USAFE)** USAFE-AFAFRICA/A4MW DSN: 480-4441 COMM: 0049 06371-47-4441

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

1.6.4. **(USAFE)** USAFE-AFAFRICA/A4MWP DSN: 480-6688 COMM: 0049 06371-47-6688

1.6.5. 75th Aerospace Medicine Squadron, Bioenvironmental Engineering Office (75 AMDS/SGPB), Hill AFB multi-site Permit Radiation Safety Officer (PRSO) for Depleted Uranium (DU) Permits: DSN: 777-4551 / DSN: 775-2091.

1.6.5. **(USAFE)** USAFE-AFAFRICA/A4MWT DSN: 480-5584 COMM: 0049 06371-47-5584

1.6.6. Report RAM incidents by telephone to AFMSA/SG3PB, RICS, the POC for Air Force Master Materials License (MML) and all DU radioactive material permitting actions. DSN: 761-6946 / COM: 703-681-6946.

1.7. Reports Control System (RCS) Licensing Exemptions. AFI 21-201 does not direct any status, summary, or statistical information reports for management purposes that require RCS licensing IAW AFI 33-324.

PART II

TACTICAL MUNITIONS

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 munitions/missile 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 stock record account according to established Department of Defense (DoD) and Air Force procedures. **(T-0).** 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. **(T-0)**. In addition to responsibilities of AFI 21-200, the Wing/Installation/Center Commander (or equivalent) shall:

2.1.1. Appoint the Munitions Accountable Systems Officer (MASO) as the Accountable Property Officer (APO) for all CAS-managed assets and ensure they meet the qualifications listed in **paragraph 2.6.1**. **(T-1)**. Alternate MASOs are not authorized. **(T-1)**.

2.1.1.1. The Numbered Air Force (NAF)/A4 (or equivalent) may appoint the MASO at the NAF level when the MASO directly manages physical operations of the stock record account.

2.1.1.2. The appropriate Group Commander (Air Expeditionary Group, Special Operations Group, etc.) in the MASO's direct operational reporting chain may appoint the MASO at deployed locations and locations other than Air Force installations. The MASO must meet experience and qualification requirements. **(T-1)**.

2.1.1.3. **(Added-USAFE)** A separate MASO appointment is required for each DODAAC

2.1.2. For accounts with NWRM, provide the MASO appointment letter to the MAJCOM NWRM POC. **(T-1)**.

2.1.3. Review inventory results of all NWRM assets inventoried during semi-annual inventories and forward to the MAJCOM NWRM POC within 15 calendar days after the inventory close out. **(T-1)**. This requirement does not apply when no NWRM assets are included in the semi-annual inventory. **(T-1)**.

2.1.4. Appoint at least one Verifying Individual for each semi-annual inventory and audit that includes NWRM assets. **(T-1)**. One of the Verifying Individuals will be selected as the Audit Officer. This individual will not verify/audit two consecutive semi-annual inventories/audits of the same account. **(T-1)**. The appointed individual(s) must be a military officer, Senior Non-commissioned Officer (SNCO), or a U.S. citizen Department of the Air

Force (DAF) civilian GS-11 or above). **(T-1)**. The verifying individual(s) will be from a different organization than the MASO. **(T-1)**.

Exception: When only one organization is located at an installation, the verifying individual will be from a different branch/section.

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

2.2.1. Publication and maintenance of base level publication(s) IAW AFI 33-360 to address local requirements for munitions management, responsibilities, and procedures. **(T-1)**. Ensure the following are addressed (as applicable):

2.2.1.1. Treat Material Potentially Presenting an Explosive Hazard (MPPEH) as explosive until certified to be free of explosives material IAW DoDI 4140.62, *Material Potentially Presenting an Explosive Hazard*. **(T-0)**. See **paragraph 3.13.2** for exclusions from MPPEH.

2.2.1.2. Accounting for munitions safing gear and devices. **(T-1)**.

2.2.1.3. Time Change Item (TCI) management and procedures. **(T-1)**.

2.2.2. Training is conducted IAW AFI 20-110 for all personnel whose duties involve NWRM management and related tasks (supply, storage, handling, maintenance, distribution, disposal/demilitarization, etc.). **(T-1)**.

2.2.3. **(Added-USAFE)** Forward prioritized PEC 28030 unfunded requirements to USAFE-AFAFRICA/A4M Division Chief. **(T-2).**

2.3. Commanders (or equivalent) of Non-munitions Organizations that Use, Possess, or Maintain Munitions. This section applies to commanders/directors over munitions custody accounts. In contracted activities, this applies to military officers that hold command authority or civil service division heads/chiefs (e.g., GS/GM) that execute responsibilities over munitions custody accounts. Activities that involve inherently governmental liabilities will not be contracted. **(T-0)**. Commanders (or equivalent) of non-munitions units that use, possess, or maintain munitions for training or operations shall:

2.3.1. Operate and provide custody of munitions issued to the unit's munitions custody accounts IAW **paragraph 7.8** **(T-1)**, to include:

2.3.1.1. Conduct custody account inventories IAW **Attachment 3.** **(T-1)**.

2.3.1.2. Notify the MASO immediately of any loss, destruction, or damage to any assets issued to the unit's munitions account(s). **(T-0)**. Additionally, refer to **paragraph 7.15** for Report of Survey (ROS) requirements.

2.3.1.3. Notify the MASO immediately of any items unaccounted for of found in excess to the unit's munitions account. **(T-0).** Refer to **paragraphs 7.8.5** and **A3.5.7** for additional guidance on reporting and resolving account discrepancies.

2.3.2. Complete and maintain DD Form 2760, *Qualification to Possess Firearms or Ammunition*, for all required personnel. **(T-1)**. The member's organization will maintain the DD Form 2760. **(T-1)**. The MASO and munitions personnel do not maintain these forms.

2.3.3. Post notices of the Lautenberg Amendment IAW AFI 31-117, *Arming and Use of Force by Air Force Personnel*. **(T-1)**.

2.3.4. Obtain, maintain, validate, and update AF IMT 2047, *Explosives Facility License*, as required, IAW AFMAN 91-201, *Explosives Safety Standards.* **(T-1)**.

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*. **(T-1)**.

2.3.6. Review and sign local Courtesy Storage Agreement (CSA) requests prior to submission to Munitions Supervision. **(T-1)**.

2.3.7. Ensure use of War Reserve Materiel (WRM) munitions is minimized for local exercises when their use starts or accumulates service life on munitions assets. **(T-2)**.

2.3.8. Ensure unit personnel are task level trained and qualified to handle NWRM, if applicable. **(T-1)**.

2.3.9. Provide oversight of unit level NWRM procedures and processes as the Responsible Officer for all issued CAS-managed assets in their possession; including NWRM. **(T-1)**.

2.3.10. Designates munitions custodians for all CAS-managed custody issued assets by signing the AF Form 68, *Munitions Authorization Record* IAW **paragraph 7.8.2**. **(T-1)**. The unit commander (or equivalent/designee) assumes responsibility when signing Part III of the AF Form 68.

2.3.11. Secure, control access, and manage keys and locks to facilities storing all munitions and NWRM assets in the unit's possession IAW **paragraph 5.2.1**. **(T-1)**.

2.3.12. Ensure unit capability to pick-up and deliver all requested, issued, and turn-in custody munitions to and from the munitions storage area. **(T-1)**. Refer to **paragraph 7.10.4** for munitions pick-up procedures.

2.4. Squadron Commander (or equivalent) of Munitions Units. In addition to responsibilities outlined in AFI 20-110, AFI 21-200, and AFI 21-101, Squadron Commanders that command operational or support munitions activities shall:

2.4.1. Provide scanning devices to all munitions activities and work centers that process CAS transactions to enable electronic transaction processing. **(T-2)**.

2.4.2. In small and unique units where the senior munitions inspector is also the flight chief, appoint the senior munitions inspector who is qualified IAW **paragraph 3.8.4.6**. **(T-1)**.

2.4.3. 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 (if applicable). **(T-0)**.

2.4.4. Identify and document security deviations (e.g., Intrusion Detection Systems (IDS)) IAW DoDM 5100.76, *Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives (AA&E)* and AFI 31-101, *Integrated Defense*. **(T-0)**.

2.4.5. Appoint in writing personnel authorized to process, ship, and receive Arms, Ammunition, and Explosives (AA&E), classified assets; order, issue, package, turn-in, store,

inventory, ship, and receipt for NWRM IAW this instruction; and sensitive material IAW AFI 24-203, *Preparation and Movement of Air Force Cargo*. **(T-1)**. The appointment letter will be updated annually, or as changes occur, and will be provided to the MASO. **(T-1)**. The commander's memorandum may be used in lieu of a separate appointment letter from the MASO to appoint NWRM Inventory Officer(s) IAW **paragraph A3.2.3**.

2.4.5.1. **(Added-USAFE)** In the USAFE-AFAFRICA AOR comply with USAFEI 23-104 which contains HN regulations US forces must observe relating to training and appointment of personnel. (T-0).

2.4.6. Ensure all personnel, who handle, process, receipt, ship, and receive AA&E, classified, NWRM, and sensitive materiel are properly trained and certified. **(T-1)**.

2.4.7. Provide oversight of unit level NWRM procedures and processes for all CAS-managed NWRM assets. **(T-1)**.

2.4.8. Ensure all personnel who require physical access to NWRM designated as Restricted Data (RD) or Formerly Restricted Data (FRD) meet the guidance and requirements of DoDI 5210.02, *Access to and Dissemination of Restricted Data and Formerly Restricted Data* and DoD 5220.22-M, *National Industrial Security Program Operating Manual* **(T-0)**.

2.4.8.1. DoDI 5210.02 governs access requirements to RD and FRD and is implemented by AFPD 16-14, *Security Enterprise Governance*.

2.4.8.2. DoD 5220.22-M outlines access requirements to RD and FRD for contractors and is implemented by AFI 31-601, *Industrial Security Program Management*.

2.4.9. Ensure all 2W0X1 personnel assigned primary and/or additional duties outside of the munitions function attend Combat Munitions Training (CMT) IAW **paragraph 3.8.3**. **(T-1)**. Ensures munitions personnel maintain core combat skills training, specialty qualification, and readiness for contingency deployment in their primary specialty. **(T-1)**.

2.4.9.1. **(Added-USAFE)** All 2W0 personnel working outside the Munitions Storage Area (MSA) who are assigned to a MUNS Squadron/Flight Unit Manning Document (UMD), will be recalled during exercises and contingencies to ensure adequate manning is available to meet taskings. **(T-2).**

2.4.10. Be the "Permittee" IAW AFI 40-201, *Radioactive Materials (RAM) Management*, if applicable, for CAS-managed Radioactive Materials (RAM) (e.g., 30MM API with DU). **(T-1)**. As the permittee, shall coordinate with the Installation Radiation Safety Officer (IRSO) and Permit Radiation Safety Officer (PRSO) to ensure that permits are obtained to store RAM. **(T-1)**. The permittee will not be appointed as an IRSO or PRSO. **(T-1)**. Additionally the permittee shall:

2.4.10.1. Ensure compliance with the specific conditions of the permit and permittee requirements outlined in AFI 40-201. **(T-1)**.

2.4.10.2. Forward all incident reports to the Air Force Radioisotope Committee Secretariat (RICS). **(T-1)**.

2.4.10.3. Appoint an individual as the PRSO and submit their qualifications for approval by the RICS. **(T-1)**.

2.4.10.4. Notify the IRSO of any munitions operations involving RAM with a potential health risk to personnel, present a clear violation of regulations or requirements, or present a high risk of negative impact to USAF operations, materiel, or real estate. **(T-1)**.

2.4.10.5. Coordinate and receive approval of the IRSO on all receipts or transfers (e.g., shipments) of RAM (including during classified operations). **(T-1)**.

2.4.10.6. Coordinate support of operational combat aircraft on the installation with RAM (e.g., 30MM API with DU) with the IRSO at least once annually. **(T-1)**.

2.4.10.7. For CAS-managed explosives RAM (e.g., 30MM API with DU), annually submit a copy of the CAS *Asset Balance Report* (AM573A) to the RIC. **(T-1)**.

2.4.10.8. Develop written procedures and guidelines IAW AFI 40-201 to manage RAM. **(T-1)**.

2.4.11. Direct development of an effective qualification training program IAW AFI 36-2201, *Air Force Training Program* and the 21MX Munitions and Missile Officer Career Field Education and Training Plan (CFETP). **(T-1)**.

2.4.12. Approve the PEC 28030 WRM munitions budget submission and reviews charges expensed to PE 28030 at least quarterly. **(T-2)**.

2.4.12. **(USAFE)** Commander is responsible for completion of financial planning in **para 2.6.7.5**. WRM munitions financial plan will be signed and submitted to MAJCOM. **(T-2).**

2.4.13. **(Added-USAFE)** Review and sign unit's Munitions Facility Strategic Plan (MFSP). **(T-2).**

2.5. Munitions Supervision (or equivalent). Munitions Supervision consists of the Operations Officer (OO)/Maintenance Superintendent (MX SUPT) in a Munitions Squadron or Munitions Flight Commander/Flight Chief in a Munitions Flight. In addition to responsibilities outlined in AFI 21-200 and AFI 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. **(T-2)**.

2.5.1. Support joint service and allied operations IAW established Memorandums of Agreement (MOA), Memorandums of Understanding (MOU), and Inter-service Support Agreements. **(T-1)**. See **paragraph 9.4** and paragraph **9.5** for planning considerations.

2.5.2. Brief OG and MXG Commanders and notify the MAJCOM/NAF munitions staff when WRM asset quantities fall below allocated levels. **(T-1)**. Briefing should address WRM asset posture by Complete Round (CR) and component, Limiting Factors (LIMFAC), any actions taken/communications to resolve shortages, approved requisitions due-in, planned use of theater pre-positioning, disconnects, and other options to meet requirements (e.g., potential sourcing options, STAMP, APF, and tactical fly-away). **(T-2)**.

Exception: Category Code (CAT Code) T does not need to be briefed when levels drop due to operation support. **(T-2)**.

2.5.3. Ensure unit personnel tasked to deploy in support of an Operations Plan (OPLAN) are familiar with the Base Support Plan (BSP) and Expeditionary Site Plan (ESP) (if applicable)

and are involved in developing the munitions functional portion. **(T-2)**. Accomplish annual review of BSP and ESP (if applicable) IAW AFI 10-404, *Base Support and Expeditionary (BaS&E) Site Planning*. **(T-2)**.

2.5.4. Establish and maintain an effective munitions inspection program for each stock record account aligned to the unit/organization. **(T-1)**.

2.5.4.1. Appoint munitions inspectors and the senior munitions inspector who are qualified IAW **paragraph 3.8.4**. **(T-1)**.

2.5.4.2. Develop support agreements where multiple units/organizations share a Munitions Storage Area (MSA) or when units/organizations cross utilize munitions inspectors. **(T-1)**.

2.5.5. Manage Net Explosive Weight (NEW) and Quantity Distance (QD) IAW AFMAN 91-201 and AFI 21-200. **(T-1)**.

2.5.6. Ensure that Waste Military Munitions (WMM), non-DoD owned munitions/explosives, MPPEH, and other munitions declared "hazardous" are managed IAW **paragraph 3.12** and paragraph **3.13**. **(T-0)**.

2.5.7. Coordinate all planned changes to facilities' usage or footprint with wing safety, resource protection, and civil engineer squadron prior to implementation. **(T-1)**.

2.5.8. Align or assign specific functions and tasks to the various MUNS or Flight workcenters to best meet operational requirements and operational efficiency (refer to AFI 21-200 for guidelines). **(T-1)**.

2.5.9. Provide sufficient space for storage, handling, inventory, inspection, and maintenance of munitions. **(T-1)**.

2.5.10. Notify the local Safety Office, Explosive Ordnance Disposal (EOD), and MAJCOM munitions staff (or equivalent) in the event of an explosive or munitions mishap or incident. **(T-1)**.

2.5.11. Ensure key and lock management procedures are followed IAW AFI 21-200. **(T-1)**.

2.5.12. Ensure Integrated Maintenance Data System (IMDS)/G081 is updated as gains, losses, and maintenance actions occur on MMHE, Precision Guided Munition (PGM) test sets, and associated equipment identified in TO 00-20-1. **(T-0)**.

2.5.13. Approve all CSA requests after review by the Materiel Section/Flight Chief. **(T-2)**.

2.5.14. Appoint unit's AF MC2 POCs and users and ensure system access and use IAW **paragraph 3.19** and AFI 21-200. **(T-1)**.

2.5.15. Accept AA&E shipments, regardless of time, day of week, or destination, for safe haven or secure hold IAW DoDI 5100.76, *Safeguarding Sensitive Conventional Arms, Ammunition, and Explosives (AA&E)*. **(T-0)**. Refer to **Attachment 1** for definitions of safe haven and secure hold.

2.5.16. Coordinate with installation transportation and installation security/defense agencies to ensure all AA&E shipments in safe haven or secure hold receive constant surveillance IAW DoDM 5100.76. **(T-0)**.

2.5.17. Prior to receipt or shipment of any RAM (e.g., 30MM API with DU), coordinate the receipt/shipment with the IRSO IAW AFI 40-201. **(T-1)**.

2.5.18. Coordinate with the installation PRSO to ensure compliance with permit requirements, such as unit surveys, audits, training, etc. **(T-1)**.

2.5.19. **(Added-USAFE)** Review unit's Munition Facility Strategic Plan (MFSP). Munitions Supervision must review their unit's MFSP within 30 days of assignment. **(T-2).**

2.5.20. **(Added-USAFE)** Send unit's MFSP to **usafea4mwp.a4mwpplansprogramsandpolicy@us.af.mil** NLT 30 April and 31 October each year using the template located on the USAFE-AFAFRICA/A4MW SharePoint site. If classified, send to **usafe.ramstein.usafe.mbx.a4mwp-plans-progs-and-policy@mail.smil.mil.** Forward all new AF Form 332, submissions to preceding e-mail addresses or upload to the USAFE-AFAFRICA/A4MW SharePoint (NIPR/SIPR) as applicable. **(T-2).**

2.6. Munitions Accountable Systems Officer (MASO). The MASO is the APO for munitions and is directly responsible to the Installation/Wing, Group, and Squadron leadership to execute and enforce proper munitions accountability and shall ensure effective management of all assets on assigned stock record accounts. **(T-1)**. The MASO ensures that supervisors, workcenters, and unit personnel and workers accurately process, document, and maintain accountable property in CAS to reflect accurate inventory quantity, identity, condition, and location according to Air Force and locally established procedures. **(T-1)**. Contractors will not be appointed as government accountable officers, to include MASO. **(T-0)**. In contract environments, the MASO can be the functional area chief, quality assurance (QA) evaluator, or other qualified and appointed government individual. In addition to responsibilities outlined in AFI 20-110, AFI 21-200, and throughout this instruction, the MASO shall comply with the following:

2.6.1. **MASO Qualifications.** Maintain the following mandatory qualifications:

2.6.1.1. Maintenance officer, Air Force Specialty Code (AFSC) 21MX or 21AX; munitions Senior NCO, AFSC 2W0XX or 2W2XX; or civilian equivalent, GS-11 or above. **(T-1)**. For ANG, the MASO must be a maintenance officer, AFSC 21AX or 21MX, or Senior NCO, AFSC 2W0XX. **(T-1)**. Refer to the 2W0XX CFETP for skill level requirements for course attendance.

2.6.1.2. Possess a minimum of 18-months munitions management experience as a munitions element NCOIC or higher in Munitions Operations, Storage/Handling, or Inspection; or must have 24-months 7-level experience in Munitions Operations. **(T-1)**. If a MASO candidate does not meet these requirements, they must attend the MASO Accountability Course. **(T-1)**.

2.6.1.3. For accounts that only manage NWRM assets, possess a minimum of 18-months nuclear management experience. **(T-1)**. If a MASO candidate possesses less than 18-months experience, they must attend the MASO Accountability Course. **(T-1)**.

2.6.2. **Certificate of Transfer.** Submit the *Certificate of Transfer* (AM496A) and any approved waivers of appointment criteria to the MASO appointing authority. **(T-0)**.

2.6.2.1. Conduct a 100-percent inventory of each stock record account IAW **Attachment 3**. **(T-1)**. Resolve any inventory discrepancies, and ensure required Inventory Adjustment Documents (IAD) and/or ROS are initiated and processed according to **paragraph 7.14** and paragraph **7.15** prior to accomplishing a CAS Certificate of Transfer. **(T-0)**. Inventory will be validated jointly by the gaining (new) and losing (old) MASOs prior to transfer of MASO responsibilities. **(T-0)**.

2.6.2.2. Certificate of Transfer must be signed by the appointing authority within 10 calendar days of being signed by the gaining and losing MASOs. **(T-0)**. ANG units will forward a copy of ANG MASO signed Certificate of Transfer (AM496A) to the United States Property and Fiscal Officer (USP&FO) or the Assistant USP&FO. **(T-0)**.

2.6.2.3. The Certificate of Transfer signed by the appointing authority constitutes complete MASO appointment; no additional memorandum is required. A separate Certificate of Transfer will be completed for each stock record account transferred. **(T-0)**.

2.6.2.4. The gaining MASO is responsible for all transactions processed after the Certificate of Transfer is signed by both the gaining and losing MASOs. **(T-0)**.

2.6.2.5. Maintain Certificate of Transfer, approved waivers, and MASO account reviews as long as accountable documents remain on file with their signature. **(T-1)**. Account review documents will be maintained IAW the Air Force RDS in the AFRIMS, available on the Air Force Portal. **(T-1)**.

2.6.3. **Conducting and Documenting Stock Record Account Reviews.** Review all FV account operations using appropriate Self Inspection Checklists, Management Internal Control Toolset (MICT) reports, policies, previous audits, and inspection reports NLT 60 calendar days after MASO appointment and at least semi-annually thereafter. **(T-1)**. All account reviews shall include:

2.6.3.1. Evaluation of the Conventional Munitions Restricted or Suspended (CMRS) Impact Report on the GACP website. **(T-1)**.

2.6.3.2. Validation of all inventory adjustments for the past 12 months against reporting requirements of DoDM 5100.76, Enclosure 11, *Reports, Investigative Aids, and Disposition of Records*, and AFI 31-101. **(T-1)**.

2.6.3.3. Evaluation of munitions stock record account and custody account management and accountability practices to ensure accuracy and identify trends (e.g., Reverse Post (RVP), IAD, stockpile activity errors). **(T-2)**. Use these evaluations to identify changes to training programs, initiate corrective actions, and/or make determinations on approval of CAS access requests, as applicable.

2.6.3.4. Review of DoDAAC data (mailing address, freight address, etc.) against the Base Information File (BIF) in CAS and forward any changes to MAJCOM SA. **(T-2)**.

2.6.3.5. Documentation and briefing of initial account review results to the Squadron Commander and the MASO appointing authority. **(T-1)**. Results of subsequent semi-annual account reviews will be documented and briefed to the Squadron Commander. **(T-1)**. ANG units shall also forward a copy of each account review to the USP&FO or the Assistant USP&FO. **(T-1)**.

2.6.4. **MASO Appointment Authority.** Brief each new MASO appointing authority; and USP&FO or Assistant USP&FO for ANG; within 45 calendar days of assuming position. This briefing will be documented and will focus on condition of the stockpile based on results of last 100-percent inventory and the latest MASO semi-annual account review. **(T-1)**. When a MASO appointing authority changes, a new Certificate of Transfer is not required. **(T-1)**.

2.6.5. **Appoint the CAS System Administrator (SA).** A primary and at least one alternate SA will be appointed in writing to include name, rank, DoDAAC, unit, office symbol, DSN phone number, portal login ID, and security clearance. **(T-1)**. Small and unique munitions organizations as defined in AFI 21-200 need only appoint a primary SA. **(T-1)**.

2.6.5.1. Ensure the SA is briefed on specific computer training and awareness issues as outlined in AFI 33-200, *Information Assurance (IA) Management*. **(T-1)**.

2.6.5.2. Forward a copy of the base level SA appointment letter and MASO approved CAS – DD Form 2875 to the MAJCOM SA. **(T-1)**. The MAJCOM SA will grant Local SA CAS access and maintain the Local SA CAS - DD Form 2875 IAW **paragraph 13.3.4.7** and **Table 13.2**.

2.6.5.3. The SA appointment letter is the authority for the MAJCOM SA to sign the DD Form 2875 as the 'Appointee'. **(T-1)**.

2.6.6. **Base Level CAS Access.** Before approving CAS access, the MASO must ensure that personnel who will process transactions in CAS are knowledgeable on all facets of CAS munitions transaction processing requirements, document filing procedures, and accountability processes for their duty position and transactions that they process. **(T-1)**. Additionally, all personnel must complete DoD Information Assurance (IA) training prior to being granted access to CAS. **(T-0)**. DoD IA training will be re-accomplished annually. **(T-0)**. Base level personnel obtain access to CAS as follows:

Note: CAS Program Management Office (CAS PMO), System Program Office (SPO), Headquarters (HQ) staff (HQ Air Force (HAF), MAJCOM, NAF, etc.), theater Ammunition Control Point (ACP) and GACP personnel refer to **paragraph 13.3.4** for CAS access.

Note: Refer to **paragraph 13.3.4.9** for CAS access by Foreign Nationals/Local Nationals (FN/LN).

2.6.6.1. Base level personnel requiring access to CAS, to include General Users, must submit a CAS - DD Form 2875 IAW AFMAN 33-282, *Computer Security (COMPUSEC)* and these instructions. **(T-1)**. The requestor (e.g., user) will complete Part I (blocks 1-12) of the CAS - DD Form 2875 and forward to their supervisor or government sponsor (for contractors). **(T-1)**. When signing the CAS - DD Form 2875 in block 11, the requestor acknowledges the CAS Rules of Behavior outlined in block 27. **(T-1)**.

Note: The CAS - DD Form 2875 includes System Rules of Behavior as is located at: **https://cs1.eis.af.mil/sites/afcm/A2I/CAS%20222%20IP/Forms/AllItems.aspx/** .

2.6.6.1.1. A CAS "General User" has no ability to process CAS accountable or auditable transactions. However, General Users still require an CAS – DD Form

2875 signed and approved by the MASO and Local SA since they have access to CAS data and information, and may run CAS queries and reports.

2.6.6.1.2. With an approved DD Form 2875, the Local SA may grant Local EOD personnel General User access to CAS.

2.6.6.2. The local supervisor or government sponsor will verify Part I and complete Part II (blocks 13-20b) and forward to MASO, or Local SA if there is no MASO. **(T-1)**. The supervisor or government sponsor will enter the appropriate CAS User Role(s) and/or Duty Function(s) From **Attachment 6,** *Combat Ammunition System - User Role And Function Alignment To Authorized Program ID* in Block 13 along with appropriate justification for CAS access. **(T-1)**.

Note: Refer to **Attachment 6, Table A6.3**, *Local SA, MASO, CAS User, and General User* for base level User Roles and **Table A6.4**, *Accountability, Inspector, Warehousing, and Maintenance* for base level Duty Functions.

2.6.6.3. The MASO or Local SA (as applicable) are the base level Information Owners for CAS and will validate Part I and complete Part II (blocks 21-21b). **(T-1)**. The MASO or Local SA signs block 21 of the CAS - DD Form 2875 approving access to CAS and routes to the Local SA who is also the 'Appointee' to sign Block 22 for base level CAS access. **(T-1)**. The Local SA signs block 21 of the CAS - DD Form 2875, approving CAS access when no MASO is assigned to the unit/organization (e.g., MAJCOM, no DoDAAC established, DoDAAC has no assets). **(T-1)**. The MASO or Local SA will not sign/approve their own CAS - DD Form 2875. **(T-1)**.

2.6.6.4. The Local SA signs/completes the CAS - DD Form 2875, Part II, Block 22 thru 25; and validates that Block 27 (CAS System Rules of Behavior) have been acknowledged by the requestor. **(T-1)**. The Local SA signs as the 'Appointee' even when the SA signs as the CAS Information Owner. **(T-1)**. The Local SA forwards the CAS - DD Form 2875 to the Unit Security Manager. **(T-1)**.

2.6.6.5. The Unit Security Manager validates background investigation and security clearance data, completes Section III (blocks 28-32), and signs block 31. **(T-1)**. The Security Manager forwards to the Local SA for final processing. **(T-1)**.

2.6.6.6. The Local SA grants CAS access through the Tivoli Access Manager utilizing the groups in **Table 13.1** and User Roles and Functions in **Attachment 6** to assign permissions and designate specific programs using the CAS *User Administration* (AMA01A) program. **(T-1)**. The SA will then complete Part IV of the CAS - DD Form 2875 and sign under "Processed By". **(T-1)**.

2.6.6.7. The Local SA maintains a copy of CAS - DD Forms 2875 they have signed as the 'Appointee' for all types of CAS Users IAW the Air Force RDS in AFRIMS. **(T-1)**. The Local SA files all CAS - DD Forms 2875 IAW **Table 13.2**, *CAS – DD Form 2875 Retention Responsibilities* in the "Miscellaneous" folder of the Document Control File Plan IAW **Attachment 5**, **paragraph A5.8.4.1.2.5**. **(T-1)**. Local SA processed and signed CAS – DD Form 2875 shall not be forwarded to the CAS PMO; these shall be maintained at the local/base level. **(T-1)**.

Note: CAS-SPO (Functional SA), MAJCOM SA, and GACP SA will maintain copies of all CAS - DD Forms 2875 IAW **paragraph 13.3.4.7**.

2.6.6.8. The Local SA is responsible to review and recertify CAS User accounts against their SRAN(s) IAW **paragraph 13.3.7**. **(T-1)**.

2.6.6.8.1. The SA is responsible to remove an individual's access to CAS when access is no longer required, refer to **paragraph 2.10**. **(T-1)**. When an individual's CAS access is removed, for any reason, it is not necessary to notify the individual, MAJCOM SA or CAS PMO. **(T-1)**.

2.6.6.8.2. The MASO or SA (if no MASO) will ensure an individual's CAS access and/or processing capability are removed if warranted to ensure integrity of CAS data. **(T-1)**. Coordinate with appropriate managers or supervisors to decertify individuals on CAS processing tasks, remove CAS access, and initiate training actions, as necessary. **(T-1)**.

2.6.7. **General MASO Responsibilities.**

2.6.7.1. Ensures that CAS and munitions segregation of duty guidelines outlined in **paragraph 2.6.8** are implemented within the munitions organization. **(T-1)**.

2.6.7.2. Establish local processes to ensure munitions transactions are processed in CAS as near to real-time as possible with a goal of 1-hour. **(T-2)**.

2.6.7.3. Manage the munitions portion of the War Consumables Distribution Objective (WCDO), if applicable, for assigned stock record accounts. **(T-1)**.

2.6.7.4. Identify, develop, and submit projected munitions shipments/receipts in support of OPLAN tasking to base WRM and transportation officers and assist the Chief of Logistics Plans in developing WRM receipt and out-load planning actions. **(T-1)**.

2.6.7.5. Identify, develop, and submit the WRM Program Element Code (PEC) 28030 financial plan for munitions stockpile preservation and sustainment requirements, to include un-programmed requirements to the MAJCOM functional manager for presentation to the PE 28030 Program Element Manager (PEM). **(T-1)**. Submit the WRM munitions financial plan for routing and approval IAW MAJCOM Financial Management (FM), MAJCOM Functional Manager (MFM), and base/installation level FM procedures. **(T-2).** Refer to **paragraph 8.3.9** and paragraph **10.4** for additional guidance.

2.6.7.5. **(USAFE)** Commander's responsibility as supplemented in **para 2.4.12**. **(T-2).**

2.6.7.6. Ensure no one expends WRM munitions CAT Codes B, F, G, M, X, and Z in peacetime without approval of AF/A4LW (ground munitions) and AF/A5R-C (air munitions). **(T-1)**.

2.6.7.7. Ensure all PTOs are approved prior to processing via e-mail, memorandum, or verbal. **(T-1)**. The MASO must sign the actual accountable documents to validate the processed PTO after transactions are processed in CAS. **(T-1)**.

2.6.7.8. Appoint a Document Control Manager in writing to manage and maintain official paper and electronic records IAW **Attachment 5**. **(T-1)**.

2.6.7.9. Each duty day, review and digitally sign 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 and forward to Document Control to be filed. **(T-1)**. The AM903 will be filed at least weekly IAW **Attachment 5**, Document Control procedures. **(T-1).** Review will consist of but is not limited to:

2.6.7.9.1. RVP actions. **(T-1).**

2.6.7.9.2. Inventory Adjustments. **(T-1).**

2.6.7.9.3. CAS entry error trends (e.g., lot number errors, location errors). **(T-1)**.

2.6.7.9.4. *Manual Record Processing* (AMC05A) transactions. **(T-1)**.

2.6.7.9.5. Flightline Expenditures (see **Chapter 7**). **(T-1)**.

2.6.7.9.6. *CAS Expeditor Management* (AM2W1) aircraft import transactions. **(T-1)**.

2.6.7.10. Make appropriate notifications when stock-listed munitions exhibit unsafe or deteriorating conditions IAW **paragraph 7.2.5**. **(T-1)**.

2.6.7.11. Ensure CAS-managed NWRM is picked up on accountable record and tracked through the maintenance cycle IAW **paragraph 7.1.6.3**. **(T-1)**.

2.6.7.12. Conduct all inventories IAW **Attachment 3**. **(T-1)**.

2.6.7.13. Establish a MASO organizational email account on the NIPRNET for NWRM correspondence and provide to the AFMC NWRM OPR at: **hqafmc.a4rm@wpafb.af.mil.** **(T-2)**.

2.6.7.14. Assist Safety Investigation Boards (SIB) and/or Accident Investigation Boards (AIB) conducting investigations IAW AFI 91-204, *Safety Investigation and Reports*, AFI 51-503, *Aerospace Accident Investigation*, or AFI 51-507, *Ground Accident Investigations* when potential exists to recover NWRM and assist in the storage and disposition of wreckage and other evidence that involves CAS-managed NWRM assets. **(T-1)**.

2.6.7.15. Manage allocations for all supported units and installation customers. **(T-1)**.

2.6.8. **CAS and Munitions Segregation of Duty.** Segregation of duty requirements provide FISCAM controls and assurance that management has identified, reviewed, and mitigated risks of incompatible duties across accountable munitions processes and CAS operating procedures. Segregation of duty ensures that personnel responsible for processing munitions transactions are also not responsible for approving them. The MASO in coordination with Munitions Supervision shall ensure segregation of duty rules are applied within the munitions organization processes and procedures as outlined in this instruction. **(T-1)**. The following applies:

2.6.8.1. The MASO will not perform work in the organization and then approve CAS transactions related to that work. **(T-0)**. The MASO will not process munitions transactions in CAS unless specifically directed/authorized in an Air Force instruction. **(T-1)**. This includes any accountable transaction, inventory processes, inventory counts,

changes to Condition Code (CC), asset identity, and locations; or a non-accountable CAS action. **(T-1)**.

2.6.8.2. The MASO shall ensure no unit level appointments, granted authorities, or processes enable any individual to both process a CAS transaction and then approve that same CAS transaction. **(T-0)**.

2.6.8.3. Individuals authorized to control, issue, and receipt for keys to munitions storage facilities will not sign out keys to or receipt keys from themselves. **(T-1)**. This applies regardless of where the keys are stored or issued. This does not prevent these individuals from accessing or working in these facilities with other authorized personnel. Refer to Key and Lock Control procedures in AFI 21-200 for any exceptions.

2.6.8.4. When segregation of duty requirements cannot be satisfied with existing unit resources and training, the MASO and Munitions Supervision shall identify augmentation requirements (e.g., personnel, time, and training) to the unit Commander. **(T-3)**.

2.7. MUNS Flight Chiefs and Munitions Flight (or equivalent). Responsible to Munitions Supervision for overall management of their flights/sections. These personnel execute maintenance responsibilities outlined in AFI 21-101, AFI 21-200, and specific functional responsibilities outlined in **paragraph 4.1.1** (Production), paragraph **5.1.1** (Materiel), and paragraph **6.1.1** (Systems). Additionally, Section/Flight Chiefs shall:

2.7.1. Direct development of an effective qualification training program IAW AFI 36-2201 and the 2W0X1 Munitions Systems CFETP. **(T-1)**.

2.7.1.1. Implement and conduct CMT, Munitions Inspector Training and Certification, and NWRM Training programs IAW **Chapter 3**. **(T-1)**.

2.7.1.2. Ensure Master Training Plans cover peacetime and contingency tasks. **(T-1)**.

2.7.1.3. Ensure non-expendable training munitions are forecasted IAW **paragraph 7.3.7** using authorizations in the *Air Force Standard for Non-expendable Airmunitions Training* located on the Air Force Conventional Munitions SharePoint® site (see Training Tools / Guides tab). **(T-2)**.

2.7.1.4. 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 (see **paragraph 1.4.15**).

2.7.2. Ensure MPPEH is managed IAW DoDI 4140.62, *Material Potentially Presenting an Explosive Hazard* and **paragraph 3.13** of this AFI. **(T-0)**. Ensure munitions, to include Material Documented as Safe (MDAS), are not released to agencies or individuals outside the Air Force without appropriate approval, certification, and documentation. **(T-0)**. Refer to **paragraph 3.6.2,** paragraph **3.13.6,** paragraph **3.13.7,** paragraph **9.5**, and **paragraph 9.6**.

2.7.3. Request guidance from TO content managers through the GACP CRM if TO content, information, or specifications provided by technical data is not sufficient. **(T-1)**.

2.7.4. 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. **(T-0)**.

2.7.5. 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* and maintain required documentation for each person IAW AFI 91-202. **(T-0)**.

2.7.5.1. Unit personnel will not provide HAZCOM, safety-related, or other industrial training for contractor personnel performing munitions handling operations. **(T-0)**. This is the responsibility of the contractor's employer IAW Occupational Safety and Health Administration (OSHA) regulations. Refer to DoD 4145.26-M, *DoD Contractor's Safety Manual For Ammunition and Explosives*, for contracting officer and contractor responsibilities for safety departments/offices coordination and contractual safety requirements involving AA&E. **(T-3)**.

2.7.5.2. Ensure only personnel trained by the Base Contracting Office perform safety related evaluations of contractor safety (or other) operations. **(T-1)**. Report any observed or potential safety violations to the responsible contracting officer and the local safety office. **(T-1)**. Except when there is imminent danger, Air Force personnel should avoid addressing safety violations directly to the contractor. **(T-3)**.

2.7.6. 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*, and AFI 10-403, *Deployment Planning and Execution*. **(T-1)**.

2.8. Element NCOIC (or equivalent). The element NCOIC is responsible to the respective Section/Flight 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 Section/Flight Chief, the element NCOIC shall:

2.8.1. Advise Munitions Control of job status/delays, significant difficulties, and vehicle, equipment, or personnel shortfalls. **(T-2)**.

2.8.2. Coordinate with weapons sections and armament flights to determine probable cause and corrective action for munitions failures associated with aircraft armament systems. **(T-2)**.

2.8.3. Ensure Job Qualification Standard and other training documentation programs such as Training Business Area (TBA) are properly annotated to reflect training status for personnel trained and qualified to transport munitions/explosives IAW with AFI 24-301, *Vehicle Operations*. **(T-2)**.

2.8.4. Evaluate skills, aptitudes, and proficiency of assigned personnel to develop workcenter training requirements and ensure effective munitions training programs are instituted. **(T-2)**.

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

2.9.1. Evaluate munitions operations, initiate action to correct deficiencies, terminate unsafe operations, identify discrepancies, and conduct qualification training as required. **(T-1).**

2.9.2. Ensure personnel are task qualified or opened up in training on the task(s) being performed prior to the start of the operation. **(T-1).**

2.9.3. Ensure pre-task safety crew briefings are accomplished before the start of any munitions operation. **(T-1).**

2.9.4. Report progress of explosive operations to Munitions Control and coordinate changes in scheduled work plans with supervision. **(T-1).**

2.9.5. Review and complete applicable munitions documents for accuracy and completeness IAW **Attachment 5**, **Table A5.1**, *Accountable Document Validation/Quality Control (QC) Matrix*. **(T-1).**

2.9.6. Provide proper security, storage, operator, and preventive maintenance of assigned munitions, equipment, and facilities. **(T-1).** Remove unsafe or inoperable facility hardware, equipment, and vehicles from service and report to the applicable agency for corrective action. **(T-1).**

2.9.7. Handle, transport, store, and package Munitions RAM (e.g., 30MM API with DU) IAW the applicable item technical order (TO), Certificate of Equivalency (COE), and AFI 40-201. **(T-1)**.

2.10. Base Level CAS (Local) SA (Primary and Alternate). The CAS Local SAs are responsible for CAS Account Management and shall:

2.10.1. Be the POC for all matters relating to the CAS application for their unit. **(T-2)**.

2.10.2. Grant CAS privileges to other base level users based on their MASO approved user roles coordinated and signed CAS - DD Form 2875. **(T-2)**.

2.10.3. Provide daily CAS support to unit personnel as necessary. **(T-3)**.

2.10.4. SAs will review User accounts every 30 calendar days to ensure inactive users are removed from CAS IAW **paragraph 13.3.6**. **(T-1)**.

2.10.5. Ensure that the CAS - DD Form 2875 process is included on in- and out-processing checklists at the MUNS Squadron/Flight/Section level to ensure CAS access and user roles are assigned and activated/deactivated when personnel arrive or depart the organization. **(T-3)**.

2.10.6. CAS User Reviews and Recertification: Review and recertify CAS User accounts IAW **paragraph 13.3.7**. **(T-1)**.

2.10.7. Ensure AMC05A transactions are processed IAW **paragraph 3.22**. **(T-1)**.

2.11. Senior Munitions Inspector. The Senior Munitions Inspector is qualified IAW **paragraph 3.8.4.6** and is responsible to Munitions Supervision to:

2.11.1. Ensure completion of required munitions inspections IAW item TOs. **(T-1)**.

2.11.2. Execute key Product Assurance duties and responsibilities IAW **paragraph 3.1**. **(T-0)**.

2.11.3. Manage the munitions inspection training program IAW the *USAF Qualification Training Package (AFQTP) for Munitions Inspector Training and Certification* and **paragraph 3.8.4**. **(T-1)**.

2.11.4. Development and execution of stockpile surveillance and preservation plans and schedules. **(T-1)**.

2.11.5. Ensure proper marking, packaging, and shipping of munitons IAW item TOs and Air Force directives. **(T-1)**.

2.11.6. When appointed as the Munitions Inspection Element NCOIC, excute the duties and responsibilities IAW **paragraph 5.3**.

2.12. Permit Radiation Safety Officer (PRSO). An Air Force employee, appointed by the permittee (unit commander for munitions units) whose unit is authorized to possess/use permitted RAM. **(T-1)**. The PRSO acts on behalf of the permittee to coordinate permit actions and ensure compliance with various aspects of the RAM permit IAW AFI 40-201. **(T-1)**.

2.12.1. Maintain document and files related to the Permittee's written policy and procedures for implementing requirements of the permit, this instruction and applicable Federal regulations. **(T-0)**.

2.12.2. Documentation of Munitions RAM will be IAW CAS procedures outlined in **Chapter 7** of this AFI. CAS reports/CAS data downloads will be used for external reporting of CAS-managed RAM assets. **(T-1)**.

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 operations. The key elements of munitions reliability are Aging and Surveillance (A&S) testing, periodic surveillance inspections, specific event inspection/testing (e.g., pre- or post-use, receipt, shipping, and special). 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. **General Product Assurance Duties and Responsibilities.** All munitions activities, flights, and munitions-using organizations execute the following key Product Assurance duties and responsibilities:

3.1.1.1. Each unit/organization assigned a DoDAAC will establish and maintain an effective munitions inspection program. **(T-0)**.

3.1.1.2. Conduct and complete all scheduled and unscheduled munitions inspections as required by TOs and special instructions. **(T-1)**.

3.1.1.3. Formally report all critical munitions issues that could lead to injury or prevent a munitions item from functioning properly to the MAJCOM and GACP utilizing the GACP CRM. **(T-1)**. Document using CAS; AF IMT 191, *Ammunition Disposition Request* (ADR); Material Deficiency Report (MDR); SF 368, *Product Quality Deficiency Report (PQDR)*; safety reports, and the AFTO Form 22, *Technical Manual (TM) Change Recommendation and Reply* (if applicable). **(T-1)**.

3.1.1.4. Notify MAJCOM munitions staff, MRRT, and GACP via the GACP CRM if an incident or malfunction is suspected to be caused by in-use, installed, or otherwise configured munitions. Additional information about the MRRT can be found in AFI 91-202. **(T-1)**.

3.1.1.5. Preserve mishap/incident evidence IAW AFI 91-204, *Safety Investigations and Reports*, to the maximum extent allowable by operational, safety, and security requirements. **(T-1)**. In some cases, Air Force materiel may be directed for impoundment for investigative purposes. In all cases, safety of personnel (to include emergency response forces) and control of hazardous materials always take precedence over investigations, even at the risk of losing evidence. **(T-0)**.

3.1.2. **365-Day Assembled Munitions Serviceability Inspections.** Conduct these inspections IAW TO 11A-1-63.

3.2. Non-expendable Airmunitions Training Items. Munitions Supervision, user (custodian), and maintenance personnel will:

3.2.1. Ensure in-use inert, dummy, or empty training munitions are maintained and functional to provide for quality training. **(T-2)**. Refer to **Chapter 7** for management of Non-expendable airmunitions.

3.2.2. Ensure all in-use inert, dummy, or empty training munitions mirror the parent munitions to the maximum extent possible. **(T-2)**. The Unit Committed Munitions List (UCML) or equivalent document identifies types of munitions required for personnel to maintain proficiency. Refer to TO 11A-1-53, *Identification of Empty and Inert Loaded Ammunition Items and Components*.

3.3. Reusable Container Management.

3.3.1. All units/organizations will: Utilize TDY fund site to ship empty outer containers and inner packaging materials in support of deployed/TDY locations. (T-2).

3.3.1.1. Reusable containers used with NWRM assets will be packed, marked, and documented IAW **paragraph 7.1.6.4**. **(T-1)**.

3.3.2. **Munitions units/organizations will:**

3.3.2.1. Establish a reusable container program IAW AFI 24-203. **(T-1)**.

3.3.2.2. Maintain empty munitions and missile component containers identified/coded as munitions managed items, including All Up Round (AUR) missile containers, on accountable records. **(T-1)**. Pick-up containers on accountable records within 5 duty-days after receipt. **(T-1)**.

3.3.2.3. Ensure Air Launched Cruise Missile and Conventional Air Launched Cruise Missile shipping and storage containers are managed IAW AFI 21-202, Vol. 2. **(T-1)**. These containers are managed in the Integrated Logistics Support - System (ILS-S) and D035 accountable systems and will not be managed in CAS. **(T-1)**.

3.3.2.4. Utilize the Exempt Container List posted on the GACP website to identify containers that may be disposed of through the Defense Logistics Agency (DLA) Disposition Services without requesting an ADR.

3.3.2.5. Maintain empty accountable munitions containers/packaging (including outer and inner packaging materiel) on the stock record account to break down and/or repackage all built-up/assembled or CR assets until expended or turned-in. **(T-1)**. A Supplemental Allocation Authorization Request (SAAR) is not required for containers retained for built up assets. **(T-1)**. Units will load a CAT Code S level for these containers and validate requirements during the semi-annual 100-percent inventory. **(T-1)**.

3.3.2.6. Manage all stock listed munitions containers by specific container NSN, model number, and item TO, except those on the Exempt Container List, with a budget code of H, T, or U regardless of the Expendability, Recoverability, Reparability Code (ERRC) in CAS IAW basic reparability data in the Indicative Data Record (IDR) file. **(T-1)**.

3.3.2.7. Ensure empty containers are inspected, certified, and disposed of IAW TO 11A-1-60, *General Instruction - Inspection of Reusable Munitions Containers and Scrap Material Generated From Items Exposed To, or Containing Explosives* and **paragraph 3.12** and paragraph **3.13**. **(T-1)**. Clearly mark, seal, and segregate empty containers from other containers. **(T-1)**.

3.3.2.8. Excess containers (serviceable or unserviceable) will not be shipped until disposition has been requested and provided using the GACP CRM. **(T-1)**.

3.3.2.9. Manage special packaging that is non-accountable, serviceable, excess to short term repack requirements (e.g., routinely generated through use or expenditure); and not commonly accessible (e.g., Special Packaging Instruction (SPI), Certification of Equivalency, Competent Authority Approval, Department of Transportation (DOT) Special Permit, or equivalent containers) in the CAS, *Non-accountable Program* (AM101A). **(T-2)**. The term "drawing number" will be used when referring to SPI, Certification of Equivalency, Competent Authority Approval, or equivalent numbers to provide visibility of non-accountable reusable containers throughout the Air Force. **(T-2)**.

3.3.2.9.1. If no NSN exists, a local NSN will be created IAW **paragraph 7.1.7** when entering non-accountable container information. **(T-2)**. Enter the drawing number with no spaces (include dashes) as the lot number, and appropriate Controlled Inventory Item Code (CIIC). Enter structure and location designators as identified in the unit's Movement Control OI. Quantity is the total container quantity for each drawing number, structure, and location combination. The remaining fields are at unit discretion. Container quantities will be updated as changes occur. **(T-2)**.

3.3.2.9.2. Units should not requisition additional repack containers when a reasonable expectation exists that assets will be expended or repack is not imminent.

3.3.3. **Owning/using organizations will:**

3.3.3.1. Maintain non-accountable munitions containers/packaging until assets are repackaged, consumed, expended. **(T-2)**.

3.3.3.2. Store and preserve non-accountable containers to ensure serviceability for repackaging all on-hand assets. **(T-2)**.

3.3.3.3. Fund replacement containers/packaging when negligence or failure to properly maintain containers/packaging is evident. **(T-2)**.

3.3.3.4. Turn-in containers to munitions activity once munitions assets are removed from accountable munitions containers/packaging. **(T-1)**. Turn-in is not required when munitions are removed for temporary maintenance/use. **(T-2)**.

3.4. Military Intermodal Containers (MILVAN) Management. Intermodal MILVANs are used for the shipment and limited storage of conventional munitions.

3.4.1. **Munitions Storage in MILVANs.** When an intermodal container governed by the International Organization for Standardization (ISO) is used for munitions storage, to include non-Air Force owned MILVAN containers, munitions inspection cycles will be extended to inside storage intervals as defined by specific item TO **(T-0)**.

3.4.1.1. Non-Air Force owned MILVAN containers will not be used for local storage of munitions or non-munitions items without approval of the NAF or MAJCOM munitions staff. **(T-2)**.

3.4.1.2. NAF or MAJCOM munitions staff approval will be obtained before using Air Force owned MILVAN containers for anything other than shipment or storage of munitions items. **(T-1)**. MILVAN containers will not be used as a permanent fix for facility shortfalls. **(T-1)**.

3.4.1.3. **(Added-USAFE)** AF Owned Intermodal (ISO, Military Van etc.) containers. USAFE-AFAFRICA-owned Intermodal Containers will be used in support of the CADS wartime movement of War Reserve Materiel (WRM) munitions to meet theater objectives and will not normally be utilized during peacetime operations to move munitions outside of the European Command (EUCOM) Area of Responsibility (AOR). Ramstein Air Base (AB), Camp Darby, and Royal Air Force (RAF) Wellford are primary execution points for the USAFE-AFAFRICA Theater Munitions Distribution Strategy, and as such will keep a predetermined quantity of containers for Spangdahlem AB, Aviano AB, and RAF Lakenheath, respectively. To the maximum extent possible, DoD Common User Fleet (CUF) and Afloat Prepositioned Fleet (APF) containers will be utilized for peacetime munitions movements inside and outside of the EUCOM AOR. **(T-2).**

3.4.2. **Maintaining MILVAN Serviceability.** Units will maintain containers in serviceable condition for munitions redistribution or storage at all times to include Convention for Safe Containers (CSC) certification currency on Air Force owned containers. **(T-1)**.

3.4.2.1. Containers will not be used to store equipment or materials (liquids, acids, batteries, etc.) that would render them non-certifiable under the CSC or place holes in any part of a container. **(T-1)**.

3.4.2.2. Accomplish blocking and bracing IAW applicable Defense Ammunition Center (DAC) drawings available at the DAC website. **(T-0)**.

3.4.2.3. Place containers on drained, hardstand surfaces with all four lower castings placed on blocks (dunnage) 4 to 6 inches high when removed from a chassis. **(T-1)**. This properly distributes weight through corner castings and prevents 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.

3.4.2.4. 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 stacked. **(T-0)**.

3.4.2.4.1. **(Added-USAFE)** Containers will be stacked to conform to Conventional Armed Forces in Europe (CFE) treaty inspection requirements. Information regarding this treaty can be found at **http://www.state.gov/t/avc/cca/cfe**/. **(T-2).**

3.4.2.5. Once empty containers are inspected and verified empty, a numbered seal will be placed on each container to provide for security, integrity, and accountability. **(T-1)**.

3.4.2.6. **(Added-USAFE)** USAFE-AFAFRICA/A4MW will dictate quantities of ISO containers maintained by each unit. These quantities are indicated in unit's MET (**4.5.2.1** Generate WRM Munitions Packages for Initial Theater Stockpiles and Sustainment) within DRRS. **(T-2).**

3.4.3. **MILVAN Inspection and Certification.**

3.4.3.1. CSC Inspections will be performed by certified CSC inspectors IAW MIL-HDBK-138B, *Container Inspection Handbook for Commercial and Military Intermodal*

Containers. **(T-0)**. Apply a new DD Form 2282, *Reinspection Decal Convention for Safe Containers*, for containers that pass inspection. **(T-0)**.

3.4.3.2. Document the inspection using DA Form 2404, *Equipment Inspection and Maintenance Worksheet*, and maintain completed DA Form 2404 IAW DTR 4500.9-R. **(T-0)**.

3.4.3.3. Upload DA Form 2404 and most current Inspection Checklist for each ISO into ACAMS IAW DTR 4500.9-R, Part VI and AFI 24-203. **(T-0)**.

3.4.3.4. The DAC conducts the in-resident CSC certification course. CSC 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. **Budgeting for MILVAN Costs.**

3.4.4.1. When Air Force owned MILVAN containers are used for local storage of munitions assets, munitions components, or munitions equipment, maintenance and repair of Air Force owned ISO containers are a PEC 28030 expense. **(T-1)**. In this case, units shall budget annually for container maintenance and inspection costs. **(T-1)**.

3.4.4.2. Costs to train and qualify munitions personnel to maintain, inspect, and certify MILVANS (organic/contract) periodically or prior to munitions loading are a PEC 28030 expense. **(T-1)**.

3.4.4.3. Only perform general maintenance on Air Force owned containers. **(T-2)**. If required, contracts may be established for tasks the owning activity cannot perform (certified welding, complete floor replacement, etc.).

3.4.4.4. Maximum one-time and total repair costs will not exceed the Maintenance Expenditure Limit (MEL) criteria 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*. **(T-0)**. Request disposition instructions when repair cost exceeds DTR limits. **(T-0)**. ACAMS determines ownership.

3.4.4.5. **(Added-USAFE)** Units having a WRM outload commitment will forecast and budget for wood, nails, banding/clips/stretchers, saws and other materiel as required for blocking and bracing operations. **(T-2).**

3.4.5. **Accounting for MILVANs.**

3.4.5.1. Account for, ship, and manage Air Force owned ISO container records in ACAMS IAW DTR 4500.9-R, Part IV and AFI 24-203. **(T-0)**.

3.4.5.2. All Air Force munitions activities that possess and maintain ISO/MILVAN containers shall ensure ISO containers in their possession are not loaded on CAS accountable records as an asset, or in MC2 for accounting purposes. **(T-1)**. All received ISO container records and maintenance records will be input into ACAMS. **(T-1)**.

3.4.5.3. If ownership of ISO containers cannot be determined locally, or using ACAMS, contact the Air Force Intermodal Container Manager, Air Force Sustainment Center (AFSC/LOET). **(T-1)**.

3.4.5.4. Load the ISO as container type "ISO" in CAS when used to ship or store CAS-managed munitions assets to allow for CAS Container-in-Container (CnC) management using *Container Maintenance* (AM106A) program IAW **paragraph 7.1.5**. **(T-1)**.

Note: Loading an ISO/ MILVAN in CAS as container type "ISO" does not pick the container up on accountable records. It only enables management of other assets with the "ISO" container.

3.4.6. **Requesting Repair and Disposition of MILVANs.**

3.4.6.1. Non-Air Force owned MILVANs: Report to SDDC IAW DTR 4500.9-R, Part VI, Chapter 604, *Intermodal Container Inspection, Reinspection, Maintenance, and Repair*. **(T-0)**. Return Common User Fleet and leased containers as soon as possible after removal of contents. **(T-1)**.

3.4.6.2. MILVANs owned by the Air Force APF Program: Report using the GACP CRM. **(T-1)**.

3.4.6.3. MAJCOM owned MILVANs: Report to the MAJCOM staff. **(T-1)**.

3.5. Munitions Equipment Management. Utilize IMDS/G081 to manage inspection intervals, maintenance and inspection history, condition/status, and work performed on munitions and miscellaneous support equipment (SE), Missile Test Sets, associated handling equipment (e.g., slings, hoists). **(T-1)**.

3.5.1. Obtain user access to IMDS/G081 by submitting a DD Form 2875 to the local base IMDS-Centralized Database Manager. **(T-1)**.

3.5.2. Update IMDS/G081 with gains, losses, maintenance, and Time Compliance Technical Order (TCTO) actions as they occur. **(T-1)**.

3.5.3. Specific SE terms are defined in TO 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*. Refer to TO 35D-1-2-WA-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 TOs.

3.5.4. **(DELETED)**

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

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

3.6.2.1. Public release of Sensitive But Unclassified (SBU) munitions information requires approval of the installation, MAJCOM, or HAF Public Affairs (SAF/PA) office. **(T-0)**. Technical data content requires additional TO content manager approval. **(T-0)**. Requesters will submit information/data to be released to include proposed oral conversations and/or statements, speeches, articles, photographs, brochures,

advertisements, displays, presentations, etc. **(T-0)**. Contractors, manufacturers, and other non-government agencies must screen and certify in writing to the releasing approval authority that SBU munitions information submitted for release approval is unclassified, technically accurate, and suitable for open publication.

3.6.2.2. Any government or commercial agent receiving a request for release of classified or unclassified conventional munitions information to a foreign government or individual must obtain approval IAW AFI 61-204, *Disseminating Scientific And Technical Information.* **(T-1)**.

3.6.3. **Determining Classification of Munitions Information.** Executive Order (E.O.) 12958 mandates that the Original Classification Authority (OCA) determines whether damage to national security would result and the level of damage that would reasonably be expected to be cause from unauthorized disclosure of information. 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 serve as a guide. **Table 3.2,** *General Classification Rules* outlines general classification designations for munitions information.

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. PMs 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. The PM is responsible to ensure that weapon specific security classification guides are develop, updated, 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**.

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 Non-nuclear Consumables Annual Analysis (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 Table **3.2**.

3.6.3.2.2. Allocations: The approved quantity of munitions items allocated to a command, theater, or base stock record account. 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 weapons specific classification guides 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 any of the items below will be classified as SECRET or above. **(T-0)**.

3.6.3.2.3.1. References to a specific plan, OPLAN, or Concept Plan (CONPLAN). **(T-0)**.

3.6.3.2.3.2. Assessments of NCAA and TAMP requirements against on-hand quantities, base, command, or theater resulting in a capability assessment (percentage, proportion, ratio, color-code, etc.). **(T-0)**.

3.6.3.2.3.3. Identity or designation of the units that the wartime/contingency stocks are intended to support. **(T-0)**.

3.6.3.2.3.4. C-Day for establishment of re-supply. **(T-0)**.

3.6.3.2.3.5. Theater start-time periods. **(T-0)**.

Table 3.1. Munitions Information Classification Rules.

GIVEN ANY COMBINATION OF	FOR ANY COMPILATION OF	THEN FOR CONVENTIONAL MUNITIONS OR MISSILES CLASSIFY AS
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)

3.6.3.3. General Classification Rules. **Table 3.2** outlines general classification designations for munitions information. Cite this AFI and table as the classification authority only when classifications are based solely on the guidance below. **(T-1)**.

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, M, and X)	S	REQUIREMENT data to include capability related to WCDO is SECRET.
2. TAMP information	S	REQUIREMENT data related to TAMP is SECRET unless specifically excepted within the TAMP document.
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 or logistics concept of operations in support of total requirements or stock objectives, and estimates of operational effectiveness, capacity, or capability 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	
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

Topic	Class	Remarks
10 Association of unit or command munitions capability to an Operation Plan (OPLAN), an Operational Order (OPORD), or a Concept 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. Tactical Munitions Reporting System (TMRS) data	U	Unclassified when standing alone.
14. Reliability Asset Monitoring (RAM) system data	See Remarks	Classify RAM system data IAW the individual munition/missile system security classification guide.
15. TMRS and RAM system data	U	Classify SECRET when associated with OPLAN or WCDO requirement, or TPFDD information.
16. Deployable munitions package asset quantities, or a compilation reflecting total number of repetitions of a Unit Type Code (UTC) to a storage location or any compilation deployable munitions package 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.** Training focuses on management of assigned programs, munitions processes, and qualification of technicians and supervisors to execute effective control, accountability, storage, receipt, shipment, inspection, maintenance, assembly, flightline delivery, and limited disposition of conventional, precision guided, NWRM, and associated components.

3.8.1.1. Munitions training programs will emphasize CAS operations, processing procedures, operation of AIT equipment, and TMRS (if applicable) throughout the range of munitions operations. **(T-2)**.

3.8.1.2. Maximize the use of the *Air Force Munitions Accountability Procedures Guide* located on the Air Force Conventional Munitions SharePoint® site (see Training Tools / Guides tab) when developing local training programs. **(T-2)**.

3.8.2. **Munitions Qualification Training.** Training to achieve proficiency, experience, and skill in mandatory, wartime, core, and supervisor assigned tasks; and to enable skill level upgrade IAW the 2W0X1 Munitions Systems CFETP.

3.8.2.1. The focus of qualification training is on technical tasks such as checkout, operation, organizational level use and maintenance of assigned munitions, tools, test, handling equipment, vehicles, and facilities. Qualification training may also include specific home station training, deployment/UTC task requirements, and other Air Force unique specialized certification requirements.

3.8.2.2. Field Training Detachment (FTD) Courses: All 2W0X1 or civilian personnel performing 2W0XX crew chief, trainer, or QA duties must attend appropriate FTD course(s) listed in **Table 3.3**, *Missile FTD Training Courses*, before certifying or qualifying personnel on any of these systems. **(T-2)**. Additionally, each unit will ensure a training program exists for these missile systems. **(T-2)**.

Table 3.3. Missile FTD Training Courses.

TITLE AFSC COURSE IMDS Course Code	Missile Systems Maintenance (AIM-9M, Sidewinder) PDS Code 12A 2W0X1 J4AMP2W0X1-A47A 310563
TITLE AFSC COURSE IMDS Course Code	Missile Systems Maintenance (AGM-65Maverick Series) PDS Code 7ZJ 2W0X1 J4AMP2W0X1-E47A 311205
TITLE AFSC COURSE IMDS Course Code	Missile Systems Maintenance (AGM-88 Series) PDS Code 6PK 2W0X1 J4AMP2W0X1-D47A 311109

3.8.3. **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. Munitions Supervision is responsible for establishing and implementing an effective CMT program and shall: **(T-1)**

3.8.3.1. Direct the Training Section/element NCOIC in all stages of CMT program development. **(T-2)**.

3.8.3.2. Ensure CMT training utilizes standard CAS screens and CAS help screens to promote proficiency in CAS transaction processing. **(T-2)**.

3.8.3.3. Ensure CMT programs develop cross-functionality in the use of personnel between munitions workcenters to the maximum extent possible. **(T-3)**.

3.8.3.4. Ensure Munitions Supervision (e.g., Capt, Lt, CMSgt, and SMSgt) participates in CMT. Supervision participation shall focus on leadership, mentorship, hands-on review, and adaptation of the CMT curriculum at the point of instruction. **(T-3)**.

3.8.3.5. Develop a task-training list used to manage training for all contingency tasks and operations. **(T-3)**. 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 or Flight Chief may designate personnel that only require CMT training on supporting tasks as identified on the task-training list.

3.8.3.6. 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. **(T-3)**. When developing the task training list, number of personnel to train, and frequency of training consider the following:

3.8.3.6.1. The usage and type of tasked munitions from the UCML, weapons task qualification listing, ITO, aircrew training syllabus, and OPLANs. **(T-3)**.

3.8.3.6.2. Collateral mission tasking, BSP, and ESP. **(T-3)**.

3.8.3.6.3. The criticality of supporting tasks. **(T-3)**.

3.8.3.6.4. The complexity, frequency, and duration of tasks performed. **(T-3)**.

3.8.3.6.5. The need for flexibility in the use of personnel during contingency operations. **(T-3)**.

3.8.3.6.6. The scheduling and the availability of personnel. **(T-3)**.

3.8.3.7. Develop and coordinate CMT training outlines with Wing Safety and 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.* **(T-2)**.

3.8.3.8. Ensure all 2W0XX personnel assigned outside the Munitions Squadron/Flight attend CMT at intervals designated by the MUNS Superintendent/Flight Chief. **(T-**

3). This enables munitions personnel to 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.

3.8.3.9. Manage exemption from CMT requirements as follows:

3.8.3.9.1. Short-tour assignment locations when each member of the munitions organization receives a documented initial OPLAN briefing. Maintain OPLAN briefing documentation until personnel PCS. **(T-2)**.

3.8.3.9.2. 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. **(T-2)**.

3.8.3.10. Certify completion of individual CMT training requirements when it can be established through training records or 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. **(T-2)**.

3.8.3.11. Control and monitor CAS access until training is complete, documented, and access granted by a SA. **(T-1)**.

3.8.3.12. Air Reserve Component (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. **(T-3)**. Total Force Integration units should develop and maintain a single consolidated CMT program on each installation. **(T-3)**.

3.8.3.13. CMT in small and unique units shall focus on performance of contingency tasks that are most relevant to the unit's primary mission.

3.8.3.14. Designate CMT instructors in writing who are CFETP qualified and technically proficient on all instructional tasks. **(T-2)**.

3.8.3.15. Ensure initial CMT academic training is completed before practical training. **(T-3)**. At a minimum, CMT training shall include:

3.8.3.15.1. Instruction and training in tasks required to accomplish their portion of the unit's BSP and ESP (if applicable) during transition to conflict. **(T-2)**.

3.8.3.15.2. Hazards of the work environment IAW AFMAN 91-201 and identification, description, and safety devices/features of components IAW applicable item TOs. **(T-1)**.

3.8.3.15.3. Review of abbreviated inspection tasks and rapid assembly of components IAW TO 11A-1-63 and/or the specific item TO (11A-1-63 is preferred). **(T-2)**.

3.8.3.15.4. Review of vehicle, AGE, SE, MMHE, Test, Measurement and Diagnostic Equipment (TMDE), test set, and special tool specification, use, and operational maintenance requirements for each type build/operating locations. **(T-2)**.

3.8.3.15.5. Review of requirements and procedures for munitions security and storage. **(T-2)**.

3.8.3.15.6. **(Added-USAFE)** Function testing (Initiated Built-in Test) will be included in the practical phase of CMT for applicable weapons (i.e., JDAM, SDB, WCMD). Log files will be sent to the appropriate System Program Office. **(T-2).**

3.8.3.16. Units will use IMDS/G081 to track CMT. **(T-2)**.

3.8.3.17. CMT training is administered by qualified and appointed CMT Instructors and planned so that practical training normally begins when academic training is complete. **(T-3)**. Emphasize realistic operating conditions to the extent possible to enhance training, to include:

3.8.3.17.1. Organization and set-up for mass assembly operations, various production techniques (i.e., Munitions Assembly Conveyor (MAC), trailer, and dunnage builds), use of power tools, and on-the-spot maintenance procedures (thread chasers, alignment devices, etc.). **(T-2)**.

3.8.3.17.2. Familiarity with munitions serviceability criteria to include physical inspection of components according to TO 11A-1-63 or specific item TO. **(T-2)**. Use TO 11A-1-63 for inspection procedures. **(T-2)**.

3.8.3.17.3. Use of functional inert components is recommended for CMT training. If functional inert components are not available, live munitions may be used when explosive site plans allow it, component serviceability is not jeopardized, technical data is available, and the MAJCOM does not prohibit their use.

3.8.3.17.4. Units with an alternate mission as specified in an approved Organizational Mission Directive (e.g., TARRP) will ensure training reflects applicable tasks. **(T-2)**.

3.8.4. **Munitions Inspector Training and Certification.**

3.8.4.1. Certified Munitions Inspectors shall be a RegAF, ANG, or AFR 2W051, 2W071, or 2W091 munitions technician/supervisor, federal civilian, or federally employed contractor who is qualified, certified, and appointed as a Munitions Inspector by Munitions Flight Chief (or equivalent). **(T-1)**. A 2W251, 2W271, or 2W291 may be appointed and certified as a munitions inspector for NWRM assets if they meet all qualification, training, and equivalent experience requirements identified for 2W0X1.

3.8.4.1.1. All inspectors must complete Munitions Inspector Training and Certification using the *USAF Qualification Training Package (AFQTP) for Munitions Inspector Training and Certification* located on the AF MC2 SharePoint® Site and any local requirements (e.g., Senior Inspector Assessment, QA evaluations) to become certified. **(T-1)**.

3.8.4.1.2. There is no specific training duration or experience requirement unless otherwise stated in this AFI, the Munitions Inspector AFQTP, or local guidance. **(T-3)**.

3.8.4.1.3. Basic AFQTP will not be changed or deviated from without approval of the 2W0X1 Air Force Career Field Manager (AFCFM). **(T-1)**. Units may include an addendum to the AFQTP to address local inspector requirements or processes.

3.8.4.2. Civilian personnel hired from any other military service with Quality Assurance Specialist, Ammunition Surveillance experience (GS-1910 series rating) may be appointed as a Munitions Inspector provided they satisfy both of the following:

3.8.4.2.1. Meet the training, qualification and appointment criteria outlined in **paragraph 3.8.4**. **(T-1)**.

3.8.4.2.2. Possess at least four years' experience in an ordnance or munitions career field/job series/position (e.g., civilian munitions worker, EOD; Naval, Army, USMC Ordnance, Aircraft Armament, Nuclear, or Intercontinental Ballistic Missile (ICBM) Munitions). **(T-1)**.

3.8.4.3. Document certification in the TBA, Individual Training Program journal entry, AF IMT 623A, *On-the-Job Training Record Continuation Sheet*, AF IMT 1098, *Special Task Certification and Recurring Training*, IMDS/G081, or other suitable documentation standardized across the unit. **(T-2)**.

3.8.4.4. Certified Munitions Inspectors are Job Qualification Standard qualified IAW the 2W0XX CFETP, Certified IAW the AFQTP - *Munitions Inspector Qualification and Certification Guide, 2W0X1/Ammo (Technician, Craftsman, or Superintendent)*, and are appointed by the Munitions Squadron/Flight CC/Chief IAW this AFI and TO 11A-1-10, *Air Force Munitions Surveillance Program and Serviceability Procedures*. **(T-1)**. Certified Munitions Inspectors appointed IAW this AFI will not be placed on the Special Certification Roster (SCR). **(T-1)**.

3.8.4.5. Munitions Inspector Trainers. Munitions inspector trainers will be trained utilizing a local 'Train-the-Trainer' concept. **(T-2)**. Certified Munitions Inspector Trainers must meet the following requirements:

3.8.4.5.1. RegAF, ANG, and AFR personnel must hold AFSC 2W071, Munitions Technician/Supervisor (or above), and hold SEI 836. **(T-1)**.

3.8.4.5.2. SEI 836 may be awarded by completing Specialty Training Standard 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 individual supervisor's recommendation.

3.8.4.5.3. Federal civilian and federally employed contractor personnel must meet SEI 836 qualification requirements. **(T-1)**.

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

3.8.4.6. Senior Munitions Inspector. 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 course within the past 48 months. **(T-1)**.

3.8.4.6.1. Appoint the most experienced person holding SEI 836 when inspector experience and course attendance requirements cannot be met. **(T-1)**. Ensure the appointed individual attends a formal inspector training course within 1-year of appointment regardless of recent experience gained. **(T-1)**.

3.8.4.6.2. The senior munitions inspector is an approved inspector trainer regardless of meeting inspector trainer requirements. **(T-2)**.

3.8.5. **NWRM Training.** Personnel will receive NWRM training IAW AFI 20-110 prior to handling NWRM. **(T-1)**.

3.8.6. **Budgeting for Training Requirements:** MAJCOMs will program, budget, and forecast for Mobile Training Team (MTT) and MAJCOM training requirements that support 2W0X1 Munitions Systems CFETP training requirements. **(T-2)**. The AFCFM will coordinate and validate training requirements with MAJCOM Functional Managers (MFM) IAW AFI 36-2201. **(T-1)**. Training funding is managed IAW AFI 36-2201. **(T-1).**

3.9. Inactive/Obsolete EOD Training Items and Static Display Munitions (SDM) Procedures. Unless specified otherwise, these procedures apply to both Inactive/Obsolete EOD Training and SDM items. **(T-1)**.

3.9.1. **Inactive/Obsolete EOD Training Items.** These items are not SDM and will not be used for static display purposes. **(T-1)**. EOD units only may retain these obsolete items for continued proficiency training. The Air Force Civil Engineer Center, Demolition Munitions Program Manager (AFCEC/CXD) will establish written accountability procedures in functional policy and coordinate with the applicable Air Logistics Complex (ALC) on these assets. **(T-1)**.

3.9.2. **SDM Definition.** Approved unserviceable, non-repairable, and worldwide excess inert, dummy, or empty training munitions that are placed on permanently fixed display.

3.9.2.1. SDM does not include non-permanently fixed or inert munitions assets used for training, open houses, airshows, Ammunition CAPSTONE Course, change of command ceremonies, or the Air Force Museum Program. Non-fixed assets used for temporary periodic display are not SDM and will not be managed as SDM. **(T-1)**.

3.9.2.2. The Munitions Flight Chief may approve the use of inert, dummy, empty training items for temporary periodic display IAW AFMAN 91-201 and the applicable item TO.

3.9.3. **SDM Approval Process.** Only unserviceable, non-repairable, and worldwide excess inert/empty certified munitions will be approved as SDM or inactive/obsolete EOD training munitions. **(T-1)**.

3.9.3.1. For assets on the stock record account, the MASO requests SDM or inactive/obsolete EOD training items approval by submitting an ADR to the appropriate ALC. **(T-1)**. Assets obtained by an organization without coordination through the local Munitions Flight and MASO are the responsibility of that organization. **(T-1)**. Approval requests will include the following:

3.9.3.2. SDM statement in the ‘Reason for Reporting’ block: “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." **(T-1)**.

3.9.3.3. Inactive/obsolete EOD Training statement in the 'Reason for Reporting' block: "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 Air Force for operational use and will not be maintained in the active inventory. I certify the munitions listed are free of explosives and explosive residue." **(T-1)**.

3.9.3.4. Identify the requesting organization and list all unserviceable defects in ADR. **(T-1)**.

3.9.3.5. 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. The ADR approval instructions are the sole proof of authorization to adjust accountable records. No other supporting documentation is required.

3.9.3.6. If approved, the MASO will inventory adjust the asset from accountable records. **(T-0)**. SDM will be tracked by the ADR and SDM number by the Munitions unit. **(T-0)**. Inactive/obsolete EOD training items will be managed and tracked by the EOD unit IAW procedures established by AFCEC/CXD. **(T-2)**.

3.9.3.7. Annotate SDM display location (e.g., entry to bldg XXX, MSA Main gate, static display aircraft at west gate) on all copies of the approved ADR and update as changes occur. **(T-2)**. SDMs owned by the Munitions Flight will be managed in the CAS, *Non-accountable Program* (AM101A). **(T-2)**.

3.9.4. **Maintaining SDM.** SDM is the property and responsibility of the owning organization. At least annually, organizational Commanders (or equivalent) will ensure all SDM is visually inspected for appearance, platform mounting security, and safety. **(T-1)**. All SDMs will be secured to prevent removal of the CR or attached sub-components. **(T-2)**. Document SDM inspections as follows:

3.9.4.1. SDM inspections will be documented using AFTO Form 95, *Significant Historical Data* IAW TO 00-20-1, and as follows:

3.9.4.1.1. Block 3: SDM identifier. **(T-2)**.

3.9.4.1.2. Column A: Date of inspection. **(T-2)**.

3.9.4.1.3. Column B: Remarks; note visible deterioration, mounting security/safety issues, and corrective actions taken. **(T-2)**.

3.9.4.1.4. Column C: Unit, printed rank/name, and signature of inspector/technician. **(T-2)**.

3.9.4.2. The owning organization shall maintain documentation of annual SDM inspections with the original SDM approval package and a copy of the ADR that

authorized the SDM. **(T-2)**. The owning organization shall forward a copy of the documented annual inspection to the MASO. **(T-2)**.

3.9.4.3. The MASO will ensure the latest inspection documentation is filed with the original SDM approval package. **(T-2)**.

3.9.4.4. Approved SDM items will be permanently stamped or etched with a unit specific SDM identifier number consisting of the acronym "SDM", DoDAAC, and a 3-digit number assigned by the unit in numerical sequence. **(T-1)**. ***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.

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

3.9.5. **SDM Disposition.**

3.9.5.1. SDM not placed on permanent display within the specified 90 calendar day timeframe and SDM removed from display will be returned to accountable records using an Organizational Turn-in according to **paragraph 7.12.2**. **(T-3)**.

3.9.5.2. Report SDM not displayed or removed from display on an ADR for final disposition. SDM numbers will be reported for each item removed from static display. **(T-1)**.

3.9.5.3. Inactive/obsolete EOD inert training items may be retained as serviceable if they serve their intended purpose, do not present a safety hazard, or reduce training capability. When no longer used for training, they will be disposed of IAW DoD 4160.28-M Vol. 2, *Defense Demilitarization*: *Demilitarization Coding* by the owning EOD organization. **(T-0)**.

3.9.6. **SDM Historical/Archival Records.**

3.9.6.1. For SDM: The Munitions organization, owning organization, and GACP will maintain copies of original ADRs for the entire period munitions are on static display. **(T-1)**.

3.9.6.2. For inactive/obsolete EOD items: AFCEC/CXD and the owning EOD organization will establish procedures to properly utilize, account, document, and dispose of these assets. **(T-1)**.

3.10. Missile and PGM Management. Refer to **Chapter 7** for specific CAS management procedures.

3.10.1. **Ready-use Missiles.** Missiles removed from bulk stock and prepared for use (in or out of containers) will be managed in CAS by NSN and serial number (S/N). **(T-1)**.

3.10.1.1. Missiles out of containers for maintenance are not considered 'Ready-Use.' **(T-1)**.

3.10.1.2. Only load and fly tactical missiles IAW AFI 11-214, *Air Operations Rules and Procedures*. **(T-1)**.

3.10.2. **Bulk Stock AUR Missiles.** Manage in CAS by pseudo lot or S/N at unit option. **(T-3)**.

3.10.2.1. Use locally developed and standardized location markings. **(T-2)**.

3.10.2.2. Place warehouse labels on the humidity indicator side of each missile container and not on floor location markers. **(T-2)**.

3.10.2.3. AUR missiles will not be converted to CRs in CAS. **(T-1)**.

3.10.3. **Missile Component Replacement Procedures.**

3.10.3.1. Identity Change procedures will not be used to replace CAS-managed components. **(T-1)**.

3.10.3.2. If a spare replacement component is in stock, refer to **Chapter 7** Stockpile Consumption Issue procedures**,** remove and replace the unserviceable component, Turn-In (TIN) the unserviceable component in the appropriate Condition Code (CC), and update TMRS records. **(T-1)**.

3.10.3.3. If no replacement component is in stock create a due-out requisition and follow procedures for Stockpile Consumption Issues and TIN in **Chapter 7**. **(T-1)**.

3.10.3.4. If required, remove a serviceable component from donor missile for use. **(T-3)**. Process appropriate CC, 15XX series tag, and update TMRS. **(T-1)**. Units may comingle CC-A and CC-G missiles within containers.

3.10.3.4. **(USAFE)** USAFE-AFAFRICA's units are not authorized to cannibalize PGM components from All-Up-Round (AUR) missiles in the WRM stockpile. **(T-2).**

3.10.4. **Acceleration Monitoring Device/Assembly (AMD/AMA) Management.**

3.10.4.1. Accountability of AMDs and associated components will not be managed in CAS. **(T-1)**. These assets are DLA managed and will be requisitioned through the Logistics Readiness Squadron (LRS) using Operations and Maintenance (O&M) funding. **(T-1)**.

3.10.4.2. An AUR AMA is created when mating a CAS-managed and stock listed MBA with a DLA managed and ILS-S stock listed AMD. Upon disassembly, turn in excess AMD to LRS. **(T-1)**.

3.10.4.3. 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. **(T-1)**.

3.10.4.4. Units will not maintain AMD that is not in AUR AMA configuration. **(T-1)**. Upon disassembly, turn in all excess AMD to LRS. **(T-1)**. AMD maintenance is limited to the procedures of TO 11G14-4-11, *Assembly and Inspection with Illustrated Parts Breakdown - Acceleration Monitor Assembly (AMA)*. **(T-1)**.

3.10.4.5. Maintenance data for AMAs will be maintained in TMRS IAW **paragraph 4.2.6.2**. **(T-1)**.

3.10.5. **(Added-USAFE)** Units will adhere to the following Command Missile/PGM Policy for all missile assets with the exception of AGM-86 (ALCM)/ (CALCM). **(T-2).**

3.10.5.1. **(Added-USAFE)** Due to the limited WRM inventory and/or warranty requirements for AGM-158 (JASSM), and ADM-160 (MALD), munitions not specifically authorized and allocated for training will not be used to support

peacetime loads, exercises, or inspections. Only assets specifically authorized and allocated for Air Crew Training may be used for these purposes. **(T-2).**

3.11. Untagged Plastic Explosive (PE). Commanders (or equivalent) of units that use, possess, or store munitions and explosives ensure that personnel in the performance of their duties, comply with the provisions of Title 18 U.S.C., Sections 841 - 845 (Sections 601 – 605 and 607 of Public Law 104-132, *The Antiterrorism and Effective Death Penalty Act of 1996*). (**T-0)**. Refer to **paragraph 1.4.24**.

3.11.1. Air Force personnel will not accept, possess, or provide storage for untagged PE assets, unless specifically excepted/exempted by the Act or written provision. **(T-0)**. This applies to routine, emergency, temporary, or long term conditions and includes requests from other military service organizations and federal, state, or local law enforcement agencies. **(T-0)**. If the tagging status or condition of a PE asset is unknown and/or cannot be verified, the item shall be considered untagged. **(T-0)**.

3.11.2. Before storing any untagged PE, Commanders obtain advice from the local Judge Advocate (JA). **(T-0)**. Air Force personnel are not exempt from the provisions of this Act and commanders shall disapprove requests to store exempted/excepted untagged PE if such storage imposes undue legal, safety, security, operational, or environmental constraints. **(T-0).**

3.11.3. The requesting organization or agency desiring to store untagged PE in an Air Force munitions storage facility, not the Air Force or the munitions storage activity, is responsible for preparing and petitioning the Bureau of Alcohol, Tobacco, Firearms, and Explosives for any exception/exemption from provisions of the Act. **(T-0)**. Any proposed exception from the Act must be fully approved, in writing by the Bureau of Alcohol, Tobacco, Firearms, and Explosives and provided to the local JA for legal review and advice to the Commander of the storing activity before the munitions storage activity accepts untagged PE items for storage. **(T-0)**.

3.12. Disposition of Munitions. Refer to **paragraph 9.6** for DoD level munitions disposition guidance.

3.12.1. **The DoD Military Munitions Rule (MR).** The DoD Military Rule (MR) (hereinafter referred to as MR) amended Resource Conservation and Recovery Act (RCRA) regulations requiring Waste Military Munitions (WMM) to be managed as a hazardous waste. The MR is a federal standard. Each state may either adopt the MR or choose to enact a state MR regulation that is more stringent than the Federal regulation. Therefore, each installation, led by its Civil Engineering Squadron environmental function, and in coordination with its servicing legal office, must interact closely with the service appointed regional environmental coordinators (REC) to determine and understand the extent of state (or territory) adoption and compare it to the EPA MR and DoD Military Munitions Rule (MR) Implementation Procedures. **(T-0)**. IAW the DoD MR all military munitions in the active inventory, war reserve stocks, and assigned an appropriate condition code for a valid military purpose are not WMM because they have not been discarded, abandoned or otherwise disposed of.

3.12.2. **Storage of WMM.** Storage standards for WMM storage are established in DoD 6055.09-M, *DoD Ammunition and Explosives Safety Standards*, Vol. 1–8. Process any request to waiver these requirements IAW DoD 6055.09-M.

3.12.2.1. Storage of Non-DoD Munitions/Explosives. Unless specifically authorized by Title 10 (U.S.C.), Section 2692, AFI 32-9003, *Granting Temporary Use of Air Force Real Property*, and AFMAN 91-201, Air Force units are prohibited from storing, treating, or disposing of non-DoD owned munitions/explosives. If not otherwise allowed or exempted, forward requests to store non-DoD munitions/explosives to the appropriate waiver authority. **(T-0)**.

3.12.2.2. Storage of Commercial Munitions/Explosives: When authorized by Title 10, U.S.C., Section 2692, Air Force munitions units can temporarily store or EOD units dispose of unused commercial munitions or explosives that have been confiscated by federal, State, or local law enforcement agencies.

3.12.2.2.1. Anytime an Air Force installation is requested to store or dispose of commercial munitions or explosives, regardless of the source, it must ensure that a MOA is provided to address storage and management of the munitions through final disposition. **(T-0)**.

3.12.2.2.2. When specifically authorized or approved to store WMM, non-DoD owned, or commercial munitions/explosives, munitions storage activities managed and maintained by the Air Force activities (active, guard, reserve, or contracted) shall provide appropriate safety, security, and accountability over these assets, unless otherwise prohibited. **(T-1)**.

3.12.2.2.3. If required safety, security, and accountability requirements cannot be satisfied, Air Force units shall consult with the installation environmental, safety, and legal offices and through appropriate command channels. **(T-0)**.

3.12.2.2.4. When other U.S. Government (USG) agencies, military services, foreign country, and contractor owned munitions/explosives are otherwise approved or authorized for storage, management of these items on the stock record account in Accountable CAS is authorized.

3.12.3. **Disposition of Recovered WMM.** Recovered WMM are either recovered military munitions determined by EOD IAW AFI 32-3001, *EOD Program* to require a Level 1 or 2 emergency response or recovered military munitions designated by the appropriate Air Force Designated Disposition Authority (DDA), Conventional Munitions – Hill AFB or Air Superiority Missiles (ASM) - Robins AFB, as not acceptable for any useful purpose and requires routine disposition. **(T-0)**.

3.12.3.1. A “Level 1” emergency response (Immediate Response) involves a recovered explosive item that is not safe to transport or store and typically requires immediate in-place destruction. A Level 1 response is directed by the Installation Commander and does not require DDA approval prior to disposal. A Level 1 emergency response item shall never be transported to or stored in the MSA.

3.12.3.2. A “Level 2” emergency response (Imminent and Substantial Endangerment Response) involves a recovered explosive item that is not immediately dangerous and can

be temporarily transported and stored awaiting state notification or permits for local destruction. A Level 2 response is directed by the Installation Commander and does not require DDA approval prior to disposal. When Level 2 emergency response item is turned over to the MSA for temporary storage, the EOD specialist will annotate "IMMINENT AND SUBSTANTIAL ENDANGERMENT RESPONSE (Level 2)" on the Found on Base (FOB) Turn-in document.

3.12.3.3. A "Routine" response involves a recovered explosive item that is declared safe, is excess, obsolete, or has non-hazardous damage beyond economical repair. An Air Force DDA is the only approval authority for "Routine" disposition of military munitions items as WMM. When a Routine response item is turned over to the MSA for storage, the EOD specialist will annotate "ROUTINE" on the FOB turn-in document.

3.12.3.4. When on-hand, issued, or in-use military munitions are turned-in, inspected, or used and subsequently identified as unserviceable, excess, obsolete, or have non-hazardous damage beyond economic repair, munitions personnel will request disposition from a DDA IAW **paragraph 3.12.15**. **(T-0)**.

3.12.4. **EPA or State Authorization to Treat WMM.** Installations can be EPA or state authorized for treatment of WMM as RCRA hazardous waste in specified Open Burn/Open Detonation (OB/OD) units.

3.12.4.1. Where a treatment permit has been issued or interim status pre-permitting authorization obtained by the installation, WMM will be managed IAW the EPA/state permit or interim status rules. **(T-0)**.

3.12.4.2. If the EPA or state environmental regulatory agency does not grant a permit for disposal/treatment of WMM or provide other authorization, the installation environmental function, in coordination with the legal office, shall immediately elevate the issue to the appropriate MAJCOM munitions staff and regional environmental support function under the AFCEC for resolution. **(T-0)**.

3.12.5. **DDAs.** DDAs are designated in writing by the Product Group Manager and have final disposition authority. **(T-1)**. The Air Force DDA for conventional munitions other than ASM is at Hill AFB. The Air Force DDA for ASM is at Robins AFB.

3.12.6. **Identification of WMM.** Units will not identify unused military munitions as WMM unless authorized by an Air Force DDA, EOD (Level 1/2 Response), or the installation commander. **(T-1)**.

3.12.6.1. Only when directed by a DDA to identify a munitions item as WMM, units shall assign CC-V, *Unserviceable (waste military munitions)* to track WMM from point of generation through final disposition and comply with all applicable environmental requirements. **(T-0)**.

3.12.6.2. When a munitions asset is declared WMM during an emergency or routine response, EOD (Level 1) or the munitions activity (Level 2 and Routine) will immediately request the installation environmental function obtain the necessary permit or oral authorization from Federal, State and/or local authorities. **(T-0)**. Oral authorizations must be documented by the installation environmental office who must follow-up with the agency to assure a complete record is maintained. **(T-0)**.

3.12.7. **Installation Civil Engineering Squadron - Environmental Unit or Function.** All activities that manage WMM shall consult with the base environmental function and servicing legal officer to determine the applicable Federal, State, and local laws. **(T-0)**.

3.12.7.1. Refer all administrative, regulatory, permit, legal, and policy conflicts/disputes to the local environmental and legal offices for resolution with the appropriate Federal/State authority. **(T-0).** The installation shall seek guidance from the AFCEC regional environmental function and legal office, and then as appropriate or advised, elevate to the appointed DOD REC for resolution. **(T-1).** Meanwhile, installation should continue to comply with all applicable environmental laws and permit conditions pending resolution of any conflict. **(T-0).** In resolving conflicts, protection of life and explosive safety will be the primary concern of the decision-maker and AFMAN 91-201 standards will remain in effect pending resolution.

3.12.7.2. OCONUS locations shall follow the environmental requirements in MR and this AFI unless a conflict exists with host-nation laws or governing standards, DoD Overseas Environmental Baseline Guidance Document, or Status of Forces Agreements. **(T-0)**.

3.12.8. **Periodic Safety Evaluation.** Annually, the munitions activity will request EOD re-evaluate munitions from Level 2 emergencies that are in temporary storage awaiting destruction permits to ensure they have not become an immediate hazard (e.g., Level 1 emergency response). **(T-0)**. Contact the supporting EOD unit immediately when the safety of munitions assets is in question. **(T-0)**.

3.12.9. Disposition of Excess Munitions.

3.12.9.1. Report serviceable excess via the automated serviceable excess program on the GACP website. Refer to the User's Guide posted under the serviceable excess link. **(T-2)**. MASOs shall only report Master Subsidiary Relationship Group (MSRG) serviceable excess when unique circumstances exist (e.g., mission changes, Base Realignment and Closure, construction projects that impact capacity, loss of NEW). **(T-2)**.

3.12.9.2. MSRG excess shall not be reported if current allocations or future requirements exist. **(T-2)**.

3.12.9.3. OCONUS units must obtain MAJCOM concurrence before reporting MSRG excess. **(T-1)**.

3.12.10. **Disposition of DoD Stock-listed Munitions.**

3.12.10.1. 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.

3.12.10.2. Only an Air Force DDA can designate munitions as WMM and direct use of CC-V.

3.12.10.3. When a DDA designates a munition/explosive as WMM (e.g., directs use of CC-V), the DDA shall ensure the installation environmental compliance manager/environmental office is made aware of the specific disposition instructions.

3.12.10.4. Segregate WMM from serviceable/other unserviceable assets. **(T-1)**.

3.12.10.5. Separate storage facilities are not required for munitions designated as WMM provided that all requirements of the MR or applicable state law are met and DoD Explosive Safety Board (DDESB) standards are followed. **(T-1)**.

3.12.10.6. Clearly mark waste munitions. **(T-1)**. Such identification may be by individual unit, pallet load, igloo, etc.

3.12.10.7. The MR provides that munitions which are stored in compliance with all requirements of the MR, including the requirement to meet DDESB standards, are not considered 'waste' by EPA until the munitions leave the magazine door enroute to a non-military owned or operated treatment, storage, or disposal facility. **(T-0)**.

3.12.10.8. The MR provides that munitions that are deteriorated or damaged to the point that the munitions cannot be put into a serviceable condition, and cannot reasonably be recycled or used for other purposes, are WMM while in storage. When deteriorated or damaged munitions are identified, munitions supervision ensures that Environmental Function is notified to determine if the state or territory has adopted the MR Conditional Exemption for storage and to ensure the required regulatory notifications are made. **(T-0)**. If the Conditional Exemption is not available, the supporting EOD unit will be contacted to address the WMM as an emergency response (Level 1 or Level 2). **(T-0)**.

3.12.10.9. 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. Disposals 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*. **(T-0)**. Refer to AFI 20-110 for additional disposition guidance for NWRM assets.

3.12.10.10. 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 appropriate Air Force DDA. **(T-1)**.

3.12.10.11. Units, Product Teams/Integrated Product Teams (PT/IPT), and the DDA process ADRs IAW **paragraph 3.12.15**.

3.12.11. **Disposition of DoD Non-Stock-listed Munitions.**

3.12.11.1. MASOs may authorize local disposition of RDT&E 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 and shall provide disposition instructions for all costs associated with disposal. **(T-1)**.

3.12.11.2. Assets subjected to temperature treatment, vibration, or impact testing (regardless of stock-listed status) are considered unserviceable will not be returned for issue or redistribution. **(T-0)**.

3.12.11.3. After a non-stock-listed munitions item has been used/considered for use in a test or evaluation program, the test project manager shall ensure the asset is evaluated to determine its safety and proper identification. **(T-1)**. Project managers are responsible for

costs associated with obtaining proper safety/identification evaluation if this cannot be determined by local agencies. **(T-1)**.

3.12.11.3.1. If assets cannot be properly identified, meet Hazard Classification (HC) requirements, DOT requirements, or otherwise accepted for another program they should, on a case-by-case, be considered for local treatment/demilitarization. **(T-1)**.

3.12.11.3.2. 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. **(T-0)**. The installation commander has the final disposition authority. **(T-0)**.

3.12.12. **Disposition of COTS, Non-Stock-listed, Military Munitions.**

3.12.12.1. Request disposition for munitions purchased through the COTS through the ADR process. **(T-1)**. 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.

3.12.12.2. Commanders have 'cradle-to-grave' responsibility for COTS munitions purchased at the local level that are not approved for munitions system management, but have received Non-Nuclear Munitions Safety Board (NNMSB) approval. **(T-1)**. This includes all use outside the MSA and final disposition of malfunctions, residue, and excess.

3.12.13. **Disposition of Non-Stock-listed, Non-Military Munitions.**

3.12.13.1. 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. **(T-1)**. If this determination can be made with certainty, follow disposition instructions contained in **paragraph 3.12.3**.

3.12.13.2. If it cannot be determined if the item(s) are from a military source, or safe from a storage and handling aspect, treat item(s) as a Level 2 response and coordinate its disposal with the base environmental function and EOD. **(T-1)**.

3.12.13.2.1. The installation Commander has the final disposition authority. **(T-0)**.

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

3.12.13.2.2.1. When explosive assets are declared Level-2, the munitions activity shall initiate actions through the local base/installation environmental function IAW **paragraph 3.12.7**. **(T-1)**.

3.12.13.2.2.2. 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. **(T-0)**.

3.12.13.3. If a non-military munition/explosive cannot be declared a Level-2 due to Federal, State, or local regulations, then the DoD installations and responsible activities

shall request DDA disposition assistance when the non-military munitions is no longer required to be retained/cannot be retained. **(T-1)**.

3.12.14. **Disposition of unserviceable Foreign munitions and Foreign Military Sales (FMS) munitions maintained or generated at Air Force installations.**

3.12.14.1. Foreign munitions used by foreign forces within the United States are not DoD military munitions and therefore will be subject to the requirements Title 10, U.S.C. Section 2692. **(T-0)**.

3.12.14.2. Air Force activities that conduct Joint US and foreign operations (e.g., training or testing) with foreign forces or involving foreign-owned munitions located in the United States shall:

3.12.14.2.1. Ensure foreign-owned munitions are retrograded with redeploying units. **(T-0)**.

3.12.14.2.2. Foreign military munitions remaining on DoD installations after the end of military operations will be managed as DoD military munitions pending retrograde. **(T-0)**.

3.12.14.2.3. Ownership of foreign munitions that will not be retrograded should be formally transferred to the DoD Component. **(T-0)**.

3.12.14.2.4. DoD Components possessing foreign munitions that are DoD munitions and subject to this manual will request disposition instructions from the appropriate DDA for the specific munitions held. **(T-1)**.

3.12.14.3. The following foreign-owned munitions are permitted for use on Air Force installations:

3.12.14.3.1. The storage of munitions that will be or have been used in connection with an activity of the DoD or Air Force or in connection with a service to be performed on an Joint or Air Force installation for the benefit of the DoD or Air Force. **(T-0)**.

3.12.14.3.2. The temporary storage of explosives (when declared safe by EOD) in order to protect the public or to assist agencies responsible for Federal, State, or local law enforcement in storing or disposing of explosives when no alternative solution is available. **(T-0)**. In this case, storage must be IAW an existing and approved agreement between the DoD and the head of the Federal, State, or local agency. **(T-0)**.

3.12.14.3.3. Temporary storage of explosives to provide emergency lifesaving assistance to civil authorities. **(T-0)**. This includes storage of materials that constitute military resources intended to be used during peacetime civil emergencies IAW DoD regulations. **(T-0)**.

3.12.14.3.4. Temporary storage of nuclear materials or classified conventional munitions in accordance with an agreement with the Department of Energy (DOE). **(T-0)**.

3.12.14.3.5. Temporary storage of munitions of other Federal agencies to provide assistance/refuge for commercial carriers during a transportation emergency (e.g., safe haven, secure hold). **(T-1)**.

3.12.14.3.6. Storage of any non-DoD or non-Air Force owned munitions when the SECDEF or SECAF determines the munitions are required by the DoD or Air Force, including testing munitions or training of personnel. **(T-0)**.

3.12.14.3.7. Temporary storage when the SECDEF has granted an exception to protect the health and safety of the public from imminent danger. Storage shall cease once the imminent danger no longer exists. **(T-0)**.

3.12.14.4. The host installation FMS manager must request the installation munitions unit initiate disposition action for any FMS munitions in writing. **(T-1)**.

3.12.14.5. The munitions unit will initiate an ADR IAW **paragraph 3.12.15** and paragraph **3.13.6;** and below as requested by the host installation FMS manager. **(T-1)**.

3.12.14.6. Process assets with an NSN in CAS as an ORG TIN and assets with no NSN in CAS as Non-CAS ADR. **(T-1)**. The ADR will include:

3.12.14.6.1. The reason for reporting. **(T-1)**.

3.12.14.6.2. The name of owning FMS country. **(T-1)**.

3.12.14.6.3. The FMS Requisition/Document number for Time Change Items only. **(T-1)**.

3.12.14.6.4. Request that disposition costs be provided. **(T-1)**.

3.12.14.6.5. Request that ship-to disposal location be provided along with where to send Military Interdepartmental Purchase Request (MIPR)/transfer funds for disposition. **(T-1)**.

3.12.14.7. The Air Force DDA will coordinate with the DoD DDA and Army disposal installations for the requested information.

3.12.14.8. The Air Force DDA will return the ADR to the requesting Air Force installation munitions unit providing instructions and requested information.

3.12.14.9. 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. **(T-1)**.

3.12.14.10. The installation munitions unit will prepare and book shipment IAW Air Force DDA disposition instructions only after the MASO receives a copy of the funds transfer document provided by the installation FMS manager. **(T-1)**.

3.12.15. **Processing an ADR, AF IMT 191, *Ammunition Disposition Request*.**

3.12.15.1. The munitions inspector will initiate ADRs on unserviceable CC-H/CC-P assets upon inspector classification. **(T-0)**.

3.12.15.1.1. **(Added-USAFE)** Prior to submission, the munitions inspector will check the Miesau Demil Approved DoDIC List on the USAFE-

AFAFRICA/A4MW SharePoint. If the asset is listed as acceptable for demilitarization at Miesau, select "Destruction (Hazardous)" or "Demilitarization (Inert)" as applicable and note in the description field that shipment to Miesau for demilitarization is desired and forward to the MASO. If listed as not acceptable, select "No Local Destruct/Demil Avail" and forward to the MASO. **(T-2).**

3.12.15.2. Submit ADR for CC-E/CC-G assets when they are excess to requirements or repair capability/resource constraints indefinitely prevent maintenance. **(T-1)**.

3.12.15.3. Submit ADRs for CC-F assets only when no repair DoDAAC is available in CAS. **(T-1)**.

3.12.15.4. The MASO will approve, forward, or delete the ADR in CAS. **(T-1)**.

3.12.15.5. The appropriate PT/IPT evaluates and recommends actions to the appropriate Air Force DDA.

3.12.15.6. The Air Force DDA shall respond to unit level ADRs as soon as possible, or in the event of extenuating circumstances, within 60 calendar days. In situations where 60 days cannot be met, the Air Force DA shall provide status updates every 30 calendar days until final disposition is determined.

3.12.15.7. The DDA response to an ADR will either direct shipment to another location / DLA Disposition Services for further evaluation/screening for resource recovery and recycling or direct shipment to an EPA permitted or interim status OB/OD unit where the munitions are designated as WWM or reclaimed for other use.

3.12.15.7.1. The Air Force DDA will furnish the appropriate address if the ship to location is an Army Depot. The MASO must assure this address is included in the supplementary address (blocks 45-50) of the shipping document. **(T-1)**.

3.12.15.7.2. If the Air Force DDA directs shipment to another installation, the originating MASO must ensure compliance. **(T-1)**.

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

3.12.15.8. Once the unit receives disposition instructions, units may accumulate assets for quarterly consolidated shipments unless otherwise directed on the ADR response.

3.12.15.9. The MASO will ensure that ADR transactions in CAS are finalized after receiving instructions from the Air Force DDA. **(T-1)**.

3.12.16. **Defense Support to Civil Authorities (DSCA).**

3.12.16.1. In addition to level 1 and level 2 emergency, and routine EOD responses, Air Force officials, including local military commanders, may be directed/required in Immediate Response Authority (IRA) situations to provide EOD support to domestic local civilian law enforcement agencies IAW AFI 10-801, *Defense Support of Civil Authorities (DSCA)* and DoDI 3025.21, *Defense Support of Civilian Law Enforcement Agencies*.

3.12.16.2. Hazardous military explosives items or improvised explosive devices will not be returned to the MSA for storage unless directed by higher authority. **(T-1)**.

3.12.16.3. Requests from civil authorities for non-immediate EOD support (e.g., materials not of DoD origin) will be subject to approval by the Secretary of Defense. **(T-0)**. Examples of non-immediate DoD EOD support include use of DoD materials, equipment, and Air Force munitions storage facilities.

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

3.13.1. **MPPEH.** 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. MPPEH typically includes munitions containers and packaging material; 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 is:**

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 wholly inert munitions assets and empty containers temporarily retained for repacking assets in maintenance or in-use for current operations.

3.13.2.2. Persons and activities outside the DoD or Air Force.

Note: Defense contractors comply with DoD 4140.62 provisions when included in contracts.

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

3.13.2.4. 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 MDAS IAW **paragraph 3.13.3.2** or Material Documented as an Explosive Hazard (MDEH) IAW **paragraph 3.13.3.3** by signing the DD Form 1348-1A, *Issue Release/Receipt Document*, (or equivalent document) and has taken physical custody of the MDAS or MDEH from a DoD activity.

3.13.3. **MPPEH Inspection and Documentation.** Ammunition, Explosives, Dangerous Articles (AEDA), AEDA residue, MPPEH, range residue, and explosives-contaminated property will be inspected, certified, and documented IAW DoD 4160.21-M, DoD 4160.28-M, Vol. 1, 2, and 3, DoDI 4140.62, and TO 11A-1-60. **(T-0)**. All generated MPPEH will be inspected and documented by qualified personnel to classify MPPEH as either MDAS or Material Documented as an Explosive Hazard (MDEH). **(T-0)**.

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 identified and

documented as MDAS, this material will not be misidentified as either MPPEH or MDEH. **(T-0)**.

3.13.3.3. MDEH is previously generated MPPEH that cannot be documented as MDAS, and includes MPPEH that has been inspected and documented to present a known "specific" or suspected "maximum" explosive hazard potential. Once identified and documented as MDEH, this material will not be misidentified as either MPPEH or MDAS. **(T-0)**. The MDEH classification only addresses the explosives safety status of material. ***EXAMPLE:*** If the specific explosive hazards of MDEH cannot be positively determined, the material is assumed to contain the "maximum" potential explosive hazard.

3.13.3.4. Documentation of MDAS or MDEH will be done only after 100-percent inspection and a 100-percent independent reinspection; or after processing by a DDESB-approved means with an appropriate post-processing inspection. **(T-0)**.

3.13.3.4.1. Documentation of MDEH will include the inspection and reinspection (processing and inspection) determining the explosives safety status (known or suspected) of the material present. **(T-0)**. Only one signature is required to document MDEH when a visual inspection can positively identify the known "specific" or suspected "maximum" explosive hazard present; otherwise two signatures shall be required. **(T-0)**.

3.13.3.4.2. Documentation of MDAS will include the inspection and reinspection (processing and inspection) with two independent signatures by trained and certified personnel. **(T-0)**.

3.13.3.4.3. When two signatures are required:

3.13.3.4.3.1. The first signatory must be technically qualified and will be either a DoD employee or a DoD contractor. **(T-0)**. This signatory will have performed or witnessed the initial 100-percent inspection or DDESB-approved processing of the material. **(T-0)**.

3.13.3.4.3.2. The second signatory shall be a technically qualified U.S. citizen who will be either a DoD employee or a DoD contractor. **(T-0)**. This signatory must have performed or witnessed the independent 100-percent reinspection or conducted an independent inspection of processed material using an approved sampling method. **(T-0)**.

3.13.3.4.3.3. Each signatory will ensure the chain of custody was maintained before signing the explosives safety documentation. **(T-0)**. If the chain of custody is found to have been broken while under DoD control, the explosives safety status documentation will no longer be valid. **(T-0)**. 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. **(T-0)**.

3.13.3.4.4. Visual inspections may be used when the explosives safety status of material and safety can be positively assured.

3.13.3.4.5. When visual inspection cannot classify MPPEH to be MDAS, the material will be documented and managed as MDEH; or other DDESB-approved means (e.g., thermal treatment) will be utilized to remove the explosive hazard, inspect, and certify as MDAS before release. **(T-0)**.

3.13.3.4.6. Statements required by DoDI 4140.62 will be used to document the determination of material's explosives safety status (e.g., MDAS, MDEH). **(T-0)**.

3.13.3.5. Air Force munitions personnel and qualified munitions inspector's trained IAW the provisions of **paragraph 3.8.4** shall be considered qualified to handle, inspect, and certify MPPEH. **(T-1)**. Refer to DoDI 4140.62 for Qualification and Training guidelines.

3.13.3.6. Consult with the appropriate Air Force DDA (ASM – Robins AFB; Conventional Munitions – Hill AFB) and the local environmental function if a determination cannot be made if the residue is non-hazardous (see **paragraph 9.7.5**).

3.13.4. **Controlling MPPEH, MDAS, and MDEH.** MPPEH, MDAS, and MDEH will be controlled, managed, and segregated to maintain a continuous chain of custody and prevent its unauthorized use, transfer, or release. **(T-0)**. MPPEH is transferred according to **paragraph 3.13.5**. Refer to supply chain materiel management procedures, processes, and policies; and explosive safety standards within **Chapter 7**

3.13.4.1. Establish and maintain a chain of custody for all MPPEH, MDAS, and MDEH through its life-cycle until transfer, expenditure, or disposal. **(T-0)**. Utilize existing CAS and munitions management procedures and processes in **Chapter 7** to maintain a chain of custody for these assets. **(T-1)**. Existing physical, transactional, and informational processes all contribute to maintaining a chain of custody.

3.13.4.2. 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. **(T-0)**. In certain circumstances, the movement of MPPEH from either the operational range or point of use could require its management as WMM under applicable Federal or State requirements.

3.13.4.2.1. Air Force units, organizations, and activities that generate range-related debris are responsible for managing security, custody, inspection, and documentation of MPPEH and MDEH from collection through its disposition or release from DoD control as MDAS. **(T-0)**. Air Force munitions personnel secure, manage, inspect, and document MPPEH, MDEH, or MDAS only when it is returned to the base or installation MSA for processing. **(T-1)**.

3.13.4.2.2. Operational units and ranges will minimize the physical transfer of explosive residue or munitions constituents from MPPEH during the management and disposition process. **(T-1)**.

3.13.4.3. Generating activities collect MPPEH, MDAS, and MDEH (e.g., scrap, waste, and residue) and will identify assets, segregate the materiel, and determine the point at which no further material will be added to prevent comingling. **(T-0)**. Generated MPPEH, MDAS, and MDEH explosive, incendiary, and chemical ammunition is dangerous and will never be commingled with other types of property. **(T-0)**.

3.13.4.4. Containers and holding areas to process, manage, segregate, and control MPPEH, MDAS, and MDEH will be located in secure areas and are included in local facility threat assessments, by Resource Protection personnel, when conducted. **(T-1)**. These containers and holding areas will be secured and marked as to clearly identify:

3.13.4.4.1. The hazards or potential hazards (if any) that are present. **(T-0)**.

3.13.4.4.2. The explosives safety status of the material present. **(T-0)**. This consists of documentation of the processing and inspection of MDAS supported with two independent signatures by trained and certified personnel IAW **paragraph 3.13.3**.

3.13.4.5. Air Force units and organizations contact DLA Disposition Services for guidance on availability of containers for use at the source, by scrap generators.

3.13.5. **Transfer or Release of MPPEH.** Air Force munitions personnel will 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. **(T-0)**.

3.13.5.1. Air Force personnel will not release MPPEH to non-DoD entities for possession, management, or processing. **(T-0)**.

3.13.5.2. Contracts or other legal agreements to transfer or release MPPEH to non-DoD entities are the responsibility of the generating activity. **(T-1)**. Air Force munitions activities and personnel do not generate MPPEH and therefore shall not establish or fund contracts for release of MPPEH to non-DoD entities. **(T-1)**.

3.13.5.3. Explosive hazards must be identified and documented prior to the transfer of any MPPEH, MDEH, or MDAS within the DoD; transfer of MDEH to a qualified receiver; or release of MDAS to non-DoD activities or the public. **(T-0)**.

3.13.5.4. A legible copy of the explosives safety status documentation shall accompany documented material upon its transfer from DoD control. **(T-0)**. DoD Components generating MPPEH will maintain copies of explosives safety status documentation for 3 years after release from DoD control. **(T-0)**.

3.13.5.5. Transfer or release occurs when a receiver has acknowledged receipt of MDAS IAW **paragraph 3.13.3.2** or MDEH IAW **paragraph 3.13.3.3** by signing the DD Form 1348-1A, *Issue Release/Receipt Document*, (or equivalent document) and has taken physical custody of the MDAS or MDEH from a DoD activity.

3.13.6. **Munitions and MPPEH Demilitarization/Disposal Documentation Procedures.**

3.13.6.1. All ADR munitions assets authorized for demilitarization or disposal will be processed using program *Create ADR Shipment* (AMI28A). **(T-1)**.

3.13.6.1.1. 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 shall be entered as the "Ship to" address. **(T-1)**.

3.13.6.1.1.1. Inert, empty, or non-explosive munitions and components will be demilitarize according to their DEMIL Code. **(T-0)**. When munitions flight personnel conduct the demilitarization, the base DLA Disposition Services

DoDAAC will be the "Ship to" address. **(T-1)**.

3.13.6.1.1.2. MDAS which has not been demilitarized or processed as scrap shall be shipped to central disposal activities per **paragraph 7.13**. **(T-1)**. These shipments will be processed using the 'Shipment For Disposal' selection within *Create ADR Shipment (*AMI28A). **(T-1)**.

3.13.6.1.1.3. Demilitarized or scrap MDAS not shipped through local deployment and distribution flight (e.g., turned over to base scrap vendors, recycling activity/points) will be shipped using the 'Shipment For DRMO' selection within *Create ADR Shipment* (AMI28A). **(T-1)**. The MASO will print name and sign in block 22 and date block 23 to "receipt" for assets on the A5J when these assets are delivered to a base scrap vendor or recycling activity/point. **(T-1)**.

3.13.6.1.2. Explosives or classified assets will be demilitarized as directed by DoD 4160.21-M and DoD 4160.28-M, Vol. 1, 2, and 3. **(T-0)**. Non-explosive and non-classified assets will be demilitarized per their assigned DEMIL code. **(T-0)**. Refer to the asset IDR or Web Federal Logistics Information System (WebFLIS) for demilitarization code, CIIC, and definitions.

3.13.7. Temporary Property Accountability.

3.13.7.1. DLA Disposition Services: Munitions authorized for demilitarization or disposal according to the ADR will be scheduled for demilitarization or disposal on a certain date. **(T-1)**.

3.13.7.2. Disposal documents will be produced no earlier than 5 duty days before the scheduled demilitarization or disposal date. **(T-1)**.

3.13.7.3. Route documents 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.

3.13.7.4. The original A5J or SHP DD Form 1348-1A (if applicable) will be provided to DLA Disposition Services. **(T-1)**. The A5J or SHP DD Form 1348-1A will be filed IAW **Attachment 5,** Document Control File Plan. **(T-1)**.

3.13.7.5. EOD: Accomplish documents for the emergency disposal of munitions IAW **paragraph 7.10.2.3.2.4**.

3.13.8. Demilitarization/Disposal Certification Procedures.

3.13.8.1. 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." **(T-0)**. The stock number shall be circled and the word SCRAP entered. **(T-1)**. The scrap materiel and the documents will be returned to DLA Disposition Services for processing. **(T-1)**.

3.13.8.2. EOD. For complete destruction of items or emergency disposal actions, the disposal and witnessing officials must certify "DISPOSAL HAS BEEN ACCOMPLISHED. THERE IS NO RESIDUAL MATERIEL WHICH HAS BEEN

DOWNGRADED TO WASTE." **(T-0)**. This statement will be annotated on the consumption issue document and signed by the disposal and witnessing officials. **(T-1)**.

3.14. Captured Enemy Ammunition (CEA).

3.14.1. **CEA Reporting.** Report CEA when found or located to the NAF/higher headquarters as soon as possible. **(T-2)**. Reports should include types, quantity, date, time, location, and circumstance of discovery/capture and request disposition instructions. **(T-2)**.

3.14.2. **CEA Safety.** CEA shall be treated in the same manner as Unexploded Explosive Ordnance (UXO). **(T-1)**. CEA will not be handled until declared safe by EOD. **(T-1)**. 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., S/N, nation of origin).

3.14.3. **CEA Acceptance and Property Responsibility.** Only competent command authorities (Joint Captured Materiel Exploitation Center (JCMEC), Combined Captured Materiel Exploitation Center (CCMEC), Joint Forces Commander, Joint Task Force Commander, etc.) will make determinations on whether CEA shall be disposed of in-place, identified and rendered safe for relocation, or retained for its inherent intelligence value. **(T-1)**. Munitions personnel are not authorized to make these decisions and shall elevate any CEA issues through command channels. **(T-1)**. Munitions personnel will not take possession of, handle, or transport any CEA designated for emergency or routine disposal until declared safe by EOD. **(T-0)**.

3.14.3.1. After competent authorities identify and direct CEA to be retained for intelligence or other purpose, units may be directed to assist EOD personnel in render safe, handling, and relocation operations. Once certified safe by EOD personnel, CEA becomes the property of the United States Government and the responsibility of the DoD.

3.14.3.2. Technically qualified personnel from other military services, coalition forces, or government agencies will usually take charge of CEA. When these activities take possession of CEA, responsibility of Air Force munitions personnel or the MASO to manage and dispose of CEA is relinquished.

3.14.3.3. Air Force munitions personnel will only accept CEA when specifically directed by the Joint Captured Materiel Exploitation Center (JCMEC)/Combined Captured Materiel Exploitation Center (CCMEC). **(T-0)**. CCMEC may be established for coalition operations.

3.14.4. **Accounting for CEA.** Only account for CEA in CAS when there is an official validated Air Force requirement stated in a document, memo, or other written form, directing CEA be maintained and issued to Air Force or other government agency personnel in the performance of their official duties. **(T-1)**. When a valid Air Force CEA requirement exists, manage CEA in CAS as follows:

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

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

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

3.14.4.4. Issue CEA based on JCMEC/CCMEC direction. The JCMEC/CCMEC establishes the priority of issue to Air Force or other government agencies.

3.14.4.5. Follow normal processes for other CAS transactions.

3.14.5. **CEA Serviceability Procedure.**

3.14.5.1. Units will not issue CEA known to be unserviceable; or containing physical defects or characteristics that cause serviceability to be suspect. **(T-0)**. Request disposition of these item IAW **paragraph 3.14.6**. **(T-1)**.

3.14.5.2. Serviceable and safe to handle CEA may be evacuated, collected, and stored wherever directed by JCMEC, MAJCOM, or NAF.

3.14.5.3. CEA may require segregation from other munitions stocks depending on the degree of uncertainty about the condition and history of the CEA. Consult with the local Explosive Safety office, and EOD (if necessary), to determine the degree of separation appropriate for storage of CEA. When EOD cannot absolutely identify the condition of CEA, it shall be treated as Hazard Class/Division 1.1 IAW DoD 6055.09-M, *Vol. 1, General Explosives Safety Information and Requirements*. **(T-0)**.

3.14.5.4. Contact the local EOD unit or coordinate through the theater A4 to obtain technical data or manuals from the JCMEC for all CEA. **(T-0)**.

3.14.5.5. Use instructions provided by the JCMEC/CCMEC, local Explosive Safety Office, and EOD, to store, handle, transport, issue, dispose of, and determine the serviceability of CEA. **(T-0)**.

3.14.6. **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 JCMEC/CCMEC or EOD technicians determine that emergency destruction is required. **(T-0)**.

3.14.6.1. Complete local ADR when JCMEC/CCMEC provides shipping or disposal instruction and send a copy to the Air Force DDA (Hill AFB). **(T-1)**.

3.14.6.2. Complete Shipper's Declaration of Dangerous Goods form for CEA IAW AFMAN 24-204, Interservice Publication (IP), *Preparing Hazardous Materials for Military Air Shipments*. **(T-1)**.

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

3.15.1. See terms in **Attachment 1** for specific definitions of Chemical Warfare Material (CWM) which includes recovered CWM.

3.15.2. Should CWM, or military munitions containing an unknown liquid fill be encountered on an installation or by response forces from a military installation, immediately notify the following:

3.15.2.1. Command Post **(T-1)**: Notifies theater command authorities, installation commander or leadership, and directs notification of installation emergency response forces.

3.15.2.2. EOD **(T-1)**: Take actions necessary to protect health of the public, military personnel, critical assets, the environment, and secures the munitions in place. EOD

requests support from the US Army (USA) Operations Center and USA 20th Support Command Chemical, Biological, Radiological, Nuclear, and High-Yield Explosive (CBRNE) Analytical and Remediation Activity and recommend any response measures.

3.15.2.3. Local Security Forces **(T-1)**: Provide immediate guidance on security safeguards and measures to protect the public, military personnel, and critical resources.

3.15.2.4. Installation Commander/Leadership **(T-1):** Makes local installation decisions regarding agreements, risk management, personnel safety, facility utilization (e.g., Interim Holding Facilities), and public affairs.

3.15.2.5. AF/A4LW **(T-1)**: Refers to, obtains, and provides appropriate initial DoD guidance to Air Force activities, make initial contacts with joint staff/activities (e.g., USA) to initiate involvement of the Air Force DDA, Single Manager for Conventional Munitions (SMCA), and other disposition authorities. Keeps command authorities and MAJCOM apprised of actions taken and status, and coordinates initial instructions with appropriate staff agencies and disseminates to subordinate Air Force commands.

3.15.2.6. MAJCOM **(T-1)**: Up channel relevant information and instructions to MAJCOM and Air Force leadership and disseminate Air Force guidance and instructions to subordinate 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 authority. **(T-2)**. Armament Flights will coordinate use of test equipment with their respective munitions activity for required intermediate level maintenance checkout of rocket launchers. **(T-3)**.

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. **(T-2)**. 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. **(T-3)**.

3.16.1.3. Accountability. LAU-131 rocket launchers used for flying operations will be managed in CAS by lot number and will be accounted for on the stock record account. **(T-1)**. LAU-131 rocket launchers used solely for Weapons Load Training, Weapons Standardization (WS), or Armament systems training will be issued to Weapons Load Training, WS, or Armament custody accounts. **(T-1)**.

3.16.1.4. Storage. Storage of base stock assets is the responsibility of the local munitions activity. **(T-1)**. In-use assets will be stored by the Armament activity in flightline or backshop equipment storage areas. **(T-1)**.

3.16.2. Countermeasure Chaff and Flare Magazines.

3.16.2.1. The munitions activity performs general maintenance and minor repairs to countermeasure chaff and flare magazines during normal flightline processing. **(T-2)**.

Flightline weapons personnel perform magazine maintenance for assets not in-use for daily flying (i.e., WRM magazines stored by the AMU). **(T-2)**.

3.16.2.2. Chaff and flare magazines are aircraft equipment. The owning Aircraft Maintenance Unit (AMU) or AMC tenant unit is responsible for ordering/replacing unserviceable magazines and maintaining supporting benchstock. **(T-1)**.

3.16.2.3. Munitions activities may establish internal bench stocks for countermeasures when the AMU is identified as the Responsibility Center/Cost Center on financial supply documents. Units will not use MUNS, MXS, or EMS O&M funds to provide aircraft equipment parts. **(T-1)**.

3.17. Miniature Munitions Management.

3.17.1. 2W1X1 armament personnel will maintain miniature munitions carriage racks and associated BRU-61 containers (e.g., BRU-61; CNU-660) to include conducting all required periodic maintenance and TCTO actions. **(T-1)**. 2W0X1 personnel shall conduct required download and reload operations to facilitate modification/maintenance for loaded racks stored in the MSA. **(T-2)**.

3.17.2. Store loaded carriage assemblies in the MSA. **(T-2)**.

3.17.3. Aircraft Sortie Generation Operations (SGO) may utilize either fully loaded carriage systems or single point munitions delivery method to the flightline. Loaded carriage systems and individual miniature munitions may be delivered in or out of their respective containers.

3.17.4. Manage miniature munitions by lot number according to the item TO. **(T-0)**.

3.17.5. **Small Diameter Bombs (SDB) Management (all variants)**:

3.17.5.1. CR SDBs: The CR is four AUR SDBs loaded on a carriage and packaged within a carriage container. Account for CR SDBs using the CR NSN until tasked for operational use (e.g., ATO). **(T-1)**.

3.17.5.1.1. Maintaining CR SDB is a tactical/operational level decision that must consider aircraft configuration, BRU-61 and SDB types on-hand, and available support equipment to satisfy various delivery modes.

3.17.5.1.2. Upon receipt of the CR, munitions personnel will notify the Armament Section (or equivalent) to load carriages by S/N into the appropriate maintenance, inspection, and supply systems (e.g., ILS-S). **(T-1)**. Carriage systems will not be accounted for on CAS record. **(T-1)**.

3.17.5.1.3. Upon receipt of SDB CR in CAS, load all carriages as Container Type "SDB" to allow CnC management IAW **paragraph 7.1.5.4.8**. **(T-1)**. Use the "Add Weapons" function in CAS to load each AUR SDB onto the appropriate carriage. **(T-1)**. Remove appropriate CAS SDB containers when CR SDBs are shipped. **(T-2)**.

3.17.5.1.4. When CR SDBs are tasked for operational use, perform a selective identity change in CAS to identify each of the four SDB munitions to the AUR NSN for expenditure processing. **(T-1)**.

3.17.5.2. Single AUR SDBs: The AUR is a single SDB either packaged in a single-round container or loaded on a carriage station when tasked for operational use. Account for and process all SDB expenditures against the AUR NSN at the base level. **(T-1)**.

3.17.5.3. Post Operations Reconstitution: If AUR SDBs are repackaged in a carriage container, perform a selective identity change in CAS to identify all loaded SDB munitions back to the CR SDB NSN. **(T-1)**. Maintain the AUR SDB NSN for all single AUR SDBs. **(T-1)**.

3.17.5.4. Shipping SDBs: Prior to shipping CR SDBs, if necessary, perform a selective identity change in CAS to identify all loaded SDB munitions to the CR SDB NSN. **(T-1)**. Ship all AUR SDB using the AUR SDB NSN. **(T-1)**.

3.17.5.4.1. Notify the Armament Section (or equivalent) to remove the carriages by S/N from the appropriate maintenance, inspection, and supply system (e.g., ILS-S) upon shipment of the CR. **(T-1)**.

3.17.5.4.2. Contact the Armament Section who shall provide the AFTO Form 95 or IT automated history printout to be included as CR shipping documentation. **(T-2)**.

3.17.5.5. **(Added-USAFE)** Retain tactical BRU-61 loaded and at location positioned in support of WRM strategy. Do not download were positioned or to deploy with, unless directed by Command WRMM-Munitions, HQ USAFE-AFAFRICA/A4MW. For deployed locations, BRUs and SDBs will be positioned by the support combat command.

3.18. Conventional Munitions as Critical Loads.

3.18.1. The handling, lifting, and hoisting of a conventional munitions item is considered to be a ‘non-critical’ load for the purpose of maintaining materiel handling and storage equipment, including lifting and hoisting devices, as outlined in AFI 91-203. **(T-1)**.

3.18.2. Functional managers (e.g., unit, base, NAF, MAJCOM) over a facility where the lifting of conventional munitions will occur shall designate 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 concepts are inadequate or cannot be satisfied during lifting of conventional munitions. **(T-2)**.

3.18.2.2. Potential damage can occur when a non-critical item must be lifted above a critical item. **(T-2)**.

3.18.3. The specific equipment maintenance, inspection, testing, and documentation requirements of AFI 91-203 shall be met for all lifting or hoisting operations designated as a critical load. **(T-1)**.

3.19. Air Force Munitions Command and Control (AF MC2).

3.19.1. MAJCOM munitions functional and action officers gain visitor (read) access to the AF MC2 site by submitting a memorandum to the ACC/A4W AF MC2 SharePoint® Administrator using the template posted on the AF MC2 Munitions Templates Document Library.

3.19.2. Use the AF MC2 Incident/Accident Notification tool to report munitions deficiencies or incidents with the following restrictions: **(T-0)**

3.19.2.1. The AF MC2 Incident/Accident Notification tool will not be used 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 TO 00-35D-54. **(T-0)**.

3.19.2.2. Privileged, classified, sensitive, contractor proprietary, Arms Export Control Act, or Privacy Act information will not be included in MC2 deficiency/incident information. **(T-0)**.

3.19.2.3. Munitions incident reports in AF MC2 should only relate to munitions operations that result in damage to munitions assets, equipment, or facilities. **(T-1)**. Details of any personnel injury, illness, or fatality shall not be reported in AF MC2. **(T-1)**.

Note: Assets damaged during student training by 363rd Training Squadron, Sheppard AFB are exempt from Incident/Accident reporting in AF MC2. However these incidents may require reporting through other official/local accident/safety reporting processes.

3.19.3. AF MC2 will not be used as a document storage repository to store files and documents that are required to be maintained in authorized and approved file plans. **(T-1)**. ***EXAMPLE***: Inventories, munitions schedules, explosive site plans, appointment letters, memorandums, forms, and other miscellaneous documents.

3.19.4. When use of AF MC2 site is not available but would be otherwise required units shall use other means (e.g., control boards, status logs, and computers) to maintain status of assets normally tracked using the AF MC2 site. **(T-2)**.

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

3.20.1. Munitions units must have the ATSO in a CBRNE environment and be capable of executing contamination avoidance procedures and/or performing munitions operations in a contaminated environment. **(T-1)**.

3.20.2. Munitions units develop and implement the Munitions portion of the Installation Emergency Management Plan (IEMP) 10-2 and associated checklists outlining specific CBRNE response actions when directed by local/higher authority. **(T-1)**. Refer to Air Force Tactics, Techniques, and Procedures 3-3, *Munitions and Missile Maintenance* for munitions specific tactics, techniques, and procedures (TTP), and AFMAN 10-2503, O*perations in a Chemical, Biological, Radiological, Nuclear and High-yield Explosive (CBRNE) Environment* to contribute to development of base emergency CBRNE response plans. TTP 3-3 includes munitions functional CBRNE counter-chemical warfare techniques to enhance ATSO and managed contaminated and decontaminated assets in conjunction with the local IEMP actions. The CBRNE TTPs used in conjunction with the IEMP and other local response plans can maximize ATSO in combat operations in a CBRNE environment.

Note: Tactics Bulletin 14-02 (see **paragraph 1.4.16**) provides Munitions CBRNE TTPs. Tactics Bulletin 14-02 will be integrated into TTP 3-3 during the next scheduled update in Dec 2015.

3.21. CAS Trouble Tickets and Deficiency Reports.

3.21.1. The MASO will ensure that CAS Trouble Tickets are reviewed, approved, submitted, and followed-up on all CAS application/system problems, data errors, and procedural deficiencies that cause inventory adjustments. **(T-2)**.

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), a new Trouble Ticket should not be submitted for the same problem, unless the resolution does not fully solve the problem.

3.21.2.1. 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. **(T-2)**.

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 SAN. **(T-1)**. To view CAS DRs users must establish a remedy account. **(T-3)**.

3.21.4. Submit a Trouble Ticket to the CAS Help Desk when AMC05A transactions are required. **(T-1)**.

3.22. Manual Record Processing (AMC05A) Procedures. AMC05A procedures are only used to correct CAS accountability problems/errors when an RVP cannot be processed, other processes (e.g., Inventory Adjustment, FOB) are not appropriate, or no other option exists. **(T-1).**

3.22.1. AMC05 will not be used in lieu of RVP, FOB, or Inventory Adjustment procedures without specific direction/authority. **(T-1)**. Process RVP, FOB, and inventory adjustments IAW **Chapter 7** to correct accountability errors/problems caused by improper/erroneous unit level processing. **(T-1)**.

3.22.2. Discrepancies found during inventories will not be processed via AMC05A unless no other option exists. **(T-2)**. The MASO shall make every effort to resolve the discrepancy prior to requesting use of AMC05A. **(T-2)**.

3.22.3. If no CAS DR exists, Munitions Operations notifies the MASO of the discrepancy, prepares and submits a CAS Trouble Ticket IAW **paragraph 3.21**. **(T-2)**.

3.22.4. The MASO will ensure written approval is obtained from the MASO appointing authority prior to processing AMC05A transactions in CAS. **(T-2)**.

Note: The CAS Help Desk and CAS SANs only "recommends" corrective actions.

3.22.5. **AMC05 Package:** Munitions Operations will prepare an AMC05A package if a CAS DR already exists for the issue/problem. **(T-1)**. The AMC05A package includes:

3.22.5.1. A memorandum endorsed by the MASO and Munitions Supervision that includes:

3.22.5.1.1. A concise description of the CAS discrepancy/circumstances that required the AMC05A action. **(T-1)**.

3.22.5.1.2. 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). **(T-1)**.

3.22.5.2. Supporting Documentation for AMC05A: Include the MASO's written memorandum approval **(T-1)** and attach the following documents to the memorandum:

3.22.5.2.1. Applicable CAS Transaction History (AM903) record. **(T-1)**.

3.22.5.2.2. 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. **(T-1)**.

3.22.5.2.3. Copy of CAS DR or Trouble Ticket number when AMC05A does not result from a DIFM discrepancy. **(T-1)**.

Exception: A CAS DR is not required for AMC05 transactions to correct invalid Due-in from Maintenance (DIFM) created by *Custody Turn-in* (AM555A) transactions.

3.22.5.3. The MASO reviews the AMC05A package to ensure sufficient supporting justification is included. **(T-2)**.

3.22.5.4. Once the MASO approves, Munitions Operations submits the AMC05A package to the MAJCOM for approval. **(T-2)**. If approved, attach MAJCOM approval to the AMC05A package. **(T-2)**.

3.22.5.5. Electronically file the final AMC05A package and supporting documents using the same guidelines for IADs IAW the Air Force Electronic Records Management (ERM) Solution Guide and **Attachment 5**. **(T-1)**.

3.23. Personal Defense Ammunition for Air Force General Officers. Includes RegAF, AFR, federally recognized ANG, 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.

3.23.1. An AF Form 68 is not required to issue personal defense ammunition to General Officers. **(T-2).**

3.23.2. The host installation Combat Arms unit forecasts for, maintains accountability, and issues ammunition to General Officers. **(T-1)**.

3.23.2.1. Forecast for the basic load or other authorized requirement against CAT Code T. **(T-1)**. These assets are not authorized for training use.

3.23.2.2. The Combat Arms unit must provide the forecast to the local MASO to allow for local CAS management of these assets. **(T-1)**.

3.23.3. Proficiency Training: Initial and recurring proficiency training ammunition for General Officers is forecasted and supported by the host unit through the Combat Arms training program.

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

3.23.4.1. Notify the MASO if personal defense ammunition is lost, expended, or lot integrity is lost. **(T-1).**

3.23.4.2. Not local purchase personal defense ammunition. **(T-1).**

3.23.5. **Accountability:**

3.23.5.1. Establish a Structure Record to account for personal defense ammunition. **(T-2)**.

3.23.5.2. Load the structure record in CAS using the General Officer's Last Name (Include DEROS at OCONUS locations). **(T-2)**.

3.23.5.3. A one-time (basic-load) quantity is authorized to the CAS structure record. **(T-2)**.

3.23.5.4. When the ammunition is released process a CAS movement transaction to the established structure record. **(T-2)**.

3.23.5.5. When notified of authorized expenditure of personal defense ammunition, process an expenditure transaction for the applicable structure record. **(T-1)**.

3.23.5.6. Personal defense ammunition is inventoried during the quarterly custody account inventories IAW **Attachment 3**. **(T-1)**.

3.23.6. **Purchase and Turn-In of Personal Defense Ammunition:**

3.23.6.1. Purchase. At retirement, General Officers may request approval to purchase their basic-load of personal defense ammunition. If requested, the purchase request must identify the NSN, nomenclature, quantity, and lot number of the ammunition. **(T-1)**. The request will identify that the purchase is for "sentimental reasons." **(T-2)**.

3.23.6.1.1. The retiring General Officer must submit the purchase request to the Air Force General's Group (AF/DPG) for approval. **(T-1)**.

3.23.6.1.2. If approved, the General Officer must submit a DD Form 1131, *Cash Collection Voucher*, along with the approved AF/DPG purchase request to the local Financial Management (FM) office. **(T-1)**.

3.23.6.1.3. 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. **(T-1)**. File the processed DD Form 1131 with the original consumption issue IAW **Attachment 5**. **(T-1)**.

3.23.6.1.4. The MASO is authorized to process an inventory adjustment using the DD Form 1131 and approved AF/DPG purchase request as supporting documentation. **(T-1)**.

3.23.6.2. 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 Combat Arms unit that issued the ammunition. **(T-1)**. If no other approved CAT Code T allocation exists, the Combat Arms unit will turn-in the personal defense ammunition to munitions inspection for return to base stock. **(T-1)**.

3.24. Item Unique Identification (IUID). Unique item level traceability provided by IUID is required for all DoD/Joint serially managed Class V items that are also sensitive or pilferable. **(T-0)**. IAW DoD 4140.01-M, Vol. 11, lot managed Class V items are exempt from IUID requirements. **(T-0)**.

Note: CAS is undergoing modernization to include IUID capabilities. Full IUID capability in CAS will not be realized until September 2016 or later.

3.24.1. The decision to lot or serially manage a Class V asset is made by PMs during the Engineering and Manufacturing Development (EMD) phase of an asset's life-cycle. At that time, a code is established within the Federal Logistics Information System (FLIS) to identify whether a stock listed item as DoD/Jointly serially managed by IUID, or not. The FLIS code is a single digit "Y" (Yes) requires IUID or "N" (No) – does not requires IUID (e.g., lot managed).

3.24.2. The following criteria shall determine Class V asset marking requirements: **(T-1)**

3.24.2.1. All Class V lot managed items are exempt from IUID requirements. **(T-0)**.

3.24.2.2. All DoD/Joint serially managed Class V items are subject to IUID requirements. **(T-0)**.

3.24.2.3. All Class V items identified by the responsible PM and lifecycle management authorities for IUID marking are subject to IUID requirements. **(T-0)**.

3.24.2.4. Items accounted for, used, maintained or otherwise supported by S/N by other DoD components to support life-cycle traceability requirements (inventory, maintenance, repair, service records and/or supply, etc.) will be managed by lot in CAS when:

3.24.2.4.1. Items are marked with an S/N, but produced, selected for shipment, shipped, received, stored, issued, suspended, restricted, inspected, function tested, and maintained on accountable records by lot number. These items will not be considered serially managed and will be managed by lot. **(T-1)**.

3.24.2.4.2. Item are not otherwise designated for IUID management. **(T-1)**. These items may be tracked by S/N in an Automated Information System (AIS), but will be managed in CAS by lot. **(T-1)**.

3.24.2.4.3. Legacy assets will not be physically marked for the sole purpose of satisfying the IUID requirement. **(T-1)**.

3.24.3. NWRM: Mark CAS-managed NWRM with Unique Item Identification (UII) IAW DoDI 8320.04, *IUID Standards for Tangible Personal Property*; AFI 63-101/20-101, *Integrated Life Cycle Management*, this instruction, and TO 00-25-260, *Asset Marking and Tracking IUID Marking Procedures*. **(T-0)**. In addition to above, all TYPE 3 trainers will also comply with AFNWC/NC IUID Instruction and Field Marking Procedures. **(T-1)**. Identify IUID markings problems on TYPE 3 weapons trainers to AFNWC/NCL (see **paragraph 1.5.5** and paragraph **1.6.3**). **(T-1)**.

Note: This does not apply to DOE designed NWRM.

Chapter 4

MUNITIONS PRODUCTION

4.1. Munitions Production Section/Flight. 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. **(T-1)**.

4.1.1. **Production Section/Flight Chief.** Responsible to munitions supervision for overall management production sections; PGM, Line Delivery (LD), Munitions Support Equipment Maintenance (MSEM), Conventional Munitions Maintenance (CMM). In addition to responsibilities outlined in AFI 20-110, 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. **(T-1)**. The Production Flight/Section Chief shall:

4.1.1.1. Ensure facilities and capability exists to perform required maintenance on conventional munitions, missiles, PGMs, AMD/AMA, and associated components. **(T-1)**.

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 to meet specifications required by item T.Os. **(T-1)**. AGE or mobile power equipment should only be used as a secondary power source. **(T-3)**. COTS power generators or converters will only be used when no other means is available. **(T-3)**. Ensure all facility power generation or conversion equipment meets item TO and converter manual amperes per phase specifications. **(T-1)**.

4.1.1.3. Ensure MSEM dedicated facility requirements for heat, plumbing, interior electrical, compressed air distribution system, steam cleaning facilities, and adequate lighting are identified to satisfy maintenance requirements. **(T-1)**. This shall include a mechanical ventilation system, wash rack, tool room and office space as prescribed for Aerospace Ground Equipment Section in AFMAN 32-1084, *Facility Requirements*. **(T-1)**. 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 and maintain a primary and alternate TMRS administrator in writing. **(T-2)**. Submit TMRS appointment memorandums to the RAM Program Office (Robins AFB) and update the TMRS Home page with the primary and alternate contacts.

4.1.1.5. Coordinate closely with Weapons Standardization to preclude deterioration of PGMs and load trainers between inspection intervals. **(T-2)**.

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. **(T-1)**.

4.1.1.7. Notify the using MAJCOM and Lead MAJCOM prior to turning in munitions trailers and equipment to LRS Equipment Accountability Element. **(T-2)**. AFRC and

ANG units will request AFRC or NGB approval prior to turning in equipment. **(T-1)**. AFRC and NGB will notify the appropriate Lead MAJCOM. **(T-1)**.

4.1.1.8. Determine which element(s) perform scheduling, inspection, and testing tasks (e.g., PGM, CMM, Inspection). **(T-3)**.

4.1.1.9. Ensure appropriate workcenters prepare and submit 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 TO 35-1-24, *Air Force Economic Repair/Replacement Criteria For Selected Warner Robins Logistics Complex (ALC) Managed Support Equipment (SE)* (Universal Ammunition Loading System (UALS), MAC, trailers, replenishers, etc.). **(T-1)**.

4.1.1.10. Ensure the Munitions Squadron/Flight is on initial distribution for Computer Program Identification Numbering (CPIN) Munitions/Missile software upgrades IAW TO 00-5-16. **(T-1)**. Additionally, ensure the capability to electronically download and duplicate classified or unclassified software upgrades using floppy disks, compact disks, or PCMCIA cards. **(T-1)**. Maximize use of electronic transfer using the Electronic Software Distribution System upgrades. Use mail when electronic methods are unavailable.

4.1.1.11. Ensure section/flight personnel are properly trained to handle, mark, and package CAS-managed munitions assets; to include NWRM, as applicable. **(T-1)**.

4.1.1.12. **(Added-USAFE)** Develop procedures to ensure post load inspections are accomplished on all munitions downloaded from aircraft prior to returning to munitions ready line. (T-1) Procedures will be applicable to all munitions that do not have specific post load inspection procedures in the item T.O. **(T-2).**

4.1.2. **NCOICs of Production Elements.** Responsible to the Production Section/Flight 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 Section/Flight Chief, Production NCOICs shall:

4.1.2.1. Ensure CAS and TMRS are updated for all assigned missiles, missile components, and PGMs IAW this AFI, **paragraph 4.2.6**, and TO 21M-1-101. **(T-1)**.

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

4.1.2.3. Ensure Production Section personnel are trained to input, process, and validate munitions transactions and movements in CAS and TMRS and to implement CR accountability procedures IAW **Chapter 7**. **(T-1)**.

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 training, certification, responsibilities, and procedures established in **paragraph 3.8.4** and paragraph **5.3**

are applicable to personnel certified to perform inspection duties in the PGM element. **(T-1)**. In addition to the maintenance responsibilities in AFI 21-101, PGM personnel shall:

4.2.1. Interpret system specifications, schematics, and drawings to troubleshoot, diagnose system malfunctions, determine fault, corrective actions, make repairs, and identify adverse trends as required. **(T-2)**.

4.2.2. Provide maintenance capability for the missile body assembly and components on AMDs, if assigned. **(T-1)**.

4.2.3. Perform physical verification of the material, CC, Lot, S/N, Date of Manufacture (DOM), NSN, and DODIC (if applicable) to TMRS and CAS records during any maintenance action. **(T-1)**. If records do not match the item, the TMRS master user and Section Chief/Production Flight Chief will be notified. **(T-2)**.

4.2.4. Perform organizational and intermediate level actions, as applicable, on electrical, electronic and electro-mechanical ordnance systems, and associated support equipment. **(T-1)**.

4.2.5. Initiate, prepare, maintain, process and update forms and historical records including those maintained in an IT system (e.g., CAS or IMDS/G081). **(T-1)**.

4.2.6. Execute TMRS Administrators (Master User) duties. The TMRS Administrators shall: **(T-2)**.

4.2.6.1. Manage TMRS users by identifying the access level required, contact details, and Air Force Portal ID for each user. Ensure the user list remains current and matches the TMRS User Access Report. **(T-2)**.

4.2.6.1.1. To add a user to TMRS, obtain an account request form DD Form 2875 from the RAM system home page or by sending an email request to **tmrs@us.af.mil.** A user must complete the form and e-mail the form to the RAM Program Office. **(T-2)**.

4.2.6.1.2. To remove a user's TMRS access, identify the users to be removed in an email to the RAM Program Office at **tmrs@us.af.mil.** **(T-2)**.

4.2.6.1.3. Update user accounts in TMRS when changes have occurred to a user's DSN phone number, TMRS access level, rank, In-Progress Inspection (IPI) certification, and Red X certification. **(T-2)**. For any other user account changes, identify the specific changes in an email to the RAM Program Office at AFLCMC/EBHAEMR **tmrs@us.af.mil.** **(T-2)**.

4.2.6.2. Manage and maintain CAS and TMRS data (as indicated below) for all assigned missiles, missile components, and PGMs tracked by the RAM Program Office IAW TO 21M-1-101, to include:

4.2.6.2.1. TMRS and CAS:

4.2.6.2.1.1. PGM expenditures: Expenditures will be processed in CAS; and TMRS managed missiles, PGMs, and components will be removed by firing them in TMRS. **(T-1)**. During non-combat operations appropriate firing reports will be submitted to the RAM Program Office. **(T-1)**.

4.2.6.2.1.2. Reconcile all CAS and TMRS records during inventories IAW **Attachment 3**. **(T-1)**.

4.2.6.2.1.3. Maintain and account for GBU-15 and AGM-130 components in CAS and TMRS until shipped or disposed of IAW official disposition guidance from the SPO/PM. **(T-0)**.

4.2.6.2.2. TMRS:

4.2.6.2.2.1. Manage maintenance intervals and actions for Paveway II (MAU-169/209) and Paveway III (WGU-12/25/36/39) guidance units, Air-to-Air (AIM), and Air-to-Ground Missile (AGM) assets and their associated components. **(T-1)**.

4.2.6.2.2.2. Update TMRS for all maintenance actions on PGM assets for inspections, TCTOs, flight hours, CMRS actions, configuration data, historical information, and identified defects. **(T-1)**.

4.2.6.2.2.3. Verify missile records against physical assets and update during/after all maintenance actions (e.g., IPI, TCTO, defects, and repairs). **(T-1)**.

4.2.6.2.2.4. Update flight hours at least weekly. Obtain flight hours from the AF IMT 2434, *Munitions Configuration and Expenditure Document* or IMDS/G081. **(T-2)**.

4.2.6.2.2.5. Update the TMRS in-transit record when shipped assets physically depart station. **(T-2)**.

4.2.6.2.2.6. Use the CMBRE or GMLTS test set to download the test set logistics and parametric files at the end of each duty day when tests were performed and upload and process them into TMRS. **(T-1)**. Refer to TO 21M-1-101 for weapon system specifics.

4.2.6.2.2.7. Manage Training Missile Tail Numbers. **(T-1)**.

4.2.6.2.3. CAS:

4.2.6.2.3.1. Manage missile, missile component, and PGM inventory and accountability in CAS. **(T-0)**.

4.2.6.2.3.2. Load and track Paveway II (MAU-169/209) and Paveway III (WGU-12/25/36/39) by A/A date or DOM (if applicable). **(T-1)**. Those CC-F assets on FV2172 for depot level maintenance may be loaded and tracked in CAS by pseudo lot.

4.2.6.2.3.3. Manage Periodic Inspection (PI) and maintenance intervals for TMRS managed assets in TMRS, not CAS. **(T-1)**. For these assets, units shall load a local inspection template in CAS against the NSN and use “M999” as the inspection interval and “999” as the template number. **(T-1)**.

4.2.6.3. The RAM Program Office can be contacted to help resolve any data integrity problem. Record the data problem (wrong S/N, etc.) and have a second person verify the problem and reason. **(T-3)**. This will avoid the need to physically re-verify data if a RAM/TMRS Interface Differences Report is received.

4.3. Line Delivery (LD). Works closely with Munitions Control and Weapons Expediters 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. **(T-1)**.

4.3.2. Assist in munitions reconciliation throughout the flying day and between aircraft goes as required. **(T-2)**.

4.3.3. Ensure Munitions Control is notified of flightline deliveries and returns, and fire and hazard symbol changes as they occur. **(T-1)**.

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.). **(T-3)**.

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

4.4.1. Document equipment records IAW TO 00-20-1. **(T-1)**.

4.4.2. Process appropriate transaction in CAS and IMDS/G081. **(T-1)**.

4.4.3. Document applicable inspection and maintenance actions to include performing scheduled corrosion control on all assigned equipment IAW TO 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. **(T-1)**.

4.4.4. Maintain the chassis portion of the Ammunition Loading Assembly (ALA), Ammunition Loading System (ALS), Linkless Ammunition Loading System (LALS), or UALS, if tasked. The ALA, ALS, LALS, and UALS feeder assemblies, ammunition loading assemblies and drums are maintained by the Armament Systems Flight. **(T-1)**.

4.4.5. Schedule maintenance requirements beyond the capability of the unit with the appropriate repair function (e.g., hydraulics repair, sheet metal repair, corrosion control). **(T-1)**.

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, training items, and assigned MMHE. 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). **(T-1)**.

4.5.2. Check Allocations: Ensure current/remaining allocations and levels of training and WRM munitions remain supportable and are not exceeded. **(T-1)**.

4.5.3. Perform demilitarization of inert munitions, to the level required by item demilitarization code and IAW DLA Disposition Services procedures. **(T-1)**.

4.5.4. Properly tag and pack munitions. See **paragraph 3.24.2**, paragraph **5.3.2.4**, and paragraph **7.1.6.4** for specific NWRM packing and marking requirements. **(T-1)**.

4.5.5. Process, certify, and document munitions residue and empty munitions containers for turn-in to DLA Disposition Services and empty munitions containers to base stock IAW DoDI 4160.62 and TO 11A-1-60; refer also to **paragraph 3.12** and **paragraph 3.13**. **(T-0)**. 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. **(T-1)**.

4.5.6. Mark loaded 20mm ALS, LALS, or UALS with type, lot number, quantity, and date loaded. **(T-2)**.

4.5.7. Maintain any on-hand NWRM TYPE 3 weapons trainers if AFSC 2W2X1 or 2M0X1 are not assigned. **(T-1)**.

4.5.8. Perform minor maintenance on chaff and flare magazines to include replacement of screws, clips, studs, retaining plates, encoding pins, etc. IAW **paragraph 3.16.2**. **(T-2)**.

4.5.9. Process appropriate transactions in CAS and IMDS/G081. **(T-1)**.

Chapter 5

MUNITIONS MATERIEL

5.1. Munitions Materiel Section/Flight. 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.

5.1.1. **Materiel Section/Flight 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 Section/Flight Chief is responsible for flight/section duties outlined in **paragraph 2.7** of this instruction, and those delegated by munitions supervision. The Materiel Section/Flight Chief shall:

5.1.1.1. Provide oversight of the unit's capability to provide munitions storage in support of training, WRM, and functional user's missions. **(T-1)**.

5.1.1.2. Submit appropriate work requests when facilities require maintenance, repair, or do not meet standards. **(T-2)**.

5.1.1.3. Develop and ensure utilization of a standardized munitions storage location system IAW DoDM 5100.76, AFMAN 91-201, AFI 31-101, and TO 11A-1-61-1, *Storage and Outloading Instructions for Conventional Ammunition*, for all bulk stored (custody or stock) munitions. **(T-0)**.

5.1.1.4. Develop the unit's Movement Control OI and procedures to manage movement of munitions inside and outside the MSA and storage locations for operationally configured or built-up (ready) munitions. **(T-2)**. The Movement Control OI will include:

5.1.1.4.1. Roles and responsibilities. **(T-2)**.

5.1.1.4.2. Transaction inputs. **(T-2)**.

5.1.1.4.3. CR Management. **(T-2)**.

5.1.1.4.4. NWRM assets. **(T-2)**.

5.1.1.4.5. Movement validation process using remote-input methods or the AF IMT 4331, *Munitions Transaction Sheet*. **(T-2)**.

5.1.1.4.6. Action to take to correct discrepancies. **(T-2)**.

5.1.1.4.7. Location assignment methodology for storage, operating locations, and operationally configured or built-up (ready) munitions. **(T-2)**.

5.1.1.5. When directed by the MAJCOM/NAF, ensure capability exists to receive, inspect, maintain, and store intermodal containers. **(T-2)**. 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. **(T-2)**.

5.1.1.6. Review all CSA requests before submission to munitions supervision for approval consideration. **(T-2)**.

5.1.1.7. Coordinates with munitions supervision on the selection of personnel for munitions inspector duties using the criteria in **paragraph 3.8.4**. Contractor or civil employees performing as Munitions Inspectors will meet all qualification criteria. **(T-2)**.

5.1.1.8. Ensure expendable allocations are constantly monitored against on-hand stocks to ensure WRM levels remain supportable. **(T-1)**.

5.1.2. **Materiel Element NCOICs.** Responsible to the Materiel Section/Flight 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 Section/Flight 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. **(T-0)**. Coordinates appropriate work requests when facilities require maintenance, repair, or do not meet standards. **(T-2)**.

5.1.2.2. Ensure inspections on stockpile assets are performed at required intervals IAW the applicable TO. **(T-1)**.

5.1.2.3. Ensure personnel are trained to implement and process CAS inspection, serviceability, movement, CR accountability, and expenditures transactions (if applicable). **(T-2)**.

5.1.2.4. Ensure personnel input and validate all munitions transactions and movements IAW **paragraph 7.1.1.3**. **(T-1)**.

5.1.2.5. Conduct local training and visits with munitions custodians and munitions workcenters as directed by Munitions Supervision, Materiel Section/Flight Chief, or the MASO, to ensure personnel have the proper skills and knowledge to maintain inventory accuracy and munitions accountability. **(T-2)**. When developing local training programs, refer to local procedures, the Air Force Munitions Accountability Procedures Guide located on the AF MC2 site, and this AFI. **(T-2)**

5.1.2.6. Ensure personnel are trained and knowledgeable to execute munitions storage, security, safety, inventory control, and release of munitions to only authorized personnel. **(T-2)**.

5.1.2.7. Analyze and interpret management data to determine the effectiveness of munitions stockpile management practices. **(T-3)**.

5.1.2.8. Ensure trained and qualified personnel in-check inbound assets IAW **paragraph 7.9.2**. **(T-1)**.

5.2. Munitions Storage Element. Warehouses munitions stocks, maintains storage area infrastructure and facilities, vehicles, and equipment to ensure mission support. In addition to the responsibilities in AFI 21-101, Storage personnel shall:

5.2.1. Control access to the MSA facilities and storage structures IAW DoDM 5100.76 and AFI 31-101 **(T-0)**.

5.2.1.1. Manage keys and locks to munitions storage facilities and structures IAW AFI 21-200 when key control is assigned to the Munitions Storage element. **(T-1)**.

5.2.1.2. Comply with provisions of DoDM 5100.76, AFMAN 91-201, AFI 31-101, this instruction, and individual item TOs when storing all CAS-managed assets in government-owned facilities (cages, containers, rooms, buildings, vaults, bays, supply points, etc.); including those operated by contractors on government installations. **(T-0)**. In the event of a conflict, guidance in the item TO shall take precedence. **(T-1)**.

5.2.2. Munitions Storage Planning and Warehousing:

5.2.2.1. A Master Storage Plan (MSP) will be developed and maintained using CAS reports and programs to the maximum extent possible. **(T-1)**. Use the MSP to plan and maximize utilization of storage capacity, control NEW limits, maintain explosives compatibility, maintain security, and preserve munitions assets. Munitions Supervision determines the frequency the MSP will be updated in local directives unless the MAJCOM directs otherwise. At a minimum, the MSP will consist of the following:

5.2.2.1.1. Building drawing/layout with dimensions. **(T-2)**.

5.2.2.1.2. Structure Type. **(T-2)**.

5.2.2.1.3. Assets currently stored by general area. **(T-2)**.

5.2.2.1.4. Assets expected "Due-In" from other DoDAACs. **(T-2)**.

5.2.2.2. Bulk stock and operationally configured or built-up (ready) munitions, including CAS-managed NRWM assets will be stored IAW DoDM 5100.76, AFMAN 91-201, AFI 31-101, AFI 21-200, this paragraph, TO 11A-1-61-1, the item TO, and the unit's storage location system. **(T-0)**.

Exception: Licensed facilities, ready use facilities, and Protective Aircraft Shelters (PAS) outside the MSA are not required to be included in the unit's storage location system.

5.2.2.2.1. Explosive limits will be posted in each magazine and igloo. **(T-0)**.

5.2.2.2.2. Security Risk Category (SRC) I, SRC II, and classified munitions will be given priority for storage in facilities equipped with IDS. **(T-0)**.

5.2.2.2.3. All munitions shall be stored indoors unless outside storage is specifically authorized by the item TO, AFMAN 91-201, or this AFI. CAS-managed NWRM assets will be afforded priority for indoor storage based on their SRC. **(T-1)**. Munitions stored in intermodal containers meet indoor storage criteria.

5.2.2.2.3.1. Requests to store munitions outdoors will be coordinated with the wing Safety Office, Security Forces, and approved by the Maintenance Group Commander (or equivalent). **(T-1)**.

5.2.2.2.3.2. Continuously monitor available indoor storage space to ensure assets are afforded the most preferred, safest, and secure storage available.

5.2.2.2.3.3. 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 the item TO is met. Outside storage meeting these criteria does not require the submission of a waiver or deviation package.

5.2.2.3. All boxes and palletized loads containing issued custody account munitions will be marked with the custody account number. **(T-2)**. Subsequent marking of individual courtesy stored boxes is a custodian responsibility.

5.2.2.4. Mobility/WRM munitions will be managed as base stock. **(T-1)**. These assets will not be physically segregated in storage unless authorized by **paragraph 7.4.6.5**. **(T-2)**.

5.2.2.5. Items will not be removed from storage without a scheduled/unscheduled workorder/Job Control Number (JCN). **(T-3)**.

5.2.2.6. Stockpile/custody re-warehousing actions shall be recorded using the AF IMT 4331 or the *Storage Location Report* (AM567A). **(T-2)**.

5.2.2.7. Containers placed in storage shall be properly marked, sealed, clean, and dry. **(T-1)**.

5.2.2.8. Refer to item TOs for minimum dunnage clearances from floor or ground (if applicable) for inside/outside storage for safe storage of assets. Standard 2 x 4, 4 x 4, and 4 x 6 lumber, as appropriate, satisfies these requirements even if they do not measure the full 2, 4, or 6 inches.

5.2.2.9. Ventilate storage spaces to circulate air or dehumidify as needed. Ventilators will be checked IAW AFMAN 91-201 to ensure proper functioning. **(T-1)**. Ventilators should be closed, when necessary, to protect munitions from blowing sand/snow or humid air that would increase condensation.

5.2.2.10. Only one 'LITE BOX' should be stored for each lot and CC, unless custody accounts need more than one LITE box for mobility purposes. EOD operational requirements may dictate the need to create multiple LITE boxes for emergency response support. LITE boxes shall be positioned on the top and front of a stack. **(T-2)**.

5.2.2.11. Store assets of the same NSN, lot number, and CC with multiple service life expiration dates as separate lots at the unit's discretion.

5.2.2.12. Non-combustible types of equipment such as trailers required to support approved contingency plans may be stored in explosive facilities for ready use.

5.2.3. Munitions Segregation.

5.2.3.1. Custody accounts, courtesy stored assets, NWRM from non-NWRM, unserviceable assets (CC-F, -G, -H, -J, -P, and -V), and non-Air Force owned assets will be segregated from other stocks using ropes, tape, placards, painted lines, or other highly visible means. **(T-1)**. NWRM storage areas will be clearly marked. **(T-1).**

5.2.3.2. Assets awaiting demilitarization will be segregated from other serviceable and unserviceable assets. **(T-1).**

5.2.3.3. It is not necessary to segregate CAS-managed NWRM assets issued to a custodian account for their intended purpose or assets in maintenance processing (e.g., base, intermediate, or depot level).

5.2.3.4. Non-AF owned assets will be clearly marked and segregated from Air Force owned assets. Markings will include the ORG/SHP code if issued to custody,

owner/owner designator; or test program manager contact (e.g., name, organization, telephone). **(T-1)**.

5.2.4. **Movement Control:** Execute unit Movement Control OI procedures as follows:

5.2.4.1. At least once per week, a 100-percent movement validation will be conducted and documented of all direct-input and remote-input (e.g., documented) physical movements against processed CAS transactions. **(T-1)**.

5.2.4.1.1. Lead MAJCOMs, AFRC, and NGB, may publish alternative movement validation guidance for small and unique units. If not published, procedures of this AFI will be used. **(T-1)**.

5.2.4.1.2. Flightline movements and movements processed by automated-input do not require movement validation.

5.2.4.2. Locations identified on the AF IMT 4331 or digitally saved *Storage Location Report* (AM567A) will be validated against the against CAS locations on the CAS *Transaction History Listing* (AM903) IAW **paragraph 7.1.1.3.2**. Additionally, use this validation to identify the use of any non-standard locations.

5.2.5. **Munitions Storage Facilities. S**tructures will be maintained in good condition and suitable for the storage of explosives and munitions IAW DoD 6055.09-M and AFMAN 91-201. **(T-0)**.

5.2.5.1. Munitions storage facility exits, doors, door components, and locks will be maintained in good working order. **(T-1)**. Munitions storage facilities will be closed and locked when not in use and when personnel are not present. **(T-1)**.

5.2.5.2. Lightning Protection System (LPS) and static grounding system tests and inspections will be performed. Maintained, and documented IAW AFMAN 91-201 and AFI 32-1065, *Grounding Systems*. **(T-1)**.

5.2.6. **Munitions Courtesy Storage:** Provide recommendation to Materiel Section/Flight Chief on capabilities to support munitions storage needs of units requesting courtesy storage. Write and coordinate the CSA with the requesting agency before submitting to the Materiel Section/Flight Chief and munitions supervision. All non-DoD assets maintained in the MSA will have an approved CSA, or support an approved MOU/MOA, whether assets are maintained on accountable/non-accountable CAS. **(T-1)**. The CSA will identify and/or include the following information:

5.2.6.1. Requirement to ensure non-DoD owned explosives or other hazardous and toxic materials are not stored in the MSA unless approved, authorized, or excepted by Title 10 (U.S.C.), AFMAN 91-201, and/or AFI 32-9003. **(T-0)**.

5.2.6.1.1. Before storing non-approved/excepted non-DoD munitions/explosives, requests to courtesy store these items will be forwarded to the appropriate waiver approval authority. **(T-0)**. Refer questions concerning these requirements to the installation environmental, safety, and legal offices through command channels.

5.2.6.1.2. When non-DoD munitions/explosives are approved/excepted for storage they may be managed on the stock record account in Accountable CAS.

5.2.6.2. Responsibility for repairing packing discrepancies, caused by storage conditions, belongs to munitions organizations. **(T-2)**. The owning organization is responsible for proper container packaging, marking, and lot separation. **(T-2)**. The Munitions Storage element shall ensure the owning organization complies with these requirements. **(T-2)**.

5.2.6.3. Responsibility of the owning organization to account for and report custody account munitions. **(T-2)**.

5.2.6.4. Responsibility of the owning organization for care and preservation of courtesy stored assets. **(T-2)**.

5.2.6.5. Procedures to notify the munitions flight when access to courtesy stored assets is required. **(T-3)**. This should include owning organization mobilization responsibilities and timelines to support unit access during deployment tasking. **(T-2)**.

5.2.6.6. Owning organization's transportation responsibilities. **(T-2)**.

5.2.6.7. The NSN, nomenclature, and quantity of munitions to be stored other than those assets already listed on the annual approved allocation document. **(T-3)**.

5.2.6.8. Names of individuals authorized to remove courtesy stored assets other than those listed on the AF Form 68. **(T-2)**.

5.2.6.9. Dates for annual review and renewal of the CSA. **(T-3)**.

5.2.7. Ensure CAS transactions are processed IAW **Chapter 7**. **(T-1)**.

5.2.8. Ensure that munitions are prepared and scheduled for shipment IAW **paragraph 7.13**. **(T-1)**. A separate Shipping/Receiving element may be established at the discretion of munitions supervision. If established, munitions supervision designates applicable areas of responsibility.

5.3. Munitions Inspection Element. Performs surveillance inspection duties IAW TO 11A-1-10 on all munitions stock, issued and returned custody munitions, and inspects and certifies munitions residue and MPPEH turned-in to the stock record account to determine serviceability, potential hazards, and accountability.

5.3.1. **The Munitions Inspection Element NCOIC.** Responsible to Munitions Supervision for the receipt, inspection, stockpile surveillance and preservation, marking and packaging, and shipping requirements of individual item technical orders and this instruction. Aditionally, the Munitions Inspection element NCOIC is responsible for requirements of AFI 20-110, AFI 21-101, AFI 21-200, and **paragraph 2.8** and paragraph **2.11** of this instruction. The Munitions 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. Establish and maintain an effective munitions inspection program for all assets on the stock record account. **(T-1)**.

5.3.1.2. Develop a master inspection schedule and a shelf and service life monitoring program. **(T-1)**.

5.3.1.3. Maintain qualification and appointment as a munitions inspector and be qualified as an inspection trainer. **(T-1)**. The Senior Munitions Inspector does not require annual recertification.

5.3.1.4. Implement the munitions inspector training and certification program IAW **paragraph 3.8.4**. **(T-1)**.

5.3.2. **Munitions Inspection Personnel.** In addition to the maintenance responsibilities in AFI 20-110 and AFI 21-101, Munitions 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. **(T-1)**. Refer to **paragraph 7.2.5** for specific CMRS procedures for custody and consumption account assets.

5.3.2.1.1. **(Added-USAFE)** CMRS restrictions or suspensions that affect munitions serviceability will be updated in CAS, (i.e., AM505A or AM606A), upon receipt. **(T-2).**

5.3.2.1.2. **(Added-USAFE)** Send to USAFE-AFAFRICA/A4MWT at **usafea47.a4mwttheaterammunitioncontrolpoint@us.af.mil.** **(T-2).**

5.3.2.2. Monitor shelf/service life dates by reviewing CAS. **(T-1)**. 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 3.12.10**. **(T-2)**. This requirement does not apply to age and surveillance test assets or assets on the depot DoDAAC FV2172. **(T-2)**.

5.3.2.3. Determine and assign the appropriate CC to munitions assets as directed by the applicable item TO. **(T-1)**.

5.3.2.4. Tag, mark, and package munitions assets IAW MIL-STD-129 and TO 11A-1-10. **(T-0)**. See **paragraph 3.24.2** and paragraph **7.1.6.4** for specific NWRM packing and marking requirements.

5.3.2.4.1. All boxes and palletized loads containing custody account munitions will be marked with the custody account number. **(T-2)**. Munitions custodians will be responsible for subsequent marking of individual courtesy stored boxes is a custodian responsibility. **(T-2)**.

5.3.2.4.2. One tag will be affixed to each crate, banded pallet, box, metal container, or loose item; and each item on a non-unitized pallet. **(T-1)**. Only one tag is required per stack for bulk/block stacked items (e.g., 20MM ammunition, MJU-series flares), as long as normal lot-to-lot separation is maintained. This does not apply to NWRM.

5.3.2.4.3. Each NWRM asset will have a completed DD Form 1500 series condition tag regardless of condition code. **(T-1)**.

5.3.2.4.3.1. When NWRM is packed or repacked, new DD Form 1500 series condition tags must be completed by a certified inspector performing the packing. **(T-1)**. Opening an NWRM container to retrieve documents does not require completion of new DD Form 1500 series condition tags.

5.3.2.4.3.2. For CAS-managed NWRM, the certified munitions inspector will sign the DD Form 1500. **(T-1)**.

5.3.2.5. Verify accuracy of inspection documentation and sign applicable inspection form(s). **(T-1)**.

5.3.2.6. Establish and manage the Storage Monitoring Inspection (SMI) program. **(T-1)**. Items failing SMI will be tagged with an AFTO Form 350. **(T-2)**. It is not necessary to segregate assets failing SMI while awaiting repair.

5.3.3. General Inspection Requirements:

5.3.3.1. Unless specifically identified by the item TO, 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 or production process.

5.3.3.3. Management of Pseudo Lots: Non-AUR assets that are not S/N managed but are assigned a DOM will be tracked in CAS by DOM using "MM/YY" format unless otherwise directed by item TO. **(T-1)**. All other items assigned a pseudo lot will be managed IAW TO 11A-1-10. **(T-1)**. Pseudo lots do not need to be marked on physical assets or containers.

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: **(T-1)**.

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. **(T-1)**.

5.4.2. Schedule and conduct inventories IAW **Attachment 3**. **(T-1)**.

5.4.3. Initiate *Inventory Adjustment Transaction* (AM427J) procedures when appropriate IAW **paragraph 7.14**. **(T-1)**.

5.4.4. Notify the MASO and munitions supervision anytime information or data suggest negligence, fraud, or theft involving munitions accountability. **(T-0)**.

5.4.5. Implement and maintain post-post procedures IAW **Attachment 2**, *Off-line Processing (Post-Post)* when required. **(T-1)**.

5.4.6. Implement forecasting and allocation procedures based on guidance published annually in the Peacetime Conventional Ammunition Requirements (PCAR) memorandum distributed by the GACP. **(T-1)**.

5.4.6.1. Load, change, and delete approved allocations using CAS, AMST, and associated products/listings IAW the published PCAR memorandum. **(T-2)**.

5.4.6.2. Notify munitions ‘using’ organizations/customers by e-mail of approved allocation changes (additions, reductions, or deletions) that occur throughout the year. **(T-2)**. 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. **(T-3)**.

5.4.6.3. Validate current/remaining munitions allocations using CAS/AMST and associated products, for training and WRM munitions to ensure levels remain supportable and allocations are not exceeded. **(T-1)**. The *Level Reconciliation Listing* (AMC12A) will be used to manage allocations in lieu of issuing assets to WRM, aircrew training, and non-expendable training custody accounts within the MSA. **(T-1)**.

5.4.7. Review stockpile for allocation supportability IAW **paragraph 7.6** and requisition munitions IAW **paragraph 7.7** and DoDM 4140.01, Vol. 3, *DoD Supply Chain Materiel Management Procedures*: *Materiel Sourcing*. **(T-0)**.

5.4.7.1. Coordinate with the Munitions Inspection and Storage elements before requisitioning new items or large quantities of munitions to confirm availability of storage space and technical data. **(T-3)**.

5.4.7.2. Limit munitions requisitions to FY allocations, plus or minus QUP. The GACP may authorize exceptions for high demand/expenditure assets or to fully utilize transportation capacity.

5.4.7.3. Submit requisition follow-up actions to the GACP via the CRM IAW **paragraph 1.4.2** no earlier than 2 weeks prior to Required Delivery Date (RDD). **(T-2)**.

5.4.8. Ensure COTS items are requested and processed according to **paragraph 7.3.8** and paragraph **7.4.10**. **(T-1)**.

5.4.9. Manage custody accounts IAW **paragraph 7.8**. **(T-1)**.

5.4.10. Perform the proper quality control checks, validation, processing, and filing of all accountable documents as required by **Attachment 5, Table A5.1**. **(T-1)**.

5.4.11. Use accountable CAS for all accountable munitions processes. **(T-1)**. Report system problems IAW **paragraph 3.21**. **(T-2)**.

5.4.12. Ensure that CMRS procedures are followed IAW **paragraph 7.2.5**. **(T-1)**.

5.4.13. Coordinate with base/unit Local Area Network (LAN) administrators to establish classified and unclassified organizational (e.g., Munitions Squadron, Munitions Flight) e-mail accounts for the Munitions Squadron and Munitions Flight (if applicable) and Munitions Operations IAW AFMAN 33-152, *User Responsibilities and Guidance for Information Systems*, to ensure timely distribution and receipt of official information by higher headquarters. **(T-1)**.

5.4.13.1. The organizational e-mail addresses will use the following naming conventions:

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

5.4.13.1.2. 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) to the Munitions Flight Commander, Munitions Flight Chief, and Munitions Flight Superintendents. **(T-2)**.

5.4.13.1.3. 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. **(T-2)**.

5.4.13.1.4. Munitions Operations Element: **basename.FVXXXX@us.af.mil** (NIPRNET) / **basename.FVXXXX@basename.af.smil.mil** (SIPRNET). **(T-2)**.

5.4.14. Advise the Materiel Section/Flight Chief and munitions supervision of the supply status and availability of accountable items to support the mission. **(T-3)**.

5.4.15. Ensure WRM munitions are not released for peacetime use without approval by AF/A4LW (ground) and AF/A5R-C (air munitions). **(T-1)**.

5.4.16. Monitor munitions components (to include kits) required for munitions TCTOs and provide updates and due-in status to Munitions Control. **(T-2)**.

5.4.17. Monitor munitions DIFM assets IAW **paragraph 7.10.2.3.3**. **(T-2)**.

5.4.18. Ensure AWP status is provided to Munitions Control for munitions assets. **(T-3)**.

5.4.19. Ensure munitions shipments are properly booked through transportation channels and shipments are aggressively tracked to ensure timely departure. **(T-1)**. Report difficulties in getting munitions shipments out to the MUNS Superintendent/Flight Chief for resolution. This responsibility may be aligned to a different munitions element at the discretion of Munitions Supervision.

5.4.20. Notify the GACP through the CRM IAW **paragraph 1.4.2** when a base closure or unit deactivation order is announced.

Chapter 6

MUNITIONS SYSTEMS

6.1. Munitions Systems Section/Flight. The Munitions Systems function plans, schedules, controls, and directs munitions activities; and processes accountable transactions in CAS when relayed from munitions activities. The flight/element provides 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, CMT is typically aligned under the Production Flight and managed by the Production CMT element. However, CMT may be combined with the MUNS Training Section under the Munitions Systems Flight IAW AFI 21-200.

6.1.1. **Systems Section/Flight Chief.** Responsible to munitions supervision for overall management of systems sections: Munitions Control, Mobility, Training, Combat Plans, and Plans and Scheduling. In addition to responsibilities outlined in AFI 21-101 and AFI 21-200, the Systems Section/Flight Chief is responsible for flight/section duties outlined in **paragraph 2.7** of this instruction and those delegated by munitions supervision. The Systems Section/Flight 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. **(T-1)**.

6.1.1.2. Report the status of problems and LIMFACs related to facilities, equipment, vehicles, and munitions resources that impact mission accomplishment to munitions supervision.

6.1.1.3. Submit work requests when facilities require maintenance, repair, or do not meet standards. **(T-2)**.

6.1.1.4. Coordinate with munitions supervision on the selection of personnel for Munitions Control duties. **(T-2)**. 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. **(T-1)**.

6.1.1.5. Monitor, update, and report TCTOs for munitions or missiles and related equipment IAW TCTO instructions and TO 00-20-2, *Maintenance Data Documentation.* **(T-0)**.

6.1.1.6. Develop and coordinate written entry control procedures and perform controlled area duties IAW DoDM 5100.76 and AFI 31-101. **(T-0)**.

6.1.1.7. **(Added-USAFE)** Units will maintain a current copy of Unit Committed Munitions List (UCML) for each fighter squadron and latest wing fusing letter. These documents must be kept in Munitions Control. **(T-2).**

6.1.2. **Systems Element NCOICs.** Responsible to the Systems Section/Flight 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, AFI 21-200, **paragraph 2.8** of this instruction, and those delgated by the Systems Section/Flight 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. **(T-1)**. Ensure Systems section personnel input and validate transactions IAW **paragraph 7.1.1.3** and **paragraph 7.1.1.3.2**. **(T-1)**.

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. **(T-1)**.

6.1.2.3. Ensure Munitions Control facilities meet minimum standard requirements identified in AFI 21-200. **(T-1)**.

6.1.2.4. Ensure training facilities provide a conducive atmosphere for instruction and learning. **(T-2)**. Munitions training facilities will include:

6.1.2.4.1. Sufficient space for instruction of a minimum of 12 personnel simultaneously; or 8 personnel for ANG, AFRC, and small and unique units. **(T-2)**.

6.1.2.4.2. Adequate lighting, air conditioning, and heat. **(T-2)**.

6.1.2.4.3. LAN access with projection capabilities. **(T-2)**.

6.1.2.4.4. Capability to view required training and/or instructional media. **(T-2)**.

6.2. Munitions Control Element. The Munitions Control element is established IAW AFI 21-200. In addition to the responsibilities listed in AFI 21-200, the Munitons Control element personnel shall:

6.2.1. Manage keys and locks to munitions facilities and structures IAW AFI 21-200. **(T-1)**.

6.2.2. Validate remaining allocations during peacetime operations, before assets are prepared, staged, or delivered for aircraft support. **(T-1)**. Use the Asset Level Listing or Asset Level Inquiry to validate current/remaining allocations for training and WRM munitions to ensure levels remain supportable and allocations are not exceeded. **(T-2)**.

6.2.3. Route CAS generated documents and perform remote-input in CAS when automated or direct input is not possible, or practical. **(T-3)**.

6.2.4. Be the focal point for the reconciling expenditures and tracking of missile flying hours. **(T-3)**.

6.2.5. Contact the appropriate functional areas to investigate the problem if unable to reconcile all expenditures, to determine if a disparity is caused by a reporting or documentation error; or is a physical loss. **(T-3)**. Direct physical counts of flightline munitions as necessary to resolve expenditure conflicts.

6.2.6. Monitor the status of required post load actions. **(T-2)**.

6.3. Combat Plans, Mobility, and Training Elements. These elements are established in all munitions organizations that administer combat plans and training programs. 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. Notify Munitions Control of plan changes and coordinate on mobilization efforts. **(T-1)**.

6.3.2. Be fully knowledgeable with all applicable OPLAN/CONPLAN annexes/appendixes, which pertain to the Munitions Flight. **(T-1)**.

6.3.3. Develop and maintain munitions functional requirements within the BSP and ESP (if applicable) IAW AFI 10-404. **(T-1)**. .

6.3.4. Maintain all applicable war and contingency plan annexes/appendixes on file. **(T-1)**.

6.3.4.1. Develop generation flow plans in support of in-place or deployment contingency OPLANs. **(T-2)**. 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).

6.3.4.2. Send completed generation flow plans to appropriate elements as soon as possible after plan implementation. **(T-2)**.

6.3.5. Develop munitions deployment plans in coordination with munitions supervision. **(T-1)**.

6.3.6. Ensure deploying personnel are trained and provided with the necessary documents, individual equipment, and immunizations. **(T-1)**.

6.3.7. Verify flight equipment is marked, packaged, and inspected at the required intervals. **(T-1)**.

6.3.8. Identify and monitor equipment and personnel availability and status in preparation to meet all deployment plans. **(T-1)**.

6.3.9. Provide weekly status to munitions supervision at the scheduling meeting, highlighting any potential or actual LIMFACs and recommended corrective actions. **(T-1)**.

6.3.10. Assist trainers in developing munitions training outlines to cover the CMT. **(T-1)**.

6.3.11. Oversee munitions training programs, implement training standards, and develop local policies, procedures, and training plans for Munitions Supervision approval IAW **paragraph 3.8**. **(T-1)**.

6.3.12. Develop and coordinate training schedules, including CMT, and provide them to Munitions Plans and Scheduling element for publication in the munitions schedules. **(T-2)**.

6.3.13. Develop and validate the annual munitions flight training munitions forecast. **(T-2)**.

6.3.13.1. Maintain training munitions in a condition that provides optimum training realism.

6.3.13.2. Work with the Munitions Operations element to establish requisitions for allocated training munitions not on-hand.

6.3.13.3. Munitions Supervision designates which section/element (CMM, PGM, etc.) manages training munitions.

6.3.14. Ensure a current copy of munitions technical data, checklists, operating instructions for assigned munitions on the unit's UCML, or other applicable documents are available for use. **(T-1)**.

6.3.15. Monitor training documents to ensure munitions flight personnel have completed recurring training requirements. **(T-1)**.

6.3.16. Provide non-munitions augmentation personnel with initial and recurring explosives safety and practical training on their expected duties. **(T-0)**.

6.3.17. Annually, develop forecast for munitions courses (e.g., Munitions Inspector, Munitions) and submit forecasts to the MAJCOM as directed. **(T-2)**.

6.4. Munitions Plans and Scheduling Element. Refer to AFI 21-200.

Chapter 7

MANAGING CONVENTIONAL MUNITIONS OPERATIONS

7.1. General Munitions Operating Procedures. This chapter provides munitions management procedures at the tactical level (installation/base). It describes the requirements and processes to manage munitions accountability and complete CAS transactions as 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 levels. To the maximum extent possible, utilize available technologies to process transactions within 1-hour. **(T-3)**.

7.1.1. **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 SGO and other missions. All munitions transactions are processed within CAS. **(T-1)**. 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. **(T-2)**. Major process phases include: Planning, Execution, and Transaction as depicted in **Figure 7.1**. Each phase includes processes that occur continuously, overlap, and are not bound by geography or mission. The sequence or workcenter alignment of processes may differ locally. However, each step is essential to enable effective decision-making, assure a high level of accountability, near-real time CAS transaction processing accuracy, and total asset visibility.

7.1.1.1. Planning Phase. Refer to **Figure 7.1**.

7.1.1.1.1. 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. Integrate external and internal schedules to effectively meet all workload requirements. **(T-1)**.

7.1.1.1.1.1. Requests to support SGO are normally received in the form of an Air Tasking Order (ATO), flying schedule, special instructions (SPINS); AF 2407, *Weekly/Daily Flying Schedule Coordination*, or other tasking documentation. When received, the controlling activity, generally Munitions Control will evaluate and prioritize requests. **(T-1)**.

7.1.1.1.1.2. Requests to support custody accounts and other non-flying unit customers are received by Munitions Operations or Munitions Control from the account custodian or unit representative through electronic or other communications. These requests are processed in CAS by munitions personnel, added to the munitions schedule as scheduled or unscheduled tasks, and accomplished to meet the customer demand. **(T-1)**.

7.1.1.1.1.3. Requests for home station or deployed munitions support (e.g., SGO, custody account, other non-flying units), should not be delayed by unnecessary scheduling or management controls that do not contribute to effective and

efficient accountability. Focus processes on meeting customer demands as quickly and efficiently as possible.

7.1.1.1.2. Validate Allocation (Peacetime Only): During peacetime operations, ensure munitions are not expended without an approved allocation. **(T-1)**. Remaining allocations are validated by Munitions Control or other controlling function using the *Asset Level Inquiry* (AMQ07A). **(T-3)**. All munitions functions that direct, handle, process, deliver, and support flightline munitions have responsibilities to prevent exceeding approved allocations. In wartime, munitions requests are only constrained by asset availability and safety factors.

7.1.1.1.3. Determine Asset Availability: After validating allocations, determine availability of assets. Review various CAS programs for pre-built assets that satisfy requests using *Complete Round Inquiry* (AM522A), *Complete Round Asset Summary* (AM523A), etc. Determine component availability to satisfy any remaining quantities using *Complete Round Analyzer* (AMR01A), *Complete Round Build-up* (AMJ01A), etc.

7.1.1.1.4. Component/Lot Selection: Select and utilize available pre-built assets. If additional assets are needed select components by lot, or requisition assets, if authorized.

7.1.1.2. Execution Phase. Refer to **Figure 7.1**.

7.1.1.2.1. Movement to Build/Processing Locations: Break-out selected assets, deliver to build-up/processing sites, and update locations using CAS *Movement Process* (AM104A). **(T-1)**.

7.1.1.2.1.1. Once moved to the build-up/processing site, manage locations IAW Movement Control OI. **(T-3)**.

7.1.1.2.1.2. Notify Munitions Control of any fire and hazard symbols and CIIC changes. **(T-0)**.

7.1.1.2.2. Inspect Assets and Process Condition Code Changes: Perform appropriate inspections IAW TO 11A-1-10 and TO 11A-1-63 and any required preparatory or maintenance actions. **(T-0)**. Process any required CC changes in CAS. **(T-0)**.

7.1.1.2.3. Identify CR Batch Quantity, Process WSN Build, and Build/Assemble: After inspections, preparatory actions, and CC updates are completed, begin the CAS CR build-up process. **(T-1)**.

7.1.1.2.3.1. Properly identify all components used to build CRs. **(T-1)**. A WSN is a 14-digit code identifying the CRWC, DoDAAC, and batch number. CAS assigns a separate WSN for each build of a particular CRWC.

7.1.1.2.3.2. Assembling a CR in CAS may be done either before, during, or after assembly of physical assets. However, to prevent mixing WSN component lots 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 WSN be generated any time a component lot is depleted or changes during a CR build. **(T-1)**.

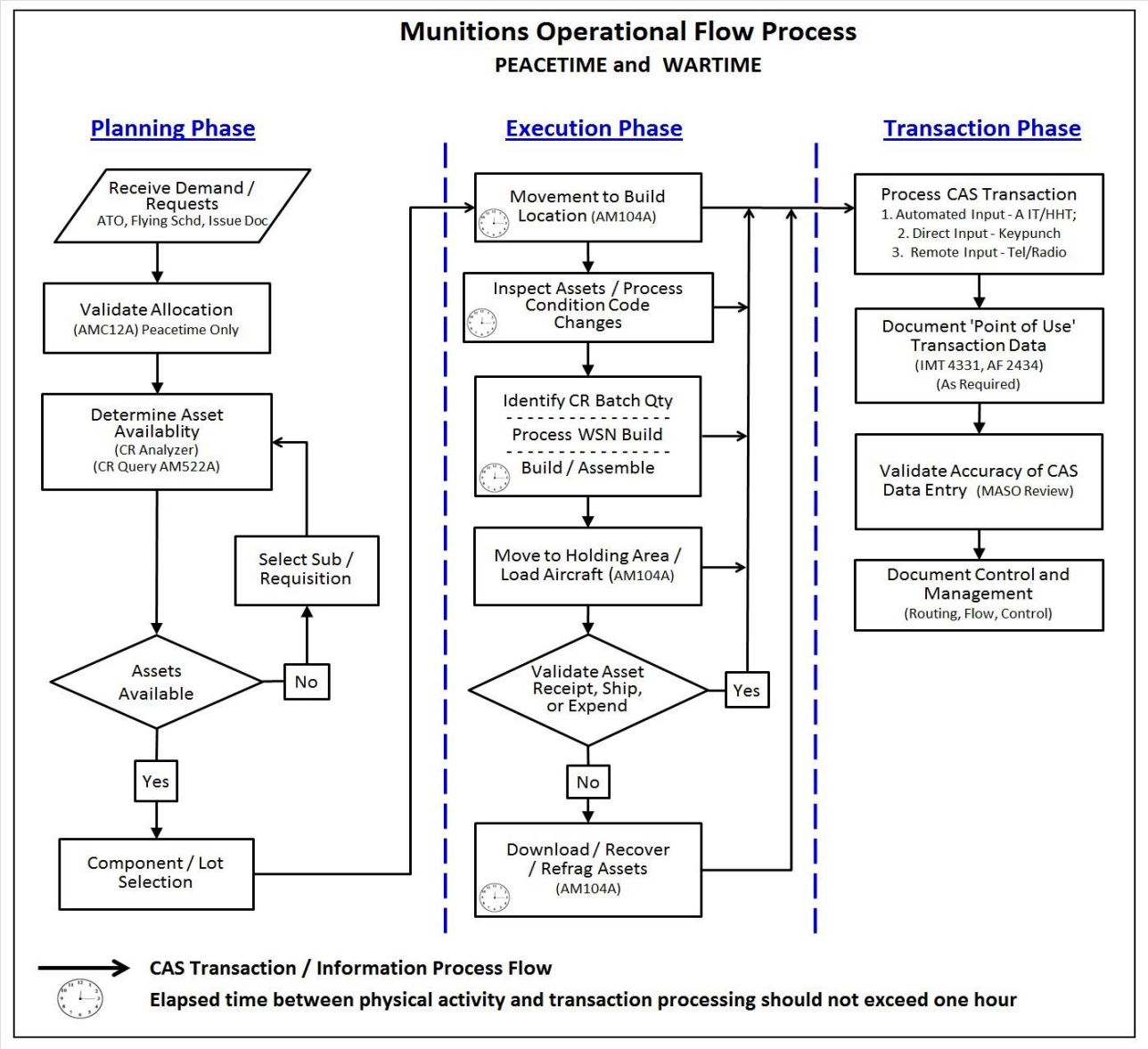
7.1.1.2.3.2.1. When a CAS generated WSN is assigned, each CR will be

properly marked with an abbreviated WSN IAW **Attachment 1**. **(T-1)**. Unless prohibited by the item TO the CR will be conspicuously marked. **(T-1)**. Marking of abbreviated WSN on chaff/flare magazine, 2.75" rockets, BDU-33 practice bombs, and 105MM rounds is not required.

7.1.1.2.3.2.2. If CAS or AIT is not immediately available, document all CR build-up, assembly, or processing actions on an AF IMT 4331 and process CR actions in CAS within one-hour. **(T-3)**. Assign and annotate a "T" (Temporary) designator on each CR between the CRWC and batch number signifying it a Temporary WSN (BL2CM-TXXX). **(T-2)**. 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. **(T-2)**.

7.1.1.2.3.2.3. 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.

Figure 7.1. Munitions Operations Flow Plan (Peacetime and Wartime).



7.1.1.2.4. Move to Holding Area, Load Aircraft, Release Assets to Customer: 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. These locations are normally loaded in CAS as facilities or containers allowing the use of CAS *Movement Process* (AM104A) to process these movement transactions in CAS.

7.1.1.2.4.1. CR Movements: For CRs, use an abbreviated WSN showing the CRWC and the last three digits of the WSN as part of the CAS location. ***EXAMPLE:*** BL2CM-XXX. **(T-2)**. Units may use remaining "location" field characters IAW their Movement Control OI.

Note: CAS provides the default location for CnC moves.

7.1.1.2.4.2. Validating Munitions Movements. Munitions managers, sections, and work centers must use the *Storage Location Report* (AM567A) to assist in reconciling assets in operating locations. **(T-1)**.

7.1.1.2.4.3. Release Assets to Requestor/Customer: External non-flying unit customers pick-up assets from the MSA. **(T-3)**. Validate customer authority and credentials to receive/accept munitions and obtain digital or hard copy signature acceptance for all munitions assets released. **(T-0)**.

7.1.1.2.5. Pre-transaction Data Validation: Before processing any CAS receipt, shipment, or expenditure transaction, task data supporting a transaction must be validated at the "point-of-use" to ensure 100-percent accuracy. **(T-1)**. This validation is a step in the "Execution" phase and is essential to support SGO or customer support processes. ***EXAMPLE:*** An individual processing a CAS transaction queries CAS to determine the correct assets loaded on an aircraft prior to processing the expenditure.

7.1.1.2.5.1. Receipts and Shipments: Validate all information and data on receipt/shipping documents matches physical assets or exterior markings exactly before processing receipt and shipment transactions. **(T-1)**. Process these transactions in CAS IAW **paragraph 7.9** and paragraph **7.13** as they occur throughout the day. **(T-0)**.

7.1.1.2.5.2. Flightline Movements and Expenditures: Validate flightline task activity before processing movement or expenditure in CAS. **(T-1)**. Documentation of munitions/weapons activity on an AF IMT 4331 by munitions personnel and the AF IMT 2434 by the weapons expediter indicate this validation has been completed. See **paragraph 7.11.2.3.5** for aircraft gun ammunition and countermeasure expenditures.

7.1.1.2.6. Download, Recover, or Refrag Assets: If assets are not shipped or expended, then download, recover to the munitions area, or refrag the assets to another mission. This generally involves a location movement using CAS *Movement Process* (AM104A).

7.1.1.3. Transaction Phase: Refer to **Figure 7.1**.

7.1.1.3.1. Processing CAS Transactions: This phase culminates all previous steps within the Munitions Operations Flow Process and results in properly processed CAS transactions. Processing transactions in CAS changes the asset posture, stockpile balance, location, or asset condition. These changes are visible to stockpile managers at all levels and may impact logistics support decisions. Timeliness of CAS processing should not overshadow the importance of accuracy. CAS transactions may be processed by any person performing the munitions/weapons task (technician, inspector, bay-chief, supervisor, crew chief, weapons expediter, etc.) or personnel in a centralized control activity (Munitions Control, storage dispatch, etc.). Personnel processing CAS transactions must have a valid CAC card, an Air Force Portal account, authorized CAS access by the MASO, and are assigned to perform these activities by munitions/weapons supervision. CAS transactions are processed using automated-, direct-, or remote-input methods as follows:

Note: Automated- or direct-input methods currently do not support proper processing/recording of munitions inventories. Use remote input with CAS generated, manual, or digital count sheets IAW **Attachment 3**, *Inventory Procedures*.

7.1.1.3.1.1. Automated-Input: Process automated-input transactions IAW this guidance, **paragraph 7.1.2** and paragraph **7.1.3,** and published AIT equipment manuals or guidance. **(T-1)**. Automated-input is the preferred CAS input method (except for inventories), and is the only "point-of-use" processing method. Munitions and weapons personnel maximize the use of AIT automated-input at units and installations where AIT capabilities have been bed-down. **(T-1)**. Automated-input includes AIT capabilities, Commercial Mobile Devices (CMD), 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. Transactions may be saved in the hardware memory to be uploaded into CAS later (batch mode) or transmitted immediately through hard-wired or Air Force approved wireless technology to a base LAN or Wide Area Network (WAN). Munitions and Weapons managers must be aware of AIT capabilities and personnel training to obtain the full benefits of AIT automated "point of use" CAS processing and to determine the input method that best meets mission requirements.

7.1.1.3.1.2. Direct-Input: Process transactions directly into CAS through key punch using docked, undocked, or wireless enabled computers or laptops from or near work locations. Munitions and weapons personnel will use direct-input (except for inventories) when automated-input methods are not available or cannot be employed effectively to streamline operational processes. **(T-1)**. When using direct-input methods, processes should not be inhibited by excessive management controls. Munitions and Weapons managers should place emphasis on validation of the data captured at all steps in the operational process to ensure data is processed accurately and timely into CAS at periodic intervals.

7.1.1.3.1.3. Remote-Input: Process CAS transactions using remote-input when automated-input and direct-input methods are not available or cannot be employed effectively to streamline operational processes. Remote-input involves passing CAS transactional data/information (e.g., expenditures. movements) using secure and unsecure Land Mobile Radios (LMR), telecommunications; or by using runners to deliver completed forms and documents to Munitions Control, or other processing locations, where CAS transaction are processed. Units will use remote-input to record and process munitions inventories. **(T-1)**. When using remote-input, all munitions and weapons loading activity will be documented manually. **(T-1)**. Munitions activity will be documented on the AF IMT 4331 and weapons loading and expenditure activity will be documented on the AF IMT 2434 IAW AFI 21-101. **(T-1)**. If CAS is available, once activity is completed and documented, information may be "remotely" called to Munitions Control or other controlling activity via radio/telephone for immediate CAS processing. Then, physically deliver the AF IMT 4331 or AF IMT 2434 to a designated location to validate the previously processed CAS transactions. If CAS is not available,

document activity and physically deliver the information to a designated location for future CAS processing. This documentation will be retained until the 100-percent movement validation is completed IAW **paragraph 5.2.4.1**. **(T-1)**.

7.1.1.3.2. Validate CAS Flightline Data Entry: This validation provides the MASO and munitions managers 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 supporting documents. **(T-1)**. Discrepancies will be researched and corrected. **(T-0)**.

7.1.1.3.3. 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. Procedures to manage documents including routing, flow, control, and filing are provided in **Attachment 5**. Additionally, the following documentation guidelines apply:

7.1.1.3.3.1. Munitions Process Documentation: Munitions/weapons managers and the MASO direct documentation when required by policy; when in their judgment, it is necessary to maintain an auditable document trail; or to validate data accuracy of CAS transaction processing. In addition to required documentation, munitions/weapons managers must decide what level and amount of data recording is necessary to validate munitions activity and CAS transactions. Managers should avoid excessive management controls and documentation that delays or hinders customer support /mission execution.

7.1.1.3.3.2. The AF IMT 4331: This is a multi-purpose form designed to record all types of munitions transaction/data for accountable, auditable, and non-accountable munitions activity during peacetime and wartime. This form is also a management tool that facilitates the validation of CAS transaction processing.

7.1.1.3.3.2.1. Completing the AF IMT 4331: The first six blocks of this form 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. This form may also be used to record movement of custody account assets stored within the MSA, initial transfer of assets to custodians, or receipts of assets from custodians.

7.1.1.3.3.2.2. Modification of the AF IMT 4331: MAJCOMS may authorize local modification to the AF IMT 4331 as long as the original data elements are included.

7.1.1.3.3.3. The AF IMT 2434, *Munitions Configuration and Expenditure Document*: This form is used to record weapons/munitions loaded and expended from aircraft. Document weapons/munitions activity and route the form IAW AFI 21-101. **(T-1)**.

7.1.2. **Internet Access.** CAS is a web-based system that is dependent on connectivity to the Internet; it is not optional. Timely and accurate munitions up-channel reporting and subsequent resupply efforts depend on this connectivity. Ensure CAS has continuous Internet connectivity to support the Air Force mission. **(T-0)**. Where approved and when available, use of commercial wireless technology to speed data input is authorized. **(T-2)**.

7.1.3. **CAS Automated Identification Technology (AIT) Enablement and Use.** CAS AIT allows technicians, weapons expediters, and supervisors use hardware and software applications to transmit transaction data automatically into CAS. AIT data capture and transaction processing occurs before, during, and after munitions/weapons processes. Transaction data may be saved in hardware memory for future upload into CAS or transmitted immediately through hard-wired or Air Force approved wireless devices via a base LAN or WAN. In addition to technical and procedural guidance for the use of AIT equipment located on the Air Force Conventional Munitions A2I site, use the following CAS AIT guidance:

7.1.3.1. Processing Munitions Movements and Expenditures: Except where stated otherwise, process transactions in CAS as actions occur throughout the day using AIT equipment such as CMD scanners. **(T-2)**. If AIT capability is not available or functional, maximize the use of direct-input IAW **paragraph 7.1.1.3.1.2**. **(T-2)**. If direct-input capability is not available or functional, then utilize remote-input IAW **paragraph 7.1.1.3.1.3**. **(T-2)**.

7.1.3.2. Batch Mode Processing: If automated capability is available and functional, but wireless connectivity is unavailable, CMD scanners will operate in "Batch Mode". In this mode, transactions are recorded, captured, and remain "unprocessed" in the CMD scanner memory until connectivity is restored through wireless connectivity or by docking the CMD scanner.

7.1.3.2.1. Once connectivity is obtained (wireless or docked) all "unprocessed" batch mode transactions are downloaded from the CMD and uploaded into CAS *AIT Conflict Resolution* (AMP09A) program.

7.1.3.2.2. Units with enabled AIT capabilities shall develop processes to process off-line (batch mode) transactions at intervals sufficient to support the mission. **(T-2)**.

7.1.3.3. *AIT Conflict Resolution* (AMP09A): The CAS AMP09A program processes CAS transactions downloaded from CMDs in the chronological sequence that they actually occurred to avoid transaction "conflicts" within CAS. Transactions captured in CMD memory during offline operations are not automatically processed when downloaded to CAS after connectivity is restored. Downloaded CAS transactions must be synchronized in the chronological order based on the transaction date/time stamp, and prior to aircraft recovery.

7.1.3.3.1. To support accurate AIT data capture in an off-line environment, an AIT transaction captured and downloaded by one CMD scanner may not process in CAS because the transaction is dependent upon the download and processing of a transaction from another CMD scanner. ***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

downloads the trailer movement transaction from HP1 to S1, CAS would create an error, since CAS would still show the trailer in OL1. CAS does not process the crew 2 transaction until crew 1 downloads and processes the first movement transaction (OL1 to HP1).

7.1.3.3.2. Units using AIT must monitor the *AIT Conflict Resolution* (AMP09A) program on a daily basis to ensure outstanding transactions are being cleared and processed in CAS. **(T-2)**.

7.1.3.4. AIT Barcode Labels: To automate the data entry process, CAS provides the capability to print two-dimensional AIT barcode labels. Barcode data identifiers tell the CMD scanner what type of data is being read and where it should be placed on the CMD screen. The following types of labels can be printed using a standard desktop printer or a hip printer attached to the CMD:

7.1.3.4.1. Warehouse Label: The warehouse label contains the structure and location, and when scanned displays the contents of that location. Place the warehouse label on corner markers to identify a specific structure location. **(T-1)**. If corner markers cannot be utilized, affix labels to walls, clipboards, signs, or other means to clearly display labels to meet operational needs. **(T-1)**.

7.1.3.4.2. Container Label: The container label contains the container ID and IUID, and when scanned displays the container and any assets within the container. Place the container label near the field number or at a location that best facilitates visibility and ease of use. **(T-1)**.

7.1.3.4.3. WSN Label: The WSN label contains a WSN, and when scanned will select that specific WSN. Place the WSN label 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 S/N). **(T-1)**.

7.1.3.4.4. Asset Label: If used, asset labels contain the mandatory data elements for marking munitions, and are applied 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 take care to validate 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.

7.1.3.4.5. United Nations (UN) and Performance Oriented Packaging (POP) markings are not included in the asset label. These marking are added by users.

7.1.3.4.6. 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. This label is applied IAW MIL-STD-129.

7.1.3.5. AIT Equipment. AFI 91-208, *Hazards of Electromagnetic Radiation to Ordnance (HERO) Certification and Management*, requires evaluation and approval of AIT equipment for use around explosives. The HERO approval process identifies standoff distances from munitions items for specific equipment.

7.1.3.5.1. Units will coordinate with ACC/A4WC prior to purchasing any AIT equipment for use around munitions to ensure the HERO requirements are being met. **(T-0)**.

7.1.3.5.2. The list of HERO approved and authorized devices is posted on the Air Force Conventional Munitions A2I SharePoint® site. Units shall also coordinate purchase of any AIT equipment with the local Communications activity. **(T-0)**.

7.1.4. **Structure Management.** All munitions facilities, revetments/pads, Hardened Aircraft Structures (HAS)/PAS, aircraft parking spots, and holding areas for munitions, will be loaded as individual CAS structures. **(T-2)**. 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 or due to return to the base.

7.1.5. **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.

Note: Units may manage ready-use/operationally configured gun ammunition and countermeasures following CnC procedures or use locally developed procedures included in a Movement Control OI.

7.1.5.1. Containers are categorized by "type" and "sub-type" to improve overall container management. 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: **Container Type and Container Sub-Types:**

Aircraft: B-1B, F-15C, F-16B30, etc.

Trailer: MHU-110, MHU-196, 40ft, etc.

ISO: 20ft side opener; 20ft end opener, etc.

SUU: SUU-25

SDB: BRU-61

MAGS: Chaff/Flare, Chaff, Flare

AGM-88: CNU-355

7.1.5.2. 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 provide the capability to check the contents being moved into it against a specified Complete Round Weapons Code (CRWC) or codes.

7.1.5.3. Container IDs may be added or deleted from the system as needed by the using organization. Container IDs and items in the context of CnC are not accountable assets in CAS.

7.1.5.3.1. 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.

7.1.5.3.2. Once the container ID is assigned, the accountable NSN is moved into the container ID, pairing the two together to make it easier to track and utilize.

7.1.5.4. 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). **(T-1)**. Container ID naming conventions are standardized across the Air Force enterprise as follows:

Note: The Container ID Naming Convention reference list can be found on the Air Force Conventional Munitions SharePoint® site.

Note: If a "duplication" error is received in CAS contact the CAS Help Desk or submit a CAS Trouble Ticket.

7.1.5.4.1. Aircraft: Load the two-digit aircraft wing designator "tail flash" as position 1 and 2 (i.e., Langley = FF), the two-digit year of manufacture as position 3 and 4 (i.e., 1989 = 89), and a 6-digit aircraft tail number as position 5 thru 10 (i.e., FF89123456). **(T-2)**. 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: **(T-2)**

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	

7.1.5.4.2. 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 S/N as position 6 thru 10 (e.g., FF11012345 = MHU-110 or FF25F12345 = 25FT). **(T-2)**. Units will update trailer container locations in CAS. **(T-2)**.

7.1.5.4.3. 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 S/N as position 6 thru 10 (e.g., FFB3312345 = BDU-33, FFRKT12345 = rockets, or FFC-F12345 = Chaff-Flare). **(T-2)**. 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. **(T-2)**.

7.1.5.4.4. 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 S/N as position 6 thru 10 (e.g., FFALS12345 = ALS, FFLAL12345 = LAL, or FFUAL12345 = UALS). **(T-2)**. Units will update ammunition loader container locations in CAS. **(T-2)**.

7.1.5.4.5. Magazines: Chaff/Flare, Chaff, Flare Magazines (MAGS): Load the two-position wing designator as position 1 and 2, the three-digit MAG type as position 3 thru 5, and the five-digit assigned S/N as position 6 thru 10 (e.g., FFA4812345 = ALE-48, FFA5012345 = ALE-50, FFCFM12345 = Chaff/Flare magazine). **(T-2)**. Units are not required to update magazine container locations in CAS.

7.1.5.4.6. ISO Containers: Load the four-digit ISO designator as position 1 thru 4 (e.g., USAF or USFU) and the 6-digit S/N as position 5 thru 10 (i.e., USAF123456). **(T-2)**. Units will update ISO container locations in CAS when loaded with explosives. **(T-1)**.

7.1.5.4.7. Missile Containers: To facilitate updated NEWQD capabilities in CAS, missile container IDs will be loaded as follows: Load the two-digit aircraft wing designator as position 1 and 2, the three-digit container type as position 3 thru 5, and the five-digit assigned container S/N as position 6 thru 10 (e.g., FF43112345 = CNU-431 or FF35512345 = CNU-355). **(T-1)**. Units will update missile container locations in CAS when they contain missiles. **(T-1)**.

7.1.5.4.8. SDB (BRU-61 Racks): To facilitate managing individual SDB munitions loaded on BRU-61 racks, SDB container IDs will be loaded as follows: Load the three-digit SDB (BRU-61 = B61) container type as position 1 thru 3, the two-digit Part Number (P/N) code (P/N-103 = AA; P/N-105 = AB; P/N-109 = BA; and P/N-111 = CA) as position 4 and 5, and the five-digit assigned container S/N as position 6 thru 10. ***EXAMPLE:*** B61AB12345 = BRU-61, P/N-105). **(T-1)**. Units will update SDB locations on SDB (BRU-61) containers. **(T-1)**.

7.1.6. **NWRM Management.** Effective management, accountability, Positive Inventory Control (PIC), and Total Asset Visibility (TAV) is essential for classified munitions assets, to include all CAS-managed NWRM items. This chapter provides specific CAS management processes and procedures (receipt, in-check, inspection, stockpile surveillance, warehousing, inventory, accountability, shipment, etc.) applicable to all classified munitions assets. Refer to AFI 20-110 for NWRM roles, responsibilities, designating NWRM assets, and discrepancy reporting procedures; and AFI 24-203 for NWRM transportation documentation, marking, and packaging. These publications must be used in conjunction with this instruction for complete NWRM management. The following requirements apply to all CAS-managed NWRM:

7.1.6.1. Nomenclatures for CAS-managed NWRM NSNs will be preceded by "NWRM" in the IDR. **(T-0)**.

7.1.6.2. All NWRM assets in shipment are subject to Classified and Sensitive Munitions Shipment oversight and validation procedures IAW **paragraph 7.13.4.7** before NWRM shipments are removed from the CAS Intransit Table. **(T-0)**. Any individual who suspects they have discovered a NWRM discrepancy shall immediately notify the MASO. **(T-1)**.

7.1.6.3. Maintenance processing for CAS-managed NWRM:

7.1.6.3.1. Account for, track, and control NWRM by S/N on the stock record account throughout the entire maintenance process. **(T-1)**. Except to DIFM issue for end item installation, CAS-managed NWRM will not be processed off CAS accountable records during maintenance processing for any reason. **(T-1)**. Include these procedures in the local Movement Control OI IAW **paragraph 5.1.1.4**. **(T-0)**.

7.1.6.3.2. Use DIFM consumption issue procedures IAW **paragraph 7.10.2.3.3** for NWRM items issued to replace installed components. **(T-1)**.

7.1.6.3.3. DIFM issued NWRM assets disassembled for maintenance are subject to inventory procedures IAW **Attachment 3**. **(T-0)**.

7.1.6.3.4. NWRM disassembled or removed from a higher level assembly during the maintenance process are not required to be picked up on the stock record account if the item is intended to be reassembled or installed during the same maintenance action (periodic inspection, reentry system recycle, depot overhaul, etc.). **(T-3)**.

7.1.6.3.5. When NWRM higher level assemblies are disassembled ensure that the S/Ns of any embedded NWRM undergoing a maintenance action are recorded in the appropriate Work Control Document/Work Order, IT or AFMC depot maintenance system for depot maintenance actions. **(T-1)**.

7.1.6.3.6. Regardless of physical possession or location, any NWRM asset that is DIFM issued and removed or NWRM that is disassembled for maintenance and not subsequently reinstalled, replaced, or reassembled in the same maintenance action will be picked up on the CAS stock record account within 24 hours of the disassembly or removal action. **(T-1)**.

7.1.6.3.7. All disassembled or removed NWRM that is no longer required for issue or reassembly will be tagged to identify asset identification, S/N tracking, and condition code status. **(T-0)**. Continue to account for, track, and control NWRM assets after partial demilitarization, removal of lower assemblies/parts for repair or safing even if the asset is no longer able to perform the function leading to its designation as NWRM. **(T-1)**. Track these assets until they are disposed of IAW IM, GACP, and AFNWC instructions. **(T-1)**.

7.1.6.3.8. If any NWRM asset, sub-assembly, partially demilitarized, safed, or incomplete NWRM asset is reassigned a new NSN that is not on the NWRM listing for any reason (TO, higher level guidance, removed from NWRM list, data plate replaced, etc.) and the CAS IDR is updated to reflect the NSN, then the new NSN does not require NWRM tracking, control, and accountability. Prior to NSN

reassignment notify the NWRM NSN IM IAW AFI 20-110 to maintain PIC tracking. **(T-1)**.

7.1.6.3.9. If the partially demilitarized, safed or incomplete item is reassigned a different NSN then create and process a Demilitarization Certificate IAW DoDM 4160.28, Vol. 3. **(T-1)**.

7.1.6.3.10. Maintenance personnel will use the item TO to promptly identify NWRM and complete appropriate maintenance documentation (DD Form 1500 series tags, AF Form 4387, AF Forms 4388, AFTO Form 350, etc.). **(T-1)**. Ensure unserviceable NWRM assets from maintenance processing are segregated from NWRM and non-NWRM assets IAW **paragraph 5.3.2.4**. **(T-0)**.

7.1.6.3.11. For NWRM in maintenance or an installed status, the organization responsible for documenting maintenance actions for the system shall ensure internal tracking, work control documents (e.g., work orders), build up sheets, or configuration records reflect that NWRM is involved. **(T-1)**. Completed documents and records shall reflect the NWRM asset S/N and be reported IAW 00-20-series TOs and AFI 21-series instructions. **(T-1)**.

7.1.6.4. NWRM Packing, Marking, and Documentation Procedures: Specific packing and marking procedures for NWRM are included in item specific TOs, Air Force published Special Packaging Instructions (SPI), web-enabled Performance Oriented Packaging site; 11N-35-51, *General Instructions Applicable to Nuclear Weapons*; AFI 24-203, *Preparation and Movement of Air Force Cargo;* MIL-STD 2073-1, *Standard Practice for Military Packaging;* MIL-STD-129, *Military Marking for Shipment and Storage*; MIL-STD 130, *Identification Marking of US Military Property*, AFI 21-201, and AFI 23-101. NWRM containing hazardous materials shall be packed, marked, labeled and documented IAW DTR 4500.9-R, *Defense Transportation Regulation*, Part 2 and AFMAN 24-204_IP. Refer to **paragraph 3.24.2** for NWRM UII requirements. **(T-0)**.

7.1.6.4.1. Certified Munitions Inspectors/other technical specialists will be appointed and trained to pack NWRM. **(T-1)**.

7.1.6.4.2. NWRM packaging waivers are submitted IAW AFI 24-203 when required. **(T-1)**.

7.1.6.4.3. Verify that packaged items, quantities, markings, and associated paperwork are correct. Inspect contents of a package when evidence of tampering is found or when packing discrepancies are identified. **(T-1)**.

7.1.6.4.4. Prepare AF Form 4387, *Outbound Transportation Protective Service Material Checklist*, and complete Section I prior to presenting NWRM for shipment to the base transportation activity. The transportation activity will verify completion of the AF Form 4387 prior to processing shipment. **(T-1)**.

7.1.6.4.5. Two personnel will pack NWRM and complete related packing documents. **(T-1)**. One individual shall perform packing and the second individual shall perform verification of the packing. **(T-1)**.

7.1.6.4.6. Ensure a new DD Form 1500 series condition tag is completed and signed for each individual NWRM asset regardless of condition code whenever NWRM is packed or repacked. **(T-0)**.

Note: Opening a container to retrieve documents does not require completion of new DD Form 1500 series condition tags.

7.1.6.4.7. Identify discrepancies between the TO and asset markings to the MASO and AFSC NWRM Transaction Control Cell (NTCC) for resolution. **(T-1)**.

7.1.6.4.8. All passive RFID labels placed on NWRM shipping/packaging containers will be rendered inoperative when the NWRM asset is removed from the container. The embedded antennae and tag will be sliced through will be spray painted over. **(T-1)**.

7.1.7. **Local National Stock Numbers (NSN).** Local NSNs are used to manage munitions, explosives, and munitions associated assets in CAS to provide accountability, visibility, management, and control of items that are not otherwise stock-listed.

7.1.7.1. Local NSNs are created using CAS *Load Local IDR/IDR Challenge* (AMD03A). **(T-1)**.

7.1.7.2. Assets with a P/N greater than 8 characters will be loaded with a Local "L" identifier in CAS as a local stock number. **(T-2)**. In this case, a P/N "P" identifier will not be used in the National Item Identification Number field. **(T-2)**. 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 IMT 86, *Request for Cataloging Data/Action*. Local NSN's will utilize an FSC matching that of like items. **(T-1)**. ***Example***: For small arms (1305L1234567890).

7.1.7.3. If no P/N exists for non-accountable containers that are not stock listed, enter the following data elements as shown and enter any remaining data elements as required:

7.1.7.3.1. Local Stock Number: Load "8140" and SPI/DWG number. **(T-3)**. ***EXAMPLE:*** "8140-F004272123".

7.1.7.3.2. Unit Cost: "0.01". **(T-3)**.

Note: If the unit procured non-accountable boxes, packaging, or crates locally, use the local procurement cost per container.

7.1.7.3.3. Source of Supply: "999". **(T-3)**.

7.1.7.3.4. Noun: Use a plain language description of the non-accountable container (Wirebound Crate RR-170 Chaff, 20mm Ammo Trays, etc.) **(T-3)**.

7.2. MASO Management of Munitions.

7.2.1. **Establishing a DoDAAC and Operating the Munitions Stock Record Account.** The MASO establishes a DoDAAC IAW **paragraph 9.1**. There is only one appointed MASO per DoDAAC and stock record account. **(T-1)**. An alternate MASO is not authorized. **(T-1)**. 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. **(T-0)**.

7.2.2. **MASO Task Accomplishment and Delegations.** Specific MASO accomplished tasks, authorities, and responsibilities that can be delegated are outlined within **Table 7.1**, *MASO Task Accomplishment and Delegations Authority*. The MASO ensures required documentation is controlled IAW **Attachment 5** and signed IAW **Attachment 5**, **Table A5.1**. **(T-1)**.

7.2.2.1. The term "MASO will" indicates a task/responsibility accomplished by the MASO. These tasks will only be delegated when the MASO is absent from the duty section for at least one entire duty day. **(T-2)**. This "absence" rule applies to MASO accomplished tasks listed in the left column of **Table 7.1**. NWRM tasks/responsibilities will not be delegated. **(T-1)**.

7.2.2.2. The term "MASO must ensure" indicates a task/responsibility that the MASO can delegate even when not absent from the duty section. These tasks are listed in the right column of **Table 7.1**. MASO, Munitions 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	2.6.2.1.	100-percent inventories of munitions on each stock record account are conducted
2.6.3.	Review all FV stock record account operations using appropriate Self Inspection Checklists, MICT, previous audit, and inspection reports NLT 60 calendar days after appointment and semi-annually thereafter	2.6.2.1.	Resolve any inventory discrepancies, and ensure required Inventory Adjustment Documents (IAD) and/or Report of Survey (ROS) are initiated and processed
2.6.3.3.	Evaluate training and processes based on Reverse Post (RVP) trends and take corrective action as necessary	2.6.2.5.	The Certificate of Transfer, approved waivers, and MASO account reviews are maintained as long as accountable documents remain in file with the MASO's signature

Paragraph	The MASO "Will"	Paragraph	The MASO "Must Ensure"
2.6.3.5.	Document and brief results of account reviews to the Squadron Commander and the MASO appointing authority. ANG units will also forward a copy to the USF&PO or assistant USF&PO	2.6.7.5.	The WRM PEC 28030 financial plan is developed and submitted IAW MAJCOM FM and MFM guidance
2.6.4.	Brief any new appointing authority on the condition of the stockpile within 45 days	2.6.7.6.	WRM munitions are not expended in peacetime without approval
2.6.5.	Appoints the primary and at least one alternate CAS SA	3.21.1.	CAS Trouble Tickets are reviewed, approved, submitted, and followed-up
2.6.7.7.	PTO are approved prior to processing; signs all PTO transaction documents	3.22.6.	Written approval is obtained from the MASO appointing authority prior to processing AMC05A transactions in CAS
2.6.7.8.	Appoint a Document Control manager	7.2.5.1.	Account custodians are notified verbally and follow-up electronically to custodians and their commanders when munitions are suspended or restricted
2.6.7.9.	Review and digitally sign the daily CAS *Transaction History Listing* (AM903)	7.4.3.2.	The unit has sufficient allocations to support exercise requirements and pass allocations to the supporting MASO not later than 60 calendar days in CONUS and 90 calendar days OCONUS before exercise begins
3.9.3.6.	Approve all Inventory Adjustment Documents (IAD) for approved SDM	7.4.4.1.	Stock levels are validated in CAS IAW the Detailed Logistics Allocation Report (DLAR) and MAJCOM/NAF instructions
3.12.15.4.	Approve, forward or delete ADRs in CAS	7.4.4.2.	Current FY stock levels are validated and accurate in CAS
3.13.6.1.1.3.	Sign block 22 of A5J to "receipt" for MDAS delivered to the base scrap vendor, recycling activity/ points	7.6.3.4.1.	An ATR is submitted when non-expendable munitions assets are tactical ferried and transferred using the "Import" option in the *CAS Expeditor Management* (AM2W1A) program

Paragraph	The MASO “Will”	Paragraph	The MASO “Must Ensure”
7.4.1.1.3.	Approve/disapprove customer requests for excess non-expendable assets	7.8.1.2.1.	A “face-to-face” briefing is provided to unit custodians and commander on custody account responsibilities
7.8.2.1.3.	Signs the AF Form 68 approving account establishment/continuance	7.8.5.2.	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
7.12.6.2.	Reviews and signs all FOB documents	7.8.5.3.	Accounts are “unfrozen” when discrepancies have been corrected or assets are turned in
7.14.7.	Depending on approval level, either approve IAD packages or submits IAD packages to the MASO appointing authority for approval	7.11.4.	Annually, in the first week of September commanders and custodians are notified to submit end of FY expenditures
A3.2.1.	Appoint an inventory officer in writing for any inventory involving CAS-managed NWRM assets.	7.11.4.	End of FY expenditures are processed in CAS prior to 2400 hours, CST, 30 Sep
A3.2.1.2.	Brief the Verifying Individual(s) (Audit Officer) on their responsibilities for conducting inventories/ audits and review audit checklist for CAS-managed NWRM.	7.13.3.7.5.1.	When shipping NWRM, notify the receiving MASO via organizational email within 2 hours (CONUS) and 8 hours (OCONUS) of shipment execution
A3.2.1.3.	Prior to the start of the NWRM audit, brief the Audit Officer using the AFI 20-110 Attachment 3 checklist as a guide, on his/her responsibilities for conducting the audit.	A3.2.1.4.	The size and composition of inventory teams is adequate to balance the needs of the unit’s mission with the need to complete the inventory accurately, properly, and efficiently.

Paragraph	The MASO "Will"	Paragraph	The MASO "Must Ensure"
A3.2.1.5.	Identifies augmentation and training requirements to the unit commander when unit resources are inadequate to accurately, properly, and efficiently conduct inventories.	A3.2.1.6.	Inventories are conducted IAW **paragraph A3.3**.
A3.2.1.8.	Forward NWRM Certificate of Audit and attached NWRM Audit Checklist provided by the NWRM Audit Officer to the MAJCOM NWRM POC and the MASO appointing authority.	A3.2.1.7.	Munitions users are aware of inventory dates by publishing them in available base media such as bulletins, e-mail to customers, or SharePoint® sites.

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. **(T-2)**.

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. **(T-1)**.

7.2.3. **Munitions Customer Guides and Munitions Customer Information Matrix.** The MASO ensures that munitions owning and using organizational commanders and custodians are familiar with the policies, responsibilities, and procedures of this AFI, those listed on the AF Form 68, and the *Munitions Customer Information Matrix* provided in **Attachment 4**. **(T-1)**. 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 a separate Munitions Customer Guide to aid customers will review and update these guides IAW AFMAN 33-363. **(T-1)**.

7.2.4. **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 exceeds 24 hours. **(T-2)**. 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. **(T-1)**.

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.

7.2.5. **Conventional Munitions Restricted or Suspended (CMRS).**

7.2.5.1. Custody Account CMRS Procedures: When CMRS notices are received, the MASO ensures that account custodians with affected assets are notified verbally. **(T-1)**. Within 24-hours, a follow-up notification will be sent to affected custodians and their commander electronically via e-mail using the Outlook® read receipt option. **(T-1)**. As a minimum, notifications to custody accounts shall include:

7.2.5.1.1. NSN and Nomenclature. **(T-1)**.

7.2.5.1.2. Lot or SNs. **(T-1)**.

7.2.5.1.3. Applicable suspension, restriction, or release notice. **(T-1)**.

7.2.5.1.4. Specific suspension or restriction. **(T-1)**.

7.2.5.1.5. Required turn-in action including date and time. **(T-1)**.

7.2.5.1.6. Availability of replacement assets. **(T-1)**.

7.2.5.2. Consumption Account CMRS Procedures: Consumption account users/units (e.g., Aircrew Flight Equipment (AFE), Egress, Plans and Scheduling (P&S), etc.) will monitor the CMRS system for restricted or suspended munitions items. **(T-1)**.

7.2.5.2.1. The MASO must brief consumption account users using the AF Form 68, Part III, 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. **(T-1)**. Refer to the CMRS section of the GACP website for instruction to assist AFE users in developing their CMRS training. **(T-1)**. Auto-notifications from the CMRS system include:

7.2.5.2.1.1. NSN and Nomenclature.

7.2.5.2.1.2. Lot or SNs.

7.2.5.2.1.3. Applicable suspension, restriction, or release notice.

7.2.5.2.1.4. Specific suspension or restriction.

7.2.5.2.2. 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. **(T-1)**.

7.2.5.2.3. Munitions assets affected by CMRS or otherwise unsuitable for their intended purpose will be removed from AFE. **(T-1)**. Units contact the local munitions organization to initiate turn-in, requisition, and request issue for replacement assets. **(T-1)**.

7.3. Forecasting Procedures.

7.3.1. **General Forecasting Guidance.** Implement forecasting procedures IAW this AFI and guidance published annually in the PCAR memorandum distributed by the GACP. **(T-2)**.

7.3.1.1. MASO: Ensures forecasts are submitted and allocation procedures followed IAW the guidance in this AFI, GACP PCAR memorandum, MAJCOM munitions staff, and data provided from MUFMs. **(T-2)**.

7.3.1.1.1. The MASO is responsible for AMST validation of unit level Host command forecasts and other using command forecasts that have been validated by the assigned custodian prior to the assigned MAJCOM due date. **(T-2)**. Remaining forecast records are the responsibility of the using MAJCOM MUFM. **(T-2)**.

7.3.1.1.2. The MAJCOM MUFMs are responsible for PCAR forecasts identified for MUFM level validation. **(T-2)**. The applicable MAJCOM suspense date will apply.

7.3.1.1.3. The MASO validates that forecasts were input, but does not validate the functional user's requirements. **(T-2)**.

7.3.1.2. MUFM: The MUFM is the central focal point for all functional area munitions requirements for base level users assigned to or within their functional areas. **(T-1)**. The MUFM ensures that functional area munitions forecasts are prepared, submitted, and managed IAW AFI 21-201 and annual PCAR guidance for their functional area. **(T-1)**. Additionally, the MUFM shall:

7.3.1.2.1. Task each subordinate unit to develop and submit requirements to the MUFM or the MUFM may centrally develop and submit their functional requirements. **(T-2)**. If the MUFM does not develop functional requirements centrally, notify and direct subordinate units to seek assistance from the MASO to developing their forecast for submission to the MUFM. **(T-2)**.

7.3.1.2.2. Develop (e.g., collect, consolidate, and validate) or consolidate their functional area munitions requirements forecast and submit the consolidated forecast. **(T-1)**.

7.3.1.2.2.1. Validate all unit or consolidated forecasts for accuracy and completeness (e.g., CRC, DODIC, and NSN) on the consolidated forecasts using the capabilities of the AMST Forecast Allocation Module (FAM). **(T-1)**.

7.3.1.2.2.2. Submit forecasts in the AMST FAM on the GACP website for inclusion in the 5-year munitions forecast. **(T-1)**.

7.3.1.2.3. Seek assistance from the MASO or MAJCOM/NAF munitions staff (or equivalent) to build and submit forecasts. **(T-3)**. The munitions staff does not validate other functional area user requirements. **(T-2)**.

7.3.1.3. Account Custodians: Request and obtain general-user access to AMST if required to submit a munitions forecast. **(T-1)**. Once the custodian has obtained AMST access, request level 6 access to the AMST FAM. **(T-1)**.

7.3.2. **Missiles.** To support CMT and Weapons Load Training, units will only forecast for non-expendable DATM/CATM missiles IAW the *AF Standard For Non-expendable Airmunitions Training* guide. **(T-1)**. Units will not forecast for AIM/CATM requirements for expendable or non-expendable Aircrew munitions. **(T-1)**. ACC/A3TW centrally forecasts for these assets IAW AFI 11-212.

7.3.3. **NWRM.** Forecasts, allocations, and distribution activity for CAS-managed explosive and non-explosive NWRM assets is a coordinated process between MAJCOMs, GACP, AFNWC, AFNWC/NC, and applicable SPOs. All NWRM Item Mangers (IM) for CAS-managed NWRM assets will receive IM training and fulfill IM responsibilities IAW AFI 20-110. **(T-1)**.

7.3.3.1. CAS-managed NWRM is forecasted by field units through the MAJCOM or centrally by the SPO to the AFNWC or GACP. The GACP is the allocation, Out-of-Cycle Request (OOCR), and distribution approval authority for CAS-managed explosive NWRM. The AFNWC/NCL or the SPO is the allocation, OOCR, and distribution approval authority (via the GACP) for CAS-managed non-explosive NWRM. Once an allocation change is approved, the AFNWC/NC SPO coordinates with the GACP to change the DLAR using AMST.

7.3.3.2. The AFNWC/NCL and applicable SPOs reviews and updates requirements and allocations annually and submits approved allocations to the GACP for update in AMST by 31 July each calendar year.

7.3.3.3. The MASO at an installation/base with NWRM requirements will validate forecasts for all CAS-managed NWRM assets. **(T-1)**. In some cases, host/user command relationships are established to differentiate between managing and using Commands. ***EXAMPLE:*** Trainers used by an Air Force Global Strike Command (AFGSC) unit but managed by a MASO assigned to AFMC on the same base.

7.3.4. **WRM Mobility, CAT Code B.** Forecast for miscellaneous mobility munitions covered in AFCAT 21-209, Volume 1, *Ground Munitions*, using the Ground Munitions Authorization Tables (GMAT) for Ground Munitions located on the GACP website. **(T-1)**. Forecast these ground munitions under a single wing mobility account, ORG/SHP code 002BP and FUC L4. **(T-1)**. ORG/SHP account 002BP is a forecasting and allocation management account only; units will not expend these assets from the stock record account or against ORG/SHP 002BP. **(T-1)**.

Note: MAJCOMs may provide additional guidance for units managing multiple command code mobility requirements from a single stock record account.

7.3.4.1. CAT Code B munitions requirements will be validated by the functional areas they support (e.g., Security Forces, Civil Engineers) and coordinated through the Installation Deployment Officer (IDO). **(T-1)**.

7.3.4.2. Prior to forecasting for unit CAT Code B assets the MUFM will coordinate with gaining MASO, or MAJCOM/NAF to ensure assets are not already positioned and stocked in-place to support deployment. **(T-1)**.

7.3.5. **Cartridge Actuated Device/Propellant Actuated Device (CAD/PAD) TCI.** Units forecast for CAD/PAD items listed in TO 00-20-9, *Forecasting Replacement Requirements for Selected Calendar and Hourly Time Change Items*, Table 4.1, and IAW AFI 21-101. **(T-1)**.

7.3.5.1. CAD/PAD item end users 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 TO 00-20-9. **(T-1)**.

7.3.5.2. Units supporting KC-10 aircraft must also forecast for ARD 863 cartridges. Refer to the annual PCAR memorandum for guidance on ARD cartridge forecasting. **(T-1)**.

7.3.6. **Aircrew Flight Equipment (AFE).** AFE munitions are explosive items installed into aircrew survival vests, parachutes, survival kits, and life rafts. Forecast for AFE munitions as follows:

7.3.6.1. For AFE munitions without an MSRC, forecast in the same manner as CAD/PAD munitions IAW **paragraph 7.3.5**. These items will be identified during the quarterly Munitions, P&S, and FSC meetings. **(T-1)**.

7.3.6.2. For AFE munitions with an MSRC, forecast IAW **paragraph 14.2**. OOCR procedures apply to these types of assets. **(T-1)**.

7.3.6.3. AFE Replacement (Time Change) Munitions. CAT Code A is used to forecast replacements for assets approaching their time change interval (e.g., end of service life) and for predicted or known failure rates. **(T-1)**.

7.3.6.4. AFE Munitions Initial Build-up: CAT Code T is used to forecast requirements for initial build-up of AFE munitions for existing or new aircraft/aircrews. **(T-1)**.

7.3.6.5. AFE Training Munitions: CAT Code D is used to forecast aircrew pyrotechnic signaling devices required to support aircrew training. **(T-1)**.

7.3.7. **Non-expendable Airmunitions Training Items.** Forecast for the minimum quantities of non-expendable airmunitions required to provide realistic munitions production, maintenance, and weapons load crew training utilizing non-expendable airmunitions authorizations in the *Air Force Standard for Non-expendable Airmunitions Training* located on the Air Force Conventional Munitions SharePoint® site and IAW AFI 11-212, *Munitions Requirements for Aircrew Training*. **(T-1)**.

7.3.7.1. Provide justification for forecasts that exceed the standard authorizations referencing validated Air Force or Higher Headquarters directives. **(T-1)**.

7.3.7.2. Establish munitions custody accounts with Munitions Operations element and in CAS to manage allocations and requisitions for these training items. **(T-1)**.

7.3.8. **COTS Forecasting.** COTS munitions purchases are to meet unique, non-recurring, short-term (less than one year) or immediate requirements for stock-listed items that are currently not available for requisition through normal Air Force distribution channels. Approved COTS munitions maintained longer than one year from approval date, require annual revalidation. **(T-1)**.

7.3.8.1. Long-term Munitions Requirements: The COTS process is not established to support long-term munitions requirements. Units identify long-term munitions requirements through the Lead MAJCOM/NAF MUFM to the Air Staff functional user agency. The Air Staff functional (using) agency develops and submits a Capability Production Document (CPD) to the appropriate ALC for long-term procurement, sustainment strategies, cataloging, and management. **(T-1)**.

7.3.8.2. COTS Munitions Approval Process: COTS munitions will not be purchased or used until final written approval is obtained from the GACP COTS Munitions Program Manager (CMPM). **(T-1)**. The approval process assures safety and health of Air Force personnel and asset accountability in support of operational requirements.

Exception: AFMC/A4M develops and coordinate COTS guidance for all AFMC RDT&E

activities. The AFMC COTs guidance applies to all agencies supporting AFMC RDT&E activity regardless of host unit MAJCOM.

7.3.8.2.1. Previously Approved COTS Procedures:

7.3.8.2.1.1. Stock listed assets listed in the JHCS/MHP or listed in the COTS database via the GACP website require installation level approval IAW **paragraph 7.3.8.3**. The database contains approved active, disapproved, and archived COTS. Units shall inform Air Force Security Forces Center (AFSFC/SFXW) by e-mail of any intent to purchase previously approved COTS ground munitions. **(T-1)**. Additionally, units inform the GACP CMPM of their intention to purchase COTS by using the e-mail address specified in **paragraph 1.5.7**. **(T-1)**.

Note: For continued access to JHCS applications, users can register at the link provided in **paragraph 1.4.21**.

7.3.8.2.1.2. Units will obtain installation and ALC level approval before purchasing archived COTS which have an expired Interim Hazard Classification (IHC). **(T-0)**.

7.3.8.2.2. New COTS Procedures: Obtaining approval to purchase new COTS munitions follows a five step process that includes:

7.3.8.2.2.1. Installation Level COTS Coordination and Approval IAW **paragraph 7.3.8.3**. The requesting unit shall develop a COTS package that includes all IDR data elements listed in **paragraph 7.3.8.3.1** on the manufacturer's letterhead. **(T-1)**. The COTS package will be submitted to the MASO for review to ensure there is no like item in the Air Force inventory and there is no previously approved COTS package for a like item. **(T-1)**.

7.3.8.2.2.2. Munitions systems management review and determination IAW **paragraph 7.3.8.4**.

7.3.8.2.2.3. Safety certification by the NNMSB IAW AFI 91-205, *Non-nuclear Munitions Safety Board* IAW **paragraph 9.7.2**.

7.3.8.2.2.4. Assignment of a HC IAW TO 11A-1-47, *Department of Defense Ammunition and Explosives Hazard Classification Procedures*, IAW **paragraph 9.7.3.1**. The requesting unit submits the IHC requests to via the GACP website. **(T-1)**.

7.3.8.3. Installation COTS Coordination and Approval Procedures: The "requesting unit" is the organizational unit where the intended users are assigned. The requesting unit is responsible to staff the coordination package through the local MASO, Environmental office, Bioenvironmental office, Weapons/Explosive Safety, EOD, Transportation, Legal office, and Group Commander for Installation Commander approval. **(T-2)**. Requesting units may use the COTS Staff Summary Sheet template located on the GACP website. Coordinate the COTS package for approval as follows:

7.3.8.3.1. MASO: The MASO is typically the first coordinator. The MASO coordinates and should only concur on the COTS package when the requested item is

not Air Force stock listed or no suitable like item is Air Force stock listed. Prior to submission to the MASO, the requesting unit will develop the COTS package which shall include the following information with IDR type data on the manufacturer's letterhead:

7.3.8.3.1.1. Item Nomenclature. **(T-1)**.

7.3.8.3.1.2. Part Number (P/N). **(T-1)**.

7.3.8.3.1.3. Manufacture/Prime Contractor. **(T-1)**.

7.3.8.3.1.4. Vendor. **(T-1)**.

7.3.8.3.1.5. National Stock Number. Unique contractor P/Ns or product codes are allowed for IHC. **(T-1)**.

7.3.8.3.1.6. Weapon/gun system the COTS munitions are associated with. **(T-1)**.

7.3.8.3.1.7. Next higher assembly item is used with. **(T-1)**.

7.3.8.3.1.8. Size of unpackaged item. **(T-1)**.

7.3.8.3.1.9. Weight of unpackaged item. **(T-1)**.

7.3.8.3.1.10. Explosive composition as listed on Material Safety Data Sheet (MSDS). **(T-1)**.

7.3.8.3.1.11. Net Explosive Weight (NEW). **(T-1)**.

7.3.8.3.1.12. Physical description of item. **(T-1)**.

7.3.8.3.1.13. Functional description of item. **(T-1)**.

7.3.8.3.1.14. Description of fuze safety features, if applicable. **(T-1)**.

7.3.8.3.1.15. Quantity requested. **(T-1)**.

7.3.8.3.1.16. Price. **(T-1)**.

7.3.8.3.1.17. Manufacturer's procedures for storage and handling. **(T-1)**.

7.3.8.3.1.18. Manufacturer's demilitarization and disposition instructions. **(T-1)**.

7.3.8.3.1.19. Justification and intended statement of use (e.g., explain why current DoD or Air Force stock listed items do not meet requirements and purpose). **(T-1)**.

7.3.8.3.1.20. Authorizing directive (e.g., AFI, official e-mail, or memorandum). **(T-1)**.

7.3.8.3.1.21. Copy of all drawings to include packaging/container configuration data. **(T-1)**.

7.3.8.3.1.22. Details of all testing accomplished (e.g., environmental, safety, qualifications, and sensitivity). **(T-1)**.

7.3.8.3.1.23. Detailed summary of changes to Specifications relative to no-fire, all fire, and resistance values, and any other pertinent changes. **(T-1)**.

7.3.8.3.1.24. For small arms, the package will also include:

7.3.8.3.1.24.1. Muzzle velocity. **(T-1)**.

7.3.8.3.1.24.2. Chamber pressure. **(T-1)**.

7.3.8.3.1.24.3. Primer type, charge composition, and charge weight. **(T-1)**.

7.3.8.3.1.24.4. Propellant type, composition, and charge weight. **(T-1)**.

7.3.8.3.1.24.5. Projectile weight, type, and size (e.g., 9mm, 12 GA). **(T-1)**.

7.3.8.3.1.24.6. Statement from the manufacturer that the ammunition meets Sporting Arms and Ammunition Manufactures Institute standards. **(T-1)**.

7.3.8.3.2. Environmental and Bioenvironmental offices (or equivalent): Will review the COTS munitions MSDS and intended operational use to determine if item(s) contain compounds or materials deemed hazardous to personnel or the environment. **(T-0)**. If an environmental hazard exists, environmental approval will include personnel protective measures and compensatory guidance on residue cleanup, processing, and disposition. **(T-0)**.

7.3.8.3.3. Weapons/Explosive Safety (or equivalent): Will approve operating instructions (OI) 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, TO 11A-1-47, TO 11A-1-60, manufacturer procedures, and this publication. **(T-1)**. When COTS munitions are disapproved for munitions systems management, the requesting unit must locally contract for COTS asset disposition or include disposition procedures/arrangements in the user's purchase agreement. **(T-1)**.

7.3.8.3.4. EOD: Will review COTs packages to validate that COTS munitions malfunctions can be safely cleared, processed, and adequate emergency notification and response procedures are included. **(T-1)**.

7.3.8.3.5. Transportation office: Validates and identifies whether:

7.3.8.3.5.1. Requested COTS munitions can be shipped to and from the installation via commercial and/or military carriers IAW TO 11A-1-47. **(T-0)**.

7.3.8.3.5.2. COTS munitions required for deployment meet packaging requirements identified in AFI 24-203 and can be processed IAW AFMAN 24-204_IP. **(T-0)**.

7.3.8.3.5.3. Additional restrictions or DOT approvals are required for shipment of COTS munitions with an IHC. **(T-0)**.

7.3.8.3.6. Base Legal office/Staff Judge Advocate: Determines IAW AFI 51-402, *Legal Reviews of Weapons and Cyber Capabilities*, whether the COTS request requires a weapons review. If so, shall submit the request to AF/JAO for review to ensure the COTS munitions request is authorized. **(T-1)**.

7.3.8.3.7. Group Commander (requesting unit): Will review the COTS request and approve or disapprove based on the requirement justification and package content IAW this instruction. **(T-1)**.

7.3.8.3.8. Installation Commander: Will approves/disapprove the COTS request and data package. **(T-1)**. The requesting unit and MASO (or designated representative) will brief/inform the Installation Commander on the "cradle-to-grave" responsibilities the wing will assume if COTS munitions request is not approved for munitions system management. **(T-1)**.

7.3.8.4. Munitions Systems Management Determination: After Installation Commander approval, the MASO submits the COTS request package for review and determination by the MAJCOM functional user agency (e.g., MUFM) and Lead MAJCOM/NAF munitions staff that the COTS munitions are appropriate for munitions systems management. If approved, the MASO submits the COTS package to the GACP CMPM through the GACP website for final approval.

Note: Units at locations with no MASO may be granted access to the GACP website on a case by case basis.

7.3.8.5. Bird Aircraft Strike Hazard (BASH) Program:

7.3.8.5.1. BASH munitions must be approved by GACP and the NNMSB using COTS approval procedures IAW **paragraph 7.3.8.2**.

7.3.8.5.2. When approved, units may purchase COTS munitions for the BASH program using the Government Purchase Card (GPC) under the following conditions:

7.3.8.5.2.1. The requesting unit coordinates the request with the local MASO and the GACP CMPM. Final written approval from the GACP CMPM must be obtained before the purchase. **(T-1)**.

7.3.8.5.2.2. Purchase of BASH munitions using the GPC meets the requirements of AFI 64-117, *Air Force Government-Wide Purchase Card (GPC) Program*. **(T-1)**.

7.3.8.6. Air Force Shooting Program (AFSP): Refer to AFI 34-271, *Air Force Shooting Program.*

7.4. Allocations and Stock Levels Management.

7.4.1. **General Allocation Guidance.** A unit's allocation is the quantity of a munition NSN that is expected to be available to a unit within the designated FY. The allocation provides authorization to requisition and use an item for its allocated purpose. Each base's portion of the command allocation is distributed to the MASO via AMST. The MAJCOM/NAF may review, realign, or adjust unit allocations based on theater positioning objectives, unit requirements, and storage capabilities. Allocations are managed continuously throughout the munitions operational flow process to maintain timely processing, visibility, and accountability.

7.4.1.1. MASO: Within 2 duty days of the new FY allocations being auto-loaded in CAS (e.g., 27 to 30 Sep), compare the CAS *Organizational Record Listing* (AM513) to the AF Form 68 and AMST to validate that all ORG/SHP codes, host/user relationship codes, and Functional User Codes (FUC) are loaded correctly. **(T-1)**. The MASO will ensure only one FUC is assigned to each individual ORG/SHP code (e.g., separate

ORG/SHP for S3/Security Forces, C1/Combat Arms, S1/Dog Training). **(T-1)**. Additionally, the MASO shall:

7.4.1.1.1. Ensure the SAAR system is used through the GACP website for all non-Master Subsidiary Relationship Group (MSRG) managed assets. **(T-1)**.

Exception: This does not apply to approved COTS or RDT&E which will be managed IAW **paragraph 7.3.8** and **paragraph 7.16**.

7.4.1.1.2. Ensure allocations for flightline support are not consolidated into a single wing account. **(T-1)**. These allocations support ORG/SHP codes aligned to a specific AMU or Squadron.

7.4.1.1.3. Approve/disapprove requests for munitions, missiles, and NWRM - TYPE Trainers in excess of non-expendable allocations left on custody accounts when the organization has a valid requirement and has submitted an OOCR for the assets and the GACP, AFNWC, or SPO has not tasked the unit to ship these assets. **(T-1)**. CAS allocations will not be increased to support excesses. **(T-1)**.

7.4.1.1.4. Ensure customers are notified 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. **(T-2)**.

7.4.1.1.4.1. Freeze the custody account and take action IAW **paragraph 7.8.5** when the custodian does not schedule turn-in of identified excess. **(T-2)**.

7.4.1.1.4.2. Ensure excess munitions expended after MASO notification are processed using OOCR procedures IAW **paragraph 7.4.2**. **(T-1)**.

7.4.1.2. MUFM: Once allocations are released, the MUFM finalizes all theater/command positioning decisions in AMST prior to the GAP working group convening. Coordinate and submit OOCR and ATR when requirements change, transferring allocations within their functional area, and for munitions availability according to **paragraph 7.4.2** and **paragraph 7.4.3**.

7.4.1.3. Account Custodians: Schedules turn-in of non-expendable and expendable munitions excess allocations with Munitions Inspection within 14 calendar days of MASO notification. **(T-2)**. Turns-in all excess annually NLT 15 Nov. **(T-1)**.

7.4.2. **Out of Cycle Request (OOCR).** Using organizations request allocation increases using the OOCR process in AMST. **(T-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. The MUFM/MASO may be contacted for guidance on submitting OOCRs.

7.4.2.1. Only submit OOCR for allocated expendable assets when at least 70-percent of the allocation has been expended in CAS. **(T-1)**. Future anticipated expenditures will not be used to satisfy the 70-percent expenditure requirement. **(T-1)**.

7.4.2.2. If end of FY expenditures are not processed in CAS prior to the FY cutoff IAW **paragraph 7.11.4**, and there is no "new" FY allocation the MASO will ensure the appropriate MUFM is contacted who will support requirements from the "new" FY allocation or direct an OOCR be submitted. **(T-2)**. In this case, submit the OOCR within

15-calendar days of processing the prior FY expenditure for the quantity of assets expended. **(T-2)**.

7.4.2.3. OOCR for all other items, OOCR for OCONUS MAJCOMs, and OOCR for new munitions requirements (e.g., mission changes) may be submitted at any time with sufficient justification.

7.4.2.4. Prior to submitting an OOCR for munitions other than aircrew training:

7.4.2.4.1. The custodian will initiate the OOCR in AMST by citing the authorizing directive, formula, and expenditure data (if applicable). **(T-1)**.

7.4.2.4.2. The MASO will ensure OOCR data and reported expenditures are validated. **(T-1)**. If valid, the MASO may convert the OOCR to an ATR and transfer from other accounts within their stock record account; when they contain the same "Using" command code. The MASO may also redistribute unused allocations within the stock record account by completing an ATR in AMST IAW **paragraph 7.4.3**.

7.4.2.4.3. If the OOCR is not supportable, the MASO will ensure the OOCR is updated in AMST. **(T-1)**. The OOCR is automatically forwarded to the next review level.

7.4.2.4.4. The MUFM with MAJCOM/NAF munitions staff assistance will attempt to transfer allocations between functional areas within their responsible areas. **(T-1)**. Allocation transfers from non-expendable to expendable CAT Codes require approval from AFSFC/SFXW for ground munitions, AFCEC/CXD for Explosive Demolition materials, and AF/A5R-C for air-munitions and associated components. **(T-1)**.

7.4.2.4.5. When reviewing, processing, and approving OOCRs, the MUFM, MAJCOM/NAF munitions staff, and GACP work closely to avoid unnecessary munitions movements. Source and consolidate munitions movements using the most economical means possible.

7.4.2.4.6. If the MUFM with MAJCOM/NAF assistance cannot support an OOCR they will finalize, forward, or deny the OOCR in AMST. **(T-1)**.

7.4.3. **Allocation Transfer Requests (ATR).** ATRs are submitted to support Weapons Training Deployments, exercises, competitions, demonstrations, test, or training. After coordination with the MAJCOM/NAF MUFM, the MASO submits an ATR in the AMST FAM. **(T-1)**. Process ATRs IAW the Air Force Munitions Accountability Procedures Guide posted on the AF MC2 SharePoint® site and the following:

7.4.3.1. Asset availability, rather than the transfer timeline, is the primary basis for determining whether munitions support can be provided by the host unit. MASOs and units will make every effort to support the transfer timeline.

7.4.3.2. The losing MASO will ensure the unit has sufficient allocations to support exercise requirements and pass allocations to the supporting MASO not later than 60 calendar days in the Continental United States (CONUS) and 90 calendar days Outside Continental United States (OCONUS) before the exercise begins. **(T-2)**.

7.4.3.3. The losing/gaining MASOs will ensure the allocation transfer is processed in CAS IAW the Air Force Munitions Accountability Procedures Guide within 14 calendar

days of the ATR date. **(T-2)**. The gaining MASO and MAJCOM/NAF will notify the losing MASO and MAJCOM/NAF of supportability by updating AMST NLT 7 calendar days after date of the ATR. **(T-2)**.

7.4.3.4. The gaining MASO has requisition (stock control) responsibility for all increased or transferred allocations provided the time requirements in **paragraph 7.4.3.3** are met. **(T-1)**.

7.4.3.5. Within 14 calendar days of event completion (e.g., exercise, test) the host unit will complete the After Action Report (AAR) on the GACP website using the original ATR number. **(T-2)**.

7.4.3.6. Within 7 calendar days of receiving the AAR the losing/gaining MASO will ensure allocations that remain from the event are processed in CAS. **(T-2)**.

7.4.4. **Stock Levels.** Stock levels enable management of physical stock against allocations and positioning objectives. Levels are established in CAS as authorized by the DLAR and MAJCOM/NAF instructions. The MASO will ensure:

7.4.4.1. Stock levels in CAS are validated and maintained IAW the DLAR and MAJCOM/NAF instructions and notifies custodians when their approved annual allocations are available in AMST. **(T-1)**.

7.4.4.2. New FY stock levels are validated and accurately loaded in CAS. **(T-1)**. New FY expenditures will not be processed until the new FY levels have been validated. **(T-1)**.

7.4.4.3. The GACP is notified using the CRM of any host/user relationship or stock level allocation discrepancies. **(T-1)**.

7.4.4.4. The SAAR system is used through the GACP website for all non-MSRC managed assets. **(T-1)**.

Exception: This does not apply to approved COTS or RDT&E which will be managed IAW **paragraph 7.3.8** and **paragraph 7.16**.

7.4.5. **WRM Aircraft Munitions Levels.** Munitions Supervision and MASOs will:

Note: This AFI takes precedence over AFI 25-101 for matters related to CAS processing, munitions warehouse management, and accounting processes for CAS-managed munitions.

7.4.5.1. Train personnel to manage all aspects of WRM levels throughout the munitions operational flow process. **(T-2)**.

7.4.5.2. Actively monitor WRM allocations and stock levels against on-hand stock balances to ensure WRM levels remain supportable. **(T-1)**. Review current WRM levels against on-hand CAS balances using the *Level Reconciliation Listing* (AMC12A). **(T-3)**.

7.4.5.3. Communicate shortfalls and constraints with commanders, MAJCOM, NAF, and GACP. **(T-1)**.

7.4.5.4. Maintain built-up assets and components on the stock record account. **(T-1)**. Stock assets will not be designated as WRM or segregated from other stock assets prior to expenditure. **(T-1)**. Once expended, assets are categorized as WRM (or other

appropriate category) and a CAS expenditure will be processed against the appropriate ORG/SHP code and CAT Code. **(T-1)**.

7.4.5.5. Munitions assets may be physically stored at Geographically Separated Units (GSU)/remote locations (e.g., another base, installation, or region) to support WRM requirements. In this case, account for assets on the stock record account assigned to the physical storage base/installation, or on a host stock record account if there is no DoDAAC established. If accounted for on a host stock record account, load appropriate storage structures and storage locations to manage asset locations.

7.4.5.6. WRM levels for CAT Code G and X may be provided by the MAJCOM/NAF via a WCDO. WRM levels for CAT Code F and T are provided by the MAJCOM/NAF via AMST. AF/A5R-C provides CAT Code Z (STAMP) allocations centrally.

7.4.5.7. Load WRM air munitions levels for CAT Code G, X, and Z against ORG/SHP code 002WR. **(T-1)**. Load WRM air munitions levels for CAT Code F and T against the appropriate squadron ORG/SHP code as reflected in AMST. **(T-1)**.

Note: Allocations loaded against ORG/SHP code 002WR are positioning objectives only and do not restrict munitions expenditure to support valid WRM, combat, or contingency operations.

7.4.5.8. **(Added-USAFE)** Units are not authorized to build-up and store WRM countermeasure munitions (chaff/flare) unless tasked to support current operations. Every effort should be made to rotate assets with a started shelf/service life into training stocks. **(T-2).**

7.4.6. **WRM Mobility, CAT Code B.** The MASO manages WRM Mobility, CAT Code B munitions allocations and accounts as follows:

7.4.6.1. Unless otherwise authorized in this AFI, manage CAT Code B munitions on the stock record account. **(T-1)**. This increases logistics flexibility in support of various levels of effort, reduces inventories, management, and administrative tasks for accounts with little or no activity.

7.4.6.2. CAT Code B allocated mobility munitions will not be physically segregated while in base stock. **(T-1)**.

7.4.6.3. CAT Code B assets being deployed will either be shipped from stock record account to the deployed location DoDAAC for subsequent issue; or issued to custody accounts prior to deployment and managed from the home station custody account. **(T-2)**.

7.4.6.3.1. Except when authorized IAW **paragraph 7.4.6.5**, assets will not be issued/released prior to receipt of execution or mobilization order; or prior to coordination with the IDO. **(T-1)**.

Exception: During local exercises, physical assets may be broken out, staged, and processed for deployment as "bulk-shipped" assets. Generate shipping documents using the CAS training database.

7.4.6.3.2. Proper security and transfer documentation will be completed for these assets IAW **paragraph 7.6.4** whether real-world or exercise. **(T-1)**.

7.4.6.4. The MASO may submit ATRs to allocate the next higher QUP for mobility accounts. If the ATR is approved, units may ship CAT Code B mobility assets to the nearest QUP. ***EXAMPLE:*** The GMAT authorizes 90 rds, 27 rds are allocated IAW **paragraph 14.2.4** (e.g., 90 rds x .30 = 27 rds). The MASO would submit an ATR to increase the allocation to 30 rds allowing deployment of 2 full clips (2 clips x 15 rds = 30 rds).

7.4.6.5. When an organization/functional user requests issue of CAT Code B allocated munitions before receipt of an execution/mobilization order, they must provide justification to the MASO and IDO. **(T-2)**. The MASO advises the IDO on whether management of a separate custody account is justified by the need. **(T-3)**. The IDO shall only consider issuing CAT Code B ammunition to custody accounts when:

7.4.6.5.1. Mission circumstances dictate immediate access to munitions and local issue/shipment procedures cannot support required deployment timelines. **(T-2)**.

7.4.6.5.2. The unit/organization frequently deploys with munitions to locations with no established munitions DoDAAC. **(T-2)**.

7.4.6.5.3. Total quantities of wing allocations can support segregation of specific unit's CAT Code B mobility munitions allocation. **(T-2)**.

7.4.6.5.4. Sufficient CAT Code B allocations are not pre-positioned at the deployed location. The IDO and MASO coordinate with the gaining MASO or MAJCOM/NAF munitions staff to validate assets are not already pre-positioned to support deployed munitions requirements.

7.4.6.6. When the IDO and MASO allows/approves custody account(s) for CAT Code B munitions:

7.4.6.6.1. Limit custody accounts to one per separate residual force (i.e., PRIME BEEF, security forces, EOD, OSI, etc.). **(T-2)**.

7.4.6.6.2. Replacements for assets deployed from home station will not be automatically requisitioned. **(T-1)**. Requisitions will only be submitted after expenditures are validated and processed; or shipments are processed removing assets from the stock record account. **(T-1)**.

7.4.7. **CAD/PAD TCI.** Plans and schedules generated at the quarterly munitions and P&S meeting serve as the MASO's authority to schedule and issue authorized TCI assets to the maintenance activity. Assets ordered beyond those planned and scheduled during the quarterly meeting must be coordinated between the MASO and P&S. **(T-3)**.

7.4.7.1. Limit on-hand CAD/PAD stock balances to one per MDS supported in case of inadvertent firings or maintenance defects. **(T-1)**. Justify additional asset balances through the IM by SAAR. **(T-1)**.

Exception: If an item has an AFTO Form 223 for scheduled maintenance, a SAAR is not required to justify the consumption issue.

7.4.7.2. MASOs may issue assets one calendar quarter ahead of their forecasted quarter without IM approval. For issue requests beyond the next calendar quarter, the using

organization coordinates the request with the IM. Document coordination with the IM and provide to the MASO as justification to issue assets ahead of schedule.

7.4.7.3. RDT&E and A&S programs will follow stock level guidance developed by AFMC/A4M. **(T-1)**. The AFMC/A4M guidance applies to all agencies/activities supporting AFMC RDT&E and A&S activity regardless of host unit MAJCOM.

7.4.7.4. TCI Extension Requests: Home station PS&D personnel request TCI extensions IAW AFI 21-101 and TO 00-20-1 for all aircraft. **(T-1)**. The IM is authorized to direct inter-command redistribution of CAD/PAD parts as required without MAJCOM coordination.

7.4.7.5. ICBM and Launch Facility TCI: Load stock levels for ordnance replacement assets IAW allocation levels approved by the CAD/PAD-JPO, AFLCMC/EBHJ, Hill AFB, UT. **(T-1)**.

7.4.7.6. Transient C-5, C-17, KC-10, and KC-135 Strategic Airlift Hubs: Bases or installations supporting transient strategic aircraft may submit a SAAR to request authorization to keep one complete aircraft system load of TCI on hand for each MDS common to that base. This TCI stock supports unforeseen/inadvertent transient aircraft firing or unforeseen maintenance incurred while away from home station.

7.4.7.6.1. When authorized and assets are on-hand to support transient aircraft, consumption issue time change items to an existing account using DIFM procedures IAW **paragraph 7.10.2.3.3**.

7.4.7.6.2. When assets are not on-hand, request lateral support through the GACP. **(T-3)**.

7.4.7.6.3. The MASO requests disposition of serviceable excess CAD/PAD thru the GACP IAW **paragraph 3.12.9**. **(T-1)**.

7.4.8. Aircrew Flight Equipment (AFE).

7.4.8.1. AFE Replacement Munitions (Time Change): Issue CAT Code A allocated AFE munitions using consumption issue and DIFM control procedures. **(T-1)**.

7.4.8.2. AFE Munitions Initial Build-up: Issue CAT Code T allocated AFE munitions using consumption issue and non-DIFM control procedures. **(T-1)**. Issue CC-A and CC-C assets with sufficient time remaining to fill requirements in this CAT Code. **(T-2)**.

7.4.8.3. AFE Training Munitions: Issue CAT Code D allocated AFE munitions using custody account procedures. **(T-1)**. Consumption issue or use DIFM control procedures will not be used. **(T-1)**. Issue CC-B or CC-C assets to fill these requirements before issuing CC-A assets. **(T-2)**.

7.4.8.4. Tracking Installed AFE Munitions: Units issued AFE (consumption/custody) 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, Vol. 1, *Aircrew Flight Equipment (AFE) Program*. **(T-1)**. AFE units follow CMRS Procedures IAW **paragraph 7.2.5**.

7.4.8.5. AFE Aircraft Transfer Procedures: Losing units will initiate action to transfer assets/allocations to the gaining custody account. **(T-1)**. The gaining custody account custodian will ensure transferred (incoming) munitions are processed through the MASO. **(T-1)**.

7.4.9. **Non-expendable Airmunitions Training Items.** Non-expendable airmunitions training items are allocated as CAT Code C, non-explosive training end-item munitions based on forecasts submitted by units, MAJCOMs, or MUFMs IAW **paragraph 7.3**.

7.4.9.1. Training munitions availability is constrained, limiting allocation and distribution of these items. Not all forecasted non-expendable airmunitions training requirements will be satisfied.

7.4.9.2. Munitions allocated to AETC Schoolhouse units and the 9 MUNS (AFCOMAC) may be carried in CC-B in CAS and are intended for training use only. Use of 1500 series tags to identify CC-B student munitions is not required when supporting student training. AETC and AFCOMAC training munitions assets shall be managed and maintained in CAS and TMRS as outlined in this instruction. **(T-1)**.

7.4.10. **COTS Levels.** The MASO will ensure CAT Code S stock levels are loaded in CAS for approved COTS munitions using a local "L" NSN provided by the GACP CMPM. **(T-2)**. ***EXAMPLE*:** 1375L12345600. The requesting unit will provide the MASO with copies of all COTS approval documents to support loading/adjusting CAS stock levels and validating purchase/use. **(T-2)**.

7.4.10.1. CAS Management: Approved and locally procured COTS munitions will be managed on CAS accountable records. **(T-1)**. Otherwise, manage COTS using established procedures for stock-listed munitions. **(T-2)**. Units will not use the *Non-accountable Program* (AM101A) for COTS management. **(T-1)**.

Exception: AFMC/A4M shall develop, coordinate, and publish COTS guidance for AFMC RDT&E agencies. **(T-1)**. AFMC/A4M guidance shall apply to all Air Force organizations that support AFMC RDT&E activities regardless of host unit or MAJCOM. **(T-1)**.

7.4.10.1.1. Units that locally purchase COTS munitions will turn in all COTS munitions to the MASO prior to use. **(T-1)**. Using units will ensure vendor/contractor ordered munitions have the delivery destination to **(T-1)**.

7.4.10.1.2. The MASO will ensure COTS munitions are picked-up on the stock record account and then issue COTS munitions to a valid unit custody account. **(T-1)**.

7.4.10.2. Unauthorized Use: COTS assets on-hand without approval will be reported to the GACP CMPM. **(T-1)**. In this case, units will immediately discontinue use, and if COTS munitions are required, submit a COTS request and data package for approval IAW **paragraph 7.3.8**. **(T-1)**. Approved COTS munitions maintained longer than one year from approval date must be revalidated annually. **(T-1)**.

7.4.10.3. COTS Disapproved for Munitions System Management: When approved COTS munitions are not approved for munitions system management, but have received NNMSB approval, the using unit accepts full "cradle-to-grave" responsibility IAW **paragraph 3.12.13.2**. **(T-1)**.

7.4.10.4. Local COTS Instructions. Units requiring and using COTS munitions will develop a written OI to address accountability, storage, handling, training, emergency procedures, and disposition of malfunctions (duds), residue, and excesses. **(T-1)**. Additionally, using units shall publish local safety instructions IAW AFMAN 91-201. **(T-1)**. Instructions will be approved through Munitions Supervision, Environmental Office, EOD, and Weapons/Explosive Safety Office prior to purchasing the munitions. **(T-1)**.

7.4.10.5. Disposal: COTS munitions will be disposed of IAW **paragraph 3.12.12**.

7.4.10.6. Bird Aircraft Strike Hazard (BASH) Program. BASH program allocations are managed in the same manner as other COTS munitions. **(T-1)**.

7.4.10.7. Air Force Shooting Program (AFSP) Munitions Management: Refer to AFI 34-271, *Air Force Shooting Program.*

7.5. Managing Munitions from the Stock Record Account.

7.5.1. Without specific approved exception, custody accounts will not be used to manage SGO munitions assets (e.g., flightline, aircraft munitions), non-expendable airmunitions training assets, and other munitions assets used by the munitions squadron (MUNS)/munitions flight. **(T-1)**. Manage these munitions assets, to include NWRM (airmunitions), from the stock record account. **(T-1)**. This includes assigned tenant flying units (e.g., Total Force Integration, ARC).

Note: Only issue non-expendable airmunitions training assets to custody accounts when used by organizations external to the munitions unit.

Exception: Lead MAJCOMs may approve unit level custody account management procedures in support of SGO only for the following: Non-traditional SOCOM and AFCENT operations, helicopter support at Missile Wings, A&S programs, and RDT&E programs. **(T-2)**. In these cases, units will manage the custody account expenditures IAW **paragraph 7.11.1**.

7.5.1.1. Establish ORG/SHP code accounts to forecast and manage allocations/levels. **(T-1)**.

7.5.1.2. Authorized/approved levels will be loaded against the ORG/SHP code for the account assets will not be issued. **(T-1)**.

7.5.2. When tenant flying units have a separate DoDAAC, allocation and accountability management IAW this instruction is the responsibility of the tenant unit. **(T-1)**. If a tenant flying unit does not have separate DoDAAC, the MASO for the host DoDAAC shall apply and manage tenant unit munitions allocations against the appropriate squadron ORG/SHP codes in CAS; asset accountability and expenditure management shall be accomplished by the MASO that the stock record account is assigned to. **(T-1)**.

7.5.3. To the fullest extent possible, expend SGO assets by CR (if applicable) against the appropriate ORG/SHP code using near-real time CAS transaction processing (e.g., automated-, direct-, or remote-input methods) IAW **paragraph 7.1.1.3**. **(T-3)**.

7.5.4. Assets allocated and managed directly from the stock record account do not require physical segregation. The appropriate ORG/SHP code and CAT Code will only be assigned at the point of expenditure. **(T-1)**.

7.5.5. When stock levels are not sufficient to support total wing allocations, the MASO must coordinate with wing operational planners (e.g., Operation Group Weapons and Tactics, IDO) to determine priority of support. **(T-1)**.

7.5.6. Munitions Supervision may utilize munitions maintenance and production facilities (e.g., build pads, maintenance bays, line-delivery) as stock storage locations to enable effective stock management in support of SGO. If used, munitions supervision shall ensure this practice meets AFMAN 91-201 requirements. **(T-0)**.

7.5.7. 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 code 920CC, or for the single wing mobility account 002BP. Assets will not be expended from ORG/SHP code 920CC or 002BP; these are not expenditure accounts. **(T-1)**.

7.5.8. **Stock Record Account Inventories.** Conduct stock record account inventories IAW **Attachment 3**.

7.5.9. **Non-accountable Program (AM101A) Management:** The CAS Non-accountable program enables limited process and NEW management for assets that are not appropriate or required to be managed on stock record and custody accounts. The following applies to management of assets in the CAS Non-accountable Program (AM101A):

7.5.9.1. The following assets are authorized for CAS Non-accountable Management:

7.5.9.1.1. Special packaging that is non-accountable, serviceable, excess to short term repack requirements, and not commonly accessible. Refer to **paragraph 3.3.2.8**.

7.5.9.1.2. SDM owned by the Munitions Flight. Refer to **paragraph 3.9.3.7**.

7.5.9.1.3. Non-DoD munitions assets maintained in the MSA. Refer to **paragraph 3.12.2.1**, paragraph **3.12.14.3**, paragraph **5.2.6**, and paragraph **7.16.1** for specific guidelines.

7.5.9.1.4. Intransit shipments temporarily stored within the MSA that did not originate from that DoDAAC. Refer to **paragraph 7.13.4.3** for specific time allowances.

7.5.9.1.5. Munitions owned by other military services, US Government agencies; and federal, state, or local law enforcement agencies.

7.5.9.1.6. Air Force munitions courtesy stored on one Air Force stock record account and managed on another Air Force stock record account to manage NEW at the courtesy storing activity.

7.5.9.1.6.1. When Air Force owned munitions are managed on one stock record account and physically stored on another stock record account (e.g., courtesy stored at another base), the MASO owning the assets shall ensure:

7.5.9.1.6.1.1. Facility data is obtained from the unit courtesy storing the assets and replicate the facility structure using CAS *Facility Maintenance* (AM103A) at the owning stock record account. **(T-1)**.

7.5.9.1.6.1.2. The structure name will be the full structure number followed

by a dash and the DoDAAC of the courtesy storage location. **(T-1)**. ***EXAMPLE:*** 1234-FV9999.

7.5.9.1.6.2. The stock record account courtesy storing the assets will load the assets in *Non-Accountable Courtesy Storage* (AM101A) ensuring indicative data is correctly input for NEW accuracy in CAS utilizing TO data, CAS history, and the JHCS. **(T-1)**. Input the owning DoDAAC in the Document Number column to identify the owning activity. **(T-1)**.

7.5.9.2. The following assets are not authorized for CAS Non-accountable Management. These items will be managed on CAS Accountable record:

7.5.9.2.1. Air Force owned, requisitioned, or allocated munitions stocks of any kind. **(T-0)**.

7.5.9.2.2. Approved and locally procured COTS munitions. Refer to **paragraph 7.4.10.1**. **(T-1)**.

7.5.9.2.3. Munitions issued to custody accounts. **(T-1)**.

7.5.10. **CAS Training Program:** The CAS training program will not be used to manage physical property of any kind, from any source (e.g., DoD, Air Force, CEA, FMS), or for any purpose. **(T-1)**. The CAS Training Program is only used to train personnel, support exercise data, and assess personnel proficiency. **(T-0)**.

7.6. Deployed (CONUS/OCONUS) Munitions Management.

7.6.1. **Expendable Aircraft Munitions.** When a unit deploys expendable munitions via tactical ferry to a deployed location:

7.6.1.1. DoDAAC is Established: The deployed location will transfer assets using the "Import" option in the CAS *Expeditor Management* (AM2W1A) program. **(T-2)**. This process transfers the assets loaded on the specific aircraft from the home station to the gaining stock record account as stock assets. WSN records are also transferred retaining the original WSN. The AM2W1A "Import" option will not be used to ship/receive bulk munitions assets. **(T-1)**.

7.6.1.1.1. 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. **(T-1)**.

7.6.1.1.2. 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. **(T-1)**. Expend the appropriate quantity against the ORG/SHP code as identified in **paragraph 7.11.2.2.3** or paragraph **7.11.2.3.7** **(T-1)**.

7.6.1.2. No DoDAAC is Established: When expendable munitions must be deployed via tactical ferry to a location with no DoDAAC established, the deploying unit shall coordinate with the gaining MAJCOM staff to maintain accountability and management during and after transit. **(T-1)**.

7.6.1.2.1. The gaining MAJCOM shall establish a DoDAAC at the deployed location to maintain CAS accountability and management of expendable munitions if a deployment is expected to last longer than 30 calendar days. **(T-1)**. Once the DoDAAC is established, refer to **paragraph 7.6.1.1**.

7.6.1.2.2. Units will not use AM2W1A "Import" option to ship/receive bulk munitions assets. **(T-1)**.

7.6.1.2.3. If establishing a DoDAAC is not feasible for operational reasons (time, host restrictions, etc.), then identify a host DoDAAC to manage the assets within the theater. **(T-2)**. If a host DoDAAC is used, load appropriate storage structures and storage locations to manage assets. **(T-2)**.

7.6.1.2.4. If the gaining MAJCOM cannot establish a DoDAAC or use a host DoDAAC, temporarily manage expendable munitions assets from home station until the gaining MAJCOM can establish/identify a DoDAAC within theater. In this event, the gaining MAJCOM and theater managers shall provide specific instructions to ensure accountability, management, and reporting of these deployed assets in CAS. **(T-1)**.

7.6.1.2.5. Expenditures during In-transit: Whether managed on an in-place DoDAAC, host DoDAAC, or from home station, if munitions are expended in-transit, the gaining MAJCOM shall ensure procedures are in place to validate receipt and reporting of expenditures in CAS or to the home station. **(T-1)**. Expend the appropriate quantity against the ORG/SHP code as identified in **paragraph 7.11.2.2.3** or **paragraph 7.11.2.3.7**. **(T-1)**.

7.6.2. **Mobility Air Forces (MAF) Staged/Deployed WRM Countermeasures.** Tactical Control (TACON) and non-TACON:

7.6.2.1. 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. **(T-1)**.

7.6.2.2. Countermeasures loaded on staged C-5/C-17 aircraft that require resupply will be imported at the time of download IAW **paragraph 7.6.1.1**. **(T-1)**. Run a CAS ad hoc report using the "Containers Table" to identify both the owning stock record account and current CAS maintaining stock record account. **(T-2)**. The receiving location will coordinate with the losing location to obtain service life data. **(T-2)**.

7.6.2.3. The aircraft container and associated munitions will only be imported by another stock record account when resupply is needed or when the staged aircraft returns to home station. **(T-1)**. Units should make every effort to load the Chaff-Flare Magazine Container on one of the owning unit's assigned tails to ensure SPRAM accountability.

7.6.2.4. Accountability for C-130 WRM countermeasures will be managed by the deployed location MASO when aircraft are deployed to OCONUS locations. **(T-1)**. The deployed stock record account personnel will import WRM countermeasures IAW **paragraph 7.6.1.1**. **(T-2)**. The deployed location will coordinate with the originating location to obtain service life data. **(T-1)**. The following is not authorized:

7.6.2.4.1. Cross-loading of countermeasures from deploying or redeploying aircraft. **(T-2)**.

7.6.2.4.2. Holding countermeasures from a deployed aircraft for loading during redeployment. **(T-2)**.

7.6.3. **Non-expendable Training Munitions.** Accountability and allocations of deployed non-expendable training munitions (e.g., captive missiles, argon bottles, AMAs) will be transferred to the deployed stock record account. **(T-1)**.

7.6.3.1. 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. **(T-2)**.

7.6.3.2. The deployed location and home station MASOs shall ensure appropriate communication/coordination prior to the allocation transfer process. **(T-2)**. The MASO shall validate deployment requirements, and ensure physical management, security, safety, and accountability of munitions upon arrival and throughout the deployment. **(T-2)**.

7.6.3.3. Only deploy essential non-expendable training munitions. **(T-3)**. Prior to deployment, home station munitions supervision shall coordinate with deployed location munitions supervision to validate availability of in-place training munitions for use by the deployed unit. **(T-3)**.

7.6.3.4. DoDAAC is Established: When deploying non-expendable training munitions to a location with an established DoDAAC:

7.6.3.4.1. The home station MASO will ensure an ATR is submitted IAW **paragraph 7.4.3** when non-expendable munitions assets are tactical ferried and transferred using the "Import" option in the *CAS Expeditor Management* (AM2W1A) program. **(T-2)**.

7.6.3.4.2. Maintain and manage all maintenance records and documentation for deployed CATM assets (i.e., TMRS) at the deployed location. **(T-2)**.

7.6.3.4.2.1. Home station munitions supervision will ensure TMRS records are electronically transferred to the deployed location. **(T-2)**.

7.6.3.4.2.2. Deployed location munitions supervision will ensure records are maintained (e.g., TMRS) during the deployment and electronically transferred back to the home station upon redeployment. **(T-2)**.

7.6.3.4.3. The deployed unit is responsible to ensure all non-expendable training munitions return to home station upon redeployment. **(T-2)**.

7.6.3.5. No DoDAAC is Established: When deploying non-expendable training munitions to a location with no established DoDAAC, manage assets from home station until a DoDAAC is established or the deployed location's MAJCOM or theater managers provide specific instructions. **(T-2)**.

7.6.4. **Deployment of Custody Account Assets.** 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. **(T-2)**. Shipment documents must be forwarded to the gaining MASO. **(T-2)**.

7.6.4.1. If shipment is to a location with no established DoDAAC, contact MAJCOM/NAF munitions staff, which will coordinate with the MAJCOM/NAF with

operational oversight of the deployment location to establish a DoDAAC IAW **paragraph 9.1** or designate an existing host DoDAAC to provide MASO oversight. **(T-2)**.

7.6.4.2. Instead of shipment, the MASO may request MAJCOM/NAF (or equivalent) approval to retain deployed assets on custodial account. Various missions that support frequent operations/training missions shorter than 30 calendar days (OSI, Para Rescue, AFE, etc.) are authorized to maintain assets on home station custody account.

7.6.4.3. If custodians ship munitions using mobility channels, the MASO must turn-in and ship assets. **(T-2)**. Shipment documents will be forwarded to the gaining MASO designated by the MAJCOM/NAF with operational oversight. **(T-2)**.

7.6.4.4. The IDO or deployed commander will designate a responsible individual to be the munitions courier. **(T-1)**. The individual will be responsible for maintaining accountability of assets until they are turned in to the home-station or deployed MASO. **(T-1)**.

7.6.4.5. Support individual contingency deployment tasking from an existing custody account when possible. **(T-2)**. 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. **(T-2)**.

7.6.4.6. If personnel must hand-carry weapons and munitions, the following procedures must be used:

7.6.4.6.1. The MASO must process turn-in (if required)/shipment (PTO) to the applicable DoDAAC, if known. **(T-2)**. A copy of the shipment document will be forwarded to the gaining MASO at the DoDAAC designated by MAJCOM/NAF with operational oversight. **(T-2)**. The MAJCOM/NAF will establish a DoDAAC IAW **paragraph 9.1** or designate an existing DoDAAC to provide MASO oversight. **(T-2)**.

7.6.4.6.1.1. Provide a copy of the shipment document to deploying individual. **(T-1)**.

7.6.4.6.1.2. 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 (SSN will not be used). **(T-1)**. This documentation will be given to the home station MASO upon return from deployment." **(T-1)**.

7.6.4.7. Once munitions have been shipped units must contact the MAJCOM/NAF for replacement procedures. **(T-3)**.

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. **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 Air Force inventory.

7.7.2. **Requisitioning Guidance.** The GACP, AFNWC (for NWRM TYPE Trainers), and SPOs provide coordinated requisitioning guidance and direct OCONUS WRM munitions movements in coordination with the MAJCOM munitions staffs.

Note: Refer to **Chapter 11** for contingency sourcing guidance.

7.7.3. **Processing and Supporting Requisitions.** The MASO ensures that requisitions are submitted and managed IAW GACP, AFNWC, and SPO coordinated guidance and this AFI. **(T-1)**. Prior to processing or supporting requisitions, the MASO will ensure:

7.7.3.1. Required technical data and storage capacity is available. **(T-1)**.

7.7.3.2. An allocation exists for the requisitioned assets and requisitioned quantities do not exceed the allocation. **(T-2)**. When ordering by QUP or quantity per shipping container approved allocation (stock levels) may be exceeded. The GACP may authorize additional exceptions for high demand/expenditure assets or to fully utilize transportation capacity and resources.

7.7.3.2.1. 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.

7.7.3.2.2. IAW DoDM 5100.76, the owning IM shall ensure adequacy of requisition verification procedures for SRC I missiles and rockets. These procedures shall include procedures to validate and reject unauthorized requisitions. Procurement contracts shall provide for individual item serialization.

7.7.3.3. A detailed justification will be provided in the CAS requisition "Remarks" field to support unique or specific requirements or when past expenditure history does not support the request. **(T-1)**.

7.7.3.4. The proper project code and requisitioning priority are used. **(T-1)**. Requisitioning priorities are established in **Table 7.2**, *Requisitioning Priorities*. PACER AMMO project codes are identified in **Table 7.4,** *Transportation Account Codes (TAC) and PACER AMMO Project Codes*.

7.7.3.5. Requisitions in support of the annual DLAR include the applicable FY that the DLAR applies to in "Comments" field of the CAS requisition. **(T-1)**. ***EXAMPLE:*** "FYXX alloc".

7.7.4. **MICAP Requisitions (RDD 999).** MICAPs are authorized only when lack of an asset will cause grounding of a MICAP reportable end item IAW the SRD found in TO 00-20-2.

7.7.4.1. MICAP requisitions will be submitted in CAS. **(T-1)**. If CAS is unavailable, requisitions will be submitted 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. **(T-1)**.

7.7.4.2. 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). **(T-1)**.

7.7.4.3. Requesting units will provide the IM and shipping activity with supporting justification, such as aircraft ground date, intra-theater support options, and any related communications. **(T-1)**. The GACP will work directly with the IM and the designated shipping activity to facilitate the quickest MICAP processing to the requesting unit.

7.7.4.4. 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.

7.7.5. **Requisition Follow-Up Support.** The GACP will contact the requesting unit when additional information/clarification is needed for a requisition. Munitions Operations personnel contact the GACP via the CRM for requisition follow-up support. Units should utilize all available requisition follow-up/research tools prior to contacting the GACP.

Note: The AFMC Tracker located on the Air Force Portal provides integrated logistics query tools that can be used to monitor and reconcile requisitions.

7.7.5.1. Units will monitor requisitions weekly using the CAS Requisition Status Report, IGC, and the AFMC Tracker. **(T-2)**. Additionally, requisitions will be reconciled to satisfy AWP actions with Munitions Scheduling weekly. **(T-2)**.

7.7.5.2. Sourced Requisitions: Units will follow-up monthly with the "ship from" activity. **(T-2)**. For requisitions sourced to depots or DoDAAC FV2172, units will follow-up through the GACP via the CRM no earlier than 2-weeks prior to the RDD. **(T-2)**.

7.7.5.3. New/Pending Requisitions: Units will contact the GACP via the CRM to validate/update status when in new/pending status for more than 14 calendar days. **(T-2)**.

7.7.5.4. Backordered Requisitions: Units will contact the GACP via the CRM after the Estimated Release Date (ERD) has passed. **(T-2)**. 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 so shelf/service life extensions can be submitted to the applicable IM.

7.7.5.5. 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).

7.7.5.6. When canceling a sourced requisition or unsatisfied RDO, the GACP will notify the unit by entering rationale in the CAS requisition "Remarks" field.

7.7.5.7. 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**	**Responsible Agency**
Cycle Segments	**Calendar Days**			
1 - Requisition	1	1	2	Requisitioning Activity
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)	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 TP 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. Authorized for wartime use as directed by the GACP, Theater/Regional Ammunition Control Point (TACP/RACP). Translates to 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 TP-1.

* Requisition priorities for CAS-managed NWRM assets will be "03".

Requisitioning Priority Designator	01-03 Notes 1, 2	04-08 Note 3	09-15 Note 4	Responsible Agency
Cycle Segments	Calendar Days			

** 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 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 activity 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 TP-3.

7.7.6. **NWRM.** An approved allocation in CAS constitutes verification of a requisition. Verification of NWRM requisitions is accomplished through the annual forecasting and allocation process via AMST and CAS.

7.7.6.1. Manual release of NWRM requisitions is not required when organizations/DoDAACs with an approved allocation for an NWRM asset is loaded in CAS. In this case, DoDAACs are authorized to requisition up to the allocated level/quantity.

7.7.6.2. NWRM will only be requisitioned up to the approved allocated quantity. **(T-1)**. NWRM requisitions will not be increased up to QUP. **(T-1)**.

7.7.6.3. When requisitioning NWRM assets, consider current on-hand balance, validated due-ins, projected current FY issues/expenditures, and approved ATR/OOCR.

7.7.7. **WRM.** OCONUS units requisition (call forward) WRM assets only after previously coordinating with the MAJCOM and GACP. **(T-2)**. WRM call forward assets will be planned and coordinated based upon allocated assets, and available transportation, funding, and storage. **(T-2)**.

7.7.8. **Missiles.** Units will not requisition AUR missiles to include Captive Air Training Missiles (CATM). **(T-1)**. Missile allocations are centrally controlled by HAF and published in the DLAR, TAMP, MMP, and AMST. The GACP, Armament Division (Robins AFB) distributes available AUR missiles based on approved allocations in coordination with the MAJCOMs and NAFs.

7.7.8.1. When a unit falls below allocated levels, submit a CRM on the GACP website to request shipment/shortfall status. **(T-2)**. Perform monthly follow-ups until status notification is received or shortfall is resolved. **(T-2)**.

7.7.8.2. Units may requisition the Missile Body Section (MBS) and Guidance Control Section (GCS), as required, to build-up a CATM. If ordered, the following remarks will be placed in the requisition 'Comments' field: FYXX Alloc CATM New Build. **(T-1)**.

7.7.8.3. 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. Unserviceable assets will be auto-shipped (CC-F) back to the depot. **(T-1)**. Place the quantity of shipped GCSs, Transportation Control Number (TCN) and CC-F in the 'Comments' field (i.e., 4 EA FV0003 7329 7503, F). GCSs will be shipped in Quantity Unit Pack (QUP). **(T-1)**.

Note: Units failing to include required data may receive a denial status code of 'CA' with reason for rejection.

7.7.9. **TCI (CAD/PAD) Requisitioning.**

7.7.9.1. Munitions organizations will meet quarterly with Maintenance Operations Flight, P&S, AFE, and the Flight Service Center (FSC) to determine MASO requisitioning requirements for the next nine month period by Mission Design Series (MDS), by tail number, or by the S/N of the next higher assembly. **(T-1)**.

7.7.9.1.1. 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. **(T-1)**. P&S will identify those items that will be requisitioned by the depot maintenance activity. **(T-1)**.

7.7.9.1.2. When the depot maintenance activity requisitions time change replacement parts for aircraft in or during depot maintenance, field activities will not requisition these parts. **(T-1)**.

7.7.9.2. 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 7.3**, *OCONUS and CONUS Time Change Requisitioning Schedule*. **(T-1)**.

7.7.9.3. The MASO will ensure wing TCI requirements are consolidated and are validated by P&S at quarterly meetings. **(T-1)**. The MASO (or designated representative) and P&S will work to resolve any conflicts with consolidated requisitions (dates, quantities, P/Ns, etc.) prior to the MASO submitting requisitions to the GACP. **(T-1)**. Supplemental forecasts will not be submitted when quarterly requisitions exceed forecasted requirements. **(T-1)**.

7.7.9.4. The MASO shall ensure submission of quarterly consolidated requisitions, based on the quarterly maintenance meeting through CAS. **(T-1)**. List the applicable tail numbers or S/N of the next higher assembly in the remarks field of the CAS

requisition. **(T-1)**. Submit requisitions to allow sufficient time for surface movement to deliver assets to meet scheduled maintenance. **(T-1)**. Prior to submitting requisitions, refer to **Table 7.2** for requisitioning priorities and RDD timelines and **Table 7.3** for the OCONUS and CONUS time change requisition schedule. **(T-1)**.

7.7.9.4.1. The quarterly consolidated requisition determines the authorized stock level to be loaded in CAS. **(T-1)**.

7.7.9.4.2. Provide supplemental shipping address when applicable. **(T-3)**.

7.7.9.4.3. 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. **(T-1)**.

7.7.9.4.4. TCI requisitions not submitted IAW **Table 7.2** and **Table 7.3** may be denied or not received in time for scheduled maintenance. Ensure requisitioning priorities reflect the proper urgency as defined in DTR 4500.9-R, Vol. II. Out of Cycle TCI requisitions may be submitted to the GACP at any time with sufficient justification. Justification shall include: memorandum signed by the MXG/CC (or equivalent) and an incident/accident report, inspection record, aircraft transfer records, or other pertinent supporting documentation. **(T-1)**.

Table 7.3. 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

7.8. Custody Account Management. ***Note:*** Custody account management includes procedures to manage consumption issued assets.

7.8.1. **Responsibilities.**

7.8.1.1. Commanders/Civil Service (GS/GM) Division Heads (or equivalent): For units that "use" or "possess" munitions, ensures proper operation and custody of munitions

issued to the unit's custody accounts. **(T-1)**. Additionally, they, or their authorized delegates will:

7.8.1.1.1. Sign and ensure compliance with requirements of the AF Form 68, *Munitions Authorization Record*, IAW **paragraph 7.8.2**, references in the *Munitions Customer Information Matrix* in **Attachment 4** **(T-1)**, and local MASO requirements. **(T-3)**.

7.8.1.1.2. Appoint account custodians to execute custodial duties on their behalf, or may personally receipt for and manage account munitions. **(T-1)**.

7.8.1.1.3. Ensure contractors do not sign the AF Form 68 to appoint or approve munitions custodians. **(T-1)**.

7.8.1.1.3.1. In contracted operations, a military officer holding command authority/Federal civilian (GS/GM) Division heads/chief will sign the AF Form 68. **(T-1)**.

7.8.1.1.3.2. A contractor will only be appointed as a custody account custodian by an organizational commander or Civilian (GM/GS) Division Head using the AF Form 68. **(T-1)**.

7.8.1.1.4. Develop and publish written internal management controls for oversight and compliance with munitions custody account responsibilities. **(T-1)**.

7.8.1.1.5. Delegate their authority by memorandum, when they deem necessary, to personnel with operational responsibility to sign munitions account documentation. **(T-2)**. A copy of the signed delegation memorandum will be provided to the MASO before account documentation will be accepted from the delegate. **(T-1)**.

7.8.1.1.5.1. Delegated personnel must be an officer, senior NCO, or civilian (GS-9 or above). **(T-1)**. 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 and the Commander's responsibilities. **(T-1)**. Delegated personnel will not be a custodian of any unit custody account. **(T-1)**.

7.8.1.1.5.2. The delegation memorandum must be signed by the appropriate Commander or Civil Service Division Head/Chief. **(T-1).** Vice and deputy signatures will not be used. **(T-1).** The delegation memorandum will include the statements shown in **Figure 7.2**, *Commander/Civilian Division Head Delegation Memorandum Statement.* **(T-1).**

7.8.1.1.5.3. Delegation of authority does not release the Commanders/Civilian division heads/chiefs from pecuniary liability. They shall remain responsible for overall custody account management. **(T-1).**

7.8.1.1.6. Ensure munitions are not released to agencies or individuals outside the Air Force. **(T-1).**

7.8.1.1.7. Initiate a formal CSA with the munitions storage activity when such storage is required or considered in the best interest of the Air Force. **(T-2).**

7.8.1.1.8. Ensure personnel requiring access to CAS submit a CAS - DD Form 2875 IAW **paragraph 2.6.6** and **paragraph 13.3.4**. **(T-1).**

7.8.1.2. MASO: Provides management oversight of all custody accounts established against the stock record account to ensure proper safety, security, and accountability of munitions. The MASO will:

7.8.1.2.1. Ensure a "face to face" briefing and training are provided to the unit Commander (or equivalent), appointed delegates, and all account custodians to inform responsible personnel on their applicable account responsibilities. **(T-1)**. The AF Form 68, Part III, Briefing Statement; **Attachment 4** of this publication; and the Air Force Munitions Accountability Procedures Guide (if applicable) will be used to provide this training, before signing the AF Form 68. **(T-1)**.

Exception: For GSUs/remote locations, the MASO may conduct this briefing and training by teleconference

7.8.1.2.2. Approve and enforce requirements of the AF Form 68. **(T-1)**.

7.8.1.2.3. Provide customers a listing of munitions key points of contact for normal and after hours support. **(T-3)**.

7.8.1.3. Munitions Operations Element: Manages day to day activity (e.g., allocations, stock levels, requisitioning, AF Forms 68) of custody accounts on behalf of the MASO.

Figure 7.2. Commander/Civilian Division Head Delegation Memorandum Statement.

"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 custody 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, *Munitions Management*, for the munitions maintained on this account."

7.8.1.4. Unit Custodians: 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. Unit custodians will:

7.8.1.4.1. Pick-up and deliver all requested, issued, and turn-in custody munitions to and from the munitions storage area. **(T-2)**.

7.8.1.4.2. Ensure unit allocations are not exceeded. **(T-1)**.

7.8.1.4.3. Maintain lot number integrity (e.g., lots will not be mixed). **(T-0)**. This is especially important for munitions items when the lot number is not permanently 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.

7.8.1.4.4. Submit expenditures IAW **paragraph 7.11.1**. **(T-1)**.

7.8.1.4.5. Maintain packing material to repackage munitions maintained on their account. **(T-2)**.

7.8.1.4.6. Turn-in munitions residue, excess packing material, and containers for munitions assets expended or consumed to the munitions activity for certification or disposition. **(T-1)**. Users or custodians authorized to certify munitions residue IAW TO 11A-1-60 will develop procedures for disposal of packaging and residue, or provide reimbursement to pay for replacement packaging. **(T-1)**.

7.8.2. **AF Form 68, Munitions Authorization Record.** The AF Form 68 is used by the MASO, unit commanders, and munitions custodians to establish custody accounts to receive, manage, and expend munitions; receive munitions for consumption, appoint munitions custodians, identify personnel currently authorized to receipt for munitions, and identify personnel outside the Munitions organization (including tenant units) that need access to CAS to manage their accounts. The AF Form 68 will be prepared and used as follows:

7.8.2.1. Use the AF Form 68 to appoint munitions account custodians. **(T-1)**. Units will complete and submit the AF Form 68 to the MASO for signature approval. **(T-1)**.

7.8.2.1.1. Designated munitions custodians are identified in Part II of the AF Form 68. Custodians will sign Part II of the AF Form 68 acknowledging their responsibilities. **(T-1)**.

7.8.2.1.2. Unit Commanders will appoint designated munitions custodians listed in Part II by signing Part III of the AF Form 68. **(T-1)**.

7.8.2.1.3. The MASO will approve the AF Form 68 when they sign Part IV. **(T-1)**.

7.8.2.2. New AF Forms 68 will be completed using the current published form, as designed, and digital signatures, will be used, when possible. **(T-1)**. The blank AF Form 68 may be saved to PDF format and digitally signed in Adobe Acrobat Professional©. Additionally, hard copy AF Form 68s are authorized when electronic capability and filing does not exist.

7.8.2.3. The AF Form 68 will be used for all accounts established to manage RDT&E and A&S munitions assets IAW the exceptions to **paragraph 7.5.1**. **(T-2)**.

7.8.2.4. The AF Form 68 will be re-accomplished any time the unit's original AF Form 68 signatory (Commander/ Civilian Division Head, or their delegate) changes. **(T-1)**.

7.8.2.5. RegAF, ANG, AFR, and civilian personnel operationally aligned within the same functional user organization may be designated as custodians on a single AF Form 68 (or addendum) regardless of administrative alignment.

7.8.2.6. Individuals will not be added to an AF Form 68 after it is approved by the MASO. **(T-1)**. All custodians will be considered "primary" and no alternate munitions account custodians are authorized. **(T-1)**.

7.8.2.7. To add additional custodians, a new AF Form 68 or an "Addendum" AF Form 68 will be accomplished. **(T-1)**. If an addendum is used, mark it as "Addendum" and file it with the original.

7.8.2.8. Withdrawal actions cannot be undone; to reinstate a withdrawn custodian a new or "addendum" AF Form 68 will be submitted. **(T-1)**. To withdraw a custodian's authorization for any reason, within 24-hours, the unit Commander/Civilian Division Head (or equivalent), delegate, or account custodian (as appropriate) will take one of the following actions:

7.8.2.8.1. Option 1: Complete and electronically submit a new AF Form 68 to the MASO for approval. **(T-1)**. Once approved, Munitions Operations element will e-mail a copy to all account custodians. **(T-1)**.

7.8.2.8.2. Option 2: Notify the MASO of withdrawal/reassignment actions. **(T-1)**. The MASO will ensure:

7.8.2.8.2.1. The original AF Form 68 is printed to PDF format and withdrawn personnel will be "red lined" from the AF Form 68 using the "strikethrough" tool in Adobe ® Acrobat ® Professional. **(T-1)**.

7.8.2.8.2.2. The "red lined" PDF AF Form 68 will be saved and filed with the original AF Form 68 IAW the Air Force Munitions Document Control Procedures at **Attachment 5**. **(T-1)**. Munitions Operations will e-mail a copy to all remaining account custodians. **(T-1)**.

7.8.2.9. The custodian's unit will revalidate the AF Form 68 annually. **(T-1)**. If there are no changes the unit Commander/Civilian Division Head (or equivalent), delegate, or account custodian will enter a legible name and date in Part III of the AF Form 68 in the area titled "UNIT REVALIDATION: NAME AND DATE:" **(T-1)**. When there are no changes to the AF Form 68, the original AF Form 68 remains valid. The unit is not required to submit a validated (unchanged) AF Form 68 to the MASO. **(T-2)**.

Note: Munitions Operations does not validate the unit's AF Form 68. The MASO does not sign the unit's validated (unchanged) AF Form 68. **(T-2)**.

7.8.2.10. The Munitions Operations element files and maintains AF Form 68s IAW **Attachment 5**. **(T-1)**. Ensure that Inspection and Storage personnel, SA, and custody account monitors have "read" privileges for the account document folders. **(T-1)**.

7.8.3. **Account Files.** Account files are maintained electronically IAW **Attachment 5**. Custodians need not maintain separate files, except as indicated in this instruction. **(T-2).** If a custodian requires a specific record they are not responsible to maintain, they will request it from the Munitions Operations element. **(T-3)**.

7.8.4. **Custody Account Inventories.** Conduct custody account inventories IAW **Attachment 3**.

7.8.5. **Custody Account Deficiencies.** When the MASO determines a custody account is not being managed or maintained properly IAW this instruction, the MASO will:

7.8.5.1. Notify the organizational commander in writing and allot 15 calendar days to correct deficiencies. **(T-1)**.

7.8.5.2. "Freeze" the account if discrepancies are not corrected within 15 calendar days of notification. **(T-1)**. Further transactions will be processed until discrepancies are corrected. **(T-1)**.

7.8.5.3. Notify and request assistance from the using organization's group commander (or equivalent) if discrepancies are not corrected within 30 calendar days after notification. **(T-1)**.

7.8.5.4. "Unfreeze" the account when identified discrepancies have been corrected; or direct specific assets be turned in to Munitions Inspection. **(T-1)**.

7.8.6. Account Closure:

7.8.6.1. The unit Commander determines when a custody account is no longer required to support the unit's operational or training mission. The Commander requests the MASO close the custody account by submitting an e-mail with justification to the MASO who directs closure of the account and forward the results to the MUFM.

7.8.6.2. Unit custodians will package all assets for custody turn-in using the original packing material. **(T-2)**. If original packing material is not available, contact the Munitions Flight for packing material or guidance on otherwise technically suitable packing material. **(T-2)**.

7.8.6.3. The MASO will ensure no munitions transactions take place until documentation has been received by Munitions Operations. **(T-1)**.

7.9. Receiving Munitions.

7.9.1. **General Receipt Procedures.** CAS-managed assets to include NWRM are in-checked, receiving inspections (RI) performed IAW TO 11A-1-10, and picked up on CAS records. **(T-0)**. Non-explosive NWRM receiving inspections are IAW the applicable technical data. In combat situations, receiving inspections may be conducted as part of the assembly/production process.

7.9.1.1. All SRC I and II AA&E, and classified AA&E shipments, to include explosive and non-explosive NWRM assets, will be in-checked and picked-up on accountable CAS record immediately upon receipt to ensure seals are intact, detect any signs of damage or tampering, and accountability. **(T-0)**.

7.9.1.2. SRC I and SRC II AA&E will not be received or managed in the CAS, *Non-accountable Program* (AM101A). **(T-1)**.

7.9.1.2.1. If there are any signs of damage or tampering there must be an immediate inventory IAW **Attachment 3** to verify quantities received and to determine extent of any damage or tampering. **(T-0)**.

7.9.1.3. Receive shipped assets from other CAS DoDAACs onto CAS accountable records before any other actions are taken with the received assets. **(T-0)**.

Exception: Receive Test/Contract munitions IAW **paragraph 7.16**.

7.9.1.4. Receive COTS munitions onto the stock record account by processing an ORG TIN IAW **paragraph 7.12.2.7** using the CAS *FOB Turn-In* (AM555A) program. **(T-1)**.

7.9.1.5. Process receipt details in CAS *Receipts* (AMI41A) or with use of CAS AIT Receipt menu. **(T-1)**.

7.9.1.6. If the received asset is a PGM or TMRS tracked item, ensure the asset is also received in TMRS. **(T-2)**.

7.9.1.7. Receiving Munitions with RAM: The permittee (unit commander in munitions units) shall ensure that recipients have the authority and approved permits to receive RAM before the receipt occurs. **(T-0)**. Receipts of munitions with RAM (e.g., 30MM API with DU) will be coordinated with the IRSO before they occur, IAW AFI 40-201. **(T-1)**.

7.9.2. **Verifying Receipts and Documentation.** Personnel designated and authorized in writing IAW **paragraph 2.4.5** will in-check assets. **(T-1)**. In-checking consists of comparing shipping documents with outer container markings (e.g., identity & quantity).

7.9.2.1. Trained and qualified personnel shall in-check all inbound assets that require TPS IAW DTR 4500.9-R utilizing the AF Form 4388, *Inbound Transportation Protective Service Material Checklist*. **(T-1)**. The in-check will be performed jointly by an in-checker and certifier and confirmed by signature on the AF Form 4388. **(T-1)**.

7.9.2.2. During in-check of all CAS-managed assets verify the nomenclature, NSN, quantity, lot number/S/N (as applicable) with outer container markings and data on the shipping document. **(T-1)**. Additionally, during in-check of NWRM assets:

7.9.2.2.1. Verify the S/N on the DD Form 1500 series condition tag with the outer container markings and data on the shipping document. **(T-1)**.

7.9.2.2.2. Cross-referenced the P/N against the NSN using the appropriate reference (C1100, FEDLOG, etc.) to ensure accuracy of the NSN received. **(T-1)**.

7.9.2.3. NWRM assets will not be inspected for the sole purpose of S/N verification. **(T-1)**. If there is evidence of tampering the MASO will be notified and designated personnel will physically inspect/verify the package contents. **(T-1)**. The container will be opened to retrieve the shipping document and the DD Form 1500 series condition tag. **(T-1)**.

7.9.2.4. The first 14 digits of the TCN, if available, will be used to receive shipments from non-CAS units (depot, contractor, vendors, etc.) when a DD Form 1348-1A or shipping document number is not generated. **(T-1)**. When no TCN is available, the requisition document number (if available) will be used to in-check assets; otherwise use a locally generated FVXXXX document number. **(T-1)**.

7.9.2.4.1. Except for items requiring specialized handling, NWRM received from non-CAS units (e.g., DOE) will be opened to retrieve shipping documents and DD Form 1500-series condition tag; and to verify internal contents, NSN, quantity, S/N from data plate, and packaging is compliant with SPI. **(T-1)**.

7.9.2.4.2. NWRM received from non-CAS units that require specialized handling will be documented on the AF Form 4388 as not inspected and will be scheduled for inspection within 30 calendar days of receipt. **(T-1)**.

7.9.2.5. 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 shall be manually entered by the munitions inspector (other receiving personnel) after receipt of assets. **(T-1)**. There are two methods to obtain the Inspection History record:

7.9.2.5.1. Method 1. Access CAS *Lot History Inspection Report* (AM615A) and update the shipper's DoDAAC and enter the NSN and lot number.

7.9.2.5.2. Method 2. Access CAS *Inspection History Inquiry* (AMQ05A) and update the shipper's DoDAAC and enter "Type of Asset" via the dropdown menu.

7.9.3. **Receipt Discrepancies.** Identified and report, any CAS-managed assets, including COTS, received without sufficient accountability and identity documentation or improper packaging IAW the reporting requirements below; also refer to and report NWRM discrepancies IAW AFI 20-110. **(T-1)**. Process receipt discrepancies as follows:

7.9.3.1. When the received quantity, lot number, NSN, or S/N is different from the shipping document, the in-checker will circle the erroneous information on the document, enter the correct information, and initial. **(T-1)**. Research will be initiated immediately to resolve any discrepancy noted during the in-check of munitions assets. **(T-1)**.

7.9.3.2. Incoming ammunition shipments of nonstandard items received without sufficient documentation constitute a potential safety hazard to both facilities and personnel. The MUNS Supt/Munitions Flight Chief will be notified prior to accepting these assets. **(T-1)**.

7.9.3.3. The shipping activity will be contacted and required information/documentation will be requested. **(T-1)**.

7.9.3.4. After all information is validated, an off-line shipping document, DD Form 1348-1A, will be prepared and the receipt processed. **(T-1)**. Stamp/annotate the DD Form 1348-1A, “Shipping Documentation Not Received”. **(T-1)**. COTS documents will be stamped “COTS Munitions Documents Not Required.” **(T-1)**.

7.9.3.5. For all item or packaging discrepancies attributable to the shipper (military, government, vendors, manufacturer, repair contractor, etc.), the receiving activity shall prepare and submit automated Supply Discrepancy Report (SDR) 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*. **(T-0)**.

7.9.3.5.1. If the DoD WebSDR system is not available, a manual Standard Form (SF) 364, Report of Discrepancy (ROD), also referred to as a Supply Discrepancy Report (SDR)), will be submitted through e-mail to **dlacontactcenter@dla.mil** or contact the customer service help lines at 1-877-352-2255 (1-877-DLA-CALL). **(T-1)**.

7.9.3.5.2. Access to the DoD WebSDR requires submission of a SAR available at the DAAS home page specified in **paragraph 1.4.8**.

7.9.3.5.3. DoD WebSDR training can be obtained by login to the WebSDR application and navigating to the WebSDR training slides link.

7.9.3.6. 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. **(T-1)**.

7.9.3.7. For packaging discrepancies, a copy will be sent 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 Lead MAJCOM/NAF (both if different than receiving unit). **(T-1)**.

7.9.3.8. The DD Form 1149, *Requisition and Invoice/Shipping Document*, or DD Form 250, *Materiel Inspection and Receiving Report*, will be used in place of the DD Form 1348-1A for munitions/missile shipments from contract facilities is acceptable. **(T-2)**. Units are not required to recreate shipping documents.

7.9.3.9. When shipments are received or delivered by personnel not appointed on an approved list, the local transportation management representatives will be contacted for guidance/approval IAW AFI 24-203. **(T-1)**. Refer to **paragraph 7.13.2** for additional guidance for direct vendor shipments/deliveries.

7.9.4. **NWRM Receiver Acknowledgements:**

7.9.4.1. For NWRM TYPE trainers shipped using the Nuclear Ordnance Shipping Schedule (NOSS) process, the receiving MASO will notify the shipping MASO within 2 hours (CONUS) and 8 hour (OCONUS) of receipt. **(T-0)**.

7.9.4.2. AFI 24-203 REPSHIP procedures will not be used for TYPE Trainers shipped under NOSS. **(T-0)**.

7.10. Munitions Issues. There are two types of Issues: Consumption and Custody.

7.10.1. **General Issue Procedures.** In addition to specific consumption and custody issues procedures in **paragraph 7.10.2** and paragraph **7.10.3**, the following general procedures shall be followed:

7.10.1.1. Munitions users will submit issue requests electronically to the munitions organization, unless the MASO authorizes verbal or written requests **(T-3)**.

7.10.1.2. CAS-managed NWRM will not be issued on an AF IMT 1297, *Temporary Issue Receipt*. **(T-1)**. CAS-managed NWRM will be DIFM issued for install, issued to custody account, or managed on the stock record in all cases. **(T-1)**.

7.10.1.3. Munitions will be issued in QUP or "LITE box" configuration, when possible, to limit creation of "non-standard" packaging not within SPI configuration. **(T-1)**. Non-standard packaging creates potential hazard class conflicts as described in TO 11A-1-10.

7.10.1.4. All issue requests will include the following:

7.10.1.4.1. ORG/Shop code. **(T-1)**.

7.10.1.4.2. Nomenclature. **(T-1)**.

7.10.1.4.3. NSN. **(T-1)**.

7.10.1.4.4. Quantity. **(T-1)**.

7.10.1.4.5. CAT Code. **(T-1)**.

7.10.1.4.6. The words "CLASSIFIED ITEM" if applicable. Documents associated with NWRM assets will be stamped “CLASSIFIED NWRM ITEM”. **(T-1)**.

7.10.1.4.7. Date and time required. **(T-1)**.

7.10.1.4.8. Issue type. **(T-1)**.

7.10.1.4.9. Grounding date (For consumption issue for aircraft time change items). **(T-1)**.

7.10.1.5. Emergency Issues: 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.

7.10.1.5.1. The MUNS Superintendent/Munitions Flight Chief determines supportability. If Munitions supervision determines the request is supportable, no emergency issue approval is required, or necessary.

7.10.1.5.2. In cases of competing priorities (e.g., semi-annual inventories) emergency requests will be justified and approved, in writing, by the group commander or designated representative with command authority over the munitions issuing organization. **(T-2)**. The approval will accompany the issue request. **(T-2)**. Designated representatives to approve emergency issue requests will be appointed in writing and will not be lower than a unit commander. **(T-1)**.

7.10.2. **Consumption Issues.** Consumption issues shall be limited to those assets that will be consumed or installed within 15 calendar days (i.e., DIFM, Time Change). **(T-1)**.

Exception: Shop stock issues, RDT&E activities, and SmACC issues are not bound by the 15 calendar day rule.

7.10.2.1. If the requesting or storing unit/activity cannot satisfy storage, security or safety requirements, the requesting unit shall limit consumption issue requests to the amount to be consumed on the day of issue. **(T-1)**.

7.10.2.2. Use consumption issues to manage CAT Code C, CAT Code D, and CAT Code E consumable assets (e.g., arming wire, swivel and links, ferrules, safety clips, lugs) for use by internal and external requirements (e.g., CMT, SGO training, Load Barn, and RDT&E). **(T-3)**. If consumption issue is used, control the consumable parts as shop stock. **(T-2)**.

7.10.2.3. Consumption issues include SmACC, Stockpile Consumption, and DIFM:

7.10.2.3.1. SmACC: Will only be used to issue basic/combat loads of 5.56mm and 9mm small arms ammunition. **(T-1)**. 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. When issuing ammunition using SmACC T procedures, unit MASO will ensure:

7.10.2.3.1.1. MAJCOM or NAF munitions staff (or equivalent) approval is obtained in writing before processing any SmACC issue within an active combat zone. **(T-1)**. The approval must specify the DoDAAC and the time period that SmACC issues are authorized (e.g., month, FY, until authorization is rescinded). **(T-1)**. The approval remains in effect for the stated period regardless of MASO appointment. Any rescission and re-approval to perform SmACC issues will be approved by the MAJCOM/NAF **(T-1)**. However the MASO or local commanders may place SmACC procedures in abeyance locally at their discretion.

7.10.2.3.1.2. SmACC issue procedures will not be used for any of the following:

7.10.2.3.1.2.1. Non-deployed Operations **(T-1)**: Operating from the individual/unit's permanently assigned installation in CONUS or OCONUS. SmACC issues will not be used to provide personnel deploying from CONUS to deployed combat locations. **(T-1)**.

Exception: If there is no DoDAAC available to manage the assets, only AFSOC enabling/support forces, may use SmACC procedures from CONUS when deploying within 72 hours, with approval of the MAJCOM/NAF munitions staff (or equivalent).

7.10.2.3.1.2.2. On-installation Operations **(T-1)**: Includes gate guards, routine base security operations, nuclear weapons custodial duties, training activities, etc. These operations will only be supported from custody accounts established IAW **paragraph 7.8**. **(T-1)**.

7.10.2.3.1.2.3. To issue any ammunition or explosives other than basic/combat loads of 5.56mm and 9mm small arms ammunition used for personal defense. **(T-1)**.

7.10.2.3.1.3. SmACC issues will only be processed to the default ORG/SHP code 920CC under CAT Code T. **(T-1)**. An AF Form 68 is not generated for ORG/SHP code 920CC.

7.10.2.3.1.4. Before processing a SmACC issue, a copy of the individual's orders will be obtained and maintained with the original consumption issue documents IAW the Air Force RDS in AFRIMS. **(T-1)**.

7.10.2.3.1.5. Relief from accountability for SmACC issues occurs after physical assets are turned over to an organizational user and the individual has been briefed on and signed the SmACC Issue Acknowledgement Statement shown in **Figure 7.3**, *SmACC Issue Acknowledgement Statement.*

7.10.2.3.1.6. The issuing individual (e.g., Munitions Operations or Munitions Inspector) will ensure the SmACC Issue Acknowledgment Statement in **Figure 7.3** is printed on the back of the issue document (DD 1348-1, AF IMT 4331, etc.) and is signed by the receiver before releasing assets. **(T-1)**.

7.10.2.3.2. Stockpile Consumption Issue: Used to issue assets from the stock record account for installation or use (e.g., replace AUR components, containers to be packed). These issues will be processed against ORG/SHP code 002SM. **(T-**

1). These documents will be signed by munitions personnel authorized to receipt for munitions assets. **(T-1)**. An AF Form 68 is not required.

7.10.2.3.2.1. 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. Allocations increases above the initial QUP are justified using the ATR/OOCR process to issue quantities up to QUP.

Figure 7.3. SmACC Issue 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. *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. 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 the quantity of small arms ammunition deposited, the quantity of small arms if expended, signature, and date on the back of the* AF IMT 4331 *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.*

7.10.2.3.2.2. If unused pieces and parts remain from a consumption issue and the parts are no longer required, an Expenditure TIN will be processed IAW **paragraph 7.12.4** to inspect and return parts to stock. **(T-1)**.

7.10.2.3.2.3. Units will ensure enough assets remain available on stock record to support CR builds and expenditures. **(T-2)**.

7.10.2.3.2.4. Use the consumption issue process for items requiring disposal of explosive munitions by EOD.

7.10.2.3.2.4.1. Use the "default" EOD ORG/SHP code 920RW under CAT Code Y only assets requiring EOD disposal; refer to **paragraph 3.13.7.5**. An AF Form 68 is not used for ORG/SHP code 920RW.

7.10.2.3.2.4.2. The MASO correspondence memorandum, "Personnel Authorized to Dispose of Munitions" provided by EOD will be used to validate personnel authorized to sign and date the CAS generated document. **(T-3)**. The signature of EOD personnel on the CAS document

shall constitute DEMIL certification; no additional signatures are required. **(T-1)**.

7.10.2.3.3. 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, all ERRC code "XD" assets will be issued and controlled using DIFM procedures. **(T-1)**. DIFM will not be used for any air-launched/dropped munitions and their associated inert/dummy/training assets. **(T-1)**. CAS DIFM listing (AM535A) will be used to monitor DIFM assets to ensure they are returned within 15 calendar days. **(T-1)**. The 15 calendar day count will start from the date assets were physically received by the customer. **(T-2)**.

Exception: The MASO may extend the 15 calendar day DIFM return requirement to quarterly, without waiver, when a GSU location has no in place RegAF, ANG, or AFRC munitions activity to service DIFM activity. This exception will not apply to any disposition instructions provided by the equipment specialist or DDA. **(T-1)**.

7.10.2.3.3.1. For initial issue requests the "DIFM bypass" indicator will be used. **(T-1)**.

7.10.2.3.3.2. All replacement AFE munitions requirements, regardless of ERRC, will be consumption issued using DIFM procedures. **(T-1)**.

7.10.2.3.3.3. Each owning IM/ES with assets managed in CAS, regardless of organizational assignment, will have an active CAS account and ensure the CAS IDR is current. **(T-1)**. The owning IM/ES shall ensure that all CAS-managed NWRM items have the time change indicator set to "Y". **(T-1)**. Notify the GACP via the CRM if the time change indicator for any CAS-managed NWRM asset is not set to "Y".

7.10.3. **Custody Issues.** A custody issue is used to supply an organization with munitions for the current FY period.

7.10.3.1. 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.

7.10.3.2. Secure facilities and adequate storage must be available for all custody issues as required by AFI 31-101 and AFMAN 91-201. **(T-1)**.

7.10.4. Munitions Pick-up Procedures.

7.10.4.1. Customers receiving property will present a valid CAC or other DoD identification card. **(T-1)**. Only personnel listed on the AF Form 68 will be authorized to receipt for assets. **(T-1)**.

7.10.4.2. Property will be signed for and released only after validation that an individual is an appointed representative of the commander. **(T-1)**.

7.10.4.3. The receiving individual will verify the property received by checking the NSN, lot number, CC, and quantity before signing for property. **(T-1)**.

7.10.4.4. If changes have occurred to documents (quantity, lot number, etc.), the document shall not be signed and the recipient will notify Munitions Operations immediately. **(T-1)**.

7.10.4.5. Responsibility for safety, security, and accountability (to include lot number integrity) for munitions from the time of issue shall remain with the custodial (using) organization. **(T-1)**.

7.10.5. **Organizational Refusals.** Organizations refusing a previously requested issue of assets, will provide Turn-In documentation for the refusal IAW **paragraph 7.12**. **(T-1)**. 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. **(T-1)**. Organizational refusals may be processed electronically via e-mail. MASOs should notify commanders when their organizations have excessive refusals within a one year period.

7.10.6. **Issue of Non-NCAA WRM Small Arms Ammunition in Support of Emergencies.** The MASO appointing authority is authorized to direct, in writing, emergency issue of Non-NCAA WRM small arms ammunition to Air Force 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.

7.10.6.1. Written release authority shall include:

7.10.6.1.1. Nomenclature. **(T-1)**.

7.10.6.1.2. NSN. **(T-1)**.

7.10.6.1.3. Quantity. **(T-1)**.

7.10.6.1.4. Unit of issue. **(T-1)**.

7.10.6.1.5. Date to be withdrawn. **(T-1)**.

7.10.6.1.6. Estimate return date. **(T-1)**.

7.10.6.1.7. POC, to include: Name, office symbol, and telephone number of individual responsible to ensure assets are returned within 24 hours of notification. **(T-1)**.

7.10.6.1.8. Justification. **(T-1)**.

7.10.6.1.9. Location(s) of intended use. **(T-1)**.

7.10.6.2. The installation Commander will submit requests for over 30 calendar days to the MAJCOM or NAF/A4 (or equivalent) using the above format and including a mission impact statement. **(T-1)**. E-mail is acceptable for these requests.

7.10.6.2.1. The MAJCOM or NAF/A4 (or equivalent) will only approve release of these assets for up to 180 calendar days. **(T-1)**.

7.10.6.2.2. Requests for more than 180 calendar days will be approved by AF/A4LW. **(T-1)**.

7.10.7. Supplying Small Arms Ammunition to Units at Deployed Locations.

7.10.7.1. Supply small arms ammunition IAW the reporting instructions and final destination/line remarks on individual orders. A copy of the individual's orders will be maintained with the custody issue documents until assets are turned-in and receipt/disposition of the small arms is validated. **(T-1)**. Process custody issues IAW **paragraph 7.10.3** and **p**rocess SmACC issues IAW **paragraph 7.10.2.3.1**.

7.10.7.2. The supplying unit (e.g., LRS, MUNS, Munitions Flight, SFS) will ensure local written policy exists to ensure small arms are returned to the supplying unit while maintaining lot number integrity. **(T-1)**. The supplying unit will use the AF IMT 4331 to document issue of all small arms ammunition to include the following information:

7.10.7.2.1. Name of issuer, name of 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. **(T-2)**.

7.10.7.2.2. The issuing authority will provide the receiver a copy of the AF IMT 4331 and maintain the original AF IMT 4331 IAW the Air Force RDS in AFRIMS. **(T-2)**. The issuing authority's mailing address, FAX number, and organizational e-mail address will be clearly printed on the AF IMT 4331. **(T-2)**. The MASO will ensure that AF IMT 4331 used for SmACC issues are maintained IAW the Air Force RDS in AFRIMS; refer to **Attachment 5**. **(T-1)**.

7.10.7.2.3. The AF IMT 4331 in conjunction with CAS *Transaction History Listing* (AM903) will be used to screen and identify 5.56mm and 9mm small arms ammunition issued to ORG/SHP code 920CC for CMRS. **(T-1)**. If restricted or suspended SmACC is identified, the issuing MASO will make and document attempts to locate and notify individuals/units. **(T-1)**.

7.10.7.3. Individuals who receive ammunition using SmACC procedures will make every attempt to return small arms ammunition to the point of issue upon departure from the AOR. **(T-2)**.

7.10.7.4. The supplying unit commander works closely with the base/theater Personnel Support for Contingency Operations office and NAF to include Munitions Receipt/Turn-in checkpoints on in-/out-processing checklists for deploying/redeploying personnel. 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. **(T-2)**.

7.11. Expenditures. Expenditures are processed to account for and document physical consumption of stock record account and custody account munitions. Expenditures fall into two categories: Custody Expenditures and Stockpile Expenditures.

7.11.1. **Custody Account Expenditures.** The consuming organization or activity will provide the MASO with validated and electronic expenditure requests within 2 duty days of use. **(T-2)**.

Exception: ANG and AFRC units that do not have full time manned account custodians may submit account expenditures within 5 duty days. Refer to **paragraph 7.8** for Custody Account Management procedures.

7.11.1.1. Custodians will include the following on expenditure requests:

7.11.1.1.1. Nomenclature. **(T-1)**.

7.11.1.1.2. NSN. **(T-1)**.

7.11.1.1.3. Unit of Issue. **(T-1)**.

7.11.1.1.4. Quantity. **(T-1)**.

7.11.1.1.5. Document Number. **(T-1)**.

7.11.1.1.6. Lot, S/N (as applicable), and CC. SRC I items will include S/N on the expenditure request. **(T-1)**.

7.11.1.1.7. CAT Code. **(T-1)**.

7.11.1.1.8. If applicable, the words "CLASSIFIED ITEM" or "CLASSIFIED NWRM ITEM" (if applicable), in red, bold, capital letters. **(T-0)**.

7.11.1.1.9. Digital signature of custody account custodian or organization commander. **(T-1)**.

7.11.1.2. SOCOM and AFCENT munitions units supporting non-traditional operations may manage and expend assets from custody account with AFSOC/AFCENT approval.

7.11.1.3. All unit custody account custodians will maintain source documentation to support custody account auditability for all reported expenditures (CATM Range Records, Shooting Class Rosters, Ammunition Issue Logs, EOD Training Logs, etc.) IAW the Air Force RDS in AFRIMS. **(T-1)**.

7.11.1.3.1. Functional communities (Security Forces, EOD, CE, munitions, etc.) shall describe the specific documentation in functional publications that shall be maintained to meet this custody account auditability requirement. **(T-1)**.

7.11.1.3.2. The MASO does not maintain or file record/documentation to support auditability of custodian and user expenditures. **(T-1)**. The MASO will maintain the custodian's expenditure request, as an accountable source document, to support custody expenditure transactions processed in CAS. **(T-1)**.

7.11.2. **Stockpile Expenditures:** Used to process expenditures for assets managed directly from the stock record account. This will not be utilized for custody managed assets. **(T-1)**. Stockpile expenditures are only used to support aircraft munitions and munitions managed internally by the MASO and Munitions unit/activity.

7.11.2.1. Controlling and Processing Stockpile Expenditures: Control expenditures from the stock record account through active and continuous allocation and inventory management. Munitions assets used for peacetime support will not be expended without an approved allocation. **(T-1)**. Units use the *Level Reconciliation Listing* (AMC12A) and CAS generated reports to manage these allocations.

7.11.2.1.1. Personnel performing munitions tasks and operations (e.g., munitions crews, weapons expediters) shall process expenditures in CAS using automated-, direct-, or remote-input methods outlined in **paragraph 7.1.1.3.1**. **(T-1)**.

7.11.2.1.2. Munitions assets staged, assembled, and configured for delivery/or shall remain on the stock record account until physically expended. **(T-1)**. Once physically expended, these assets will be expended in CAS against the appropriate CAT Code and ORG/SHP code. **(T-1)**.

7.11.2.1.3. After expenditures from the stock record account 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, and/or other documents. **(T-1)**. Discrepancies will be researched and corrected. **(T-0)**.

7.11.2.1.4. Expenditures for all TMRS tracked assets shall be recorded in TMRS. **(T-2)**.

7.11.2.2. WRM Munitions Expenditures:

7.11.2.2.1. WRM munitions, to include munitions positioned in support of allocations for CAT Codes B, F, G, M, X, and Z will not be expended in peacetime without approval. **(T-1)**. Peacetime contingency WRM expenditures shall be approved by the MAJCOM, or higher. **(T-1)**. Peacetime, non-contingency WRM expenditure shall be approved by AF/A4LW (ground) or AF/A5R-C (air munitions). **(T-1)**.

7.11.2.2.2. Physical assets are designated as WRM (or other category) only after assets are actually expended. Munitions assets will not be segregated in stock based on the allocated CAT Code/quantity. **(T-1)**.

7.11.2.2.3. 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 Expenditure Processing Codes* table located on the GACP website (*HQ USAF/ A4LW Information*) link. **(T-1)**. These ORG/SHP codes will be used regardless of original allocated ORG/SHP code, quantity, or CAT Code. **(T-1)**.

7.11.2.2.3.1. This ORG/SHP code 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, Global Combat Support System – Air Force (GCSS-AF) Data Services).

7.11.2.2.3.2. Additions, deletions, or changes to the *WRM, Combat, or Contingency ORG/SHP Expenditure Processing Codes* will be posted to the GACP website by AF/A4LW or GACP. **(T-1)**.

7.11.2.2.4. WRM, combat, or contingency operation ORG/SHP codes need to be established in CAS prior to processing any expenditures against them.

7.11.2.2.5. 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.

7.11.2.2.6. 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 require deletion and reloading.

7.11.2.3. Aircraft Munitions Expenditures: The Air Force goal is to process aircraft munitions expenditure in CAS within one hour of aircraft recovery. Except as noted otherwise in this publication, aircraft expenditures will be processed as aircraft recover throughout the flying day, but NLT between aircraft goes. **(T-2)**.

7.11.2.3.1. The one hour and NLT between aircraft goes expenditure processing goal does not apply to aircraft gun ammunition and countermeasures. These expenditures will be processed only after full gun/magazine download and maintenance processing IAW **paragraph 7.11.2.3.5**. **(T-2)**.

7.11.2.3.2. The one-hour expenditure processing goal may be unattainable if Weapons Expediters must depart the flightline area to process expenditure transactions when infrastructure limits automated-input processing capability (e.g., no wireless on flightline). In this case, munitions and weapons managers collectively decide which expenditure processing method best serves the mission.

7.11.2.3.3. Weapons Expediters: During SGO, Weapons Expediters manage munitions assets on the flightline. They execute flightline support and munitions accountability processes through validation of aircraft load/expenditure accuracy. Weapons expediters reconcile munitions/weapons data, document (as required), and facilitate processing movement and expenditure transactions in CAS using automated-, direct-, or remote-input methods IAW **paragraph 7.1.1.3.1**.

7.11.2.3.4. When automated input is not used, flightline munitions activity and expenditures will be documented on an AF IMT 2434, or local form, IAW AFI 21-101; or the AF IMT 4331. **(T-2)**. All documentation will be turned in to the Munitions Control activity for verification and MASO validation against the CAS daily transaction history. **(T-1)**. Route the AF IMT 2434 or AF IMT 4331 through the workcenter managing TMRS to update flight hours for TMRS tracked items. The AF IMT 4331 or AF IMT 2434 may be destroyed after validation.

7.11.2.3.5. Aircraft gun ammunition and countermeasure expenditures will not be processed using automated, direct, or remote-input. **(T-1)**. Aircraft gun ammunition and countermeasures will be managed as full loads (minus "kickback" rounds) until weapons personnel download the gun/magazines and expended rounds are processed by maintenance to validate actual expenditures. **(T-2)**. After processing, the expenditure will be processed in CAS based on the actual count. **(T-1)**.

Exception: Weapons Expediters supporting Special Operations Forces (SOF) and Search and Rescue (SAR) aircraft may process expenditures of gun ammunition/countermeasures immediately 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.

7.11.2.3.6. The *Structure Expenditure* (AM723A) process will not be used to remove assets from accountable record when aircraft depart/deploy from home station with munitions. **(T-1)**. Refer to **paragraph 7.6**, Deployed Munitions Management.

7.11.2.3.7. Processing Aircraft Expenditures using AIT: To support munitions expenditures using the CMD, load the ORG/SHP code and Munitions CAT Code 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.

7.11.2.3.7.1. If AIT is available on the flightline, but temporarily off-line or out of wireless range, the CMD scanners operate in "Batch Mode" and continue to collect transaction data.

7.11.2.3.7.2. When operating in Batch Mode, weapons expediters will synchronize (process by gaining wireless connectivity or CMD docking) all "unprocessed" Batch Mode transactions, prior to processing movements to/from or expending assets from recovered aircraft. **(T-2)**.

Note: Synchronizing ensures that transactions are processed in the correct chronological sequence, as they occurred.

7.11.3. **Expenditures of FMS, Test, Training, and by MOA/MOU Operations (CAT Code N).** Munitions allocated as CAT Code N MOA/MOU IAW **paragraph 9.5.7.2** will be expended against non-WR ORG/SHP codes created for these specific purposes. **(T-1)**.

7.11.4. **End of Fiscal Year (FY) Expenditure Close Out.** Annually, in the first week of September, the MASO will 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. **(T-1)**. All end of FY expenditures will be processed in CAS prior to 2400 hours, Central Standard Time (CST) on 30 September. **(T-1)**. Expenditures not processed prior to this cutoff will be processed against new FY allocations and an OOCR shall be processed IAW **paragraph 7.4.2** for the quantity expended beyond the cutoff. **(T-1)**.

7.12. Turn-Ins. (T-1). All turn-ins refer to assets being returned to the stock record account. There are five types of turn-ins: Organizational Turn-in (ORG TIN), Custody Turn-in, Expenditure Turn-in, Due-in From Maintenance (DIFM) Turn-in, and Found on Base (FOB) Turn-in.

7.12.1. **Processing Turn-in Requests.** Users shall coordinate with the Munitions Flight to turn-in munitions. **(T-2)**. Personnel authorized to receipt for munitions turn-ins from users are designated "in-checkers" and perform in-check on turn-ins of munitions assets. **(T-1)**. In-check of munitions turn-ins consists of comparing turn-in documents to physical assets, outer container markings (identity & quantity), proper packaging, and safety. **(T-1)**. All turn-in requests will include the following:

7.12.1.1. Nomenclature. **(T-1)**.

7.12.1.2. NSN. **(T-1)**.

7.12.1.3. Quantity. **(T-1)**.

7.12.1.4. Unit of Issue. **(T-1)**.

7.12.1.5. Lot or S/N. **(T-1)**.

7.12.1.6. CAT Code (if applicable). **(T-1)**.

7.12.1.7. CC (If known). **(T-1)**.

7.12.1.8. Document number of the original issue (if applicable). **(T-1)**.

7.12.1.9. Reason for turn-in. **(T-1)**.

7.12.1.10. In-checker signature, printed name, and date. **(T-1)**.

7.12.2. **Organizational Turn-in (ORG TIN).** Process ORG TIN using the CAS *FOB Turn-In* (AM555A) program. **(T-1)**. Process ORG TIN as follows:

7.12.2.1. In the Comments block enter: "ORG TIN" and a brief description (e.g., Component TIN, Container TIN, Static Display TIN, Recovered Asset TIN, or COTS Receipt). **(T-1)**.

7.12.2.2. When "ORG TIN" is annotated in the comments block, the mandatory documents outlined in **paragraph 7.14**, *Inventory Adjustment Transaction* (AM427J) procedures are not required unless it meets the requirements of **paragraph 7.14.4.1**. **(T-1)**.

7.12.2.3. Used *FOB Turn-In* (AM555A) program for turn-in of: **(T-1)**

7.12.2.3.1. Assets when the origin is known. If the origin of assets is not known, use FOB Turn-in procedures in **paragraph 7.12.6**. **(T-1)**.

7.12.2.3.2. Components removed from an AUR when replacement components are not requisitioned. **(T-1)**.

7.12.2.3.3. Empty containers. **(T-1)**.

7.12.2.3.4. SDM. **(T-1)**.

7.12.2.3.5. Recovered stock-listed assets previously adjusted off accountable record when a zero-balance exists. **(T-1)**. If a stock balance exists, refer to IAD procedures in **paragraph 7.14**. **(T-1)**.

7.12.2.3.6. Initial receipt of COTS munitions onto the stock record account. **(T-1)**.

7.12.2.4. ORG TINs do not require a special inventory before processing an ORG TIN FOB transaction.

7.12.2.5. For any recovered items that are non-stock listed, refer to procedures in **paragraph 3.12.13**. **(T-1)**.

7.12.3. **Custody Turn-in.** Used for turn-in of assets from custody accounts.

7.12.4. **Expenditure Turn-in.** Used for assets originally consumption issued during the current FY, and were not consumed.

7.12.4.1. This process will not be used to turn-in assets erroneously expended from a custody account. **(T-1)**. Units must process an RVP or inventory adjustment to correct errors. **(T-1)**.

7.12.4.2. Turn-in of assets originally consumption issued in a previous FY shall be picked up using the ORG TIN process. **(T-1)**. If assets are classified "For Training Use Only", items can be reissued to custody accounts to fill authorized training allocations. **(T-2)**.

7.12.4.3. Upon turn-in of SmACC, lot integrity will be assessed and maintained as follows:

7.12.4.3.1. When SmACC is turned in by an individual who was originally issued the small arms ammunition along with the original AF IMT 4331 issue document and all case markings match, then lot integrity is assumed. **(T-2)**. These assets may be inspected, turned-in using Expenditure Turn-in procedures, and re-issued for custody/SmACC if otherwise serviceable.

7.12.4.3.2. Cartridge case markings will not be used to establish the year of manufacture of small arms ammunition. **(T-1)**. Cartridge case markings may be used to validate general accuracy of AF IMT 4331 lot number information for rounds returned by the individual they were originally issued to.

7.12.4.3.3. Rounds received or 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 7.12.6** to pick-up assets in the appropriate CC. **(T-1)**. These rounds may be accumulated for inspection and TIN processing once TIN quantities exceed 100 rounds.

7.12.5. **Due-in From Maintenance (DIFM) Turn-in.** Used for turn-in of assets originally issued under DIFM control.

7.12.5.1. Use ORG TIN procedures for turn-in of assets that were issued in a previous FY and no replacement item is required. **(T-1)**.

7.12.5.2. Process the DIFM turn-in using the actual NSN and lot number of the DIFM return asset and the document number the replacement DIFM asset was issued against. **(T-1)**.

7.12.6. **FOB Turn-in.** Used to turn-in DoD stock-listed munitions where the origin of assets cannot be determined.

7.12.6.1. For recovered items that are not stock-listed, refer to procedures in **paragraph 3.12.13**.

7.12.6.2. The MASO reviews all FOB transactions to determine the need for a Special inventory before processing the document. **(T-1)**. The MASO signs the document to indicate a review of Special inventory requirements. **(T-1)**.

7.13. Munitions Shipments.

7.13.1. **Integrated Data Environment/Global Transportation Network/Convergence (IGC).** IGC provides in-transit visibility of munitions movements through the Cargo Movement Operations System (CMOS).

Note: Personnel with previous Global Transportation Network (GTN) accounts must reapply for an IGC account at the IGC homepage specified in **paragraph 1.4.11**.

7.13.1.1. 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. **(T-2)**.

7.13.1.2. In the event you do not have Internet capabilities, local policy shall be established with your servicing transportation unit to provide access to the data to track shipment status. **(T-3)**.

7.13.2. **Authorization to Receipt for Munitions.** Before munitions and explosive, including classified items, are released to anyone for movement/shipment, agencies/activities that will accept munitions must provide a written and signed listing of individuals authorized to receipt for the items. **(T-1)**.

7.13.2.1. The authorization listing will include the name, rank, and security clearance of each authorized individual. **(T-1)**. Signature specimens will also be provided on the list or on an attached signature card with printed name and date of signature. **(T-1)**. The authorization listing is required regardless of digital signature capability. **(T-1)**. If the receiving agency/activity has the capability to digitally sign and receipt for munitions being received/shipped, then no signature specimen is required on the listing. **(T-2)**.

7.13.2.2. When NOSS/TO 11N-45-51 procedures are used to ship/receive classified/nuclear weapon TYPE trainers, then signature specimens of receiving DOE/DoD couriers are not required on the pre-sent/pre-coordinated 'Receipt for Classified Nuclear Weapons Materiel' courier letter. The CAS generated DD Form 1348-1A (or equivalent document) will be filed as a suspense copy. The DD Form 1911, *Materiel Courier Receipt* with a signature receipt, showing physical property transfer, will be provided to the MASO and filed with the suspense copy of the DD Form 1348-1 in Document Control for the CAS stock record account IAW **Attachment 5**.

7.13.2.3. 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 shipments/receipts. **(T-2)**. Signature specimens are used to validate current shipment documents only. **(T-1)**. Signature specimens are not required or maintained to validate historical shipment documents. **(T-1)**. These were validated at the point of the original shipment.

7.13.2.4. The following agencies/activities will provide a listing as follows:

7.13.2.4.1. Munitions Supervision/MASO will provide the local transportation office a listing of personnel authorized to receipt for inbound munitions items. **(T-1)**.

7.13.2.4.2. The local transportation office will provide the MASO a listing of personnel authorized to receipt for outbound munitions items. **(T-1)**.

7.13.2.4.3. For Air Force organic movements, the gaining MASO must provide the losing MASO a listing of personnel authorized to receipt for inbound munitions. **(T-1)**.

7.13.2.4.4. To release shipped munitions directly to a government contract carrier/vendor, the SPO/PM for that materiel must coordinate, approve, and provide the releasing MASO a listing of vendor personnel authorized to receipt for outbound munitions. **(T-1)**.

7.13.2.4.4.1. The SPO/PM is responsible to obtain the list from the vendor/carrier, approve it, and forward the approved list to each appropriate

releasing MASO. **(T-1)**.

7.13.2.4.4.2. The SPO/PM will update the list as changes occur and re-accomplish annually. **(T-1)**.

7.13.3. **Processing Shipments.**

7.13.3.1. Missiles and Components: Ship missiles and components once QUP is reached, as required. **(T-2)**. The GACP may approve less than QUP after coordination with the PM. Unserviceable components will be shipped to depot facilities using priority 02 and CC-F. **(T-1)**.

7.13.3.2. The activity arranging transport will sign the shipping document. **(T-2)**. Transportation personnel need not sign a shipping document unless it is processed through the transportation activity. **(T-2)**. ***EXAMPLE:*** Munitions moved by munitions personnel from base-A to base-B.

7.13.3.3. When assets require shipment for return and repair, use direction and guidance issued by the IM, SPO, and **Table 7.4** to process the shipment. **(T-1)**.

7.13.3.4. When tasked to ship MICAP and priority 02, shipment of less than QUP is authorized. Turn the documentation over to transportation within 24 hours. **(T-1)**.

7.13.3.5. The *Unsatisfied RDO Listing* (AM124A) serves as authority to ship assets; review this listing daily. **(T-1)**. If an RDO request cannot be supported, contact the GACP for approval to deny the RDO. **(T-1)**. Once the GACP approves the denial, the unit will process an RDO denial in the *RDO Shipment* (AM123A) program. **(T-1)**.

7.13.3.5. **(USAFE)** Determine supportability against existing allocations (see Accountability Guide) before accepting RDO. **(T-2).**

7.13.3.6. 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. **(T-1)**. Update the DDO via the *Manage Intransits* (AMI07A) or the *Inquire and Update Outbounds* (AMI08A) screens when shipments physically depart station. **(T-1)**. Then, update the TMRS In-transit Record (if applicable) for the shipment by inputting the physical departure date. **(T-1)**.

7.13.3.7. NWRM Shipment Processing: CAS-managed NWRM assets will be shipped in CAS as follows:

7.13.3.7.1. The shipment originator will properly package and mark NWRM IAW **paragraph 3.24.3** and **paragraph 7.1.6.4**. **(T-1)**.

7.13.3.7.2. On-base movement of CAS-managed NWRM that is not shipped in CAS to another DoDAAC follows procedures in the local Movement Control OI. **(T-1)**.

7.13.3.7.3. Plan, prepare, and execute shipments for CAS-managed NWRM IAW this instruction and AFI 24-203. File and maintain shipment documentation IAW Attachment 5. **(T-1)**.

7.13.3.7.4. Ship NWRM according to the CIIC. Refer to **paragraph 7.13.4.7**. **(T-1)**.

7.13.3.7.5. CAS-managed NWRM assets, NWRM TYPE Trainers, and non-NWRM TYPE Trainers shipped using the NOSS process, are shipped and documented IAW

CAS shipping procedures in this instruction and according to the NOSS. **(T-1)**. AFI 24-203 REPSHIP procedures will not be used for TYPE Trainers shipped under NOSS. **(T-1)**.

7.13.3.7.5.1. The shipping MASO shall ensure the receiving MASO is notified via organizational email account within 2 hours (CONUS) and 8 hours (OCONUS) of shipment execution. **(T-1)**.

7.13.3.7.5.2. Once assets are received, the receiving MASO will notify the shipping MASO within the same 2 and 8 hour time frames. **(T-1)**.

7.13.3.7.6. NWRM shipment information will be documented on the DD Form 1348-1A. **(T-1)**. In addition to standard entries include the following information on the DD Form 1348-1A:

7.13.3.7.6.1. Shipment originator will provide a printed S/N list with the shipping document. If S/Ns are printed on the DD Form 1348-1A a separate listing is not required. **(T-1).**

7.13.3.7.6.2. The CAS generated DD Form 1348-1A will be stamped or printed with the statement "Classified NWRM Item" in red. **(T-1).**

7.13.3.7.6.3. In the event CAS is not available, process a manual DD Form 1348-1A using post-post procedures IAW **Attachment 2** and local post-post procedures. **(T-1)**. Use shipment direction from the IM, DDA, GACP, or AFNWC as the reason. **(T-1)**. A manual DD Form 1348-1A will include all applicable data as the automated version, to include SPI data. **(T-1)**. Once CAS becomes available, process the shipment transaction immediately. **(T-1)**.

7.13.3.7.6.4. DOE handling gear shipped with CAS-managed NWRM and/or non-NWRM Type Trainers will be processed IAW AFI 21-203, *Nuclear Accountability Procedures*. **(T-1).**

7.13.3.7.7. DD Form 1149 Requirements. Only use the DD Form 1149, *Requisition and Invoice/Shipping Document* to ship NWRM when a DD Form 1149 and truck manifest is directed for DOE secure ground transportation. **(T-1)**. In this case:

7.13.3.7.7.1. The shipment originator shall complete the DD Form 1149 including Block 4 (quantity) under a single TCN and stamp or print the DD Form 1149 with "Classified NWRM Item" in red. **(T-0)**.

7.13.3.7.7.2. The shipment originator shall submit the DD Form 1149 to the traffic management activity that will enter the data into CMOS to produce a truck manifest. The traffic management activity will verify the total quantity on the DD Form 1149 and the truck manifest match for each TCN/requisition number. The traffic management activity will not accomplish any other shipping and/or transportation documentation. **(T-0)**.

7.13.3.7.7.3. The traffic management activity will provide a copy of the completed DD Form 1149 and truck manifest to the shipment originator. **(T-1)**. The shipment originator will forward all necessary documentation to AFNWC/NCL NLT the next duty day via e-mail. **(T-1)**. File and maintain all DOE shipping and movement documents IAW AFMAN 33-363 and disposed of

IAW the Air Force RDS in AFRIMS. AFNWC/NCL will provide documentation to DOE carrier. **(T-1)**.

7.13.3.7.7.4. Shipments other than DOE Safe Guards Transport that produce a Commercial Bill of Lading (CBL) are funded by the AFNWC/NCL. **(T-1)**. Submit a copy of the completed CBL to the AFNWC/NCL Workflow NLT the next duty day after processing the shipment off the installation/base. **(T-1)**. Funding source should be provided on the DD Form 1149. **(T-2)**.

7.13.3.7.8. CAS-managed NWRM Shipment Tracking. Track shipments using the IGC website at **paragraph 1.4.11** and IAW **paragraph 7.13.1**. **(T-1)**. This does not apply to NOSS (e.g., TYPE Trainer) shipments. **(T-1)**.

7.13.3.7.9. Ensure AF Form 4387 is completed for NWRM shipment IAW **paragraph 7.1.6.4** prior to delivery to transportation. **(T-1)**.

7.13.3.8. **(Added-USAFE)** In the USAFE-AFAFRICA AOR comply with USAFEI 23-104 which contains HN regulations US forces must observe. **(T-0).**

7.13.4. **Accounting for Munitions In-Transit.** Munitions activities will retain physical accountability of munitions assets placed in an intransit status until the actual DDO. **(T-0)**.

7.13.4.1. 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 IAW DLM 4000.25, Vol. 2, *Supply Standard Procedures*, Chapter 4, *Requisitioning*. **(T-0)**.

7.13.4.2. When the shipping munitions activity selects assets for shipment, CAS automatically loads them to the CAS *Intransit Asset Table*. When the shipping munitions activity updates the DDO, CAS removes the local DoDAAC, location, and structure from the assets.

7.13.4.3. Ensure all intransit shipments temporarily stored within the MSA that did not originate from that DoDAAC are loaded and managed in CAS using the *Non-Accountable* (AM101A) program. **(T-1)**.

7.13.4.3.1. When shipments erroneously DDO'd or dropped off record are scheduled to depart station within 30 calendar days, manage the assets on CAS *Non-Accountable* (AM101A) program. **(T-1)**. When these shipment actually depart the installation, clear these assets from the Non-accountable program (AM101A). **(T-1)**.

7.13.4.3.2. Erroneously DDO'd or dropped off record shipment assets will not be managed in AM101A beyond 30 calendar days. **(T-1)**. When shipments erroneously DDO'd or dropped off record are scheduled to depart station beyond 30 calendar days, the shipment will be cancelled, assets will be picked up onto the stock record account, and, if necessary, the shipment will be reprocessed in CAS. **(T-0)**.

7.13.4.3.3. All intransit records will be validated during the weekly shipment reconciliation. **(T-1)**.

7.13.4.4. When CAS is not available at the shipping or receiving installation, the MASO keeps the servicing MAJCOM/NAF and the GACP apprised of the shipment status via any expedient and accurate means (e-mail, fax, etc.).

7.13.4.5. Shipments between Air Force activities:

7.13.4.5.1. Munitions shipped from one Air Force "FV" DoDAAC to another "FV" DoDAAC remain in the CAS *Intransit Asset Table* until received by the destination activity. Refer to **paragraph 7.13.4.7** for all classified and sensitive munitions shipments regardless of origin or destination.

7.13.4.5.2. Reconcile and document status of all outstanding shipments, by TCN, with the transportation activity. **(T-2)**.

7.13.4.5.2.1. **(Added-USAFE)** Document the organization/office symbol, and name of personnel contacted as well as status of each outbound shipment. **(T-2).**

7.13.4.5.3. Verify the DDO in CAS once assets physically depart installation. **(T-2)**. For assets not updated by CMOS, process the DDO action manually in CAS. **(T-2)**.

Note: At installations with aerial ports, the CMOS – CAS interface may have been disabled due to erroneous DDO feeds from CMOS. In these cases, DDO updates are completed manually.

7.13.4.5.4. When assets are received in CAS by the destination munitions activity, assets automatically drop off the CAS *Intransit Asset Table* and be picked up on the receiving DoDAAC stock record account.

7.13.4.5.5. Munitions activities are responsible to actively follow-up by reviewing and monitoring the CAS intransit assets. **(T-2)**. 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, Lead MAJCOM, NAF, or GACP as appropriate to identify and resolve problems. **(T-1)**.

7.13.4.5.6. 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. **(T-3)**. 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. **(T-3)**. Follow-up timelines for classified and sensitive munitions are IAW **paragraph 7.13.4.7**.

7.13.4.6. Shipments to Non-Air Force Activities: **(T-1)**. 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 7.13.4.7** do not automatically clear. These records are cleared by the GACP after receipt has been validated.

7.13.4.7. 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*. **(T-1)**. 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. **(T-1).**

7.13.4.7.1. Receipt validation applies to the following Classified and Sensitive Item categories:

7.13.4.7.1.1. CIIC 1 – Very High Risk (SRC I). **(T-0)**.

7.13.4.7.1.2. CIIC 2 – High Risk (SRC II). **(T-0)**.

7.13.4.7.1.3. CIIC 5 – Secret (SRC I). **(T-0)**.

7.13.4.7.1.4. CIIC 6 – Confidential (SRC I). **(T-0)**.

7.13.4.7.1.5. CIIC 8 – Confidential (SRC II). **(T-0)**.

7.13.4.7.1.6. CIIC C – Confidential. **(T-0)**.

7.13.4.7.1.7. CIIC S – Secret. **(T-0)**.

7.13.4.7.1.8. CIIC T – Top Secret. **(T-0)**.

7.13.4.7.2. There are two methods to accomplish receipt validation depending on the origin/destination of the shipment. Receipt at an Air Force DoDAAC using the original CAS TCN **(T-1)** or the GACP centrally validates shipment receipt and closes the CAS Intransit record.

7.13.4.7.2.1. Classified and Sensitive Shipments between Air Force DoDAACs: MASOs at Air Force installations receiving classified or sensitive munitions from other Air Force installations will receipt assets in CAS following normal receipt procedures to clear intransit records from the CAS Intransit Asset Table **(T-1)**. Additionally, the MASO will:

7.13.4.7.2.1.1. Ensure all classified and sensitive munitions assets are properly receipted using the CAS TCN. **(T-1)**. 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.

7.13.4.7.2.1.2. Receive these assets using a local TCN if the CAS TCN cannot be used, or the CAS Intransit Asset Table did not properly clear the shipment. **(T-1)**. Notify the GACP through the CRM and report the following information:

7.13.4.7.2.1.2.1. Reason CAS TCN could not be used. **(T-1)**.

7.13.4.7.2.1.2.2. Original CAS TCN (if any). **(T-1)**.

7.13.4.7.2.1.2.3. Local TCN used to receipt assets. **(T-1)**.

7.13.4.7.2.1.2.4. NSN. **(T-1)**.

7.13.4.7.2.1.2.5. Quantity. **(T-1)**.

7.13.4.7.2.1.2.6. Full Name, Organization, and DSN of personnel processing receipt in CAS. **(T-1)**.

7.13.4.7.2.1.3. Once this data is received, the GACP will close the intransit record.

7.13.4.7.2.2. Classified and Sensitive 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.

7.13.4.7.2.2.1. 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.

7.13.4.7.2.2.2. 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. **(T-1)**.

7.13.5. **PACER AMMO Project Codes. (T-1)**. PACER AMMO is the Air Force program to monitor and track worldwide munitions transportation costs using AFMC managed Second Destination Transportation (SDT) funds IAW **paragraph 15.6**. **(T-1)**. Assign the appropriate PACER AMMO project code and corresponding Transportation Account Code (TAC) IAW **Table 7.4**. **(T-1)**.

7.13.6. **PACER AMMO Transportation Account Codes (TAC).** The shipping activity will annotate (write) the appropriate TAC on the shipping document (e.g., 1348-1A or DD 1149) delivered to the local transportation activity. **(T-1)**. TACs will be applied as follows:

7.13.6.1. F8RT. Used for movement of missiles and associated components governed by the TAMP. **(T-1)**.

7.13.6.2. F8UT. Used for movement of conventional and precision guided munitions governed by the DLAR. **(T-1)**.

7.13.6.3. F8PT. Used for movement of all munitions to support warfighter contingency operations. Must be used in conjunction with an appropriate contingency project code (e.g., 3XX, 9XX). **(T-1)**.

7.13.6.4. Non-DLAR/TAMP Shipments: 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. **(T-1)**. The shipping activity will annotate (write) the provided TAC on the shipping document. **(T-1)**.

Note: Unless otherwise stated, the GACP is not the directing/requesting activity for shipments not covered by the TAMP/DLAR.

7.13.7. **ANG Munitions Transportation.** The shipping activity will annotate (write) the appropriate TAC on the shipping document (e.g., 1348-1A or DD 1149) delivered to the local transportation activity. **(T-1)**. ANG munitions requisitions and shipments related to ANG ADRs, maintenance returns, and CAD/PAD are not supported by the PACER AMMO Program.

7.13.7.1. ANG TAC F8E0 will be used to fund all ANG shipments from depots and RegAF units to ANG bases/units. **(T-1)**. ANG shipments between ANG bases will be funded using local O&M funds or other ANG TACs directed by NGB/A4RDT. **(T-1)**.

7.13.7.2. Munitions shipments directed by the GACP from ANG to RegAF units will use the PACER AMMO TACs and project codes IAW **Table 7.4**. **(T-1)**. Munitions and missile shipments directed by the GACP to support ANG deployments or contingency operations may use PACER AMMO TACs and contingency project codes.

7.13.7.3. Refer to AFI 24-203 for additional guidance on conventional munitions shipments to, from, and between ANG units. **(T-1)**.

Table 7.4. Transportation Account Codes (TAC) and PACER AMMO Project Codes.

TAC	PROJECT CODE	USE FOR MOVEMENT OF:	MODE (*) (**)	CAT CODE
F8UT	121	WRM DLAR assets; STAMP requisitions; ANG use PC 737, TAC: F8E0	S (1) CC,CO, OC,OO	G, X, Z
	725	Retrograde excess to MAJCOM requirement; ANG use PC 737, TAC: F8E0	S (1) CC,OC	N/A
	727	DLAR assets to include ANG to RegAF or reserve units when directed by the GACP; otherwise ANG use PC 737, TAC: F8E0	S (1) CC,CO, OC,OO	A,B,C,D,E,F, M,N,P,S,T
	729	DLAR ADRs; GACP directed disposition; suspended; ANG use PC 737, TAC: F8E0	S (1) CC,OC	N/A
	730	DLAR maintenance, modification, TCTO, replacement; ANG use PC 737, TAC: F8E0	A (2) CC,CO, OC,OO	N/A
	731	DLAR aging , reliability, and surveillance testing including ANG when directed by IM	S (1) CC,OC	N/A
	732	DLAR to/from contractors for Government Furnished Equipment (GFE)/Materiel (GFM) when not covered by the contract; includes ANG when directed by IM	S (1) CC,OC	N/A
	733	CAD/PAD requisitions; ANG use PC 737, TAC: F8E0	A (2) CC,CO, OC,OO	S
	734	Empty FSC 8140 reusable containers; any Condition Code including ANG containers to depot; ANG uses PC 737, TAC: F8EO for containers to ANG units (10)	S (1) CC,OC	N/A
	735	DLAR War Reserve Stock for Allies (WRSA) when transportation costs are not covered by WRSA agreement	S (1) CC,CO, OC,OO	N/A
	736	Unprogrammed; not applicable to other project code and approved by A4LW/A5RC	S (1) CC,CO, OC,OO	N/A

TAC	PROJECT CODE	USE FOR MOVEMENT OF:	MODE (*) (**)	CAT CODE
F8RT	726	TAMP missile redistribution; ANG use PC 737, TAC: F8E0	A (2) CC,CO, OC,OO	C,E,F,G,T,X
	729	TAMP missile ADR; ANG use PC 737, TAC: F8E0	S (1) CC,OC	N/A
	730	TAMP missile to maintenance, modification return, replacement, and TCTO; ANG use O&M funds	A (2) CC,CO, OC,OO	C,E,F,G,T,X
	731	TAMP missile aging , reliability, and surveillance testing	S (1) CC, OC,OO	N/A
	732	TAMP missiles to/from contractors for GFE/GFM when not covered by the contract	S (1) CC,CO, OC,OO	N/A
	735	TAMP missiles to WRSA when transport costs are not covered in WRSA agreement	S (1) CO,OO	N/A
F8PT	JCS 3- or 9-series Project Code	All munitions in support of Overseas Contingency Operations (OCO). Must cite appropriate JCS 3-series or 9-Series project code (8); assets shipped to the theater on an OCO TAC will use F8PT for retrograde/Repair.	S (1) CO,OO	N/A
F8E0	737 (9)	DLAR & TAMP ANG peacetime requested or ANG directed to include MMP to ANG DoDAAC F*6000-F*6599; from depot; and ADR, CAD/PAD, and Maintenance Returns when "ANG use PC 737, TAC: F8E0" is stated on this matrix (7)	S (1)(5) CC,OC	A,B,C,D,E,F, M,N,P,S,T
ANG UNIT O&M FUNDS		DLAR & TAMP ANG peacetime requested or ANG directed to include MMP to ANG DoDAAC F*6000-F*6599; to include serviceable excess to depot; maintenance returns for Repair, TCTO, Modification (7)	S (1)(3)(4)(5) CC,OC	A,B,C,D,E,F, M,N,P,S,T
DIRECTING AGENCY PROVIDES (MAJCOM, NAF, UNIT)	BLK (6)	Organic non-DLAR/non-TAMP organic. Directing activity provides/identifies TAC, line of accounting, or directs authorized funding source (MAJCOM, shipping unit)	S (1)(3)(4) CC,CO, OC,OO	N/A
O&M (MAJCOM OR WING)		Organic to DLA Disposition Services	S (1)(3)(4) CO,OO	N/A

TAC	PROJECT CODE	USE FOR MOVEMENT OF:	MODE (*) (**)	CAT CODE
FMS COUNTRY; O&M (MAJCOM OR WING)		Organic FMS; generally arranged by FMS country; PACER AMMO will not be used. **(T-1)**.	S (1)(3)(4) CC,CO,OO	N/A
DoD AGENCY; O&M (MAJCOM OR WING)		Organic to other Services/DoD Agencies	S (1)(3)(4) CC,OC	N/A

KEY:

* Surface (S), Airlift (A)

** CONUS-CONUS (CC), CONUS-OCONUS (CO), OCONUS-CONUS (OC), OCONUS-OCONUS (OO)

*** Project Code (PC)

NOTES:

1. Requires MAJCOM ACP request airlift approval from HQ AFMC/A4MW, 674-2718/787-3153, **pacer.ammo@us.af.mil**. **(T-1)**.

2. Project codes 726, 730, and 733 are auto-approved for airlift. All other project codes are surface unless approved IAW Note 1. **(T-1)**.

3. Agency providing TAC/Funding determines if Airlift is authorize/funded. **(T-1)**.

4. Funding authorization will go to the transportation activity to ensure PACER AMMO is not billed. **(T-1)**.

5. ANG transportation unit personnel contact NGB/A4RDT to determine TAC and transportation mode. **(T-1)**.

6. BLK used for organic shipments directed by MAJCOM/GACP when not otherwise authorized. **(T-1)**. ***EXAMPLE:*** TACP/RACP RDO directs use of Project Code "BLK".

7. ***Exception*:** ANG supporting 9-series JCS project code may use other appropriate/directed TACs.

8. Munitions shipments may require the use of other Project and/or Contingency Support Codes to reimburse the SDT account. Consult the MAJCOM/NAF munitions staff or GACP for guidance.

9. When using project code 737, refer to AFI 24-203 for the proper use of TAC F8E0. **(T-1)**.

10. Maximize the use of ISO container space. **(T-3)**. Defer partial loaded ISO containers to a future retrograde. Plan and coordinate shipment of an ISO load to mixed destinations with the GACP. **(T-2)**.

7.13.8. **ISO Container Shipments.**

7.13.8.1. 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. **(T-0)**.

7.13.8.2. 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. **(T-1)**. 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. **(T-0)**.

7.13.8.2.1. **(Added-USAFE)** When preparing a mass ISO shipment, do not utilize the container shipment process when the shipment will be offered to Army transporters (i.e., SDDC). Process a shipment for the container and individual shipments for each stock number to be shipped within the container. Otherwise, the DD Form 1348-1A, Issue, Release/Receipt Document, and Mass Shipment Report will accompany each shipment. Additionally, a copy of the Mass Shipment Report will be forwarded to the receiving organization via e-mail or fax. **(T-2).**

7.13.8.3. AIT capable units will label container and contents as required. **(T-0)**. Labels will be placed on the door near the consolidated data plate. **(T-0)**.

7.13.8.4. All applicable DOT markings will be properly affixed. **(T-0)**.

7.13.8.5. 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. **(T-1)**. Reverse the battery to deactivate the tag prior to placing it inside the container. **(T-1)**. This prevents the container from being tracked as a loaded container in the transportation system.

7.13.8.6. ISO containers used in MASS munitions shipment procedures, prepared for shipment of munitions, or used for storage of munitions shall must be loaded as “ISO” type containers using CnC management procedures of *Container Maintenance* (AM106A) program IAW **paragraph 7.1.5**. **(T-1)**.

7.13.8.6.1. **(Added-USAFE)** In the USAFE-AFAFRICA AOR comply with USAFEI 23-104 which contains HN regulations US forces must observe. **(T-0).**

7.13.9. FMS Shipments.

7.13.9.1. When assets are authorized for release IAW **paragraph 9.5** as an approved FMS case all shipping documents will be annotated with "Released IAW FMS-CASE XXXX” and attach copies of authorizing correspondence. **(T-1)**.

7.13.9.2. 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. **(T-1)**.

7.13.10. **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. **(T-2)**. An RVP for the shipment will not be processed in CAS. **(T-1)**. Personnel process a shipment cancellation IAW the Air Force Munitions Accountability Procedures Guide. **(T-2)**. The document may be cleared from the AME01A screen in CAS without filing.

7.13.11. **Shipping Munitions with RAM.** IAW AFI 40-201, Munitions Supervision or the MASO shall ensure shipments of munitions with RAM (e.g., 30MM API with DU) are coordinated with the gaining unit's commander and approved by the IRSO before shipments occur. **(T-1)**.

7.13.11.1. DoD 6055.09-M and AFMAN 91-201, Explosive Safety Standards will not be violated to meet AFI 40-201 storage, transportation, or disposal requirements. **(T-0)**.

7.13.11.2. The base LRS oversees transportation and shipment of RAM to ensure transportation is IAW with 49 U.S.C. Chapter 51, 49 CFR Chapter I, DTR 4500.9-R-Part II Chapters 204 and 208, AFI 24-210 (I), AFJI 23-504, AFJMAN 23-209, AFMAN 24-204_IP, IATA *Dangerous Goods Regulation*; AFI 40-201, and this AFI. **(T-0).**

7.13.11.2.1. **(Added-USAFE)** In the USAFE-AFAFRICA AOR comply with USAFEI 23-104 which contains HN regulations US forces must observe. **(T-0).**

7.13.11.3. Disposition of explosive RAM materiel shall be IAW **Chapter 3** of this AFI. **(T-0)**.

7.14. Inventory Adjustment Transaction (AM427J) Procedures. When custody account or stock record account discrepancies are discovered that could not be reconciled, an Inventory Adjustment must be processed. **(T-0)**. Manual Record Processing *(AMC05A)* procedures will not be used in lieu of Inventory Adjustment procedures without specific direction/authority. **(T-0)**. Process an Inventory Adjustment using the following procedures:

7.14.1. **Causative Research.** Causative research is required on any inventory discrepancies (gains or losses) found. **(T-0)**. Additionally, for CAS-managed NWRM assets:

7.14.1.1. All inventory adjustments to accountable records as a result of causative research must have a Report of Survey (ROS) accomplished IAW **paragraph 7.15** and be approved at the Flag Officer/Senior Executive Service (SES) level regardless of dollar value. **(T-1)**.

7.14.1.2. Unresolved Discrepancies: The MASO shall forward all unresolved CAS-managed NWRM inventory discrepancies (gain or loss) to the AFSC NWRM Transaction Control Cell (NTCC) for IM approval prior to adjustment. **(T-1)**.

7.14.1.2.1. Research must be completed within 30 calendar days of the inventory close-out date. **(T-1)**. Causative research shall be included with the NWRM discrepancy template (AFI 20-110), ROS if required IAW **paragraph 7.15**, and the CAS IAD package. **(T-1)**.

7.14.1.2.2. The MASO shall ensure all unresolved NWRM discrepancies are reported IAW DoDM 5100.76, Enclosure 11, *Reports, Investigative Aids, and Disposition of Records*, and AFI 31-101. **(T-1)**.

7.14.1.3. Resolved Discrepancies (e.g., proof of cause is clearly evident): When a NWRM discrepancy is resolved through positive proof of administrative, posting, or paperwork errors not resulting in actual loss of property, the MASO will develop and sign a discrepancy investigation statement indicating the discrepancy does not merit a ROS, explain the cause of the discrepancy, and appropriate correction actions. **(T-1)**.

7.14.2. **Theft, Negligence, or Inappropriate Use.** 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. **(T-0)**. Any adjustment involving an actual loss must be evaluated against the reporting criteria of DoDM 5100.76. **(T-0)**.

7.14.3. **Investigating and Researching Shortage Discrepancies.** When discrepancies exist that involve imbalances between actual on-hand property and accountable records, the custodian, unit commanders, Munitions Operations element, and the MASO must conduct thorough research to determine the source of the discrepancy (excess/shortage), to include inventories of other custody accounts with items issued. **(T-0)**. Investigation and causative research must precede any IAD action that is not proved to be an administrative posting error. **(T-0)**.

7.14.4. **Investigating and Researching Overage Discrepancies.** When a discrepancy involves finding more assets on stock than are on accountable records, conduct thorough research to determine the cause of the discrepancy. **(T-0).** Before processing the IAD package, consider the following conditions to determine the proper process for the IAD package:

7.14.4.1. 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 7.12.2**. **(T-1).** In this case, ensure mandatory documents outlined in **paragraph 7.14.5** and the *Transaction History Listing* (AM903) showing the ORG TIN to correct the account balance are added to the original IAD package. **(T-1).**

7.14.4.2. 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 FOB turn-in criteria listed in **paragraph 7.12.6**. **(T-1).** In this case, the mandatory documents outlined in **paragraph 7.14.5** 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. **(T-1).** For NWRM, an ROS is also mandatory IAW **paragraph 7.15.1.1**. **(T-1).**

7.14.4.3. If discrepancy items do not meet either of the above criteria, an IAD will be processed to place items on record. **(T-1)**. Whether processing an ORG TIN, FOB turn-in, or an IAD to place items onto accountable record must be supported in the same manner required to support adjustment of assets off of accountable record. **(T-1)**.

7.14.5. **The Inventory Adjustment Document (IAD) Package.** The Munitions Operations element notifies the MASO of the discrepancy and prepares the IAD package **(T-1)** which includes:

Note: Movements processed using the CAS *Movement Process* (AM104A) to correct asset locations when no overall balance discrepancy exists does not require an IAD package.

7.14.5.1. A memorandum endorsed by the MASO and Munitions Supervision providing a concise description of the IAD package. **(T-1)**. ***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.

7.14.5.2. IAD Supporting Documentation: Attach the following documents to the memorandum:

7.14.5.2.1. CAS *Inventory Adjustment Transaction* (AM427J) or CAS *Transaction History* (AM903) record as applicable IAW **paragraphs 7.14.4.1** and **7.14.4.2**. **(T-1)**.

Note: When applicable, the AM427J is processed and attached after IAD package approval.

7.14.5.2.2. CAS *Inventory Count Listing* (AM427G) (e.g., Inventory Count Sheets for all types of inventories.) **(T-1)**.

7.14.5.2.3. 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. **(T-1)**.

7.14.5.2.4. If applicable, include the following documents in the IAD package:

7.14.5.2.4.1. DD Form 200, *Financial Liability Investigation of Property Loss.* **(T-1)**.

7.14.5.2.4.2. AFTO Form 102, *Munitions Inspection Document*, or signed accountable document. **(T-1)**.

7.14.5.2.4.3. DD Form 114, *Military Pay Order*. **(T-1)**.

7.14.5.2.4.4. DD Form 362, *Statement of Charges/Cash Collection Voucher*. **(T-1)**.

7.14.5.2.4.5. DD Form 1131, *Cash Collection Voucher*. **(T-1)**.

7.14.5.2.4.6. DD Form 361, *Transportation Discrepancy Report (TDR)*. **(T-1)**.

7.14.5.2.4.7. DD Form 1348-1A. **(T-1)**.

7.14.5.2.4.8. SF 364, *Report of Discrepancy (ROD)*, or WebSDR equivalent. **(T-1)**.

7.14.5.2.4.9. A discrepancy investigation statement with copies of erroneous documents which could not be processed as an RVP. **(T-1)**.

7.14.5.2.4.10. Aircraft mishap report or a memorandum signed by the MXG or OG commander as authority for relief. **(T-1)**.

7.14.5.2.4.11. AF IMT 1168, *Statement of Suspect/Witness/Complaint*, (when a loss is reportable IAW DoDM 5100.76). **(T-1)**.

7.14.5.2.4.12. When an ROS is not otherwise required, a memorandum from the commander (or equivalent) authorizing relief of accountability for adjustments that result in losses (stock or custody account). **(T-1)**.

7.14.6. **IAD Package Review.** Munitions Operations personnel brief the MASO on the IAD package. **(T-2)**. The MASO ensures the IAD package includes sufficient justification, and forwards the IAD package to the MUNS Superintendent or Munitions Flight Chief/Flight Commander. **(T-2)**.

7.14.6.1. 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. **(T-2)**. After concerns are resolved, the MUNS Superintendent or Munitions Flight Chief/Flight Commander initials the IAD package and forwards back to the MASO. **(T-2)**.

7.14.6.2. 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 **(T-2)** as follows:

7.14.6.2.1. An IAD that requires an ROS for relief of accountability will be certified by the MASO and approved by the MASO appointing authority. **(T-1)**.

7.14.6.2.2. An IAD that does not require an ROS, will be certified by the NCOIC of Munitions Operations (or equivalent) and approved by the MASO. **(T-2)**. The MASO will not delegate authority to approve inventory adjustments. **(T-1)**. If the MASO is not available, the MASO appointing authority will approve adjustments when an ROS is not required. **(T-1)**.

7.14.7. **IAD Package Approval.** Depending on the IAD situation, the MASO or MASO appointing authority approves the IAD package **(T-1)** indicating they:

7.14.7.1. Are aware of the discrepancies reflected in the IAD package. **(T-1)**.

7.14.7.2. Certify no evidence of neglect, theft or fraud exists. **(T-1)**.

7.14.7.3. Certify no individual violated property responsibility and general principles. **(T-1)**.

7.14.7.4. Approval of actions taken to resolve the discrepancy and prevent recurrence. **(T-1)**.

7.14.7.5. Concur with and approve the IAD package. **(T-1)**.

7.14.7.5.1. If the MASO appointing authority does not approve the IAD package, the MASO will ensure additional research/actions are taken to mitigate the concerns to obtain approval. **(T-1)**.

7.14.7.5.2. Obtain written approval from the MASO or MASO appointing authority (as applicable) prior to processing an *Inventory Adjustment Transaction* (AM427J) in CAS. **(T-1)**.

7.14.7.5.3. 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. **(T-1)**.

7.14.7.5.4. At ANG bases/units, forward all approved IAD packages to the USP&FO or Assistant USP&FO for signature. **(T-1)**.

7.14.8. **IAD Package Filing.** Electronically file the final IAD package IAW **Attachment 5**. **(T-1)**.

7.15. Reports of Survey (ROS) Procedures. Refer to AFMAN 23-220, *Reports of Survey for Air Force Property*, AFMAN 23-122, *Materiel Management Procedures*, AFI 20-110, and this instruction for ROS processing format, procedures, timelines, and approval levels. Once an IAD is processed and an inventory is closed in CAS, the ROS and Inventory Adjustment Package may remain open pending final approval of the ROS. Additionally:

7.15.1. An ROS is required IAW AFMAN 23-220 for all adjustments to accountable records resulting in a loss when causative research is unable to resolve the discrepancy. **(T-1)**. Additionally, for CAS-managed NWRM:

7.15.1.1. The MASO shall initiate an ROS within 24 hours IAW AFMAN 23-122 for all adjustments to accountable records resulting in a gain or loss when causative research is unable to explain the cause of the discrepancy. **(T-1).**

7.15.1.2. Refer to AFI 20-110 for discrepancy reporting requirements.

7.15.2. **Mandatory ROS Criteria.** 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:

7.15.2.1. CIIC 1 – Very High Risk (SRC I). **(T-0)**.

7.15.2.2. CIIC 5 – Secret (SRC I). **(T-0)**.

7.15.2.3. CIIC 6 – Confidential (SRC I). **(T-0)**.

7.15.2.4. CIIC 2 – High Risk (SRC II). **(T-0)**.

7.15.2.5. CIIC 8 – Confidential (SRC II). **(T-0)**.

7.15.2.6. CIIC T – Top Secret (SRC II). **(T-0)**.

7.15.2.7. CIIC S – Secret (SRC III). **(T-0)**.

7.15.2.8. CIIC C – Confidential (SRC IV). **(T-0)**.

7.15.2.9. In addition to the mandatory ROS criteria above, you must submit a ROS for all adjustments to balances of stock and custody account assets **(T-1)** unless the adjustment meets one of the following conditions:

7.15.2.9.1. Stock Record Account Assets: One-time loss of less than 200 items whose total value is $1,000 or less; and all unresolved NWRM discrepancies. **(T-1)**.

7.15.2.9.2. Custody Accounts: One-time loss of CIIC 3 (moderate risk) munitions of 20 or fewer items whose total- value is $200 or less; and all unresolved NWRM discrepancies. **(T-1)**.

7.15.2.9.3. Custody 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. **(T-1)**.

7.15.3. **One-Time Losses.** As used in the instances above, a "one-time loss" means each incident will be treated (reported and resolved) individually. For example, months or weeks of losses cannot be consolidated and justified them under a single document. On the other hand, a "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. **(T-3)**. A pattern of irresponsibility or lack of adequate inventory controls is grounds for either freezing the custody account or initiating a ROS. **(T-1).**

7.15.4. **Small arms Ammunition Combat Consumption (SmACC) Issues.** An IAD or ROS is not required for SmACC issues when processed IAW **paragraph 7.10.2.3.1**. These assets are considered "consumed" when issued. If assets are subsequently returned process an appropriate TIN (e.g., FOB) IAW **paragraph 7.12**. **(T-1)**.

7.15.5. **Combat Losses/Aircraft Accidents.** An ROS will not be submitted for losses resulting from aircraft accidents and property lost during combat operations. **(T-1)**. Use the aircraft mishap report or a memorandum signed by the OG or MXG commander (or

equivalent) as authority for inventory adjustment. **(T-1)**. A copy of the report or memorandum will be filed with the inventory adjustment document. **(T-1)**.

7.15.6. **Commander Discretion.** Except for mandatory ROS requirements, commanders may elect to process an ROS regardless of required criteria or allow individuals to pay for a loss in lieu of a ROS.

7.15.6.1. The costs 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.

7.15.6.2. Payment in Lieu of ROS: IAW AFMAN 23-220, the organizational commander of the account may allow the responsible individual to pay for the loss in lieu of a ROS. In this case, the commander will provide the MASO with one of the financial forms listed in **paragraph 7.14.5.2.4** to support the inventory adjustment. **(T-2)**. This does not relieve the commander from evaluating the account and establishing procedures to prevent future losses. **(T-1)**.

7.15.7. **Use of the ROS.** The completed ROS is used to substantiate adjustment of the stock record account balance, to recommend corrective action, and to determine the financial responsibility of the accountable officer or any other person involved in the discrepancy. **(T-1)**.

7.15.7.1. Once an ROS number has been assigned, the certifying official (MASO) and appointing authority (MASO Appointment Authority) are authorized to sign the incomplete inventory adjustment package. **(T-1)**. This provides written approval to process the inventory adjustment and close out the inventory in CAS. **(T-1)**.

7.15.7.2. 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. **(T-1)**. This package will complete the audit trail through documents identified in **paragraph 7.12.1.2** to support the inventory adjustment. **(T-1)**.

7.15.8. **Damage and/or Destruction:** The ROS and IAD requirements described above apply to munitions on the stock record account or custody accounts which are damaged or destroyed for reasons other than fair wear and tear, authorized expenditure, aircraft loss, installation, or disposition. The accountable officer or account custodian is liable for damage or destruction until relieved of accountability. **(T-1)**.

7.16. Test/Contract Munitions Management.

7.16.1. **General Guidance.** Munitions assets received in support of Research and Development (R&D) tests, to include non-Air Force owned munitions assets, may be managed on the stock record account, issued, and controlled by procedures in this AFI. Accountability, safety, and security of DoD owned and non-DoD owned R&D assets in the physical possession of Air Force activities are enhanced by management in Accountable CAS. Units supporting RDT&E activities with non-DoD or foreign munitions and explosives will ensure storage is approved IAW AFMAN 91-201 and/or authorized/excepted IAW AFI 32-9003, *Granting Temporary Use of Air Force Real Property*. **(T-1)**. If these

publications do not provide approval or exception, all requests to store non-DoD explosives will be forwarded to the appropriate waiver authority for consideration. **(T-1)**.

7.16.1.1. AFMC/A4M will serve as the guidance approval authority for the accountability of Laboratory Developed Explosive test samples. 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.

7.16.1.2. 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. When in the possession of Air Force activities, manage assets procured outside of normal channels in CAS IAW **paragraph 5.2.6.1**.

7.16.1.2.1. The owning SPO and/or Responsible Test Officer (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.

7.16.1.2.2. When properly coordinated, munitions received by the munitions unit in support of RDT&E will be picked up on the stock record account in CAS within 5 duty days after receipt. **(T-1)**. The MASO will immediately contact MAJCOM if assets are received without prior coordination. **(T-2)**.

7.16.1.2.3. Control and management of SPO/RTO program owned munitions assets rest exclusively with these SPO/RTO officials. Therefore, the SPO/RTO will ensure the MASO is provided with current and accurate program ownership support documentation in the form of contract purchase order, 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. **(T-1)**.

7.16.1.2.4. When a SPO, RTO, Test Program Manager (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.

7.16.1.2.5. 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.

7.16.1.3. The MASO must load levels for RDT&E assets in CAS. **(T-1)**. 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. **(T-1)**. Applicable test directive, test program plan, contract purchase order, Government Purchase Card (GPC) purchase order, MIPR, or

active AFMC Job Order Number will be maintained by the MASO for audit purposes. **(T-1)**.

7.16.1.3.1. 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.

7.16.1.3.2. Upon completion of an R&D test project, Air Force owned assets remaining on the test accounts will be turned-in to the stock record account. **(T-1)**. The TPM or program office is responsible to coordinate with the appropriate SPO/RTO to determine if the assets are no longer required or cannot be utilized for future test projects.

7.16.1.3.2.1. If test assets are required at another installation, the TPM 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.

7.16.1.3.2.2. 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 3.12.9**. **(T-1)**.

7.16.1.3.2.3. 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 3.12.15** **(T-1)**. 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.

7.16.1.3.2.4. 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.

7.16.1.3.3. 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 TPM notifies 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.

7.16.2. **Forecasting for Test/Contract Munitions.** Test munitions for which there is a suitable Air Force stock listed asset available must be forecasted/allocated annually. **(T-1)**.

7.16.2.1. 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. **(T-1)**.

7.16.2.2. If the MUFM cannot provide an allocation, the MUFM will then forward the request to the Air Staff functional office for resolution.

7.16.2.3. Test organizations must forecast for all serviceable CAS-managed components/ munitions (fins, impulse cartridges, etc.) needed to support test project requirements involving other munitions. **(T-1)**. Preliminary or interim TO guidance must be provided IAW TO 00-5-3 and AFI 63-101/20-101. **(T-1)**. 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. **(T-0)**.

7.16.2.4. 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. **(T-1)**. 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). **(T-1)**.

PART III

OPERATIONAL MUNITIONS

Part III of this instruction implements conventional munitions policy, procedure, and guidance for MAJCOMs, Lead MAJCOMs, NAF, and Centralized Management Activities (CMA) (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 (e.g., 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). Operational level munitions activity also includes sustainment of munition/missile 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 Command 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 AFI 21-201 and Munitions Management, Lead MAJCOM designations are aligned to reflect essential and necessary HQ Technical Munitions Systems Management, CMA functions, and roles. AFI 21-201 Lead MAJCOM designations have no impact on traditional Organize, Train, and Equip (OTE) function inherent in all MAJCOMs. The following reachback relationships 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 technical and system management issues are addressed by 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 commands or NAFs.

8.1.4. Lead MAJCOMs and the GACP coordinate technical support and provide guidance on issues beyond unit capabilities through the TO waiver process, technical data assistance requests and through reachback to supported agencies.

Table 8.1. Munitions Management HQ, Centralized Management, and Reachback Roles.

ORGANIZATION/ CAPABILITY	MUNITION MANAGEMENT/ SUSTAINMENT ROLE	LEAD MAJCOM (*)	REACHBACK ACTIVITIES

ORGANIZATION/ CAPABILITY	MUNITION MANAGEMENT/ SUSTAINMENT ROLE	LEAD MAJCOM (*)	REACHBACK ACTIVITIES
ACC (CAF)	Lead/Non-War-fighting Component Command	ACC	AFMC; AETC; GACP; AFNWC; HAF
USAFE (CAF)	Supported/(EUCOM & AFRICOM) Component Command	ACC	ACC; GACP; AFNWC
PACAF (CAF)	Supported/(PACOM) Component Command	ACC	ACC; GACP
ANG (CAF/MAF)	Lead MAJCOM	ACC; AMC	ACC; AMC; AFMC; GACP
AFRC (CAF/MAF)	Lead MAJCOM	ACC; AMC	ACC; AMC; AFMC; GACP
AETC	Supported Command	ACC	ACC; GACP; AFNWC
AFSPC	Supported Command	ACC	ACC; GACP
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 Command	AFSOC	ACC; AFMC; AETC; GACP
AFMC	Lead MAJCOM for Sustainment; Supported Command	AFMC	ACC; GACP; AFNWC
GACP	Global Ammunition Control Point (GACP) (AFLCMC/EBH)	AFMC	AFMC; AFNWC; HAF
AFNWC	Nuclear Capabilities Directorate Logistics (NCL) (For CAS-managed NWRM assets)	AFMC	AFMC; GACP; HAF
AFDW	Direct Reporting Unit (DRU)	AMC	AMC; GACP; HAF
USAFA	Direct Reporting Unit (DRU)	AETC	AETC; GACP; HAF
NAF	War-Fighting/Non War-Fighting	ACC; AFSOC; AMC; AFMC	ACC; AMC; AFMC; AETC; AFSPC; AFGSC; GACP; USAFA

* Lead MAJCOM designations in this table apply only to technical munitions systems management, CMA functions, and roles.

8.2. Lead MAJCOM Munitions Staff (or equivalent). A MAJCOM that consolidates primary responsibilities within a MAJCOM, or supports the entire Air Force (as applicable). For munitions management, a Lead MAJCOM is responsible for and leading activities, developing capabilities, or providing functional support related to munitions technical, systems management, and sustainment; and reachback support to units, NAFs, and MAJCOMs aligned to the "Organization/Capability" column in **Table 8.1**.

8.2.1. ACC/A4W will represent ACC units, PACAF, USAFE, AFRC, NGB, AETC, AFSPC, AFGSC, and NAFs for all conventional munitions technical and system management issues. Additionally, ACC/A4W as the "CAF" Lead MAJCOM will execute other Lead MAJCOM responsibilities to include:

8.2.1.1. Management of munitions force projection aspects of Global Force Management. ACC will review emerging task requirements that affect 2W0XX force capabilities and coordinate with other Lead MAJCOMs, supported commands, and AEFC/DPW to develop a sourcing plan.

8.2.1.2. Planning and execution of munitions AIT and IT projects and the AF MC2 site. In this capacity, ACC will advocate for requirements, design, development, and sustainment to the AIT and IT Lead MAJCOM (AFMC) and take action to program funding for approved commercial wireless technologies.

8.2.2. As the "MAF" Lead MAJCOM, AMC will coordinate with and represent AMC units, AFRC, NGB, and assigned NAFs, and AFDW for all conventional munitions technical and system management issues.

8.2.3. As the SOF Lead MAJCOM, AFSOC will coordinate with and represent AFSOC units, NAFs, and assigned NAFs for all conventional munitions technical and systems management issues.

8.2.4. As the Lead MAJCOM for material management and sustainment, AFMC will coordinate with and represent AFMC units, GACP, AFNWC, assigned NAFs for all munitions management issues. Additionally, AFMC will coordinate and interface with CAF, MAF, and SOF Lead MAJCOMs on material management and munitions system sustainment issues.

8.2.5. The Lead MAJCOM for Air Force Education and Training. AETC represents their organizations, personnel, and the US Air Force Academy (USAFA) for OTE and relies on reachback support from ACC and GACP for conventional munitions technical and systems management issues.

8.2.6. To represent their assigned MAJCOMs/NAFs/units for munitions management issues, Lead MAJCOMs 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 sustain mission support and direct bed-down of new equipment.

8.2.6.3. Coordinate equipment RDOs and AF IMT 601, *Equipment Action Request*.

8.2.7. In addition to the Lead MAJCOM responsibilities outlined in AFI 21-200, and conventional munitions system and sustainment management functions, Lead MAJCOMs provide reachback support to supported command, NAFs, or units for traditional MAJCOM functions. In this role Lead MAJCOMs will:

8.2.7.1. Coordinate with HAF, MAJCOMs, GACP, NAF and wing/group staff functions, to execute munitions management responsibilities.

8.2.7.2. Coordinate with supported commands, 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 maintain this equipment in the highest possible state of readiness.

8.2.7.5. Identify sustainment and supportability limitations and problems to the appropriate 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 is also responsible for managing all planning and execution requirements to support Air Expeditionary Force/Expeditionary Combat Support (ECS) taskings.

8.2.7.9. Initiate or coordinate as Lead MAJCOM on munitions DOC statements for assigned munitions units to identify resource requirements and capabilities to execute ISO container, CADS, and 463L palletized shipments; and advocates and 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. Enroute 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 13.3.3** 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 Supported/Component MAJCOMs when requested.

8.2.7.16. Coordinate with the MAJCOM Bioenvironmental Engineering (BEE)/Surgeon General (SGPB) during review of documents and reports related to RAM management, security, environmental quality, safety and occupational health. BEE/SGPB is the default IRSO for AF permittees or other MAJCOM users of RAM when they do not have access to an IRSO at their locations due to Joint Basing, forward basing, geographical separation, etc.

8.2.7.17. Review the results of wing semiannual NWRM inventories. Forward results to the AFMC NWRM inventory OPR (635 SCOW/NTCC) within 30 calendar days of inventory closeout.

8.2.7.18. Provide AFMC NWRM POC copies of MASO certificate of transfer when changes are made. Submit to **hqafmc.a4rm@wpafb.af.mil.**

8.2.7.19. Assess unit compliance with NWRM discrepancy reporting procedures IAW AFI 20-110.

8.3. Component/Supported Command. 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). Supported commands retain responsibility for activities not defined for reachback and maintain a liaison with, and reachback to Lead MAJCOM staffs and the GACP for munitions system technical management, Title 10/32 OTE within the ”Organization/Capability” listed in **Table 8.1**, and for sustainment support. In addition to roles and responsibilities outlined in AFI 21-200, supported command munitions staff responsibilities include:

8.3.1. Theater/mission specific activities, CCDR specific objectives, taskings, and representing the Commander Air Force Forces (COMAFFOR) in joint service working groups.

8.3.2. OTE functions.

8.3.3. Strategic level Theater Security Cooperation, allied logistics coordination/support, and functional expertise.

8.3.4. Initiate, draft, and review theater/command unique agreements and directive guidance.

8.3.5. Coordinate on changes made during UTC reviews and posture UTCs in Deliberate and Crisis Action Planning and Execution Segments (DCAPES). The Air Staff functional manager has final authority for UTC changes, additions, or deletions.

8.3.6. Coordinate on facility or modification/improvement projects including host nation funded projects.

8.3.7. Command level/unique maintenance directives.

8.3.8. Development of Designated Operation Capability (DOC) statements IAW AFI 10-201.

8.3.9. PEC 28030 Programming:

8.3.9.1. The MFM coordinates with the MAJCOM FM and the appropriate PEM to provide supported units with PEC 28030 WRM munitions preservation budget forecast, submission, and approval guidance and procedures.

8.3.9.2. In coordination with the MAJCOM PEM, assists and advises units in the development and submission of the PEC 280303 budget requirements and advocates requirements through the budget process.

8.3.9.3. Consolidates MAJCOM WRM munitions budget requirements. Reviews unit inputs for accuracy, adequacy, and completeness; consolidates, and submits the budget to the MAJCOM PEM and FM.

8.3.9.4. Advises the MAJCOM/A4R, Resources Division, on command/theater O&M WRM munitions funding requirements.

8.3.9.5. Coordinates with the MAJCOM FM and PEM to distribute WRM munitions funding to bases and advises unit commanders on appropriate use of PEC 28030 funding.

8.3.9.6. Monitors expenditure of funds to fulfill WRM munitions preservation requirements.

8.3.10. Coordinate theater deployments, contingency support; assistance requests for manning, materiel, equipment; asset/personnel availability.

8.3.11. Validate/verify force readiness reports within the Defense Readiness Reporting System (DRRS).

8.3.12. Coordinate on Command Unit Committed Munitions Listing (UCML).

8.3.13. Review the results of wing semiannual NWRM inventories. Forward results to the AFMC NWRM inventory OPR (635 SCOW/NTCC) within 30 calendar days of inventory closeout.

8.3.14. Provide AFMC NWRM POC copies of MASO certificate of transfer when changes are made. Submit to **hqafmc.a4rm@wpafb.af.mil.**

8.3.15. Initiating geographic or theater threat assessments to identify the need for Emergency Destruction of Materiel (EDM) plans and /or capabilities.

8.3.15.1. OCONUS MAJCOMs direct units to establish and implement Emergency Destruction of Materiel (EDM) plans and/or capabilities when merited by threat assessments and/or supported OPLANS.

8.3.15.2. When requested and supported by an OCONUS MAJCOM conducted threat assessment, CONUS MAJCOMs direct units to establish EDM training programs to provide EDM trained deployable forces to augment pre-established theater EDM capabilities. CONUS MAJCOMs will not direct units to establish deployable EDM capabilities or kits at CONUS locations, to include STAMP.

8.3.16. **(Added-USAFE)** Perform staff field visits to assess WRM munitions stockpile IAW AFI 25-101, Air Force War Reserve Materiel (WRM) Policies and Guidance. **(T-2).**

8.3.16.1. **(Added-USAFE)** In the USAFE-AFAFRICA AOR A4 provides for a Command Dangerous Goods Program (CDGP) branch. This branch is responsible for ensuring units involved in munitions movements and disposal to/from/within and transiting the theater are compliant to HN regulations which US forces must observe. In particular this office will work competent authority recognition and approvals for movement of any fireworks, ammunition and explosive articles N.O.S., waivers and deviations from HN regulations including NEW restrictions on transport assets. This office will further ensure munitions personnel and transportation personnel supporting munitions movement receive the proper training IAW HN movement

regulations for moving AA&E. The office can be contacted via e-mail at: **usafea47.commanddga@us.af.mil.** **(T-1).**

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 additions, deletions, and changes to munitions DoDAACs. Initiate actions to establish a 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. Works with bases and activities authorized WRM munitions, including tactical missiles and CAT Code B mobility munitions, to 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 Plan, 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/CCMEC. 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 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 sustain 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 maintain capability to account for 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 or APF assets.

8.4.9. Oversee the theater's Air Force 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.

8.5. Air Force Materiel Command (AFMC). In addition to roles and responsibilities outlined in AFI 21-200, operates the GACP Munitions Division (AFLCMC/EBH) and Armament Division (AFLCMC/EBR). Maintains, equips, and staffs the GACP with appropriate personnel. Additionally AFMC/A4M 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 Air Force 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 TAC/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 9.8**.

8.5.3. Develop a long-term master demilitarization and disposition plan for the Air Force.

8.5.4. Coordinates on ALC recommended/advised MMHE requirements to Lead MAJCOMs.

8.5.5. Provide support for logistics, engineering, and RDT&E, technical sustainment, product assurance, and life-cycle sustainment to support all MAJCOMs.

8.5.6. In coordination with the applicable Lead MAJCOM, Advocate for equipment funding requests and POM submissions received from Product Group Manager. 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.

8.5.7. Provides guidance to AFMC IMs and ES for management of IDR for CAS managed assets IAW **paragraph 9.8.1.2**.

8.5.8. IAW AFI 40-201, work with the GACP to manage and coordinate USAF recycling of RAM (e.g., 30MM API with DU) through the SMCA. Ensure all Air Force munitions items with RAM are identified IAW 10 CFR Chapter I, or 40 CFR Part 261, et seq.

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 9.8.3.2**.

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 TOs/manuals. MAJCOM request for changes will be submitted IAW **paragraph 9.8.5**.

8.6.4. Plan for time-phased munitions sourcing and movements to support the execution of OPLANs.

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 9.5**.

8.6.7. Develop Complete Round Code (CRC) upon request.

8.6.8. Loads basic reparability data in the CAS IDR.

8.6.9. Provides management oversight of Air Force 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 (NSNs) 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 AFMC/A4M, will advise Lead MAJCOMs on MMHE sustainment issues and concerns that affect long term availability and usability.

8.6.12. Ensure management of GFE/GFM related to munitions systems in the possession of contractors at government/contractor owned facilities is IAW AFI 23-119, *Exchange, Sale, or Temporary Custody of Nonexcess Personal Property*.

8.6.12.1. Develop processes to retain Air Force ownership for all Air Force owned munitions and missiles shipped to contractor locations for repair, warranty, modification, or loan. These munitions/missile assets shall be maintained (loaded or input) on CAS accountable records.

8.6.12.2. Ensure the appropriate munitions/missile SPO approves contractor or vendor requests to ship or position munitions/missile assets (live, inert, or dummy). The SPO is the authority to approve release to the contractor/vendor. These munitions/missile assets are considered GFE/GFM and shall be maintained on CAS accountable records.

8.6.12.3. Ensure validation of shipments received at contractor/vendor locations when the munitions or missile assets are expected to be consumed/expended as part of the contract activity. Once receipt is validated, the shipment is closed in CAS, and these munitions/missile assets are no longer tracked.

8.6.12.4. The designated munitions or missile SPO will report GFE/GFM assets in contractor or vendor possession to the GACP and CAS PMO using the Contractor Possessed Munitions (CPM) application. The CPM is used to update CAS assets tables and enable Chief Financial Officer reporting.

8.6.12.5. The CPM Application: The CPM application is used to provide near-term visibility of contractor possessed assets within CAS as the Air Force munitions Accountable Property System of Record (APSR). CPM provides a near-term standardized, repeatable, and auditable process to satisfy DOD CFO financial reporting.

Note: Future IT capability requirements have been identified to automate reporting of contractor/vendor assets and GFE/GFM property data.

8.6.12.5.1. The CPM application and process will be used by program teams, system program offices, program managers, AFMC/A4M, GACP, and the CAS PMO to

manage, collect, validate, and report contractor possessed munitions. Refer to AFMCI 21-149, *Contract Depot Maintenance (CDM) Program* for procedures, process, and guidelines for using the CPM application. Contact the SA for a copy of the CPM Training/User Guide.

8.6.12.5.2. Program teams will upload or re-validate records at a minimum of every 30 calendar days. If records have not been updated within 90 calendar days, the program OPR will receive an e-mail notifying them to validate/update records.

Note: Program teams are encouraged to validate and update inventory data more frequently, particularly if significant changes occur or are expected.

8.7. Armament Directorate (AFLCMC). Establishes, integrates, and executes Integrated Life Cycle Management IAW AFI 63-101/20-101.

8.8. Global Ammunitions Control Point (GACP), Air Force Life Cycle Management Center, Munitions Division (AFLCMC/EBH), Hill AFB. The GACP executes Product Support Management (PSM) and Supply Chain Management (SCM) for Air Force munitions assets. The GACP adopts and employs proven SCM processes that exploit global Command and Control (C2), take advantage of 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 is the global WRM manager for Class V (Munitions). 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 Air Force Munitions CRD, BIF, explosive safety information, IDR, Reportable Item Master File (RIMF), or any other indicative information.

8.8.2. Collaborate directly with assigned AFNWC/NCL IM/ES on SCM activities related to CAS-managed NWRM assets. Each IM/ES over CAS-managed assets shall maintain an active CAS account and is responsible to update the CAS IDR. Coordinate with owning IM/ES to ensure that all CAS-managed NWRM items have the time change indicator set to "Y".

8.8.3. Develop and coordinate the annual PCAR memorandum and instructions with AF/A5R-C, AF/TEP, AF/A4LW, ACC/A3TW, AFMC/A4MW, AFSFC/SFXW, and AFCEC/CXD 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 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 Air Force 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 (if applicable).

8.8.9. Annually, develop and submit the Air Force conventional munitions stratification report IAW DoDM 4140.01, Vol. 10, *DoD Supply Chain Materiel Management Procedures*: *Metrics And Inventory Stratification Reporting*. Additionally, participate in required reviews outlined in DoD 4140.01, Vol. 10 to identify potential cross-leveling opportunities.

8.8.10. Develops and submits a shipment requirements forecast to AFMC/A4MW and MAJCOM A4R or equivalent NLT two weeks after the GAP working group convenes.

8.8.11. Submits SDT forecasts to support movement of Project Codes 727 and 737 to AFMC/A4MW SDT Office.

8.8.12. Establish Locally Assigned Ammunition Reporting Code (LAARC) numbers.

8.8.13. Build and publish the Air Force MMP.

8.8.13.1. Use distribution plans to identify transportation fund requirements. Coordinate call-forward, realignment, and retrograde plans for transportation and manage effective and efficient use of transportation funds. Identify all movement requirements, including test/training, WRM movements that support allocations, retrograde, inter-command, scheduled APF reconstitution, etc.

8.8.13.2. Develop sourcing options to execute the MMP during peacetime, and strategies to support re-supply of combat units during contingency operations.

8.8.13.3. 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.

8.8.13.4. Based on available funding and movement priorities, the GACP includes/excludes theater serviceable excess into the annual MMP.

8.8.14. 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:

8.8.14.1. DoDAAC.

8.8.14.2. NSN.

8.8.14.3. DODIC.

8.8.14.4. Nomenclature.

8.8.14.5. Quantity.

8.8.14.6. CC.

8.8.14.7. Lot Number.

8.8.14.8. IM Code.

8.8.14.9. Unit Cost.

8.8.14.10. Total Cost.

8.8.14.11. Remarks (if any).

8.8.15. Operation of the CONUS and OCONUS cells (AFCENT, USAFE, and PACAF). These cells will:

8.8.15.1. Utilize the CRM to address and respond to MAJCOM, NAF, and units inquiries concerning technical and procedural questions related to GACP managed TO 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, APF, CADS planning, Munitions Reports (MUREP) and exercise support.

8.8.15.2. Process, support, and manage all unit requisitions and follow-up inquiries.

8.8.15.3. 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.

8.8.16. Contingency Munitions Distribution.

8.8.16.1. In concert with NAF, the GACP translates CCDR weapons requirements into munitions component requirements.

8.8.16.2. Develop sourcing options to fill TPFDD requirements.

8.8.16.3. Upon TPFDD validation, provide documents to Joint Munitions Command for CONUS-Flex shipments from Army depots.

8.8.16.4. For shipments from Air Force units, directs redistribution.

8.8.16.5. Monitor and report shipment status.

8.8.16.6. When requested or sourced to meet operational contingency requirements, the GACP will augment in-place MAJCOM/NAF staffs to perform GACP CAS functions.

8.8.17. Coordination of Base Closure/Unit Deactivations: When notified through the CRM of a base closure or unit deactivation, the GACP will coordinate with the unit for continued support of allocated mission essential assets required to support operations, security, readiness and training prior to actual base closing.

8.8.17.1. 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).

8.8.17.2. 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.

8.8.18. Manage, implement, and execute various management programs to include STAMP and COTS.

8.8.18.1. Designate executing agents responsible for APF, STAMP, and CONUS depot storage programs.

8.8.18.2. Control and manage the STAMP and APF munitions accounts and execute these programs IAW **Chapter 15**.

8.8.18.3. The GACP Munitions Division (AFLCMC/EBH) is the MASO appointing authority for APF munitions accounts.

8.8.19. Provide management information for the mandatory P-series documents that various planning, programming, and budgeting system (PPBS) activities use.

8.8.20. Lead ALC for developing depot level automated munitions systems:

8.8.20.1. 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.

8.8.20.2. Coordinate with Warner Robins-Air Logistics Complex (WR-ALC) and Oklahoma City-Air Logistics Complex (OC-ALC) to maintain integrity of the automated munitions systems database.

8.8.20.3. Collect, aggregate, and control automated munitions systems and the Requirements Management System (RMS) database.

8.8.20.4. Maintain munitions knowledge management websites.

8.8.20.5. Maintain an annual schedule of events, working groups, and conferences on the GACP website.

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 RAM Program Office (Robins AFB) when suspension is an asset tracked in TMRS. This allows timely generation and loading of the CMRS to serialized assets in TMRS.

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 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 Air Force DDA in coordination with Program Mangers and Director, DLA establish demilitarization requirements for MPPEH, MDEH, and MDAS.

8.8.24.2. Provide guidance to Air Force 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 Air Force 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 TOs for Air Force 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 utilizing virtual meetings to the maximum extent possible.

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 COTS munitions. Remove COTS packages from the GACP website when assets become centrally procured and managed.

8.8.26.9. Develop and execute financial plans necessary to meet war-fighter sustainment requirements.

8.8.26.10. Interface with 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 system security classification guidance.

8.8.28. Forecast procurement, demilitarization, and storage requirements with the SMCA.

8.8.29. Support development of munitions acquisition programs consistent with warfighter requirements.

8.8.30. Enable the Chief Financial Officer (CFO) reporting process by:

8.8.30.1. Collecting Logistics Management Program (LMP) and CAS data.

8.8.30.2. Performing data analysis.

8.8.30.3. Updating the CAS CFO spreadsheet to account for asset cross-leveling, new acquisition, and transfers to US Army for disposal (B5A account).

8.8.30.4. Performing data quality checks and assess metric as variance greater than 3.0 percent between the CAS stated end balance and transactional calculated balance.

8.8.30.5. Archiving all analysis data and spreadsheets.

8.8.30.6. Submitting copy to the SAF/FM Defense Accounting and Finance System (DFAS) report.

8.8.31. Develop supply chain metrics to monitor and review Air Force conventional munitions readiness and sustainment support performance IAW DoDM 4140.01, Vol. 10.

8.9. GACP, Armament Division (AFLCMC/EBR), 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 HAF 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. Provides TOs and data, supply support, test equipment, training, and training devices.

8.9.7. Coordinates with AF/A4LW and AF/A5R-C to publish and distribute instructions and guidance to implement and execute annual forecasting, allocation, and requisitioning procedures.

8.9.8. Hosts the missile PIWG and TMRS steering group in conjunction with the TAMP group convening using virtual means to the maximum extent possible. In preparation for the TAMP working group:

8.9.8.1. Use AMST and depot inventory systems to determine on-hand balances of AIM, CATM, Captive Carry Training (CCT), Dummy Air Training Missile (DATM), Load

Crew Training (LCT), and Missile Maintenance Trainer (MMT) at each DoDAAC for allocation purposes.

8.9.8.2. 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, 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 ASMs and components identifying the same reportable information listed in **paragraph 8.8.13**.

8.9.11. Provide shipping information to AFMC/A4MW for all managed munition/missile 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 missile type for new CRCs to GACP (Hill AFB).

8.9.14. Provide ASM input on depot level automated munitions information; and for sustainment of RAM/TMRS.

8.9.15. 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.

8.9.16. 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 C2 resources to HAF in wartime and during contingencies:

8.9.16.1. Develop and maintains written procedures to provide missile support during crisis, emergency and contingencies.

8.9.16.2. Lead all investigations or accident responses for all managed munitions/missile systems.

8.9.16.3. Re-supply combat units, as directed.

8.9.17. Provide Lead MAJCOMs with standards for storing, handling, observing and inspecting AIM and AGM tactical missiles and components.

8.9.17.1. Direct actions and provide inspection procedures for suspected defective missiles and components and publish TCTOs to resolve potential problems.

8.9.17.2. Coordinate with the PM or System Program Manager on criteria for explosive components, to include budgeting for these programs.

8.9.17.3. Establish and maintain a depot repair and disposition program for AIM and AGM assigned missiles and related components.

8.9.18. Operation of the GACP ASM Cell.

8.9.19. Maintain the capability to respond to and investigate ASM problems worldwide.

8.9.19.1. Support Air Force units worldwide, and maintains the capability to deploy personnel to investigate, troubleshoot, and resolve problems.

8.9.19.2. Maintains engineers, ESs, PMs and IMs from the air superiority munitions programs to respond via telephone or email within 24 to 48 hours to assist in determining the cause failure, and problem resolution.

8.9.20. Provide for sustainment of TMRS.

8.9.21. Manage demilitarization program for assigned Air Force Air Superiority munitions.

8.9.21.1. The appropriate Air Force DDA in coordination with Program Managers and Director, DLA to establish demilitarization requirements for MPPEH, MDEH, and MDAS.

8.9.21.2. Provide guidance to Air Force 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 Air Force DDA (Robins AFB) for consolidation for future reference.

8.9.22. Focal point for managing FMS customer requests for missiles, TOs, guns, and launchers.

8.10. CAS PMO (AFLCMC/HIAM). 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. Plan, program and budget for automated follow on systems for all levels of CAS.

8.10.3. Prepare and submit CAS Acquisition Program Baseline (APB) document, summarizing CAS program requirements.

8.10.3.1. 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).

8.10.3.2. Obtain approval from the Designated Approval Authority (DAA) at the appropriate levels to operate CAS.

8.10.4. Prepare, coordinate, approve and distribute the CAS Program Management Plan (PMP) and any needed attachments.

8.10.5. Establish procedures to develop, maintain, and control life-cycle documentation.

8.10.6. Provide contracting support for purchasing hardware and enhancements to the CAS. Includes:

8.10.6.1. Integrate and order hardware.

8.10.6.2. Establish and maintain delivery schedules.

8.10.7. 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.

8.10.8. Determine the severity and priorities of system problems on metrics derived from Trouble Ticket reports.

8.10.8.1. Problems affecting safety or accountability will be prioritized before all other problems.

8.10.8.2. 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.

8.10.8.3. If a Trouble Ticket is received for a known problem, a solution description will be returned to the customer referencing the applicable CAS DR.

8.10.8.4. Before responding to or returning a Trouble Ticket to the customer, the CAS PMO will revalidate the problem and identified CAS solution to ensure other system changes have not invalidated the solution.

8.10.9. Manage, conduct and report Qualification, Test, and Evaluation (QT&E) as outlined in the Test and Evaluation Master Plan (TEMP).

8.10.9.1. Establish and chair a Test Planning Working Group (TPWG) and direct its activities.

8.10.9.2. Test systems integration and field operations.

8.10.10. Integrate CAS into one complete munitions system, to include contractor-developed software as specified by the PM.

8.10.11. 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, or program synchronization.

8.10.12. Support the development of interfaces (air gap and electronics) between CAS and other systems, which must exchange data efficiently.

8.10.13. Facilitate and maintain external interfaces as dictated by functionally approved requirements.

8.10.14. The CAS PMO ISSM has overall responsibility for CAS Security Management programs. The CAS PMO will develop, coordinate, implement, and maintain a System Security Plan (SSP) IAW Office of Management and Budget (OMB) Circular No. A-130, Appendix III, *Security of Federal Automated Information Resources and* DoDI 8500.2, *Information Assurance (IA)*. The CAS SSP shall address applicable Federal Information System Controls Audit Manual (FISCAM) requirements.

8.10.15. The CAS PMO will develop, coordinate, and maintain a Risk Management Plan (RMP) IAW DoDI 8500.1 and DoDI 8510.01, *Risk Management Framework (RMF) for DoD Information Technology (IT)* that describes:

8.10.15.1. Risks associated with the vulnerabilities inherent in data management and processes used to meet military objectives and in CAS business operations.

8.10.15.2. How risk management is integrated with and continues throughout the CAS life cycle. This includes how CAS security is maintained within CAS during new acquisition, sustainment, application of new or revised security controls; and integration of new services, products, or systems into existing CAS operations.

8.10.16. Prepare and maintain a 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.

8.10.17. Establish automated configuration management procedures, which implements systematic identification, change control, and status accounting of the system.

8.10.18. Chair the CAS Configuration Control Board to assure that changes to CAS programs and database structures are authorized, tested, implemented and documented.

8.10.19. Manage central funds by establishing procedures to determine and track program costs and resolve funding issues in coordination with the CAS Portfolio Manager (PfM) (AFMC/A4NL).

8.10.19.1. Report status of planned activities in terms of cost, schedule, and technical performance.

8.10.19.2. 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.

8.10.20. 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 and AFMC/A4NL for approval.

8.10.21. Quarterly, provide a report to AF/A4LW and all Lead MAJCOMs that includes the following:

8.10.21.1. System status summary that depicts system down time trends, updates on CAS projects in work, and other issues impacting CAS programs.

8.10.21.2. Summary of CAS defects listed by CAS process (i.e., CRC management, receipt, issue, etc.).

8.10.21.3. Specific workaround for each deficiency.

8.10.21.4. Category of DR assigned by CAS PMO.

8.10.21.5. Estimated release date.

8.10.22. Maintain the CAS User access recertification documentation IAW **paragraph 13.3.7** and the Air Force RDS in AFRIMS for each Air Force DoDAAC.

8.10.23. Publish local procedures for the CAS PMO Information System Security Manager(s) (ISSM) to conduct security monitoring, reviews, and document CAS application/system security activity IAW DoDI 8500.1 and appropriate 33-series Air Force publications. The CAS PMO ISSM will maintain documentation of these reviews in the Enterprise Mission Assurance Support System (eMASS) and the Enterprise Information Technology Data Repository (EITDR).

8.10.24. Initiate the Quarterly Chief Financial Officer (CFO) reporting process.

8.10.24.1. Develop and maintain CAS scripts to automatically generate CFO report data. Run the CFO report scripts on the first calendar day after the end of the fiscal quarter. The following scripts will be run:

8.10.24.1.1. Transaction History Data.

8.10.24.1.2. Asset Posture Data.

8.10.24.1.3. Expenditure Data.

8.10.24.1.4. FMS Loss Data.

8.10.24.1.5. Non-FMS Loss Data.

8.10.24.1.6. Inventory Adjustment Data.

8.10.24.1.7. Qualitative Drill Down Level 1 (QDD1) by Base Name.

8.10.24.1.8. Delta from previous quarter.

8.10.24.2. All data used to generate the CFO report shall be captured and archived by fiscal year and quarter.

8.10.24.3. Submit all data and reports to the GACP for data analysis and submission IAW **paragraph 8.8.30**.

8.11. Munitions User Functional Managers (MUFM). Each functional community with munitions requirements (e.g., security forces, operations, civil engineering, logistics plans, services, chaplains, maintenance) within the Lead MAJCOM, supported command, or NAF appoints a MUFM to manage functional user requirements, forecasting, and allocations. See FUCs posted on the GACP website. MUFM responsibilities include:

8.11.1. Being knowledgeable of appropriate requirements forecasting documents to derive requirements for their functional areas, which may include:

8.11.1.1. AFI 11-212, *Munitions Requirements for Aircrew Training*.

8.11.1.2. AFCAT 21-209 Volume 1, *Ground Munitions*, and GMAT for Ground Munitions on the GACP website.

8.11.1.3. AFCAT 21-209, Vol. 2, *Demolition Munitions*, and GMAT for Demolition Munitions on the GACP website.

8.11.1.4. *Air Force Standard for Non-Expendable Air Munitions Training Authorizations*.

8.11.1.5. 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.

8.11.2. Complete review of the HQ Air Force MUFM Training Guide located on the Air Force Conventional Munitions Site.

8.11.3. Following guidance published in the annual PCAR memorandum published by the GACP.

8.11.4. Being familiar with and understanding munitions requirements CAT Codes defined in the annual PCAR memorandum, Requirements Codes.

8.11.5. Requesting and maintaining access to and be knowledgeable of the AMST FAM.

8.11.6. **(Added-USAFE)** MAJCOM (or C-NAF) Directorates/Division Chiefs will appoint a primary and alternate Munitions User Functional Manager (MUFM) in writing and provide the appointment memo to the appropriate MAJCOM munitions staff organizational box. Functional communities minimally staffed (i.e., one deep) may appoint a single MUFM. The appointment memo will include the following minimum information: Name, rank, DEROS, and date of appointment. MUFMs will schedule and complete training within 5 duty days of appointment. **(T-2).**

8.12. 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.

8.12.1. **AFCOMAC Courses.** The AFCOMAC program consists of two separate courses. The Combat Ammunition Planning and Production course (CAPP) and the Senior Officers Orientation course (SOO). Additional courses and any modifications shall be coordinated and approved by ACC/A4W and AF/A4LW.

8.12.1.1. Combat Ammunition Planning and Production course (CAPP): AFCOMAC provides combat-oriented instruction in BSP and ESP development and large-scale conventional munitions production using mass assembly techniques.

8.12.1.1.1. 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 Air Force Tactics, Techniques, and Procedures included in AFTTP 3-3 as well as Combat lessons learned and EAF operational concepts.

8.12.1.1.2. A two-week condensed course for ANG and AFR personnel is offered once a year.

8.12.1.1.3. AFCOMAC is a formal school and is required for Skill Level award IAW the 2W0XX CFETP.

8.12.1.2. 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.

8.12.2. Due to the isolated learning environment provided by the IRON FLAG exercise, lost tools/objects from 9 MUNS Composite Tool Kits (CTK) and mobility packages will be

reported and coordinated through 9 MUNS/MXW only. **(T-3)**. No further reporting required. **(T-3)**.

8.12.3. To maintain integrity of the AFCOMAC mission, personnel assigned to 9 MUNS will not be tasked with TDY/contingency without prior approval/coordination with either ACC/A4W or AF/A4LW. **(T-1)**.

8.12.4. In coordination with AFCOMAC Board of Advisors, ACC/A4W provides staff oversight of the courses conducted by the 9 MUNS to maintain program responsive to current and long range munitions logistics needs.

8.12.5. **AFCOMAC Responsibilities.**

8.12.5.1. Proposes changes to AFTTP 3-3 that improves combat munitions production in the Air Force. 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.

8.12.5.2. 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.

8.12.5.2.1. Evaluate and test pre-production MMHE and Munitions LME and provides input to the Lead MAJCOM, WR-ALC and the MMHE Focal Point.

8.12.5.2.2. 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.

8.12.5.2.3. Presents status of evaluations, recommendations and user comments at the MMHE PIWG.

8.12.5.2.4. Reviews MMHE Focal Point priorities and provides input to the Lead MAJCOM.

8.12.5.3. 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 TO 11-1-38 and TO 11A-1-63.

8.12.5.4. 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.

8.12.5.5. Maintain student/class production database and provides updated information to Munitions Supervision, unit commander and board of advisors.

8.12.5.6. Manage the Faculty Development Program (Teaching Internship) to train and certify advisors IAW Community College of the Air Force (CCAF) accreditation requirements.

8.12.5.7. Manage the CCAF affiliation program. Updates basic course attendees and advisor CCAF and submits the CCAF Affiliate School Annual Report after the approval from maintenance supervision and commander.

8.12.5.8. Oversee management of student training allocations. See **paragraph 8.12.10** and paragraph **8.12.11**.

8.12.5.9. Maintain a student database on all course graduates and submit this report to the Lead MAJCOMs during the curriculum review.

8.12.5.10. Maintain a SharePoint® site accessible throughout the 2W0 career field that acts as a central point of reference for curriculum schedules, BSP/ESP templates, site survey checklists, TTPs and more. This site is also used to foster career field-wide collaboration.

8.12.6. **AFCOMAC Board of Advisors.** Comprised of all MAJCOM and ARC functional managers and the AFCFM. 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 optimize support of Air Force mission needs. Through the 9 MUNS, the Board of Advisors:

8.12.6.1. Schedules and host an annual curriculum review to evaluate content and balance of classroom academics and the practical exercise scenario.

8.12.6.2. Presents curriculum review results and course status at the CAF Senior Munitions Manager's conferences and the Worldwide Munitions Manager's conference.

8.12.6.3. Selects specific tasks to measure during IRON FLAG exercises. Any board member may identify tasks to measure.

8.12.7. **Organizational Structure.** AFCOMAC organization, structure, and unit level responsibilities are outlined in applicable ACC and unit supplements or instructions.

8.12.7.1. 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.

8.12.7.2. AFCOMAC is not required to maintain a flightline delivery function except when students establish this function in conjunction with a class practical exercise.

8.12.8. **Wing Munitions Support.** AFCOMAC provides base level munitions support to the 9th Reconnaissance Wing and other base users. **(T-2)**.

8.12.8.1. Participation in Wing ORE/ORI Inspections will be limited to that assistance required by munitions supply customers. **(T-2)**.

8.12.8.2. The effectiveness of AFCOMAC as an Air Force level formal training course, relies on availability of AFCOMAC personnel. AFCOMAC personnel do not normally participate in unit level operational exercises or inspections. AFCOMAC shall participate in management and functional type inspections. **(T-2)**. All possible means shall be used to avoid disrupting AFCOMAC classes.

8.12.9. **AFCOMAC Student Munitions.**

8.12.9.1. Manage AFCOMAC student munitions as CC-B. **(T-2)**. In CAS, use "For AFCOMAC Training Use Only" unless a more restrictive CC applies IAW TO 11A-1-10. **(T-1)**. Use of 1500 series tags to identify CC-B student munitions is not required. **(T-3)**. If assets are shipped all required condition tags will be applied. **(T-1)**.

8.12.9.2. Munitions are not barrier bagged, desiccant is not used and hermetically sealed containers are not inspected. **(T-3)**. For that reason, any items requiring such packaging must be considered to have expired shelf/service life. **(T-1)**.

8.12.9.3. 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. **(T-2)**.

8.12.9.4. To maintain a safe training environment, when possible, assembled student munitions with dummy boosters to interrupt the explosive train. **(T-2)**.

8.12.10. **AFCOMAC CAPP Student Allocations and Scheduling.** Manage as follows:

8.12.10.1. Schedule AFCOMAC training requirements using the AFCOMAC Scheduling SharePoint® site: **https://cs1.eis.af.mil/sites/afcm/AFCOMACSS/SitePages/Home.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. **(T-1)**.

8.12.10.2. 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).

8.12.10.3. The 9 MUNS will manage the AFCOMAC Scheduling SharePoint® site and request Training Line Numbers (TLNs).

Exception: The -007 classes are designated as ANG/AFR classes, which will be managed by NGB and AFRC.

8.12.10.4. AFCOMAC will establish Air Force student quotas (allocations) and load them onto the SharePoint® Scheduling site NLT 30 June of each year for TP1.

8.12.10.5. AFCOMAC will load quotas in Oracle Training Application (OTA) and update OTA for basic course graduates.

8.12.10.6. AFCOMAC CAPP "by grade" scheduling is as follows:

8.12.10.6.1. Staff Sergeant (SSgt): Allocation of seats and scheduling is done by 9 MUNS. The following criteria will be considered and used:

8.12.10.6.1.1. Time in Upgrade.

8.12.10.6.1.2. Short-Tour assignments (e.g., Korea).

8.12.10.6.1.3. Date of Rank (DOR).

8.12.10.6.2. 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 fill the allocated seats.

8.12.10.6.3. 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.

8.12.10.6.4. Company Grade Officers (CGO): Allocations will be distributed to each MAJCOM by the ACC Company Grade Officer (CGO) FAM.

8.12.11. **Student Scheduling Responsibilities.**

8.12.11.1. 9 MUNS (AFCOMAC) will:

8.12.11.1.1. Prior to the start of each FY, provide MAJCOM Functional Managers (FM) a complete class schedule with projected allocations for each class.

8.12.11.1.2. Incorporate the SSgt schedule and build the remaining class positions in the AFCOMAC Scheduling SharePoint® Site for the current TP.

8.12.11.1.3. At the mid-point of each FY, provide MAJCOM FAMs 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 for the MAJCOM FAM to fill unforeseen vacancies.

8.12.11.1.4. 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.

8.12.11.1.5. Review and process all students marked in AFCOMAC Scheduling SharePoint® Site as "Unable to Attend" through responsible MAJCOMs. Coordinate with MAJCOMs when they are unable to fill a seat within their respective commands.

8.12.11.1.6. Load allocation in OTA.

8.12.11.2. MAJCOM FMs will:

8.12.11.2.1. Coordinate with 9 MUNS on any students marked in the AFCOMAC Scheduling SharePoint® Site as "Unable to Attend". In the "Remarks" section provide specific reason and justification of non-attendance. Unfilled seats will be identified as a no-fill against the MAJCOM allocated that seat.

8.12.11.2.2. Update cancellation notifications for personnel approved for separation or cross training on the AFCOMAC Scheduling SharePoint® site 60 calendar days in advance of the Class Start Date (CSD).

8.12.11.2.3. NGB and AFRC are responsible for ANG/AFR personnel. These agencies will work with their MAJCOM/A1 to request required seat allocations in OTA. NGB and AFRC will load student names in the AFCOMAC SharePoint® and request TLNs for their students.

8.12.11.3. Units Commanders/Chiefs will ensure:

8.12.11.3.1. The unit Training Manager (TM) updates the AFCOMAC Scheduling SharePoint® site as soon as the names are loaded and validate training attendance. **(T-2)**.

8.12.11.3.2. The TM submits requests to the MAJCOM FM with justification to cancel/reschedule any AFCOMAC seat. **(T-2)**.

8.12.11.3.3. Cancel/reschedule notifications are updated on the AFCOMAC Scheduling SharePoint® site for MAJCOM FAM approval NLT 60 calendar days before the CSD. **(T-2)**.

8.12.11.3.4. The TM updates cancellations in the AFCOMAC Scheduling SharePoint® Site and coordinates with the MAJCOM FM. **(T-2)**.

8.12.11.4. Units Training Managers (TM) will: Validate the AFCOMAC SharePoint® site at least once a month for their effected personnel. **(T-2)**.

Chapter 9

MUNITIONS MANAGEMENT

9.1. Department of Defense Activity Address Code (DoDAAC).

9.1.1. AFMC/A4MW is the focal point for managing assignment of, adding, removing, or changing Air Force munitions DoDAACs IAW **paragraph 9.1.4**.

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 indicate why it is in the best interest of the Air Force.

9.1.2.1. **(Added-USAFE)** Installations with a surety mission managing NWRM will account for NWRM assets using a separate DoDAAC from conventional munitions. **(T-2).**

9.1.3. ANG and AFR units may establish a DoDAAC at any installation where the ANG or AFR maintains an active munitions mission.

9.1.3.1. When operating as a tenant organization, and a separate DoDAAC is not already established, ANG and AFR units shall advise the host unit of the intent to establish a separate DoDAAC prior to the submission of the DoDAAC request. **(T-2)**.

9.1.3.2. When establishing a separate DoDAAC, the ANG and AFR units must work with the host installation to review and revise any existing host-tenant agreements. **(T-2)**.

9.1.3.3. Munitions assets managed on separate ANG, AFR, or RegAF DoDAACs may be stored in the same storage areas/facilities, provided assets are clearly segregated and Access Control and Movement Control procedures are established in local OIs.

9.1.4. Establishing a DoDAAC. Lead MAJCOMs, ARC, and NAFs will request establishment, change, or deletion of a DoDAAC IAW AFI 24-230, *Maintaining Air Force DoD Activity Address Codes (DoDAAC)*.

9.1.4.1. Submit requests on-line through the DoDAAC Web Management System specified in **paragraph 1.4.9**. **(T-1)**. 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 in the DoDAAC Web Management System. **(T-2)**. After DoDAAC has been established/changed/deleted, submit addition/change/deletion information to the CAS PMO. **(T-2)**.

9.1.4.3. If a location is controlled or classified, classify the request appropriately. **(T-1)**. Controlled addresses are published with “controlled” as the clear text address. **(T-2)**. 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. **(T-2)**.

9.2. Munitions Reports.

9.2.1. CAS is the Air Force's munitions accounting and reporting system and the source for reporting munitions asset data.

9.2.2. Manual reporting of munitions data in any format is discouraged. CAS provides worldwide visibility of Air Force munitions assets and shall be used at every level.

9.2.3. AF/A5R-C provides the priority build sequence to the GACP. This build sequence will be the basis for prioritizing worldwide and theater level CR munitions data in CAS.

9.2.4. Theater planners, MAJCOMs, NAFs, and units develop tailored and unique build sequences for prioritizing CR munitions data to facilitate combat planning and forecasting.

9.3. CAS-managed Material.

9.3.1. 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. **(T-1)**.

9.3.1.1. Items will not be managed in CAS or by the MASO for local operational or functional convenience. **(T-1)**.

9.3.1.2. If there is a question whether an item is managed in CAS, contact the GACP via the CRM.

9.3.1.3. 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.

9.3.2. Any item considered for CAS management by an IM or system manager must obtain approval by the appropriate functional manager below:

9.3.2.1. AF/A4LW for air-munitions, strategic missile components, NWRM, associated munitions/ explosive assets, and specific designated equipment items.

9.3.2.2. The AFSFC/SFXW for ground munitions.

9.3.2.3. The AFCEC/CXD for explosive demolition materials.

9.3.3. The FSC and stock number of an item in themselves do not 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.

9.3.4. Annually, 30 calendar days prior to the end of year stockpile reconciliation closeout, the GACP will access the Air Force Supply Central Data Base (AFSCDB) Discoverer application to perform query operations from the legacy SBSS to determine if munitions managed assets are on Air Force Base Supply records.

Note: Discoverer applications will be de-commissioned in the future and replaced by LIMS-EV or Ad Hoc capabilities.

9.3.4.1. To gain access to AFSCDB, the GACP submits a DD Form 2875 to the Hill AFB LRS activity (75 LRS/LGRMLM).

9.3.4.2. If munitions assets are identified or suspected to be on SBSS records, notify the appropriate MASO to take appropriate action with base supply to research these assets and transfer assets from the FB to FV account.

9.3.5. 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 applicable MASO to take appropriate action with base supply to research these assets and transfer assets from the FV to FB account.

9.4. Munitions Inter-Service Release Procedures. MAJCOMs and units will not release Air Force munitions to agencies outside the Air Force without approval. **(T-1)**.

9.4.1. Approval will be obtained from AF/A5R-C for release of air munitions. **(T-1)**.

9.4.2. Approval will be obtained from AF/A4LW for release of ground munitions. **(T-1)**.

9.4.3. Approval will be obtained from AFSOC/A4 for release of SOF unique Major Force Program (MFP)-11 air and ground munitions to agencies outside the Air Force or non-AFSOC Air Force units. **(T-1)**.

9.4.4. No ammunition and explosive items will be released to agencies or individuals outside the Air Force, unless all the following conditions are met:

9.4.4.1. Assets requested by a DoD component/military service to meet contingency, emergency, or special (non-routine) needs will be approved through command channels. **(T-1)**.

9.4.4.2. The Lead MAJCOM has developed inter-service reimbursement/replacement procedures for munitions expenditures. **(T-1)**.

9.4.4.3. Replacement munitions will not automatically be allocated to MAJCOMs based upon loan to and/or subsequent expenditure by another service or DoD component. **(T-1)**.

9.4.5. 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.*

9.4.5.1. If redistribution of munitions is requested or required during joint operations (exercise or contingency), the MAJCOM/NAF TACP/RACP or Lead MAJCOM establishes and coordinates requirements with AF/A5R-C (air-munitions) or AF/A4LW (ground munitions).

9.4.5.2. If a priority conflicts exists between services, the Joint Materiel Priorities and Allocations Board (JMPAB) has final resolution authority. In this case, shipping documents will be annotated with "Released IAW JMPAB Direction", and copies of authorizing correspondence will be attached to the documents. **(T-1)**.

9.4.6. Munitions will only be released to agencies performing contracted Air Force functions (i.e., EOD, SFS, range clearing etc.) when the munitions requirements have been validated by the MUFM with responsibility for that functional area. **(T-1)**.

9.4.7. Any custody account custodian who is a contractor will be appointed by an organizational commander or Civilian (GM/GS) Division Head on an AF Form 68. **(T-1)**.

9.5. Foreign Military Sales (FMS) - Responsibilities for Munitions.

9.5.1. FMS is a DoD program managed by the DSCA and governed by DSCA Manual 5105.38-M. FMS is a government-to-government method for selling U.S. defense equipment, services, and training. The DSCA website specified in **paragraph 1.4.13** 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), 22 USC section 2151 et seq., and the Arms Export Control Act (AECA), 22 USC section 2751 et seq.

9.5.2. 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).

9.5.3. Air Force Security Assistance Cooperation (AFSAC) Directorate provides centralized planning, development, coordination, and administration of Air Force FMS cases. AFSAC assigns FMS Case Managers which generally reside within AFSAC.

9.5.4. 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 shall include shipment and disposition costs for FMS munitions in the cost and reimbursement structures, process, and agreements with FMS customers.

9.5.5. The Deputy Chief of Staff for Installations, Logistics, and Mission Support (AF/A4) assesses the impact of security assistance requirements on logistics support of Air Force assets. AF/A4 coordinates on documents transferring these assets to customers.

9.5.6. 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.

9.5.6.1. Conventional munitions will not be released to foreign entities outside the Air Force without AF/A4LW coordination and AF/A5R-C approval. **(T-1)**. Units/organizations working potential FMS issues should contact A5R-C as early in the process as possible to minimize delays or to address other issues that may impact the approval process.

9.5.6.1.1. The GACP is the focal point for gathering all FMS requests for release from current Air Force munitions stocks.

9.5.6.1.2. The GACP Stockpile section is authorized to release non-PGM assets from current Air Force stock that are above 130-percent supportable.

9.5.6.1.3. 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.

9.5.6.2. Requests that originate at the Service/Agency level, will be coordinated by AF/A5R-C (air-munitions) or AF/A4LW (ground munitions). **(T-1)**.

9.5.7. 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.

9.5.7.1. 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 direct timely FMS shipments. FMS shipments are processed IAW **paragraph 7.13.9**.

9.5.7.2. 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.

9.5.8. 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.

9.5.8.1. 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. **(T-1)**.

9.5.8.2. 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. **(T-1)**.

9.5.9. 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). **(T-1)**.

9.5.9.1. Requests/proposals to release classified or controlled unclassified munitions, technical data, or information should be referred to the MAJCOM FDO. **(T-1)**.

9.5.9.2. When requests/proposals exceed MAJCOM FDO delegated authority, the MAJCOM FDO will coordinate requests with the Disclosure Division, AF/IAPD.

9.6. Disposition of Munitions.

9.6.1. 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 WMM. Applicable federal law includes the MR (40 C.F.R., Part 266, Subpart M).

9.6.2. 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 MMP.

9.6.3. The Product Group Managers directs redistribution via a RDO of excess serviceable items to satisfy worldwide requirements. These RDOs will be coordinated with the Lead MAJCOM, supported command, or NAF.

9.6.4. Product Group Managers shall receive and process ADRs via the automated ADR system on the GACP website.

9.6.4.1. The Product Group Manager will establish a central ADR processing function to fully considered alternative uses of reported munitions before authorizing disposal of non-hazardous munitions.

9.6.4.2. Processing function personnel should be experienced in munitions manufacture, use, storage/transportation, inspection, accountability, and stockpile management.

9.6.4.3. The appropriate Air Force 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.

9.6.4.4. The Air Force DDA will maintain a record of all ADRs IAW with the Air Force RDS in AFRIMS to provide details of individual evaluations upon request.

9.6.5. The Product Group Managers, GACP, Munitions Division, Hill AFB, and GACP, Armament Division, Robins AFB are the Air Force DDAs for the Air Force. The SMCA is the DoD DDA.

9.6.5.1. As defined in the MR, they are the only persons who are authorized to identify military munitions items as WMM.

9.6.5.2. Hazardous munitions items designated by EOD as Level 1 or Level 2 do not require Air Force DDA approval prior to emergency disposal.

9.6.5.3. Munitions found off base and declared “ROUTINE” and have an unknown storage history, or are rendered/declared safe by EOD, will be evaluated from a storage and transportation aspect by the appropriate Air Force DDA for disposition determination. **(T-0)**.

9.6.5.4. Appropriate production lot suspension or restriction actions must be assessed or initiated by the PT/IPT through the appropriate ES or PM after disposal actions/decisions.

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

9.6.6. The Air Force 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 include MPPEH requirements in the program’s planning, design, and implementation to include:

9.6.6.1. Documentation of the expected level of explosive residue and other munitions constituents remaining on used or demilitarized military munitions (e.g., cartridge casings).

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

9.7. GACP COTS Procedures.

9.7.1. **Munitions System Management.** Determination for management through the munitions system is made by the PM.

9.7.1.1. This determination is based on the ability to assign an existing (like item) TO, obtain SPI, account for items through CAS, budgeting and procurement requirements, and the ability to provide disposition for unserviceable and excess items.

9.7.1.1.1. 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.

9.7.1.1.2. When the PM has approved a waiver for local purchase of centrally procured items, and the local LRS officer (MASO for munitions) approves the transaction, use customer funds for initial and follow-on procurement.

9.7.1.2. If the PM determines requested munitions are not manageable within the munitions system, the request may proceed for IHC and NNMSB safety certification.

9.7.2. **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.

9.7.3. 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.

9.7.3.1. The Air Force Safety Center assigns final HC for Air Force munitions upon completion of formal testing and/or analysis IAW TO 11A-1-47.

9.7.3.2. 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.

9.7.3.3. 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. **(T-1)**.

9.7.4. **Bird Aircraft Strike Hazard (BASH) Program.** The GACP and the NNMSB approves BASH munitions IAW **paragraph 7.3.8.5**, paragraph **7.4.10.6**, and paragraph **9.7.4**.

9.8. Conventional Munitions Product Assurance Management.

9.8.1. **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.

9.8.1.1. All higher headquarters and management activities with units that use conventional munitions items have product assurance duties, to include:

9.8.1.1.1. Assisting and providing guidance to subordinate organizations to establish 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 appropriate ALC.

9.8.1.1.2. Screening safety and accident investigation reports to refer any munitions issues to the appropriate ALC and product team.

9.8.1.1.3. Developing procedures to monitor and survey the condition of munitions in use and in storage.

9.8.1.1.4. Evaluating the skill and qualification of personnel who conduct product assurance duties and to identify requirements to the AFCFM and AETC during the U&TW.

9.8.1.1.5. Review of reliability and maintainability reports from ALCs and determine the minimum acceptable performance criteria below which munitions have no identifiable combat utility. Coordinate with HAF and the responsible ALC to remove from service and inventory, or restrict to training use only, those items that fall below established combat/training performance criteria.

9.8.1.1.6. Ensuring assets are made available for life-cycle testing, if charged with developing mission need statements. Also, incorporating design and inspection requirements to maintain asset reliability while minimizing manpower impacts.

9.8.1.1.7. Participate in forums and working groups to resolve product assurance problems.

9.8.1.1.8. Assess the effectiveness of munitions product assurance programs during unit level surveillance visits.

9.8.1.2. AFMC has the primary responsibility for munitions product assurance to include:

9.8.1.2.1. Ensuring resource allocation to support product assurance commensurate with the importance of high quality and reliable munitions.

9.8.1.2.2. 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.

9.8.1.2.3. 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.

9.8.1.2.4. 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.

9.8.1.2.5. 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.

9.8.1.2.6. Publishing supplemental policy and guidance related to PSM for CAS-managed AF munitions.

9.8.2. **Product Design.**

9.8.2.1. Design Considerations.

9.8.2.1.1. 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.

9.8.2.1.2. Munitions agencies give consideration 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.

9.8.2.1.3. Munitions require a dual consideration of reliability. Munitions must perform their mission on demand (performance) and not function prematurely, inadvertently, or in some other unexpected manner (safety). Both aspects of reliability must be monitored and stringently controlled to maintain combat readiness and prevent personnel injury or property damage.

9.8.2.1.4. 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.

9.8.2.1.5. Accurate configuration control of the items must be maintained. Changing NSNs of an item after modifications or TCTO changes promotes configuration control.

9.8.2.1.6. Maintain accurate configuration control of the item engineering design throughout the munitions item life-cycle.

9.8.2.1.7. 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.

9.8.2.1.7.1. 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.

9.8.2.1.7.2. 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 resource recovery and recycling, reduced execution cost, minimized reuse/disposal costs, enhanced safety, and environmental compliance.

9.8.2.1.7.3. Provide representatives from both the acquisition and "DEMIL" functional areas to participate in the DFD program.

9.8.2.1.8. Provide Technical Data packages for newly fielded conventional ammunitions and components to allow characterization and development of DEMIL plans and technologies.

9.8.2.2. Initial service life and shelf life dates for munitions are based on design, manufacturing processes, materials and performance testing.

9.8.3. **Product Assurance Principles/Procedures.**

9.8.3.1. Product Assurance Reporting.

9.8.3.1.1. 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. **(T-1)**. Reporting methods are outlined in **paragraph 3.1.1.3**.

9.8.3.1.2. Munitions-Managing Organizations.

9.8.3.1.2.1. Report to munitions-using organizations by official e-mail anytime munitions items are placed into a suspended or restricted status. **(T-1)**.

9.8.3.1.2.2. 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. **(T-1)**.

9.8.3.1.2.3. If involved in the investigation of an accident or incident involving munitions, provide an initial assessment to other potential users of the asset. **(T-1)**.

9.8.3.2. Munitions Inspections and Surveillance:

9.8.3.2.1. Munitions activities and munitions-using organizations perform required inspections IAW **paragraph 3.1.1** and paragraph **3.1.2**. **(T-1)**.

9.8.3.2.2. Munitions-Managing Organizations (e.g., System Program Offices, GACP).

9.8.3.2.2.1. Issue special and one-time inspection guidance and procedures as required.

9.8.3.2.2.2. Implement or oversee product assurance responsibilities for munitions items managed by other services.

9.8.3.3. 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 1.6.1.2** and **paragraph 3.1.1.4**.

9.8.3.4. 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.

9.8.3.4.1. Munitions-managing and procurement organizations must include sufficient quantities of munitions items for surveillance and aging testing throughout the forecast life-cycle of the item. Also include sufficient assets in procurement for explosives safety and disposal testing.

9.8.3.4.2. Use munitions test information and all available historical data (ADR, PQDR, CAS Inspection History, etc.) to periodically update munitions performance and reliability data and revise munitions inspection and surveillance intervals in appropriate technical data.

9.8.3.4.3. Product Development Testing. Good documentation of item performance during product development testing is essential to long-term product assurance.

9.8.3.4.3.1. Incorporate explosive HC test data and detailed performance data in munitions surveillance plans.

9.8.3.4.3.2. Capture and incorporate Lot Acceptance Test data in surveillance plans.

9.8.3.4.4. 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.

9.8.3.4.4.1. Perform failure analysis testing if necessary to isolate causes of munitions failures and to determine if problem is widespread.

9.8.3.4.4.2. 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.

9.8.3.4.4.3. 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.

9.8.3.5. Reliability Assessment and Product Deficiencies.

9.8.3.5.1. Product Assurance Standards.

9.8.3.5.1.1. Munitions-using and munitions-managing organizations establish

performance and reliability standards during item development. Document the performance standards in Mission Needs Statements and CPD as well as surveillance test plans.

9.8.3.5.1.2. If determined appropriate, negotiate product warranties and guarantees with the item developer. Manage the warranted item to validate warranty conditions are not violated and conduct surveillance testing of the item prior to warranty expiration to insure it meets warranted standards.

9.8.3.5.2. Product Assessment.

9.8.3.5.2.1. Munitions-management organizations (e.g., SPOs, GACP) gather munitions performance information from all available sources in reaching a product reliability assessment.

9.8.3.5.2.2. Compile information from munitions inspections conducted by both munitions-using and managing organizations.

9.8.3.5.2.3. Receive and conduct reviews of performance reports from operational evaluations of combat weapon systems.

9.8.3.5.2.4. 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.

9.8.3.5.2.5. 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.

9.8.3.5.3. Product Analysis.

9.8.3.5.3.1. Use actual test data when available for reliability determination and service life prediction.

9.8.3.5.3.2. Long Range Services Life Analysis 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.

9.8.3.5.3.3. If product performance (range, accuracy, lethality, etc.) has changed, notify the using commands and the Joint Munitions Effectiveness Manuals (JMEM) group to make them aware of the current performance levels.

9.8.3.5.4. 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.

9.8.3.5.4.1. Item(s), S/N(s), or lot number(s) restriction or suspension.

9.8.3.5.4.1.1. Restriction or suspension of a munitions item is usually an interim action until one or more of the actions listed in this chapter are taken to resolve the deficiency/suspected deficiency.

9.8.3.5.4.1.2. Restrict an item when it does not conform to all specifications

but is still serviceable for certain applications.

9.8.3.5.4.1.3. 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 TO 11A-1-10.

9.8.3.5.4.2. Warranty Action.

9.8.3.5.4.2.1. If a deficient item was procured with a manufacturer's warranty, invoke the warranty.

9.8.3.5.4.2.2. Notify appropriate program management personnel of warranty conditions and expiration dates.

9.8.3.5.4.3. 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.

9.8.3.5.4.3.1. If appropriate, adjust the service life of the item or the use restriction code.

9.8.3.5.4.3.2. If the deficiency changes the performance of a system, update all appropriate technical manuals with the correct information.

9.8.3.5.4.4. Initiate product improvement program. The decision to correct an item deficiency is jointly reached by the munitions-using and managing organizations.

9.8.3.5.4.5. 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.

9.8.4. **Additional Product Assurance Responsibilities.**

9.8.4.1. 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:

9.8.4.1.1. Closely work munitions concerns with the managing organization until resolved.

9.8.4.1.2. Identify to the GACP, munitions items that are obsolete so disposition actions can be initiated.

9.8.4.2. Munitions/Missile PIWGs are conducted by the Munitions Product Group IAW AFI 21-118, *Improving Air and Space Equipment Reliability and Maintainability*, to improve product reliability and maintainability. Minimum PIWG membership composition includes the single manager(s), system support manager(s), Lead MAJCOM representative, and a representative from each using command.

9.8.5. **Requests to Modify Inspection Interval Requirements.**

9.8.5.1. Requests to change inspection/surveillance intervals for munitions items may result in TO changes based on validated engineering analysis. These requests are submitted using an AFTO Form 22. These requests do not apply to items under warranty.

9.8.5.2. Requests shall include the NSN, however, will not include individual lot numbers or local storage or handling conditions. **(T-1)**.

9.8.5.3. Requests will include Lead MAJCOM coordinated data and justification to increase or decrease in inspection or surveillance requirements. **(T-1)**. ***EXAMPLE:*** Surveillance interval data, quantity of items inspected, defects discovered, type of defects discovered, defect rates, number of ADRs submitted, number of PQDRs submitted, etc.

9.8.5.4. Once coordinated by the Lead MAJCOM munitions staff, 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.

9.8.5.5. These 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 RESERVE MATERIEL (WRM) MUNITIONS

10.1. General. WRM munitions are required to support wartime activities listed in the Air Force 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 WMP, Vol. 1 through Vol. 5, Logistics Feasibility Assessment 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 MAJCOM/NAF will provide units with WRM munitions positioning objectives using the WCDO for wartime requirements. In addition, the most recent NCAA CTR pre-positioning objective for each theater will be used. For OCONUS commands (e.g., USAFE, PACAF, and AFCENT) this is the CTR Starter Stock. For other commands 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 stock record account.

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. In addition to guidance below, refer to AFI 25-101, and **paragraph 2.6.7.5** and paragraph **8.3.9** of this AFI for guidance and procedures for developing, submitting, and managing the PEC 28030 WRM munitions O&M budget.

10.4.1. The PEC 28030 identifies only those WRM munitions O&M costs supporting preservation and sustainment of the WRM munitions stockpile.

10.4.2. Develop the PEC 28030 WRM munitions O&M budget IAW Air Force, MAJCOM, and Installation Financial Management (FM) policy and guidance.

10.4.2.1. MAJCOM Munitions staffs collaborate with the MAJCOM FM to identify and communicate appropriate cost elements, budget development, and submission procedures. MAJCOMs shall communicate specific budget procedures to units annually through FM channels.

10.4.2.2. Units shall seek installation and MAJCOM FM guidance, justify all costs related to PE 28030 expenses, and obtain approval by the unit Commander for all costs (as applicable).

10.4.3. In general, when not funded by other program elements (PE), and when conducted IAW FM guidelines, allowable costs associated with PEC 28030 include maintenance and reconditioning (organic/contract), maintenance and reconditioning supplies, storage and facility upkeep (stantions, placards, shelving, segregation, fusible links, etc.), preservation, and administration of the WRM munitions stockpile to include daily operating support, transportation, travel, training, equipment (to include computer hardware/software), administrative, and janitorial services and supplies.

10.4.4. Units that maintain WRM stocks and other non-WRM categories of munitions (e.g., peacetime training, RDT&E) shall establish separate financial accounts to program and manage O&M funds and expenses related to each account.

10.4.5. Excluded from PEC 28030 allowable costs include:

10.4.6. Any costs appropriately funded through another PE (seek FM guidance).

10.4.6.1. Facility maintenance and repair costs, military construction, security, procurement of munitions, purchase of mobility equipment, activities of costs unrelated to preservation and sustainment of the munitions WRM stockpile.

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. 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. Tenants coordinate support requirements with hosts before publishing any plan that commits host resources.

10.5.7. When units on the installation are tenant; operating, dispersing, or staging from; or otherwise utilizing installation facilities and resources assigned to other commands, the commander with jurisdiction over the installation provides logistics support according to an approved MOA or MOU. Munitions units should consider the following when reviewing MOA or MOU:

10.5.7.1. Formal Joint Basing integration of munitions, safety, and security processes to include approved variances. ***EXAMPLE:*** Local management, CSA, Explosives Safety, Emergency Response, Movement Control, etc.

10.5.7.2. Management of munitions assets required by sister services and not stock listed in CAS.

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

10.5.8. OCONUS commands (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 enroute 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. 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. ACC, AMC, and AFSOC advise OCONUS MAJCOMs of additional logistics support required for operations in the overseas area to provide 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 Air Force units. A significant amount of Air Force 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, the MAJCOM/NAF in coordination with GACP may position munitions in central storage areas,

theater storage facilities, or at other operational bases. In these cases, the MAJCOM/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 MAJCOM/NAF TACP/RACP and GACP optimize pre-positioning at planned operating bases given sortie production requirements, threat and storage and transportation capabilities.

10.6.4. The MAJCOM/NAF TACP/RACP and GACP track munitions requirements and distribution. They initiate munitions movements not already covered by tactical movement. The MAJCOM/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 Air Force support plan for each MAJCOM/theater OPLAN. Redistribution or realignment of AFRC or ANG assets will be coordinated with 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. Reflect the following for command overflow shipments:

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 to support theater time-phased munitions 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 schedule arrival of all munitions within a specified time period allowing time for off-load, transportation, storage, and use.

10.7.4. All executing activities maintain plans with changes as they occur. Current and executable information is provided to the SMCA, GACP, NAFs, and shipping and receiving units. ***EXAMPLE:*** When a MAJCOM/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 Package (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 Air Force 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 Air Force 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 (e.g., RDO, training) without NAF and GACP approval. Report to the owning MAJCOM/NAF 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 MAJCOM/NAF 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. Munitions excluded by MAJCOM/NAF TACP/RACP or GACP (e.g., AIMs), will not be released, without AF/A4LW and AF/A5R-C approval.

10.10.3.7.2. The dollar value imposed by Congressional authority for assets assigned to WRSA will not be exceeded.

10.10.3.7.3. Release of WRSA assets will be terminated when the assigned dollar value is reached. Additional release authority must be obtained before additional requirements are through processed for FMS IAW **paragraph 9.5**.

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 AFI 23-101, AFH 23-123 V1, *Materiel Management Reference Information, and* AFH 23-123 V2, Part 2, *Integrated Logistics System-Supply (ILS-S), Standard Base Supply System Operations* 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.

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, CCDRs, 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 Air Force 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 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, Armament Division, Robins AFB who will coordinate sourcing IAW the TAMP.

11.2.3.3. The GACP will coordinate all sourcing requests for STAMP 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 Air Force 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/NAF 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/NAF. Consolidated reports (with attached supporting spreadsheets) are due to GACP NLT 0900Z daily. GACP will consolidate and forward Air Force MUREPs 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/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.

11.2.4.3.2. MUREP Format: The MUREP will be submitted in a two-part format. Include the Report “as of” Julian Date and Base/DoDAAC designators.

11.2.4.3.2.1. Part I - Critical Munitions Item Status: Data is reported with one item per line.

11.2.4.3.2.1.1. Column 1- Line Item Number: Line numbers are assigned by

the implementing agency and cannot be changed by lower echelons.

11.2.4.3.2.1.2. Column 2 - Plain Language Noun (e.g., AIM-9, GBU-10/12).

11.2.4.3.2.1.3. Column 3 - DODIC (if applicable).

11.2.4.3.2.1.4. Column 4 - CRC (if applicable).

11.2.4.3.2.1.5. 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.

11.2.4.3.2.1.6. Column 6 - Beginning On-hand (BOH): Total balance on-hand at beginning of report period.

11.2.4.3.2.1.7. Column 7 - Resupply: Assets received through normal resupply channels.

11.2.4.3.2.1.8. 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 Air Force). This column is also used to reflect positive inventory adjustments.

11.2.4.3.2.1.9. Column 9 - Repaired: Assets returned to serviceable condition.

11.2.4.3.2.1.10. Column 10 - Consumed: Normal combat expenditures.

11.2.4.3.2.1.11. 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.

11.2.4.3.2.1.12. Column 12 - Other Issues: Munitions that went unserviceable, assets transferred to other services, or shipments prepared and awaiting movement to other locations.

11.2.4.3.2.1.13. 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.

11.2.4.3.2.2. 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).

11.2.4.3.2.2.1. Identify priority build sequence for CRC line items. Note any change to priority build sequence in the remarks.

11.2.4.3.2.2.2. 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 LIMFACs.

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 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 HAF, AFMC and ALC activity in support of the Buy-Budget Processes, APF, and STAMP programs.

Chapter 12

RESPONSIBILITIES

12.1. Headquarters Air Force (HAF).

12.1.1. **AF/A4LW and AF/A5R-C will:**

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 MAJCOM and NAF priorities for development of the MMP based on total Air Force priorities. The Lead MAJCOM coordinates with supported commands to provide a total force perspective.

12.1.1.3. Develop GAP policy.

12.1.1.4. Assess Air Force capability to meet program objectives.

12.1.1.5. Approve any MAJCOM/NAF recommended adjustments to the MMP priorities.

12.1.1.6. Approve all uses of Project Code 736, Unprogrammed, and notify AFMC/A4MW for tracking purposes.

12.1.1.7. Co-chair the Munitions Allocation working group to allocate munitions to the MAJCOMs/NAFs.

12.1.2. **AF/A4LW, Nuclear Weapons, Missiles, and Munitions Division.** In addition to AFPD 21-2 and AFI 21-200 requirements, AF/A4LW, will:

12.1.2.1. Develop munitions policies and is the Air Force lead for conventional munitions, CAS-managed NWRM, and munitions IT matters.

12.1.2.2. Is the Air Staff POC for matters relating to conventional air and ground munitions, AIM, and AGM maintenance, logistics, and inventory.

12.1.2.3. Is the office of primary responsibility (OPR) for approval for release of ground munitions to agencies outside the Air Force.

12.1.2.4. Leads strategic planning efforts of the munitions and tactical missile community. AF/A4LW accomplishes this through various planned and scheduled munitions working groups, Air Force Logistics Readiness Board (AFLRB), Global Prepositioned Materiel Capabilities Working Group (GPMCWG), and other forums.

12.1.2.5. Program, manage, and execute PEC 28031F, WRM 3400 Appropriation funding in support of AF/A4L APF positioning strategies and objectives IAW **paragraph 15.3.5**.

12.1.2.6. The 2W0X1 AFCFM develops and manage munitions career field development plans, programs, and policy. Refer to AFI 21-200 for specific duties of AF/A4LW AFCFMs.

12.1.2.7. Act as the functional OPR for CAS and automated munitions accounting systems.

12.1.2.8. Staff the Air Force Combat Support Center (CSC) and provide collaborate with the GACP and TMCP during crises and contingencies.

12.1.2.9. Implements MR requirements in Air Force policy.

12.1.2.10. Advocates ensuring no encroachment to the AFCOMAC mission by local, NAF or MAJCOM missions without prior coordination with ACC/A4W and AF/A4LW. Chairs the Board of Advisors at AFCOMAC curriculum reviews. Advocates for funding to operate the AFCOMAC course and maintain a viable curriculum that supports career field development and mission requirements. Provides required course direction between reviews.

12.1.2.11. Drafts, collaborates, coordinates, and releases HAF Calls when warranted to inform the munitions community of issues and topics that require specific emphasis by the MAJCOM, GACP, unit commanders munitions managers, or the munitions community in general.

12.1.2.12. Coordinates with AF/A10C on policy matters related to CAS management of NWRM.

12.1.3. **AF/A5R-C, Force Application Directorate.** In addition to AFPD 21-2 and AFI 21-200 requirements, AF/A5R-C, will:

12.1.3.1. Is the Air Staff POC for conventional AIM and AGM requirements.

12.1.3.2. Reviews and validates STAMP requirements through AF/A4LW and GACP and includes 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 ASM 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 SAF/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 (AFCEC/CXD) munitions.

12.1.4. **AF/A4S, Security Forces and AFSFC/SFXW, Air Force Security Forces Center.** These organizations will:

12.1.4.1. Act as the Air Staff POC for ground munitions.

12.1.4.2. Have overall responsibility for requirements development, 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 SAF/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.

12.1.4.6. AFSFC/SFXW is the final approval authority for ground munitions OOCRs.

12.1.5. **AFCEC/CXD, Air Force Civil Engineering Support Agency, EOD Division.** AFCEC/CXD will:

12.1.5.1. Be the Air Staff POC for demolition and EOD munitions.

12.1.5.2. Have overall responsibility for forecasting and programming for demolition and EOD munitions and associated components.

12.1.5.3. Co-chair the Buy Budget Review with SAF/AQXR to address procurement of demolition and EOD munitions, small arms weapons, and associated equipment.

12.1.5.4. Provide the policy for demolition and EOD munitions authorizations for RegAF and ARC forces.

12.1.5.5. Attend the Munitions Requirement, Munitions Allocation, and GAP working groups to represent demolition and EOD munitions.

12.1.5.6. Be the final approval authority for demolition and EOD munitions OOCRs.

12.1.5.7. Publish and maintain AFCAT 21-209, Vol. 2 and the GMAT for Demolition Munitions on the GACP website.

12.1.6. **AF/A4, DCS/Directorate of Logistics, Installations & Mission Support.** Will provide NAFs and MAJCOMs a list of current Air Force Thermal Treatment Units (TTUs) and their capabilities.

12.2. Headquarters Air Force Materiel Command (AFMC). In addition to requirements of **Chapter 8**, shall:

12.2.1. Establish the GACP through the Air Force Life Cycle Management Center, Munitions Division, (AFLCMC/EBH) and Armament Division, (AFLCMC/EBR). Maintains, equips, and staffs organizational elements and functions at Hill AFB and Robins AFB with appropriate personnel.

12.2.2. 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**.

12.2.3. Develop and implement GAP strategy. Manage the PACER AMMO program.

12.2.3.1. Coordinate with AF/A4LW and AF/A5R-C to integrate MAJCOM munitions movements based on Air Force priorities and develop the MMP.

12.2.3.2. Cost out MMP funding requirements and advocate requirements through the AFMC SDT office.

12.2.3.3. Advise MAJCOMs and Centers of funds allocation on which MMP movements are executable.

12.2.3.4. Provide PACER AMMO program status for the GAP working group.

12.2.3.5. Track all munitions movements by TAC/project/command code.

12.2.4. Be the Air Force focal point for assigning and approving Air Force munitions DoDAACs.

12.2.5. Primary responsible agent for munitions product assurance programs.

12.3. AFMC Air Logistics Complexes (ALC). In addition to requirements of **Chapter 8**, ALCs shall:

12.3.1. Receive, collect, and analyze munitions deficiencies and discrepancies reported by field units and MAJCOMs.

12.3.2. 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 in conjunction with engineering analysis to make determinations on inspection and surveillance intervals, product life-cycle sustainment, maintenance, and storage requirements.

12.4. AFLCMC/EBH, Munitions Division, Global Ammunition Control Point (GACP). In addition to requirements of **Chapter 8**, shall:

12.4.1. In addition to responsibilities outlined in **paragraph 8.8** and paragraph **8.9**, the GACP implements and executes the following strategic activities; and advises AF/A4LW on the strategic impacts of the following:

12.4.1.1. APF and STAMP operations.

12.4.1.2. Maintains the CRD, BIF, IDR, RIMF or other essential IDR information.

12.4.1.3. Develops and sustains depot level automated IT IAW Air Force information system management policy.

12.4.1.4. Coordinates with AF/A5R-C and AF/A4LW, to publish guidance to implement annual forecasting, allocation, and requisitioning procedures.

12.4.1.5. Evaluates serviceable/repairable (non-ISO) excess containers annually prior to the MMP working group to capitalize on transportation opportunities.

12.4.1.6. Provides MMP status reports to AF/A4LW and AFMC/A4MW when requested.

12.4.1.7. Represents the Air Force as the Executive Committee (EXCOM) for the Joint Ordnance Commanders Group through the SMCA.

12.4.1.8. Activates the GACP Crisis Action Team (CAT) to respond rapidly with munitions logistic support during crisis, emergency, or wartime operations:

12.4.1.8.1. Develops and maintains written procedures to provide munitions support during crisis, emergency, and contingencies.

12.4.1.8.2. Re-supplies combat units, as directed.

12.4.1.8.3. Sustains the APF Management Team.

12.4.2. Executes worldwide munitions positioning objectives directed by AF/A4LW and AF/A5R-C to satisfy theater contingency requirements.

12.4.2.1. Manages the munitions logistics inventory. The Air Force GACP may cross command lines to manage the Air Force munitions stockpile. Coordinates action with NAFs, Lead MAJCOMs, AFRC or NGB as appropriate.

12.4.2.2. Responds to MAJCOM/NAF TACP/RACP and Lead MAJCOM requests for munitions to support contingency operations. Requests for ASM go to the GACP (Robins AFB) TMCP.

12.4.2.3. Recommends to AF/A4LW and selects preferred sources. AF/A5R-C will approve all sourcing of assets in short supply.

12.4.3. Executes and maintains the Air Force MUREP based on AF/A5R-C directed Air Force priority-build sequence.

12.4.4. Directs support of priority 1 requisitioning as necessary during wartime.

12.4.5. Coordinates concurrence to remove assets from the Air Force inventory once they have been identified as obsolete by the Lead MAJCOM. OPRs for concurrence are: AF/A5R-C for airmunitions; AFCEC/CXD for EOD munitions; and AFSFC/SFXW for Ground Munitions.

12.4.6. Programs, budgets, and executes the Air Force APF program IAW **paragraph 15.3**.

12.5. GACP, Armament Division (AFLCMC/EBR), Robins AFB. In addition to the requirements of **paragraph 8.9**, activates the TMCP when required/directed. The GACP Armament Division and TMCP will:

12.5.1. Activate the GACP (Robins AFB) ASM action team to respond rapidly with munitions logistic support during crisis, emergency or wartime operations.

12.5.2. Develop and maintains written procedures to provide support during crisis, emergency, and contingencies.

12.5.3. Collaborate in execution of the worldwide ASM munitions positioning objectives, or as directed by AF/A4LW, to satisfy NAF and Lead MAJCOM contingency requirements.

12.5.4. Manage the ASM logistics inventory. The TMCP may cross command lines to manage the Air Force ASM stockpile. Coordinate actions with NAFs and Lead MAJCOMs.

12.5.4.1. Direct support of priority 1 requisitions as necessary during wartime.

12.5.4.2. Take action in response to requests for ASM to support and resupply combat units during contingency operations; or as directed.

12.5.4.3. Recommend preferred sourcing options to AF/A4LW. AF/A5R-C will approve all sourcing of assets in short supply.

12.5.4.4. Provide daily MUREP reporting inputs to the GACP based on AF/A5R-C directed Air Force priority build sequence.

Chapter 13

INFORMATION TECHNOLOGY (IT) PROGRAM MANAGEMENT

13.1. IT Governance and Requirement Process.

13.1.1. The IT 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 IT requirements. Successfully advocating for IT requires adequate preparation, presentation, planning and programming actions before presentation of initiatives to the Enterprise Logistics Information Technology (ELIT) governance board for prioritization, approval, and funding IAW Air Force Guidance Memorandum (AFGM) 2014-20-5.3, *Enterprise Logistics Governance (ELG) Structure*.

13.1.3. The IT requirements process provides a means to:

13.1.3.1. Enable AF/A4LW and Lead MAJCOMs to bring IT requirements and maintenance/sustainment actions forward as potential solutions for prioritization, approval, and funding. Lead MAJCOMs request input on IT requirements, maintenance, and sustainment actions and potential solutions from supported commands prior to presenting new requirements to AF/A4LW. The CAS PMO will confer with the CAF Lead MAJCOM and AFMC/A4MW to develop agreement and priorities for submission of future CAS requirements before submission to AF/A4LW.

Note: In this paragraph, the term "requirements" describe new changes and enhancements. It does not include repairs for Deficiency Reports (DR) or daily CAS management activity.

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.

13.1.3.4. Develop fielding plans for IT solutions recommended for Air Force 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, prioritized, and approved through the ELIT governance process.

13.1.4.1. AF/A4LW is the munitions functional community conduit to the ELIT governance process. Munitions IT requirements will be coordinated and staffed through the Lead MAJCOM to AF/A4LW. AF/A4LW will present all initiatives to the ELIT governance board.

13.1.4.2. Any IT solution presented for Air Force approval must be sponsored by a Lead MAJCOM or AF/A4LW to be put forward to the ELIT governance board.

13.1.4.3. All submissions for new IT requirements, concepts, or solutions must demonstrate a valid need supported by metrics or test data to support the proposal.

13.1.4.4. The CAS PMO will develop and present results of any technical evaluations they perform on recommended CAS solutions to comply with system architecture, security, safety, and interoperability standards.

13.1.5. **Responsibilities.**

13.1.5.1. AF/A4LW will:

13.1.5.1.1. Evaluate, prioritize, and submit recommendations for presentation of CAS requirements to the ELIT governance board.

13.1.5.1.2. Review, coordinate on and approve the CAS Expectation Management Agreement (EMA).

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.

13.2.1. **CAS Functional Overview.** CAS supports Air Force combat and support units, GACP Munitions Division (Hill AFB) and GACP Armament Division (Robins AFB), and various munitions training units/centers. The objective of CAS is to improve Air Force combat and logistics support capabilities by providing effective near-real time munitions management and accountability at each level of combat execution from the unit to the Joint Chiefs of Staff.

13.2.2. **Contingencies and Alternate States/Modes of Operation.** By design, there is no "degraded" or "alternate" mode of CAS operations. 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)*.

13.2.3. **CAS System Security.** CAS is an unclassified system IAW DoDI 8510.01, *DoD Information Assurance Certification and Accreditation Process (DIACAP).* The data and information handled by the CAS application operates at the unclassified sensitive level (FOUO). Refer to **paragraph 3.6.3**, **Table 3.1**, and **Table 3.2** for specific security classification requirements for munitions information.

13.2.4. **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.

13.2.4.1. 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.

13.2.4.2. 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.

13.2.5. **System Performance.** Although numerous techniques exist for system performance measurement, data throughput is of considerable importance to the 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, type of execution request, and number of users signed on at any point in time. Large file downloads should be run during end-of-day processing. However, end-of-day processing in one time zone may impact users in different time zones.

13.3. CAS - System Administration (SA). There are four levels of CAS SA roles. These levels and roles are: Combat Ammunition System - System Program Office (CAS SPO) (also the Functional SA), GACP SA, MAJCOM SA, and the LOCAL SA. Depending upon their level of authorization, the SA has the capability to add, change, or delete a CAS user from the system at their level or below. Based on an approved CAS - DD Form 2875, the SA assigns permissions for the User Role, additional specific programs, and/or functional duties that may be accessed. In order for the menu to be created dynamically upon user login, the SA must assign permissions using the CAS *User Administration* (AMA01A) program to designate specific programs for individual user access.

13.3.1. **CAS Functional System Administrator (FSA).** The CAS FSA (CAS PMO) (AFLCMC/HIAM) is responsible for the overall functional administration of the CAS application software and database residing on the GCSS-AF Integrated Framework. These FSAs act as intermediaries for the Defense Information Systems Agency (DISA) and the CAS functional users. ***EXAMPLE:*** If a database recovery was required, the FSA would inform DISA. 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, and Base Level) CAS application software residing on the Air Force Portal.

13.3.1.1. **Appointing the CAS FSA.** The CAS PMO will appoint FSAs in writing. The appointed FSAs are authorized to grant CAS ADMIN and USER privileges to authorized CAS users. 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.

13.3.2. **CAS SPO.** The CAS SPO role assigns CAS roles to all levels of CAS personnel. The assignment of the ADMIN role will be accomplished using a tiered method where the CAS SPO will have overall authority. The CAS SPO is responsible for assigning the CAS-ADMIN-MAJCOM group in Tivoli to MAJCOM SAs, who in-turn are responsible for

assigning the CAS-ADMIN-BASE group in Tivoli to the Local SA at installations/bases within their MAJCOM domain. When the SA is assigned the CAS_ADMIN group they have the ability to assign the CAS_USER group to anyone at their level and below.

13.3.3. **MAJCOM or GACP SA.** The MAJCOM A4W (or equivalent)/GACP Management (O-6/GS-14) will appoint a primary and alternate MAJCOM/GACP CAS SA in writing to include name, rank, DoDAAC, unit, office symbol, DSN phone number, portal login ID, and security clearance.

13.3.3.1. Brief the appointed MAJCOM/GACP SA on specific computer training and awareness issues as outlined in AFI 33-200.

13.3.3.2. Forward a copy of the MAJCOM/GACP SA appointment memorandum and the SAs CAS - DD Form 2875 as outlined in **paragraph 13.3.4** to the CAS PMO.

13.3.3.3. When the primary or alternate AJCOM/GACP SA is relieved of his/her duties, a new appointment memorandum must be accomplished identifying the successor and will reference the superseded memorandum.

13.3.3.4. Validate the appointment memorandum for currency annually.

13.3.3.5. Upon receipt and validation of the MAJCOM/GACP SA appointment memorandum and CAS - DD Form 2875, the CAS PMO will sign the DD Form 2875 and grant CAS ADMIN-MAJCOM role to the MAJCOM/GACP SA. Once the ADMIN-MAJCOM role is assigned to the MAJCOM/GACP SA and appears in the SA's Air Force Portal, they will be able to access the Air Force portal link, however, this will not grant access to the CAS application. The MAJCOM/GACP 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.

13.3.3.6. The MAJCOM/GACP SA Role. The MAJCOM/GACP SA is the point of contact (POC) for all matters relating to the CAS application for MAJCOM/GACP users assigned to the bases and organizations they support. Based on the coordinated and approved CAS - DD Forms 2875, the MAJCOM/GACP SA Shall:

13.3.3.6.1. Provide administrative privilege to trusted users in order to perform SA functions at locations within the MAJCOM domain. The primary or alternate MAJCOM SA is granted unique roles; therefore, as a minimum, one of the appointed administrators must be available to support daily CAS operations. By granting access, the SA is 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.

13.3.3.6.2. Receive and validate Local SA appointment memorandums and receive and sign CAS - DD Form 2875 for Local SAs (as applicable) and MAJCOM/GACP CAS General Users. Once validated, the MAJCOM/GACP SA grants the CAS ADMIN privileges if the appropriate GCSS-AF Integrated Framework logins have been assigned. If no Local SA is assigned/available at a unit, the MAJCOM/GACP SA with appropriate approvals, may act as the Local SA in their absence.

13.3.4. **CAS Access.** Tivoli Access Manager Groups are assigned to every individual with access to CAS IAW **Table 13.1**, *Tivoli CAS Groups* and assign permissions using the CAS

User Administration (AMA01A). All personnel must complete DoD IA training prior to being granted access to CAS. **(T-1)**. DoD IA training will be re-accomplished annually. **(T-1)**. CAS Program Management Office (CAS PMO), munitions/missile System Program Office (SPO), Headquarters staff personnel (Air Staff, MAJCOM, NAF, etc.), and GACP obtain access to CAS as follows:

Note: Base level personnel obtain access to CAS IAW **paragraph 2.6.6**.

Note: The CAS - DD Form 2875 includes System Rules of Behavior located at the Conventional Munitions A2I SharePoint® site: **https://cs1.eis.af.mil/sites/afcm/A2I/CAS%20222%20IP/Forms/AllItems.aspx**.

13.3.4.1. CAS PMO (SPO), GACP (including Munitions/Missile SPOs), and HQ staff (Air Staff, MAJCOM, and NAF) personnel requiring access to CAS, to include General User access, must submit a CAS - DD Form 2875 to their supervisor/government sponsor IAW AFMAN 33-282 and this AFI. The requestor (e.g., CAS User) will complete Part I (blocks 1-12) of the CAS - DD Form 2875 and forward to their supervisor, or government sponsor (for contractors). When signing the CAS - DD 2875 in block 11, the requestor is acknowledging the CAS Rules of Behavior outlined in Block 21.

Table 13.1. Tivoli CAS Groups.

Trusted Officials Authorized to Assign the GCSS-AF CAS GROUPS						
Groups **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-Admins: 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.

CAS-Training: Privilege that allows access to CAS Training only.

13.3.4.1.1. A CAS "General User" has no ability to process CAS accountable or auditable transactions. However, General Users still require a CAS – DD Form 2875

signed and approved by the CAS SPO SA, MAJCOM SA, or GACP SA, since they have access to CAS data and information, and may run CAS queries and reports.

13.3.4.1.2. With an approved CAS - DD Form 2875, the CAS SPO SA, MAJCOM SA, or GACP SA may grant MAJCOM, FOA, or DRU level EOD personnel General User access to CAS for planning purposes.

13.3.4.2. The supervisor or government sponsor will verify Part I and complete Part II (blocks 13-20b) and forward to the SA. The supervisor or government sponsor will enter the appropriate CAS User Role and/or Duty Function in Block 13 along with justification for CAS access. Refer to **Attachment 6** to identify the appropriate User Role and/or Duty Function on the DD Form 2875.

13.3.4.3. The CAS SPO SA, MAJCOM SA, or GACP SA is the activity Information Owner for CAS and will validate Part I and complete Part II (blocks 21-27). The SA signs block 21 of the CAS - DD Form 2875 approving access to CAS access for their organizational/general users and routes to the Unit Security Manager.

Note: The CAS SPO SA, MAJCOM SA, or GACP SA signs block 21 of the CAS - DD Form 2875 when no MASO is assigned (e.g., MAJCOM, no DoDAAC established, DoDAAC has no assets). Munitions System Program Office – Program Managers (PM) will sign block 21 for PMO and SPO personnel. The MASO, SA, or PM will not sign/approve their own CAS - DD Form 2875.

13.3.4.4. The Unit Security Manager validates background investigation and security clearance data, completes Section III (blocks 28-32), and signs block 31. The Security Manager forwards to the SA for final processing.

13.3.4.5. The SA grants CAS access through the Tivoli Access Manager utilizing the groups in **Table 13.1** and CAS User Roles and Functions in **Attachment 6** to assign permissions and designate specific programs using the CAS *User Administration* (AMA01A) program. The SA will then complete Part IV of the CAS - DD Form 2875 and sign under "Processed By".

13.3.4.6. The CAS PMO PM reviews and approves CAS access for the CAS SPO SA. A CAS SPO SA, MAJCOM SA, or GACP SA will submit their CAS - DD Form 2875 to the CAS PMO for review and approval of CAS access. The CAS PMO SA reviews and approves CAS access for GACP SAs and MAJCOM SAs. The CAS PMO will maintain an organizational e-mail account to receive and process CAS – DD Form 2875s submitted by the CAS PMO SA, GACP SA, and MAJCOM SAs for CAS access.

13.3.4.7. The CAS PMO PM, CAS SPO SA, MAJCOM SAs, and GACP SAs shall maintain a copy of all CAS - DD Forms 2875 they have signed as the 'Appointee' or 'Approver' for all types of CAS Users IAW the Air Force RDS in AFRIMS. Responsibility for retaining specific CAS – DD Forms 2875 are shown in **Table 13.2**, *CAS – DD Form 2875 Retention Responsibilities*. The CAS SPO SA, MAJCOM SAs, and GACP SAs shall file all CAS - DD Forms 2875 within their approved File Plan IAW the Air Force RDS in AFRIMS. The MAJCOM SA and GACP SA processed and signed CAS – DD Form 2875 will not be forwarded to the CAS PMO or CAS SPO SA; the MAJCOM/GACP SAs will maintain these CAS - DD Forms

2875. **(T-1)**. The Local SA will maintain copies of all CAS - DD Forms 2875 IAW **paragraph 2.6.6.7**. **(T-1)**.

13.3.4.8. The CAS SPO, GACP SA, and MAJCOM SA are responsible to approve and recertify CAS User accounts IAW **paragraph 13.3.7**. The CAS SPO, GACP SA, and MAJCOM SA are responsible to remove an individual's access to CAS when access is no longer required. It is not necessary to notify the CAS PMO when an individual's CAS access is removed, for any reason.

13.3.4.9. CAS access by Foreign Nationals/Local Nationals (FN/LN) will be controlled and restricted IAW DoD 8570.01-M, *Information Assurance Workforce Improvement Program* and AFMAN 33-282. **(T-0)**.

Table 13.2. CAS – DD Form 2875 Retention Responsibilities.

CAS PMO – Maintains CAS DD From 2875 For:
CAS SPO (FUNCTIONAL SA)

CAS SPO SA – Maintains CAS DD From 2875 For:			
CAS SPO USERS	GACP SA	MAJCOM SA	CAS SPO GENERAL USERS

GACP SA – Maintains CAS DD From 2875 For:	
GACP USERS (e.g., CRD Manager, IM, ES, ACP)	GENERAL USER on FV0001

MAJCOM SA – Maintains CAS DD From 2875 For:		
MAJCOM USER	LOCAL SAs	GENERAL USER on MAJCOM DoDAAC(s)

LOCAL SA – Maintains CAS DD From 2875 For:		
MASO	LOCAL CAS USER - DUTY FUNCTIONS (Inspect, Warehouse, Account, and Maintenance)	Local GENERAL USER on the Local DoDAAC(s)

Note: A General User granted access to a Local DoDAAC by the CAS PMO is a CAS SPO General User, not a Local General User.

13.3.4.9.1. A FN/LN is anyone who is not a US citizen or permanent resident, according to Title 8, Code of Federal Regulations, "Aliens and Nationality."

13.3.4.9.2. Before authorizing FN/LN access to CAS comply with AFI 35-101, *Personnel Security Program Management*, AFM 33-282, and the following: **(T-1)**.

13.3.4.9.2.1. Obtain approval from the CAS Designated Accrediting Authority (DAA). **(T-0)**.

13.3.4.9.2.2. FN/LN users in CAS shall only be granted Non-privileged access (e.g., FN/LN users will not be assigned SA, MASO, CAS CRD, MAJCOM, or GACP roles). **(T-0)**.

13.3.4.9.2.3. The Base or Wing IA office shall consult the MAJCOM Foreign Disclosure Office (FDO) **(T-1)**. The MAJCOM FDO determines authorized and privileged need-to-know for controlled unclassified information (CUI), in accordance with DoDM 5200.01, Vol. 4, *Controlled Unclassified Information (CUI)*.

13.3.4.9.3. Administrative Controls:

13.3.4.9.3.1. The Base or Wing IA office will maintain a list of CAS FN/LN users from each assigned subordinate organization.

13.3.4.9.3.2. When requested by the CAS PMO, the Munitions unit will provide requested documentation related to FN/LN to be included into the CAS Certification and Accreditation (C&A) Package.

13.3.4.9.4. Other Considerations: Non-US citizens who are permanent legal residents and/or full time permanent employees of the DoD meet the requirements of any US citizen for access to CAS as an unclassified network or system.

13.3.5. **CAS Trusted Officials.** CAS trusted official are appointed and appointment is documented IAW **Table 13.3**, *Trusted Official Appointments*. All appointment documentation is maintained IAW the Air Force RDS in AFRIMS.

Table 13.3. Trusted Official Appointments.

TRUSTED OFFICIAL ROLE	APPOINTED BY	SA APPOINTMENT AND CAS ACCESS DOCUMENTATION
CAS SPO	CAS PMO	CAS PMO will submit a memorandum to HQ GCSS-AF requesting the listed personnel be granted the CAS_ADMIN role
CAS SPO GACP	CAS PMO	A copy of the appointment memorandum will be maintained by AFLCMC/EBH, Munitions Division
CAS SPO MAJCOM	CAS PMO	A copy of the appointment memorandum will be maintained by the CAS PMO
GACP SA	AFLCMC/EBH, Munitions Division	A copy of the appointment memorandum will be maintained by the CAS PMO
MAJCOM SA	Lead MAJCOM A4W or A4M	A copy of the appointment memorandum will be maintained by the CAS PMO
LOCAL SA	MASO	A copy of the appointment memorandum will be maintained by the MAJCOM SA

13.3.6. **CAS Account Management.**

13.3.6.1. The CAS SPO, GACP SA, MAJCOM SA, and Local SAs will review User accounts every 30 calendar days IAW AFMAN 33-282 to remove inactive users from CAS. **(T-1)**. All SAs, at their respective level, shall:

13.3.6.1.1. Disable a User account within 48 hours of notification that a User no longer requires system or network access. **(T-1)**.

13.3.6.1.2. Disable their assigned RegAF, Civilian, and Contractor User accounts after 30 calendar days of inactivity and will remove accounts 90 calendar days after disablement (e.g., last CAS Logon date exceeds 120 calendar days). **(T-1)**.

13.3.6.1.3. Disable their assigned AFR and ANG User accounts after 90 calendar days of inactivity and will remove accounts 180 calendar days after disablement (e.g., last CAS Logon date exceeds 270 calendar days). **(T-1)**.

Note: Account management policy waiver extends inactive periods for Reserve and Guard personnel.

13.3.6.1.4. Include the CAS - DD Form 2875 process on organizational level in- and out-processing checklists to ensure CAS access and user roles are assigned and activated/deactivated when personnel arrive or depart the organization. **(T-3)**.

13.3.6.2. By direction of the organizational Commander, Civilian Division Head, MASO, Security Manager, or at the SA's own discretion; an SA may immediately revoke a CAS user's access, disable a user's account, or remove account permissions for cause (remedial training required, failure to follow required processes, criminal activity, unprofessional conduct, questionable integrity, etc.).

Note: User activity on a Government System may be terminated for any reason (suspected or otherwise) if the possibility exists that those intentional or unintentional acts may cause harm to the application, data, associated hardware, or software.

13.3.7. **CAS User Recertification:** Annually, during the month of March, the SA at every level (e.g., CAS SPO (Functional SA), GACP SA, MAJCOM SA, and Local SA) will validate all active and inactive CAS users access credentials against their applicable DoDAAC(s) IAW the responsibility levels identified in **Table 13.4, CAS User Access Recertification Responsibilities**. **(T-1)**. The SA at each level will validate/recertify access credentials by:

13.3.7.1. Downloading or printing the CAS *User Access Report* (AMA05) 'User List'. **(T-1)**.

13.3.7.2. Validate all users with an assigned CAS User Role within their **Table 13.4** responsibility still require CAS access. **(T-1)**. Recertify "General Users" as follows:

13.3.7.2.1. The CAS PMO will either recertify or delete access for any General User against DoDAAC FV0004.

13.3.7.2.2. The GACP SA will either recertify or delete access for all General Users against DoDAAC FV0001.

13.3.7.2.3. The MAJCOM SA will either recertify or delete access for all General Users against the MAJCOM level DoDAAC(s).

13.3.7.2.4. The Local SA will either recertify or delete access for all General Users against their DoDAAC(s). **(T-1)**.

13.3.7.3. Delete inactive users using the AMA01A screen. **(T-1)**. Personnel granted user access to CAS and not associated to a specific DoDAAC are validated/recertified by the

SA shown in **Table 13.4**. **(T-1)**. If an individual cannot be recertified, access capabilities will be removed/deleted. **(T-1)**.

13.3.7.4. The applicable SA shall sign a memorandum certifying all active and inactive users are valid, accurate, and have not exceeded the inactive status 'removal' periods in **paragraph 13.3.6**. **(T-1)**.

13.3.7.4.1. Attach the validated AMA05 listing (digital or paper) to the recertification memorandum. **(T-1)**.

13.3.7.4.2. The CAS - DD Form 2875 will not be used to recertify individual CAS user access. **(T-1)**. A change in assignment, workcenter, or supervisor in itself does not warrant a new CAS - DD Form 2875. **(T-1)**. Use the CAS - DD Form 2875 when a substantial change in duty roles or level of responsibility requires a new CAS User Role to be assigned. **(T-1)**.

Table 13.4. CAS User Access Recertification Responsibilities.

CAS SPO					
CAS SPO	**GACP SPO**	**MAJCOM SPO**	**MAJCOM SA**	**GACP SA**	**GENERAL USER on FV0004**

GACP SA					
GACP USER	**CRD MGR**	**IM**	**ES**	**ACP**	**GENERAL USER on FV0001**

MAJCOM SA		
MAJCOM / NAF USER	**LOCAL SA**	**GENERAL USER on MAJCOM DoDAAC(s)**

LOCAL SA (T-1)			
MASO		**GENERAL USER on Local DoDAAC(s)**	
LOCAL CAS USER - DUTY FUNCTIONS			
INSPECTOR	**WAREHOUSING**	**ACCOUNTABILITY**	**MAINTENANCE**

Note: The granting SA validates remote storage sites under a "turn-key" status with host nations, where no Local SA is assigned.

13.3.7.5. Each SA, at every level, will forward a copy of their annual recertified User Access memorandum and validated AMA05 listing to the CAS PMO. **(T-1)**. The Local SA will file the annual User Access recertification IAW **Attachment 5**, "Miscellaneous" Folder. **(T-1)**.

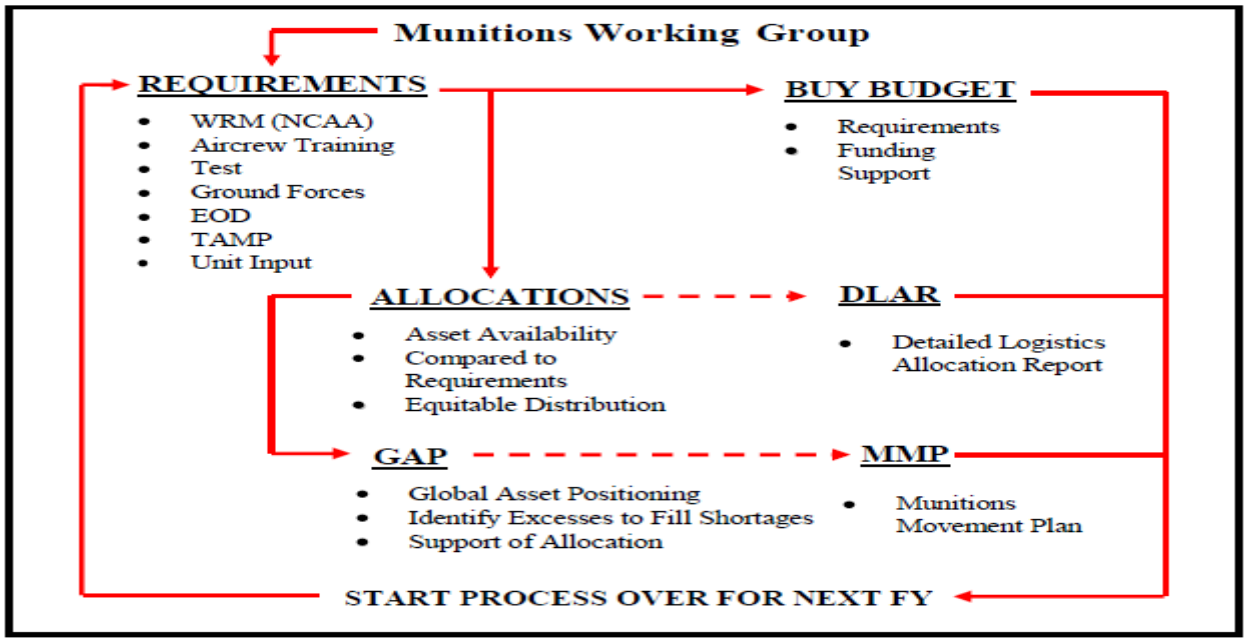
13.3.7.6. The CAS PMO is the AF/A4 designated repository for the CAS worldwide annual User Access recertification and will maintain each DoDAAC's annual User Access recertification IAW the Air Force RDS in AFRIMS.

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 and Requirements Codes can be located in the AMST/Reference Lists.

Figure 14.1. Air Force Conventional Munitions Requirements Process.



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, use accurate munitions and weapons effects data 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. WSEP reviews.

14.1.1.3. Theater employment and HAF 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.** The annual TAMP is an AF/A5R-C sponsored, WR-ALC hosted event.

14.1.3.1. The purpose of the TAMP is to serve as a discussion forum and to make positioning decisions for existing ASMs (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, Volume 1 and Volume 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.

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/NAF MUFMs and munitions staffs and content posted to the GACP website.

14.2.3. MAJCOM/NAF A4 munitions staffs will distribute requirements forecast instructions to the MAJCOM/NAF MUFMs and the MASOs. MUFMs will consolidate and validate munitions requirements and develop the consolidated forecast according to **paragraph 7.3.1.2**.

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, Volume 1 and the GMAT for Ground Munitions on the GACP website. Approved allocations are distributed programmatically by Using Commands, according to **Table 14.1**, *Miscellaneous Munitions (Requirement Category BP) Distribution* before the DLAR is published.

Table 14.1. Miscellaneous Munitions (Requirement Category BP) Distribution.

USING COMMAND / OWNING COMMAND	BASE ALLOCATED PERCENT (1)	REMARKS
OCONUS UNITS		

OCONUS / OCONUS	100-Percent	PACAF, USAFE, AFCENT (2)
CONUS UNITS		
CONUS / CONUS	30-Percent	RegAF, ANG, and AFRC (3)
CONUS / OCONUS	45-Percent (CONUS Total)	Pre-Positioned at OCONUS (4)
PACAF	15-Percent Each	(4)
USAFE	15-Percent Each	(4)
AFCENT	15-Percent Each	(4)
STAMP – CONUS (AFMC)	25-Percent	Swing Stock (5)

NOTES:

1. AMST will automatically allocate the percentages described in this table. No MAJCOM/unit action is required.

2. Assets will be allocated/prepositioned within the command.

3. Allocations will be placed at the MAJCOM hold accounts until deployment tasking.

4. 15-percent of assets will be allocated/prepositioned within each of the commands.

5. Assets will be allocated/prepositioned in STAMP.

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. Next higher QUP is authorized.

14.2.4.2. The CONUS base-allocated Cat Code BP quantities breakdown as follows and total 100-percent:

14.2.4.2.1. 30-percent of CONUS/CONUS allocation will be reserved at the MAJCOM hold accounts until deployment tasking.

14.2.4.2.2. 45-percent of the total CONUS allocated quantity will be distributed by the Using Command among the OCONUS commands (15-percent each) as an OCONUS theater pre- positioning objective. CONUS units, will not requisition these quantities. **(T-1)**.

14.2.4.2.2.1. 15-percent of the CONUS 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 requisition designated unit quantities necessary to satisfy the allocated pre-positioning quantity.

14.2.4.2.2.2. 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 theater logistics movement.

14.2.4.2.2.3. OCONUS commands apply quantities in excess of the command's OCONUS allocation 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.

14.2.4.2.3. 25-percent of the total CONUS allocated quantity will be the STAMP positioning objective. CONUS units, including ARC units, will not requisition these quantities. **(T-1)**. STAMP will requisition and position these assets. **(T-1)**.

14.2.4.3. The GACP will assess CONUS base excesses over the 30-percent CONUS base positioning objective for potential realignment to meet STAMP positioning objectives. CAT-BP excess over the 30-percent CONUS positioning objective may be used to support other known requirements (e.g., CAT-D, Training) with GACP approval.

14.2.4.4. The GACP in coordination with AFMC/A4MW develops UTC according to AFI 10-401 to support STAMP outload of these assets.

14.2.4.5. CONUS and OCONUS excess and shortage conditions will be satisfied through the GAP and MMP processes.

14.2.4.6. CONUS units will include the 30-percent CONUS, 45-percent OCONUS pre-positioned and the 25-percent STAMP positioned quantities as "available" for SORTS reporting.

14.2.5. Requirements for ejector cartridges 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, AFMC, and 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 MAJCOMs coordinate with supported commands during development of CONUS CAT Code T requirements forecasts.

14.2.8. AF/A5R-C, AFSFC/SFXW, and AFCEC/CXD co-chair and the GACP hosts the Munitions Requirements Working Group. Air Staff reviews and discusses forecast data with MAJCOM/NAF MUFMs, adjusts as necessary, before approving worldwide munitions requirements.

14.2.8.1. MAJCOM/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 AFCEC/CXD. 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 AFCEC/CXD 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 Base Realignment and Closure 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/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 (e.g., host, chair, co-chairs, MAJCOM/NAF munitions staff).

14.3.2. **The Munitions Allocation Working Group.**

14.3.2.1. AF/A5R-C, AFSFC/SFXW, and AFCEC/CXD 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 AFCEC/CXD decide allocations.

14.3.2.3. MAJCOM/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/NAF munitions staffs, AF/A5R-C, AFSFC/SFXW, and AFCEC/CXD 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/NAF munitions staffs will facilitate the allocation process by assisting the MAJCOM/NAF MUFMs. MUFMs will finalize theater/command positioning decisions in AMST prior to the GAP Working Group convening.

14.3.6. For tenant units, The MAJCOM/NAF 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 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 7.4.2** and **paragraph 7.4.3**.

14.5. Buy-Budget Process. The munitions Buy-Budget Review (BBR) addresses procurement of conventional ground, air-to-ground, demolition and 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 Planning, Programming, Budgeting and Execution (PPBE) system.

14.5.1. The GACP hosts and AF/A5R-C, AF/A5XS, and SAF/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 AFCEC/CXD 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. SAF/AQXR will analyze procurement data and recommend the best use of funds.

14.5.1.2.3. The PEM establishes 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. SAF/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 SAF/AQXR based on funding priorities established at the BBR IAW the budget call memorandum.

14.5.1.5. SAF/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 7.11**.

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 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. SPO participation is critical to acquisition support of GAP decisions. Production quantities and delivery dates must be published to AF/A5R-C, Lead MAJCOM, 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 Prepositioning Fleet (APF) Management.

15.3.1. **General.** The AF APF prepositions forward-based munitions cargo in support of CCDRs.

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 with Joint Chiefs of Staff (JCS) direction/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 commands and NAFs must coordinate 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 approved and 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 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.

15.3.2.4. Upon completion of theater APF discharge and distribution operations, the APF Management Team and the NAF/MAJCOM munitions staff will reconcile assets remaining on the NAF/MAJCOM DoDAAC. Once reconciled, the APF Management Team in coordination with the NAF will transfer remaining 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 the OPLAN TPFDD.

15.3.4.2.1. 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. 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 JCS established priorities. Once a vessel is allocated, the Combatant Command 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. **APF Program Responsibilities.** Operational and Maintenance activities of the Air Force APF program in support of port and theater operations will be IAW **Chapter 8** and this chapter. In addition to the following responsibilities, see **Table 15.1**, *APF Program (APL000) Funds Management Alignment* for alignment of APF PPBE responsibility.

Table 15.1. APF Program (APL000) Funds Management Alignment.

Planning, Programming, and Budgeting (PPB) Management					
Description	**Execution Activity**	**APPN/BA**	**OAC/OBAN**	**PEC**	**EEIC**
Program Element Manager (PEM)	AF/A4P	3400/02	47	28031F	46100; 46105
Enterprise Support Panel	HQ AFMC/A4P	3400/02	47	28031F	46100; 46105
Functional Area Manager (FAM)	HQ AFMC/A4M	3400/02	47	28031F	46100; 46105
Execution (E) Management					
Description	**Execution Activity**	**APPN/BA**	**OAC/OBAN**	**PEC**	**EEIC**
Program Manager (PM)	AFLCMC/EBH	3400/02	47	28031F	46100; 46105
Resource Advisor (RA)	AFLCMC/EBHMO	3400/02	47	28031F	46100; 46105
Vessel Leases	AFLCMC/EBHMO (1)	3400/02	47	28031F	46105
APF Operations and Management	AFLCMC/EBHMA	3400/02	47	28031F	46100

Note 1: AF/A4LW may assist with coordinating technical requirements and vessel procurement activity due to proximity to MSC and the Navy Yard.

15.3.5.1. Department of The Navy (DON): DON operates the Military Sealift Command (MSC) as the US Navy DoD component to US Transportation Command (USTRANSCOM).

15.3.5.2. MSC: manages the Navy, Defense Logistics Agency (DLA), and Air Force (NDAF) Program which includes Air Force APF vessels. 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. MSC also operates and manages the Working Capital Fund (WCF) to pay on-going vessel operating costs.

15.3.5.3. Department of the Army (DA): DA operates the SDDC as the US Army DoD component to USTRANSCOM and is the DoD Single Manager for Conventional Ammunition (SMCA).

15.3.5.4. 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 documentation.

15.3.5.5. Department of the Air Force (DAF): DAF through the Secretary of the Air Force, Financial Management (SAF/FM) distributes funding to MAJCOMs in support of US Government (USG), Office of Secretary of Defense (OSD), and Air Force priorities and objectives.

15.3.5.6. AF/A4LW: Air Staff focal point for development of logistics strategy and policy for all conventional air munitions, ground munitions, AIM and AGM matters; WRM munitions positioning for munitions swing stocks assets to include the APF program; and utilization of APF vessels. The 2W0XX AFCFM approves additions, deletions, and changes to APF UTCs.

15.3.5.7. Air Force Materiel Command, Financial Management (AFMC/FM): Receive and distribute APF funds to AFLCMC.

15.3.5.8. AFMC, Director of Logistics (AFMC/A4): Through the HQ AFMC, Director of Maintenance (AFMC/A4M) shall:

15.3.5.8.1. Develop, advocate, justify, and defend PEC 28031F funding requirements, through the AFMC Enterprise Support Panel (ESP), for APF vessel leases; and for maintenance, test, surveillance, inspection, and rotation of munitions assets and APF owned ISO containers in the APF program through the POM and PPBE process.

15.3.5.8.2. Support the AF A4P PEM for APF PEC 28031F, WRM APPN 3400 funding in support of APF positioning strategies and objectives.

15.3.5.8.3. Coordinate on APF UTC additions, changes, and deletions.

15.3.5.9. AFMC, Resource Integration Division (HQ AFMC/A4P) shall facilitate the PPBE process for the APF program through the AFMC ESP.

15.3.5.10. AFLCMC/EB, Armament Directorate: Through the Munitions Sustainment Division (AFLCMC/EBH), shall:

15.3.5.10.1. Execute PM duties for APF leases, operations and management, and effective vessel utilization IAW DoD, CJCSI, and Air Force logistics planning guidance and IAW current Air Force pre-positioning strategies and objectives.

15.3.5.10.2. Develop deliverables to support PPBE exercises and perform RA duties for Element of Expense Investment Code (EEIC): 46100, Trans Property - MSC Shipments and EEIC: 46105, Trans Property - MSC Pre- Positioned Ships.

15.3.5.10.3. Coordinate and submit APF program planning and budget requirements forecasts, spend plans, and execution issues with the APF Functional Area Manager (HQ AFMC/A4M) and AFLCMC chain of command to justify APF maintenance, test, surveillance, inspection, and asset rotation.

15.3.5.10.4. Interface with theater planners to develop and coordinate proposed changes to vessel loads.

15.3.5.10.5. Develop APF program lease technical requirements and submit to MSC/PM3 through HQ AFMC/A4. Due to the proximity to the MSC Navy Yard, AF/A4LW may assist HQ AFMC agencies with this activity as requested.

15.3.5.10.6. Coordinate with HQ AFMC/A4M, AF/A4LW, and AF/A5R-C to integrate MAJCOM munitions movements into APF operations consistent with the programmed budget and Air Force priorities.

15.3.5.10.7. Deploy the APF Management Team and associated Port Management Team(s) to Sea Ports of Debarkation (SPOD) to manage munitions offload sequence and priorities and reconcile assets remaining on the APF vessels.

15.3.5.10.8. Develop, maintain, and distribute APF Battlebooks containing individual vessel characteristics, stow plans, inventory data, and recommended downloading procedures.

15.3.5.10.9. Develop and coordinate additions, deletions, changes to APF UTCs to AFMC/A4MW and AFCFM.

15.3.5.10.10. Coordinate with the 2W0X1 AFCFM to identify peacetime or contingency personnel requirements to AFPC/DP under the Palace Envoy program IAW AFI 36-2110, *Assignments* to request and fund inter-command TDY/deployment support to perform maintenance, inspection, and asset rotation for the APF program.

15.3.5.10.11. Screens APF munitions inspection requirements to perform all required inspections during vessel reconstitution/refreshes. The APF program is exempt from developing a master inspection schedule.

15.3.5.10.12. Screen 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 recipients of APF assets of pending TCTO actions prior to transfer or shipment. Notifies AF/A4LW, AFMC/A4MW, NAFs, and vessel captain immediately of any suspended/restricted munitions assets aboard APF vessels.

15.3.5.10.13. Produce required CAS and other management reports prior to vessel refresh, reconstitution, or discharge. The APF is exempt from maintaining daily printed reports.

15.3.5.10.14. Coordinate load planning, port operations, maintenance, inspection and rotation activities.

15.3.5.10.15. Perform and document a physical inventory of Air Force munitions assets aboard each vessel.

15.3.5.10.16. Maintain accurate inventory, location, and periodic inspection data in TMRS for applicable munitions aboard each vessel. Submit monthly status update reports to the GACP, RAM Program Office at (Robins AFB) IAW TO 21M-1-101.

15.3.5.10.17. Distribute inventory record copies and provide original and first copy of inventory to the ship custodian. The GACP will maintain the second copy.

15.3.5.10.18. Establish, coordinate, and conduct training for APF port handling and RFID operations with designated or tasked augmentation forces (ARC or RegAF), as required.

15.3.6. **Deployable APF Port Teams.** These teams manage and monitor loading and unloading of Air Force munitions during contingencies or peacetime operations. Teams maintain accurate cargo manifests, monitor asset handling, stowage, and serviceability, and perform RFID tagging. RegAF deployment/augmentation force support for APF operations may be established through official tasking by Palace Envoy, Requests for Forces (RFF), ECS tasking, or through MAJCOM supported volunteer/tasked support.

15.4. STAMP Management.

15.4.1. STAMP includes WRM munitions and may include limited aircraft mission equipment for airlift to meet immediate requirements in any theater of operations.

15.4.2. **AF/A5R-C will.**

15.4.2.1. Provides STAMP requirements to the GACP annually and publishes STAMP requirements in the NCAA.

15.4.2.2. Provides STAMP allocations to the GACP Stockpile office prior to the annual Allocations conference.

15.4.2.3. Validates and notifies the GACP on requirements for notional STAMP tasking.

15.4.3. **The GACP STAMP PM will.**

15.4.3.1. Verify notional tasking requirements.

15.4.3.2. Activate the GACP CAT upon notification or warning order for potential STAMP tasking.

15.4.3.3. Execute validated STAMP taskings and reporting procedures IAW AFMC WMP-1.

15.4.3.4. Coordinate with logistics planners at Air Terminal Operations Center (ATOC), Hill 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 AFSOC of actions affecting SOF packages and notify 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 POC for UTC and deployment information.

15.4.3.10. Via official e-mail, direct the 649 MUNS to prepare packages for shipment. Send tasking direction for 649 MUNS to:

15.4.3.10.1. 75 ABW Hill AFB UT. 75 ABW/CC; 75 ABW/CP; 75 LRS/CC; and 75 LRS Workflow.

15.4.3.10.2. 649 MUNS Hill AFB UT. 649 MUNS/CC and 649 MUNS/MXW.

15.4.3.10.3. HAF. AF/A4LW Workflow and AF/A5R-C Workflow.

15.4.3.10.4. AFMC Wright-Patterson AFB OH. AFMC/A4M Workflow and AFMC/A4M Organizational Mailbox.

15.4.3.11. Submit the classified STAMP quarterly report to AF/A4LW, AF/A5R-C, AFMC/A4MW, Lead MAJCOM, and MAJCOM/NAF munitions staff (or equivalent) organizational SIPRNET e-mail addresses NLT 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 assets and coordinate with sources of supply to fill requisitions.

15.4.3.13.1. Take necessary coordination and actions to replenish STAMP assets after tasking. This effort takes priority over all other prepositioned assets for units with Force/Activity Designator (F/AD) II-09 (FAD II-09) or lower unless otherwise directed by HAF.

15.4.3.13.2. Notify AF/A4LW, AF/A5R-C, and AFMC/A4MW if tasked/sourced STAMP assets cannot be replaced or suitable substitutes are not available to replenish STAMP.

15.4.3.14. Act as the STAMP pilot unit, and inputs, maintains, and updates UTC data in the Logistics Module (LOGMOD) system. Standardize UTCs by coordinating with STAMP units.

15.4.3.14.1. All GACP personnel assigned to the STAMP PM shall maintain access to Global Command and Control System (GCCS) and DCAPES.

15.4.3.14.2. Annually review all STAMP UTCs and Mission Capability statements. Coordinate all additions, updates, and deletions with AFMC/A4MW, AF/A4LW, and A5R-C.

15.4.3.14.3. Coordinate Logistics Force Packaging System (LOGFOR) validations with AFMC/A4MW and AFMC/A4R.

15.4.3.14.4. Direct the 649 MUNS to physically build new or revised UTCs for LOGFOR configuration updates.

15.4.3.14.5. Facilitate Logistics Planning System (LOGPLAN) training for subordinate units as required.

15.4.3.14.6. Load all STAMP UTCs with correlating CRCs in 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, ACC/A3TW (CSAR/TAMP) and 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 asset posture.

15.4.3.17. Notify 75 LRS/LGRDX of any WCDO posting or changes.

15.4.4. **The 649 MUNS will:**

15.4.4.1. Develop base plans to effectively support STAMP operations. **(T-1)**.

15.4.4.2. Maintain the stockpile in rapidly deployable configuration and in compliance with DoD directed Wood Packaging Material (WPM), ISPM 15 guidance. **(T-1)**.

15.4.4.3. Oversee the effective and efficient management of respective STAMP munitions assets, to include:

15.4.4.3.1. Monitor shelf/service life dates IAW **paragraph 5.3.2.2**. **(T-1)**.

15.4.4.3.2. Notify the GACP STAMP PM of problems affecting deployments or of any significant events occur. **(T-1)**.

15.4.4.3.3. Requisition, receive, store, secure, handle, account, report, maintain, inspect, update CAS, assemble, palletize, and out-load. **(T-1)**.

15.4.4.3.4. Submit unit requisitions and follow-ups IAW **paragraph 5.4.7** and **paragraph 7.7**. **(T-1)**.

15.4.4.3.4.1. Source all STAMP requisitions in CAS to MAJCOM Code "0S" (STAMP) using DoDAAC: FV0001. **(T-1)**.

15.4.4.3.4.2. Notify the GACP STAMP PM of requisition requirements, upon receipt of replacement assets, and of assets requiring rotation via e-mail to: **505cbss.stamp@us.af.mil.** **(T-1)**. Notification will include: NSN, Lot, CC,

Quantity, and shelf life expiration date of each asset. **(T-1)**.

15.4.4.3.4.3. Perform lot selection on all STAMP "0S" requisitions to comply with ISPM 15 WPM and newest lots are selected for shelf life sustainment. **(T-1)**. Annotate the "Source to DoDAAC" and "Lot" selection in the remarks block in CAS prior to forwarding the requisition to the IM. **(T-1)**.

15.4.4.3.4.4. Project code "121" will be 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. Plans should address the need and capability to receive replacement assets 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, and Quantity. For CC-E and CC-G assets, include the AWP/AWM 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 LIMFACs.

15.4.4.7. To ensure effective STAMP deployment operations, the 649 MUNS will:

15.4.4.7.1. Provide an initial SITREP within one hour of receipt of a validated STAMP Warning Order. **(T-1)**. Utilize the SITREP templates provided by GACP STAMP PM for all reporting. Subsequent SITREPs shall be provided every six hours (or as directed) until mission objectives are met. **(T-1)**. Submit reports to the GACP STAMP PM via SIPRNET 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/LOGMOD deployment document as the shipping document. Authorized transportation representatives shall sign the "Document Control" copy of the shipment document. **(T-1)**.

15.4.4.7.3. Apply AFMAN 24-204_IP, Chapter 3 procedures when deploying STAMP packages. **(T-1)**.

15.4.4.7.4. Coordinate with the IDO and hazardous cargo area transportation personnel to meet explosive safety standards before moving packages to the hot cargo pad for aircraft loading operations. **(T-1)**.

15.4.4.7.5. Provide access to a GCCS telnet terminal for STAMP personnel and train personnel on its use. **(T-1)**. Ensure the STAMP office NCOIC and Assistant NCOIC have active SIPRNET e-mail accounts. **(T-1)**.

15.4.4.7.6. Manage pallet configuration Logistics Detail (LOGDET) within LOGPLANs IAW AFI 10-401. **(T-1)**.

15.4.4.7.7. Utilize the LOGFOR Validation Checklist to ensure UTCs entered in LOGPLAN are in STAMP standardized configuration. **(T-1)**. Checklist can be obtained from the GACP STAMP PM.

15.4.4.7.8. Physically build new or revised UTCs for configuration updates NLT 30 days after direction/notification by the GACP STAMP PM. **(T-1)**. Ensure unit LOGPLANs are updated once physical UTCs are built. **(T-1)**.

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@us.af.mil. (T-1)**.

15.4.5. **ACC/A4R.** Posts the approved WCDO to the Air Force WRM/GM Share Point Site located on SIPRNET for the 649 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. 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 Air Force munitions movements. This includes CONUS Port Handling and Inland Transportation (PHIT), and OCONUS sea and air costs. OCONUS Inland Transportation (IT) surface (truck/rail) movements are not paid by PACER AMMO project codes.

15.6.2. The NCAA process gathers WRM munitions requirements that are used in the development of the DLAR and the MMP. The DLAR provides allocations and positioning objectives.

15.6.2.1. MAJCOMs (CONUS) and MAJCOM/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 GAP working groups and PCAR process based on MAJCOM (CONUS) and MAJCOM/NAF (OCONUS) priorities and Air Force objectives as determined by the Air Staff.

15.6.3. Surface transportation funding requirements are identified and resources are allocated to support munitions movements from the point of origin to final destination within the CONUS; and to the OCONUS port of entry, to include Port Handling (PH). Surface transportation funding requirements for theater returns and retrograde support munitions movements from the port of departure, to include PH, to the final destination. OCONUS IT is not paid by PACER AMMO project codes.

15.6.3.1. The MMP developed during the GAP working group provides the basis for forecasting and allocating SDT funding for munitions movements. At a minimum, the MMP will include:

15.6.3.1.1. Forecasted short tons, by command or organization (to include scheduled APF reconstitution) for each project code.

15.6.3.1.2. Project codes 729-736 movements as the average of the previous 3 years MMP submissions.

15.6.3.1.3. All ANG forecasted movements under project code 737.

15.6.4. The MAJCOMs, NAFs, NGB and GACP must be active participants in the PACER AMMO process. GACP with AF/A5R-C and/or AF/A4LW concurrence will make final movement determinations. Moves that are not identified at the GAP and included in the MMP require AF/A5R-C approval.

15.6.4.1. PACER AMMO will provide the focus to justify and advocate funding to preposition the worldwide munitions stockpile IAW the GAP/TAMP and MMP.

15.6.4.2. The MMP will be costed out by AFMC/A4MW 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.

Chapter 16 (Added-USAFE)

USAFE TACTICAL AIR MUNITIONS RAPID RESPONSE PACKAGE (TARRP)

16.1. (Added-USAFE) Purpose. The TARRP concept has evolved to provide tailored munitions support for deployments of tactical aircraft within the European AOR. TARRP is a standalone mobility tasking and is sized to support limited sortie generation rates for short duration at locations where no munitions are prepositioned and key Theater Security Plan locations. TARRP packages consist of complete round munitions to support fighter-type aircraft. Consult MEFPAK for quantities and capability information. **(T-2).**

16.1.1. **(Added-USAFE)** HQ USAFE-AFAFRICA /A4MW is the command OPR for the TARRP and in conjunction with applicable HQ USAFE-AFAFRICA staff agencies will:

16.1.2. **(Added-USAFE)** 86 MUNS will:

16.1.2.1. **(Added-USAFE)** Act as OPR for all local matters pertaining to TARRP. **(T-2).**

16.1.2.2. **(Added-USAFE)** Determine which Unit Type Codes (UTCs) should be palletized based on the unit's METL within DRRS. Size and configure UTCs to conform to the Allowable Cabin Load of the C-130 unless otherwise directed. **(T-2).**

16.1.2.3. **(Added-USAFE)** Ensure element, flight, and squadron responsibilities are detailed in writing to support TARRP deployment and mission. Develop SOI to state responsibilities and employment of TARRP function. **(T-2).**

16.1.2.4. **(Added-USAFE)** Maintain the capability to deploy TARRP IAW unit's MET within DRRS. **(T-2).**

16.1.2.5. **(Added-USAFE)** Inspect and maintain 463L aircraft pallets, nets, binders, chains, and tie-down straps to deploy TARRP. 86 MUNS will obtain assistance from the 86 LRS as necessary. **(T-2).**

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Attachment 1

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DD Form 2875, *System Authorization Access Request (SAAR)*, Aug 09

SF Form 312, (GSA) *Classified Information Nondisclosure Agreement*, Jul 13

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DA Form 2404, *Equipment Inspection and Maintenance Worksheet*, Feb 11

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Abbreviations and Acronyms

A&S—Aging and Surveillance

AA&E—Arms, Ammunition, and Explosives

AAC—Air Armament Center

ACAMS—Army Container Asset Management System

ACSA—Acquisition Cross-Servicing Agreement

ADR—Ammunition Disposition Request

AEDA—Ammunition, Explosives, Dangerous Articles

AEF—Air Expeditionary Force

AFCENT—Air Force Central Command

AFCFM—Air Force Career Field Manager

AFCOMAC—Air Force Combat Ammunition Center

AFE—Aircrew Flight Equipment

AFLCMC—Air Force Lifecycle Management Center

AFMC—Air Force Materiel Command

AF MC2—Air Force Munitions Command and Control

AFMEB—Air Force Maintenance Executive Board

AFMx21—Air Force Maintenance for the 21st Century

AFNWC—Air Force Nuclear Weapons Center

AFQTP—Air Force Qualification Training Package

AFR—Air Force Reserve

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

AFSAC—Air Force Security Assistance Center

AFSC—Air Force Specialty Code

AFSC—Air Force Sustainment Center

AFSCDB—Air Force Supply Centralized Database

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

ANG—Air National Guard

AOR—Area of Responsibility

APO—Accountable Property Officer

APB—Acquisition Program Baseline

APSR—Accountable Property System of Record

APF—Afloat Preposition Fleet

ARC—Air Reserve Component

ARFID—Active Radio Frequency Identification

ASM—Air Superiority Missile

ATO—Air Tasking Order

ATR—Allocation Transfer Request

ATS—Automated Test Systems

ATSO—Ability To Survive and Operate

AUR—All Up Round

AWM—Awaiting Maintenance

AWP—Awaiting Parts

BASH—Bird Aircraft Strike Hazard

BBR—Buy-Budget Review

BDU—Bomb Dummy Unit

BIF—Base Information File

BRU—Bomb Release Unit

BSP—Base Support Plan

C4—Command, Control, Communication and Computers

CAC—Common Access Card

CAD—Cartridge Actuated Device

CADS—Containerized Ammunition Distribution System

CAM—Centralized Asset Management

CAPP—Combat Ammunition Planning and Production

CAS—Combat Ammunition System

CAT—Crisis Action Team

CAT Code—Category Code

CATM—Captive Air Training Missile

CBRNE—Chemical, Biological, Radiological, Nuclear and High-Yield Explosive

CC—Condition Code

CCAF—Community College of the Air Force

CCDR—Combatant Commander

CCG—Computer Control Group

CCMEC—Combined Captured Materiel Exploitation Center

CCT—Captive Carry Training

CCT—Contamination Control Team

(Added-USAFE) CDGP—Command Dangerous Goods Program

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

CMD—Commercial Mobile Devices

CMEC—Captured Materiel Exploitation Center (Theater)

CMM—Conventional Munitions Maintenance

CMOS—Cargo Movement Operations System

CMPM—COTS Munitions Program Manager

CMRS—Conventional Munitions Restricted or Suspended

CMT—Combat Munitions Training

CnC—Container-in-Container

COMAFFOR—Commander Air Force Forces

CONPLAN—Concept Plan

CONUS—Continental United States

COR—Chief of the Office of Record

COTS—Commercial Off-the-Shelf

CPD—Capability Production Document

CPI—Continuous Process Improvement

CPM—Contractor Possessed Munitions

CR—Complete Round

CRC—Complete Round Code

CRD—Complete Round Dictionary

CRM—Customer Relationship Management

CRWC—Complete Round Weapons Code

CSA—Courtesy Storage Agreement

CSAR—Combat Search and Rescue

CSC—Convention for Safe Containers

CTR—Combined Theater Requirement

(Added-USAFE) CUF—Common User Fleet

DAA—Designated Approval Authority

DAC—Defense Ammunition Center

DATM—Dummy Air Training Missile

DCAPES—Deliberate and Crisis Action Planning and Execution Segments

DDA—Designated Disposition Authority

DDESB—DoD Explosive Safety Board

DDO—Date Departed Origin

DFD—Design for Demilitarization

DIFM—Due-in From Maintenance

DLA—Defense Logistics Agency

DLAR—Detailed Logistics Allocation Report

DMES—Deployable Mobility Execution System

DOC—Designed Operational Capability

DOCID—Designed Operational Capability Identifier

DoD—Department of Defense

DoDAAC—Department of Defense Activity Address Code

DODIC—Department of Defense Identification Code

DOLI—Date of Last Inventory

DOM—Date of Manufacture

DOT—Department of Transportation

DR—Deficiency Report

DSCA—Defense Security Cooperation Agency

DSCA—Defense Support to Civil Authorities

DTR—Defense Transportation Regulations

DU—Depleted Uranium

ECP—Entry Control Point

ECS—Expeditionary Combat Support

EDM—Emergency Destruction of Material

EE—Expense Element

ELG—Enterprise Logistics Governance

EOD—Explosive Ordnance Disposal

EPA—Environmental Protection Agency

EPSF—Expenditure Per Sortie Factor

ERD—Estimated Release Date

ERM—Electronic Records Management

ERRC—Expendability, Reparability, and Recoverability Category

ES—Equipment Specialist

ESP—Expeditionary Site Plan

ESP—Explosive Site Plan

(Added-USAFE) EUCOM—European Command

FAM—Forecast and Allocations Module

FAM—Functional Area Manager

FARM—Functional Area Records Manager

FDO—Foreign Disclosure Office

FIAR—Financial Improvement and Audit Readiness

FISCAM—Federal Information System Controls Audit Manual

FM—Functional Manager

FMS—Foreign Military Sales

FOB—Found on Base

FOD—Foreign Object Damage

FOUO—For Official Use Only

FSA—Functional System Administrator

FSC—Federal Stock Class

FSC—Flight Service Center

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

GFE—Government Furnished Equipment

GFM—Government Furnished Materiel

GMAT—Ground Munitions Authorization Tables

GPC—Government Purchase Card

GTN—Global Transportation Network Convergence

GSU—Geographically Separated Unit

HAS—Hardened Aircraft Structure

HAZCOM—Hazardous Communication

HC—Hazard Classification

HERO—Hazards of Electromagnetic Radiation to Ordnance

IAD—Inventory Adjustment Document

ICBM—Intercontinental Ballistic Missile

ICP—Inventory Control Point

IDO—Installation Deployment Officer

IDR—Indicative Data Record

IDS—Intrusion Detection System

IEMP—Installation Emergency Management Plan

IGC—Integrated Data Environment

IHC—Interim Hazard Classification

IM—Item Manager

IMDS—Integrated Maintenance Data System

IPI—In-Progress Inspection

IPT—Integrated Product Team

IRSO—Installation Radiation Safety Officer

ISO—International Organization for Standardization

ISPM—International Standards for Phytosanitary Measures

ISSM—Information System Security Manager

IT—Information Technology

IUID—Item Unique Identification

JA—Judge Advocate

JCMEC—Joint Captured Materiel Exploitation Center

JCN—Job Control Number

JHCS—Joint Hazard Classification System

JMA—Joint Mission Analysis

JMPAB—Joint Material Priorities and Allocations Board

JSCP—Joint Strategic Capabilities Plan

LALS—Linkless Ammunition Loading System

LAN—Local Area Network

LCT—Load Crew Training

LD—Line Delivery

LME—Locally Manufactured Equipment

LMR—Land Mobile Radio

LOGDET—Logistics Detail

LOGFAC—Logistics Feasibility Assessment Capability

LOGFOR—Logistics Force Packaging System

LOGMOD—Logistics Module

LOGPLAN—Logistics Planning System

LPS—Lightening Protection System

LRS—Logistics Readiness Squadron

MAC—Munitions Assembly Conveyor

MAC—Management Activity Code

MAF—Mobility Air Forces

MAJCOM—Major Command

MANFOR—Manpower Force Packaging System

MASO—Munitions Accountable Systems Officer

MBA—Missile Body Assembly

MBS—Missile Body Section

MDAS—Material Documented As Safe

MDEH—Material Documented as an Explosive Hazard

MDR—Materiel Deficiency Report

MDS—Mission Design Series

MFP—Major Force Program

(Added-USAFE) MFSP—Munition Facility Strategic Plan

MHE—Munitions Handling Equipment

MHP—Munitions History Program

MICAP—Mission Capable

MICT—Management Internal Control Toolset

MILVAN—Military Van

MIPR—Military Interdepartmental Purchase Request

MMHE—Munitions Materiel Handling Equipment

MMP—Munitions Movement Plan

MR—Munitions Rule

MMT—Missile Maintenance Trainer

MOA—Memorandum of Agreement

MOB—Main Operating Base

MOU—Memorandum of Understanding

MPPEH—Material Potentially Presenting an Explosive Hazard

MRP—Munitions Requirements Process

MRRT—Munitions Rapid Response Team

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

MUFM—Munitions User Functional Manager

MUREP—Munitions Report

MWG—Munitions Working Group

MXG—Maintenance Group

NAF—Numbered Air Force

NCAA—Non-nuclear Consumables Annual Analysis

NEW—Net Explosive Weight

NEWQD—Net Explosive Weight Quantity Distance

NGB—National Guard Bureau

NIPRNET—Non-Secure Internet Protocol Router Network

NNMSB—Non-Nuclear Munitions Safety Board

NOSS—Nuclear Ordnance Shipping Schedule

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

OCA—Original Classification Authority

OCONUS—Outside the Continental United States

OIC—Officer in Charge

OOCR—Out of Cycle Request

OPLAN—Operation Plan

OPORD—Operation Order

OPR—Office of Primary Responsibility

OPSEC—Operations Security

ORG TIN—Organizational Turn-in

OSC—Organizational Shop Code

OSHA—Occupational Safety and Health Administration

OSI—Office of Special Investigations

OTE—Organize, Train, and Equipage

OT&E—Operational, Test, and Evaluation

OTA—Oracle Training Application

PAD—Propellant Actuated Device

PAD—Program Action Directive

PAS—Protective Aircraft Shelter

PCA—Permanent Change of Assignment

PCAR—Peacetime Conventional Ammunition Requirements

PDS—Personnel Data System

PE—Plastic Explosive

PEC—Program Element Code

PEM—Program Element Manager

PGM—Precision Guided Munitions

PHIT—Port Handling and Inland Transportation

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

P&S—Plans and Scheduling (P&S)

pRFID—Passive Radio Frequency Identification

PT—Product Team

PTO—Paperwork Transaction Only

QA—Quality Assurance

QC—Quality Control

QD—Quantity Distance

QT&E—Qualification, Test, and Evaluation

QUP—Quantity Unit Pack

R&D—Research and Development

R&M—Reliability and Maintainability

RACP—Regional Ammunition Control Point

RAM—Reliability Asset Monitoring

RAM—Radioactive Materials

RC—Records Custodian

RCRA—Resource Conversation and Recovery Act

RCS—Reports Control System

RDD—Required Delivery Date

RDO—Redistribution Order

RDS—Records Disposition Schedule

RDT&E—Research, Development, Test, and Evaluation

RegAF—Regular Air Force

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

RTO—Responsible Test Officer

RVP—Reverse Post

SA—System Administrator

SAAR—Supplemental Allocation Authorization Request

SAAR—System Authorization Access Request

SAE—Service Acquisition Executive

SAN—System Advisory Notice

SATAF—Site Activation Task Force

SBSS—Standard Base Supply System

SBU—Sensitive But Unclassified

SCL—Standard Configuration Load

SCM—Supply Chain Management

SDDC—Surface Deployment and Distribution Command

SDM—Static Display Munitions

SDR—Supply Discrepancy Report

SDT—Second Destination Transportation

SE—Support Equipment

SEI—Special Experience Identifier

SFS—Security Forces Squadron

SGO—Sortie Generation Operations

SIPRNET—Secure Internet Protocol Router Network

SITREP—Situation Report

SmACC—Small arms Ammunition Combat Consumption

SMCA—Single Manager for Conventional Ammunition

SMI—Storage Monitoring Inspection

S/N—Serial Number

SOF—Special Operations Force

SOO—Senior Officers Orientation

SORTS—Status of Resources and Training System

SPI—Special Packaging Instruction

SPO—System Program Office

SPOD—Sea Port of Debarkation

SR—Sortie Rates

SRC—Security Risk Category

SRD—Standard Reporting Designator

STAMP—Standard Air Munitions Package

STU—Secure Telephone Unit

SWIM—Special Weapons Information Management

TAC—Transportation Account Codes

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

TCI—Time Change Item

TCN—Transportation Control Number

TCTO—Time Compliance Technical Order

TEMP—Test and Evaluation Master Plan

TIN—Turn-in

TMCP—Tactical Missile Control Point

TMDE—Test, Measurement and Diagnostic Equipment

TMR—Total Munitions Requirements

TMRS—Tactical Munitions Reporting System

TO—Technical Order

TO—Transportation Officer

TODO—Technical Order Distribution Office

TPFDD—Time-Phased Force and Deployment Data

TPFDL—Time-Phased Force and Deployment Lists

TPM—Test Program Manager

TPS—Transportation Protective Service

TPWG—Test Planning Working Group

TRIC—Transaction Identification Code

TTP—Tactics, Techniques, and Procedures

TTU—Thermal Treatment Unit

TWG—Theater Working Group

UALS—Universal Ammunition Loading System

U&TW—Utilization and Training Workshop

UCML—Unit Committed Munitions List

UID—Unique Identification

UII—Unique Item Identification

UMD—Unit Manning Document

UN—United Nations

UND—Urgency of Need Designator

UR—Unsatisfactory Report

URL—Uniform Resource Locator

USP&FO—United States Property and Fiscal Officer

USTRANSCOM—US Transportation Command

UTA—Unit Training Assembly

UTC—Unit Type Code

UXO—Unexploded Explosive 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 and Mobilization Plan

WPM—Wood Packaging Materiel

WR—ALC—Warner Robins - Air Logistics Complex

WRM—War Reserve Materiel

WRMO—War Reserve Materiel Officer

WRMNCO—War Reserve Materiel Non-Commissioned Officer

WRSA—War Reserve Stocks for Allies

WSEP—Weapons System Evaluation Program

WSN—Weapon Stock Number

Terms

Abbreviated WSN—A truncated WSN consisting of the CRWC and the last three digits of S/N (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.

Base Support Plan (BSP)—Primarily developed for main operating bases or collocated operating bases (COBs) with a permanent AF presence. BSPs are prepared in two parts:

BSP Part I. The BSP Part I identifies resources and capabilities at a FOL by functional area.

BSP Part II. The BSP Part II allocates BSP Part I resources and identifies LIMFACs and/or shortfalls to support a specific OPLAN. Part II development is normally synchronized to support the adaptive planning cycle and publication of supporting plans. (Ref: AFI 10—404)

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 commands, 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 a given weapon.

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 CCDR at the strategic level. The staff does not duplicate the functions of the 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 OPLANs; 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.

Contractor Possessed Munitions (CPM) module—Application developed to provide a short term solution to mitigate loss of reporting and visibility when Air Force owned munitions are shipped to contractors for repair, modification, maintenance, or loan. Permanent solutions and capabilities to achieve and accountable and auditable transaction history of contractor possessed munitions are being developed.

Conventional Munition— This term is defined within AFPD 21-2, *Munitions*. Throughout this AFI, the term "munition" refers to this definition. 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 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 code assigned to DoD personal property indicating the degree of required physical destruction, items requiring specialized capabilities or procedures, and items that do not require demilitarization but may require trade security controls.

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 is the total weight of the end item (i.e., the drop ton weight for a GBU-24 includes the weight of the bomb body, airfoil 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 based on a site survey to meet contingency needs. (Ref: AFI 10-404).

Expeditionary Site Survey Process (ESSP)—Defines the resources and capabilities to be documented in the Base Support Plan (BSP) Part I, and an analysis of the information facilitates resource allocation in BSP Part II of the plan. Site surveys are accomplished during contingency and crisis action planning. (Ref: AFI 10-404)

FB—First two positions of the DoDAAC designating a 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.

Foreign National—Any person who is neither a citizen nor national of the United States nor an

immigrant alien. Also referred to as a non—United States national.

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 OPLAN 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 HAF to furnish support to a tenant unit.

Installation Emergency Management Plan—The IEMP 10-2 provides comprehensive guidance for an emergency response to physical threats resulting from major accidents, natural disasters, severe weather events, conventional attacks, terrorist attacks, and CBRNE attacks. Using the Air Force template as a foundation, all installations must develop an IEMP 10-2 that addresses the hazards and physical threats to their base as defined in the All Hazards Risk Management Process.

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 MAJCOM—A type of MAJCOM that consolidates responsibilities for a particular function in a single MAJCOM, supporting the entire Air Force as applicable. For example, Air Education and Training Command is the Lead MAJCOM for education and training. (Ref: AFI 38-101)

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 Assessment 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 (WMP-4), and to produce the 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.

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 DoD 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 Accountable Systems Officer (MASO)—The Accountable Property Officer (APO) as defined in AFI 23-111 for all assets managed on the Combat Ammunition System (CAS) Accountable Property System of Record (APSR).

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.

Munitions Storage Area (MSA)—All structures and facilities used to store conventional munitions controlled by the Munitions Flight Chief/Superintendent and MASO. MSA includes any facilities/structures used for the storage of conventional munitions within a Weapons Storage Area or other GSUs/locations.

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 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 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 OPLAN 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 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 provide 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 CCDRs 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 CCDR'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—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.

Safe Haven—On-installation parking for emergency situations such as, but not limited to, vehicle breakdown, driver illness, terrorist or criminal suspicious activity, civil disturbance, or natural disaster.

Secure Hold—On-installation parking for after-hours AA&E arrivals during non-emergency circumstances.

Service Life—The length of time an item can remain in an operating configuration or in actual usage, or as directed by item TO 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 Package (STAMP)—A logistics entity consisting of a prescribed quantity of optimized conventional munitions drawn from WRM assets. STAMP is stored in CONUS as an air-transportable package, and is designed as initial support for a particular munition/missile 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.

Stock Record Account—DOD Definition: A basic record showing by item the receipt and issuance of property, the balances on hand and such other identifying or stock control data as may be required by proper authority.

Support Equipment (SE)—Powered and non-powered Aerospace Ground Equipment (AGE) (i.e., MOLTS); industrial plant equipment (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 TO 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 WRM requirements.

Training Business Area (TBA)—A Net Centric, GCSS-AF Integrated Framework 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 AFCFMs, 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 OPLAN, 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 OPLAN. 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 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:

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 OPLAN. 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 HAF 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 Distribution Objective (WCDO)—A document providing WRM prepositioning requirements for selected war consumables for support of the wartime activities.

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.

Weapon Stock Number (WSN)—14 digit unique number generated by CAS. It is comprised of the 5-digit CRWC, 4-digit Base DoDAAC and a 5-digit S/N. It is the NSN equivalent for a complete round. ***EXAMPLE:*** BL2CM484600001.

Attachment 2

OFF-LINE PROCESSING (POST-POST)

A2.1. Off-Line Processing (Post-Post) Procedures: These procedures are only used when CAS is off-line and not available to munitions users to process CAS transactions. Additionally, CAS Post-Post procedures may be used during training or exercises to practice Post-Post procedures.

Note: With the exception of maintaining certain electronic/printed reports, there is no intent for units to follow CAS Post-Post procedures on a day-to-day basis.

A2.2. The following reports will be maintained electronically or printed at all times:

A2.2.1. *Asset Balance Report* (AM501A) – Weekly. **(T-2)**.

A2.2.2. *Asset Balance Report - Periodic* (AM573A) – Weekly. **(T-2).**

A2.2.3. *Custody Account Listing* (AM507A) – Weekly. **(T-2).**

A2.2.4. *DIFM Status Report* (AM535A) – Weekly. **(T-2).**

A2.2.5. *Storage Location Report* (AM567A) – Weekly. **(T-2).**

A2.2.6. *Print Document List* (AME02A) – Weekly. **(T-2).**

A2.2.7. *Asset Level Listing* (AMG08A) – Weekly. **(T-2).**

A2.2.8. *Requisition Status List* (AMI05A) – Bi-weekly. **(T-2).**

A2.2.9. *Due-Out Validation List* (AMI06A) – Weekly. **(T-2).**

A2.2.10. *Base Information File* (BIF) Report (AMB16A) – Semi-annually. **(T-2).**

A2.2.11. *Complete Round Build-Up Report* (AM249A) – As required. **(T-2)**.

A2.3. The Munitions Operations Element. Is the central document control collection point during CAS downtime.

A2.4. Receipts. During Post-Post operations:

A2.4.1. Munitions Operations:

A2.4.1.1. In-checks incoming shipments against receipt documentation to verify accuracy of the NSN, quantity, CC, TCN, lot, and S/N against shipping documentation.

A2.4.1.2. Updates the Asset Balance Report with a goal of processing within 1-hour.

A2.4.1.3. Reviews requisition book to determine if assets received were backordered and should be issued to a specific custody account.

A2.4.1.4. Conducts Quality Control (QC) of documents for filing in the permanent document files and files document into Post-Post files.

A2.4.2. Munitions Inspectors:

A2.4.2.1. Conducts receiving inspections within 30-calendar days.

A2.4.2.2. Contact Munitions Operations about any quantity discrepancy and forward a copy of the AFTO Form 102.

A2.4.2.3. Forward the “DOCUMENT CONTROL” copy of the receipt document to Munitions Operations.

A2.5. Shipments. During Post-Post operations:

A2.5.1. Munitions Operations:

A2.5.1.1. Reviews the Asset Balance Report and Asset Level Listing to verify availability upon receipt of disposition or redistribution instructions from higher headquarters.

A2.5.1.2. Coordinates with Inspection to select lot or S/N of items to ship.

A2.5.1.3. Changes Asset Balance Report to reflect items as pending shipment.

A2.5.1.4. Creates manual shipping documents (DD Form 1348-1A) in four copies.

A2.5.1.5. Stamps original copies of shipping documents "DOCUMENT CONTROL.” If shipment is an ADR, annotates the ADR number from CAS on shipment documents. Forwards documents for scheduling.

A2.5.1.6. For Priority 02 shipments, prepare assets at the earliest opportunity.

A2.5.1.7. Files documents in Post-Post files.

A2.5.2. Munitions Inspectors:

A2.5.2.1. Perform Shipping Inspections on assets to be shipped. Sign documents and forward to Munitions Operations or the flight Shipment function.

A2.5.2.2. Provides a copy of shipping documents to the Deployment and Distribution Flight (formerly TMO) for booking. Hand-carry Priority 02 shipments to the Deployment and Distribution Flight.

A2.5.2.3. Places the original document in an awaiting shipment folder in the Munitions Operations element or responsible shipment function.

A2.5.2.4. Upon notification by the Deployment and Distribution Flight that a shipment is ready for departure, physically accompany Deployment and Distribution Flight personnel to the appropriate structure to load the shipment.

A2.5.2.5. Upon validating the munitions offered for shipment match the shipping document, acknowledges receipt of munitions for shipment from by the TMO representative who provides a signed copy of the shipping document to the munitions inspector.

A2.5.2.6. Updates the Asset Balance Report to reflect items have departed station.

A2.6. Issues. During Post-Post operations:

A2.6.1. Munitions Operations:

A2.6.1.1. Receives the original copy of issue requests from initiators.

A2.6.1.2. Coordinates with inspectors to select lot or S/N of item being issued.

A2.6.1.3. Logs and assigns document number from Post-Post issue log.

A2.6.1.4. Changes on-hand quantity on the Custody Account Listing.

A2.6.1.5. Changes the Asset Balance Report to reflect issue.

A2.6.1.6. Uses the custodian generated issue request as the Post-Post Issue Document and forwards to applicable agencies.

A2.6.2. Storage:

A2.6.2.1. Pulls items from storage and deliver to Inspection.

A2.6.2.2. Stores excess items and courtesy stores issued items.

A2.6.3. Munitions Inspection:

A2.6.3.1. Schedules Pre-Issue Inspections.

A2.6.3.2. Performs Pre-Issue Inspection, verifies AF Form 68 before releasing assets, and has the custodian sign for the assets.

A2.6.3.3. Forwards a copy of the issue document to Munitions Operations.

A2.6.4. Munitions Operations: Files document in Post-Post files.

A2.7. Component Replacement/Base Stock Repair Issues. During Post-Post operations:

A2.7.1. The Requesting element:

A2.7.1.1. Provides Munitions Operations with information on required item such as NSN, Noun, Quantity and assigned JCN.

A2.7.1.2. Annotates S/Ns (if applicable) and validates personnel sign consumption issue documents to receipt for items.

A2.7.2. Munitions Operations:

A2.7.2.1. Reviews all munitions requests for on-hand availability using the *Asset Balance Report* (AM501A). If assets are not available, refer to **paragraph 7.7** for requisition requirements.

A2.7.2.2. Logs and assigns document numbers from the Post-Post issue log.

A2.7.2.3. Changes the on-hand quantity on Asset Balance Report.

A2.7.2.4. Uses element requests (email) as the issue document.

A2.7.2.5. Files documents in Post-Post files.

A2.8. CR Assembly/Disassembly. During Post-Post operations:

A2.8.1. Production element: Annotates component information on AF IMT 4331 and forwards to Munitions Operations.

A2.8.2. Munitions Operations:

A2.8.2.1. Annotates Asset Balance Report to reflect increases/decreases.

Note: It is recommended to annotate the abbreviated CRWC adjacent to the affected NSNs.

A2.8.2.2. Files documents in Post-Post files.

A2.9. Custody Munitions Expenditures. During Post-Post operations, Munitions Operations:

A2.9.1. Reviews expenditure requests for completeness and authorization.

A2.9.2. Annotates custody account listings with expenditure and decreases on-hand quantities.

A2.9.3. Files documents in Post-Post files.

A2.10. Flightline Expenditures. During Post-Post operations:

A2.10.1. Munitions Control:

A2.10.1.1. Communicates movements and expenditures with the Weapons Expediter.

A2.10.1.2. Logs expenditures on AF IMT 4331.

A2.10.1.3. Verifies expenditures with AF IMT 2434, adjusts quantities, and initials.

A2.10.1.4. Submits AF IMT 4331 and AF IMT 2434 to Munitions Operations for validation and processing.

A2.10.2. Weapons Expeditor:

A2.10.2.1. Communicates all movements, loading/unloading, and expenditures to Munitions Control.

A2.10.2.2. Documents aircraft configuration and expenditures using AF IMT 2434. Forwards to Munitions Control periodically and between aircraft goes.

A2.10.3. Conventional Maintenance:

A2.10.3.1. Logs expenditures on AF IMT 4331 for Chaff, Flare, and 20mm as they are processed and reconciled.

A2.10.3.2. Submits AF IMT 4331 to Munitions Operations for consolidation and processing.

A2.10.4. Munitions Operations:

A2.10.4.1. Annotates expenditures in the Post-Post log.

A2.10.4.2. Changes Asset Balance Report, temporary WSN cross-reference log, and CR Built Listing.

A2.10.4.3. Files documents in Post-Post files.

A2.11. Munitions Turn-In (Custody/CAD/PAD). During Post-Post operations:

A2.11.1. Munitions Operations:

A2.11.1.1. Receives turn-in request documents from initiators.

A2.11.1.2. Reviews turn-in requests for completeness and accuracy. If item is a DIFM return, annotates the date item was returned on the DIFM listing. If item is custody, updates the Custody Account Listing.

A2.11.1.3. Forwards documents to the Inspection element.

A2.11.2. Munitions Inspection:

A2.11.2.1. In-checks and signs/dates turn-in request documents and provides a copy to the custodian.

A2.11.2.2. Inspectors complete the RMI and forwards documents to the Munitions Operations element.

A2.11.3. Munitions Operations:

A2.11.3.1. Logs the turn-in request in the Post-Post turn-in log.

A2.11.3.2. Changes the Asset Balance Report.

A2.11.3.3. Files documents in Post-Post files.

A2.12. Base Stock Munitions Turn-In. During Post-Post operations:

A2.12.1. Munitions Inspectors:

A2.12.1.1. Complete AFTO Forms 102.

A2.12.1.2. Annotates "Organizational Turn-in" (ORG TIN) in remarks section of AFTO Form 102 if the turn-in is a result of a component removal from AUR, items are removed from container, or the origin is known.

A2.12.1.3. Annotates "Found on Base" in remarks section of AFTO Form 102 if the origin of the turn-in asset cannot be determined and forwards to the MASO for approval and determination of inventory requirements before processing.

A2.12.1.4. Forwards a copy of the AFTO Form 102 to Munitions Operations.

A2.12.2. MASO: Makes final decision on whether to process FOB in Post-Post mode or after Post-Post recovery is completed.

A2.12.3. Munitions Operations:

A2.12.3.1. Logs the AFTO Form 102 in the Post-Post turn-in log.

A2.12.3.2. Changes information on the Asset Balance Report.

A2.12.3.3. Files documents in Post-Post files.

A2.13. Requisitions. When CAS is unavailable, units 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**.).

A2.14. Post-Post Recovery. The intent of Post-Post recovery is not to process every asset movement action that occurred during off-line processing. Rather, the ultimate focus is to update CAS records to match the current physical location of assets when CAS comes back on-line. Post-post processing of every intermediate non-accountable transaction in sequence (e.g., movements) serves no useful purpose. When post-post procedures and recovery are implemented:

A2.14.1. The MASO establish the recovery team.

A2.14.2. Complete and process Post-Post documents in CAS prior to returning to normal CAS operations. Process Post-Post documents in the following order:

A2.14.2.1. Receipts. Cross-reference all document numbers in the document control report against the Post-Post receipt log to verify all transactions were processed correctly.

A2.14.2.2. CR Assembly/Disassembly. Process Post-Post CR assembly/disassembly information captured on AF IMT 4331 utilizing *Complete Round Buildup* (AMJ01) or *Complete Round Teardown* (AMJ02) screens in CAS. Cross-reference CAS produced WSN with the AF IMT 4331 WSN. Verify all transactions were processed correctly by using *Complete Round Build-Up Report* (AM249).

A2.14.2.3. Turn-ins. Cross-reference all document numbers in the document control report against the Post-Post turn-in log to verify all transactions were processed correctly.

A2.14.2.4. Issues. Process Post-Post issue in CAS and attach issue requests to the Document Control copy of the CAS generated issue documents. There is no need to obtain signatures from the inspector or custodian on CAS produced Post-Post issue documents. Forward a copy of CAS produced Post-Post issue documents to custodians for their records.

A2.14.2.5. Expenditures. Process expenditures in CAS and annotate "PROCESSED" in the top margin of the AF IMT 4331.

A2.14.2.6. Shipments. Process shipments in CAS, stamp "DOCUMENT CONTROL" on the original copy, and attach Post-Post copy to the CAS generated document.

A2.14.2.7. Movements. Process all remaining actions including movements conducted to support maintenance, inspection, or rewarehousing actions (as necessary/required).

A2.14.3. MASO: Conducts a special inventory of all affected assets or 100-percent inventory.

Attachment 3

INVENTORY REQUIREMENTS AND PROCEDURES

A3.1. General Inventory Guidelines.

A3.1.1. The MASO will not document physical counts of assets or process count reconciliations into CAS. **(T-0)**.

A3.1.2. Inventory count team members and team chiefs will not process count reconciliations into CAS. **(T-0)**.

A3.1.3. Inventory count team members and team chiefs will not conduct recounts of the same assets or facilities they originally counted. **(T-0)**.

A3.1.4. Inventory reconcilers (e.g., personnel who input inventory counts into CAS) will not conduct counts/recounts for the duration of any inventory they are reconciling. **(T-0)**.

A3.2. Inventory Responsibilities.

A3.2.1. **MASO.** The MASO shall:

A3.2.1.1. Appoint an NWRM Inventory Officer if not appointed by the Commander IAW **paragraph 2.4.5**. **(T-1)**.

A3.2.1.2. Brief the Verifying Individual(s) on responsibilities for conducting inventories for CAS-managed NWRM assets. **(T-1)**.

A3.2.1.3. Brief the Audit Officer on their responsibilities for conducting the audit of CAS-managed NWRM prior to the start of the NWRM audit. **(T-1)**. Use AFI 20-110, Attachment 3 checklist as a briefing guide and review the checklist with the Audit Officer, provide examples of relevant audit documents, and answer any questions. **(T-1)**.

A3.2.1.4. Provide adequate resources to Inventory Teams to balance the needs of the unit's mission with the need to complete the inventory accurately, properly, and efficiently. **(T-3)**.

A3.2.1.5. Identify augmentation and training requirements to the unit Commander when unit resources are inadequate to accurately, properly, and efficiently conduct inventories. **(T-2)**.

A3.2.1.6. Ensure inventories are conducted IAW **paragraph A3.3**. **(T-1)**.

A3.2.1.7. Publish inventory dates in available base media such as bulletins, e-mail to customers, or SharePoint® sites to make munitions users aware of the inventory. **(T-3)**.

A3.2.1.8. Forward the NWRM Certificate of Audit and attached NWRM Audit Checklist provided by the NWRM Audit Officer to the MAJCOM NWRM POC and the MASO appointing authority. **(T-1)**.

A3.2.1.9. Provide the MASO appointing authority with a memorandum that describes the results of NWRM assets inventoried during semi-annual inventories. **(T-1)**.

A3.2.2. **Munitions Operations Element NCOIC.** During stock record account inventories, the Munitions Operations Element NCOIC shall:

A3.2.2.1. Establish a document cut-off date/time for processing documents/movements prior to generating an inventory in CAS. **(T-1)**.

A3.2.2.2. Brief all inventory team members, team chiefs, and reconcilers on proper inventory documentation procedures, roles, and responsibilities. **(T-1)**.

A3.2.2.3. Develop, sign, and date a memorandum, prior to the inventory **(T-1)**, that includes the following:

A3.2.2.3.1. Expected duration of the inventory. **(T-1)**.

A3.2.2.3.2. Identity of the following by name, grade, and organization:

A3.2.2.3.2.1. Appointed MASO for the inventory. **(T-1)**.

A3.2.2.3.2.2. Assigned Munitions Operations element personnel (or other trained and appointed personnel) to reconcile the inventory. **(T-1)**.

A3.2.2.3.2.3. Assigned inventory count team chiefs to oversee inventory counts. Any personnel changes/replacements during the inventory period shall be documented. **(T-1)**.

A3.2.2.3.3. A statement indicating the inventory count reconcilers, count team members, and count team chiefs have been briefed on their responsibilities. **(T-1)**.

A3.2.3. **Inventory Officer.** An Inventory Officer is only required for inventories involving NWRM assets. The Inventory Officer(s) provide visual verification of NWRM during semi-annual inventories. The inventory officer will be a US citizen, a US military officer/non-commissioned officer (7-Level) or above, or a Department of the Air Force (DAF) civilian in the grade of GS-9 or higher and must have CAS management experience. **(T-1)**. The MASO will not be appointed as the inventory officer. **(T-1)** The Inventory Officer shall:

A3.2.3.1. Verify accuracy of inventory counts visually for all NWRM assets. **(T-1)**.

A3.2.3.2. Ensure banded, crated and/or sealed assets showing no signs of tampering are not opened for inventory purposes. **(T-1)**.

A3.2.3.3. Ensure NWRM component S/N or UII is obtained from the exterior packaging or tag (e.g., DD Form 1500 series), to include any leading alpha character and zeroes. **(T-1)**.

A3.2.3.4. Sign the inventory count cards or CAS inventory count sheets along with the individuals conducting the actual counts. **(T-0)**.

A3.2.4. **Verifying Individual.** Appointed IAW **paragraph 2.1.4** for NWRM assets inventoried during semi-annual inventories. **(T-0)**. The Verifying Individual shall:

A3.2.4.1. Verify accuracy of inventory counts visually for all NWRM assets. **(T-1)**.

A3.2.4.2. Sign the inventory count sheets. **(T-1)**.

A3.2.4.3. If also appointed as the Audit Officer, complete NWRM audit requirements IAW **paragraph 3.4.7.5**. **(T-1)**.

A3.2.5. **Inventory Team Chief.** During stock record account inventories, the Inventory Team Chief shall:

A3.2.5.1. Task team member(s) to sign out key(s) for assigned structure(s). **(T-1)**.

A3.2.5.2. Ensure all assets in each structure are properly counted and recorded on count sheets using only CAS generated, manual, or digital count sheets. **(T-1)**.

A3.2.5.3. Separately document and compile other stockpile discrepancies (banding, broken boxes, etc.). **(T-2)**.

A3.2.5.4. Ensure two personnel perform all physical inventory counts and both personnel legibly print name, date, and sign each count sheet. **(T-1)**.

A3.2.5.5. Deliver all CAS generated, manual, or digital count sheets and the stockpile discrepancy list to the Munitions Operations element immediately after counts are completed. **(T-1)**.

A3.2.6. **Inventory Team Members.** During stock record account inventories, the Inventory Team Members shall:

A3.2.6.1. Notify team chief of all discrepancies or safety concerns. **(T-1)**.

A3.2.6.2. Legibly document inventory counts on CAS generated, manual, or digital count sheets. **(T-1)**. Legibly print name, date, and sign each count sheet immediately after the count is conducted. **(T-1)**.

A3.2.6.3. Return all signed CAS generated, manual, or digital count sheets and documented discrepancy sheets to the assigned inventory count team chief immediately after counts are conducted. **(T-1)**.

A3.2.7. **Inventory Reconciler.** During stock record account inventories, the Inventory Reconciler shall:

A3.2.7.1. Select appropriate inventory in CAS and create or print CAS generated, manual, or digital count sheets. **(T-1)**.

A3.2.7.2. Assign structures and provide CAS generated, manual, or digital count sheets to the appropriate inventory team chiefs. **(T-1)**.

A3.2.7.3. Compile documented stockpile discrepancies as listed in **paragraph A3.4.11** into an Inventory Discrepancy Memorandum to be included in the inventory package. **(T-2)**.

A3.2.7.4. Process count data upon receipt of properly completed and signed inventory count sheets turned in by the inventory team chief. **(T-1)**. Account for all inventory sheets and reconcile all associated CAS records. **(T-1)**.

A3.2.7.5. Perform a quality review of the submitted count sheets to verify all administrative requirements are met to include legibly printed names, dates, and signatures on each count sheet. **(T-1)**.

A3.2.7.6. Notify the MASO of discrepancies found by inventory count teams. **(T-1)**.

A3.2.7.7. Compile inventory package upon completion of the inventory, to include all documented discrepancies and provide to the MASO. **(T-1)**. The following will be included in the inventory package:

A3.2.7.7.1. Inventory Officer, Verifying Individual, and Audit Officer appointment letter(s) (for semi-annual inventories that involve NWRM assets). **(T-1)**.

A3.2.7.7.2. Munitions Operations element NCOIC memorandum with all information required by **paragraph A3.2.2.3**. **(T-1)**.

A3.2.7.7.3. All inventory count sheets; CAS *Inventory Count Listing* (AM427G), manual, or digital. **(T-1)**.

A3.2.7.7.4. Discrepancy memorandum. **(T-1)**.

A3.2.7.7.5. CAS Inventory Complete Report (AM427A) (if required). **(T-1)**.

A3.2.7.7.6. All locally produced documents used during the inventory. **(T-1)**.

A3.2.7.7.7. Certificate of audit and audit checklist for NWRM assets inventoried during semi-annual inventories. **(T-1)**.

A3.3. General Inventory Procedures.

A3.3.1. Utilize CAS inventory procedures and system generated products (as applicable).

A3.3.2. Submit waiver requests to inventory months, through the chain of command to the appropriate waiver tier authority IAW AFI 33-360. **(T-1)**. Waiver requests must state the impact on the unit or supporting rationale and will be submitted NLT 45 calendar days prior to the scheduled inventory start date. **(T-1)**.

A3.3.3. Stockpile and CR inventories may be run simultaneously. The MASO will ensure both inventories have all required documentation and are filed in the same inventory package. **(T-1)**.

A3.3.4. During inventories, minimize account transactions by only processing emergency requests submitted in writing and approved by the group commander (or equivalent).

A3.3.5. The account or specific assets being inventoried should be frozen before conducting physical counts.

A3.3.6. Inventories will be performed and recorded utilizing only CAS generated, digital, or manual inventory count sheets. **(T-1)**. Print CAS generated count sheets or create digital or manual count sheets and provide to the appropriate count team chief. **(T-1)**. Automated- or direct-input methods will not be used to process/record munitions inventories. **(T-1)**. Only use remote input with CAS generated, manual, or digital count sheets. **(T-1)**.

A3.3.6.1. Digital count sheets and digital signatures meet the intent of print, sign, and date requirements when their use meets the following criteria. **(T-1)**. If used, digital count sheets will not be recreated or transposed from manual counts sheets, and then dated and signed. **(T-1)**. Counts must be entered directly to the digital count sheet, dated, and signed when the counts actually occur. **(T-1)**.

A3.3.6.2. All changes, marks, or amendments to a count sheet for any reason will be annotated in the “Remarks” column. **(T-1)**. All changes will include the legible name of person making the change, initials, date, and reason for the change (corrected count, entered in error, inventoried asset not on count sheet, etc.). **(T-1)**.

A3.3.7. Except for Special and 10-percent inventories, all assets in each structure will be documented on the count sheet for the stock record account being inventoried. **(T-1)**. The following data will be recorded on the count sheet:

A3.3.7.1. NSN. **(T-1)**.

A3.3.7.2. Lot Number/S/N (when serial controlled). **(T-1)**.

A3.3.7.3. CC. **(T-1)**.

A3.3.7.4. Quantity. **(T-1)**.

A3.3.7.5. Location. **(T-1)**.

A3.3.8. If a physical recount is required, inventory recounts will be conducted by a different count team and team members. **(T-1)**.

A3.3.9. The inventory reconciler will update CAS upon return of inventory count sheets. **(T-1)**. If inventory count discrepancies exist, the reconciler will re-enter the quantities from the count sheets to verify they were entered accurately. **(T-1)**. If inventory count discrepancies still exist, the reconciler will generate inventory recount sheets. **(T-1)**.

A3.3.10. Only open containers, to include "LITE" boxes, when:

A3.3.10.1. Evidence of pilferage or forced entry exists. **(T-0)**.

A3.3.10.2. Quantity and other identification data on the container appear illegible. **(T-0)**.

A3.3.10.3. Assets require S/N validation. **(T-0)**.

A3.3.10.4. An unresolved inventory discrepancy requires performance of a quantity verification. **(T-1)**.

A3.4. Stock Record Account Inventories. There are three types of stock record account inventories. The Annual, Semi-annual, and Perpetual Inventory; Monthly 10-percent Inventory; and the Change of MASO inventory. These inventories validate the physical inventory control process and accuracy of accountable records by reconciling NSN, quantity, lot number, S/N (when serial controlled), CC, and location. Additionally, these inventories validate materiel accountability procedures have been properly executed IAW DoDI 5000.64, *Accountability and Management of DoD Equipment and Other Accountable Property* and DoDM 5100.76. For stock record account inventories, the MASO will ensure:

A3.4.1. All required DoDAAC stock inventories are initiated and performed using the CAS *Inventory Program* (AM427). **(T-0)**.

Note: The MASO may initiate non-required special inventories at their discretion.

A3.4.2. Stock record account inventories shall include:

A3.4.2.1. All stock record account assets (serviceable and unserviceable). **(T-0)**.

A3.4.2.2. All CR or WSN assets on stock or custody accounts (if applicable). **(T-0)**.

Exception: Inventory of CR and WSN does not apply to 10-percent inventories.

A3.4.2.3. NWRM: Refer to **paragraph A3.4.7.4** for NWRM inventory procedures. **(T-0)**.

A3.4.3. The following items will be reconciled and validated at least semi-annually, in March and September, when units conduct semi-annual or perpetual inventories; or during the annual inventory for depot accounts:

A3.4.3.1. All CC-E and CC-G assets in the stockpile have outstanding AWM/AWP work orders assigned to them. **(T-2)**.

A3.4.3.2. ADR records against CC tags. **(T-2)**.

A3.4.3.3. CAS and TMRS records by NSN, quantity, and CC. **(T-1)**. Use the *Asset Balance Report* (AM501A) along with TMRS Database Records Count for AURs and Unassembled Components Reports by NSN. Document differences to record balances and CCs. The validated TMRS or CAS listings shall be submitted to munitions supervision for review prior to filing by the MASO. **(T-2)**.

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.

A3.4.3.4. CAT Code S levels for empty accountable munitions containers/packaging maintained on base stock. **(T-2)**.

A3.4.4. Annual, Semi-annual, and Perpetual Inventories:

A3.4.4.1. **Annual Inventory:** Except for NWRM, assets stored at collocated operating bases, remote/alternate storage locations, and in depot accounts, may conduct one complete annual wall-to-wall inventory in either March or September.

Exception: Except for NWRM, DoDAAC FV2172 depot stock may be inventoried in April.

A3.4.4.2. **Semi-annual Inventory:** Unless otherwise authorized in this instruction, all semi-annual inventories shall be initiated and conducted in March and September. **(T-1)**.

A3.4.4.2.1. Except for NWRM, at OCONUS deployed and 12-month short-tour locations, the most recent Change of MASO inventory may be used to satisfy the next semi-annual inventory requirement. The MASO shall ensure no more than 6 months elapses between any consecutive semi-annual or change of MASO inventories. **(T-1)**. ***EXAMPLE:*** For an inventory completed on 1 October, the next inventory must be completed by 30 April.

A3.4.4.2.2. NWRM assets inventoried during semi-annual inventories shall include a visual verification by both the inventory officer and verifying individual. **(T-1)**.

A3.4.4.2.3. SRC I Missiles and Rockets: Munition personnel storing SRC I assets on the stock record account (e.g., post, camp, base, station, installation) shall conduct a 100 percent semi-annual inventory by serial number or UII, IAW DoDM 5100.76. **(T-0)**.

A3.4.4.3. **Perpetual Inventory:** A perpetual inventory is any method that results in counting the entire munitions inventory three times a year. Depot accounts shall count the entire munitions inventory twice a year. **(T-1)**.

A3.4.4.3.1. The perpetual inventory may be accomplished in place of and as a substitute for the annual and/or semi-annual stock record account inventory.

EXAMPLE: Inventory 25-percent of the stock record account monthly (25-percent per month x 12 months = 3 complete inventories).

A3.4.4.3.2. CAS-managed NWRM assets, custody account assets, and non-accountable courtesy storage assets will not be included in the perpetual inventory. **(T-1)**. Inventory these assets as prescribed in semi-annual and custody account inventories (as applicable).

A3.4.4.3.3. **(Added-USAFE)** Perpetual inventories are not authorized in USAFE-AFAFRICA. **(T-2).**

A3.4.5. **Monthly 10-percent Inventory:** This inventory is addition to required semi-annual inventories to identify negative trends between annual/semi-annual stock record account inventories; this inventory ensures all stock assets are inventoried three times annually.

A3.4.5.1. Exclude custody accounts, courtesy storage, and assets stored at collocated operating bases and remote sites/alternate storage locations.

A3.4.5.2. Monthly 10-percent inventories are not required when utilizing a perpetual inventory cycle.

A3.4.5.3. A 10-percent monthly inventory shall be conducted of the stock record account (to include depot accounts), except during months when a 100-percent stock record account inventory is conducted (e.g., March and September). **(T-1)**.

A3.4.5.3.1. Conduct Monthly 10-percent inventories using the CAS 10-percent Inventory process 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".

A3.4.5.3.2. AWM/AWP records/status shall be validated for all line items selected for the 10-percent inventory. **(T-2)**.

A3.4.6. **Change of MASO Inventory:** This 100-percent inventory enables the outgoing and incoming MASO to jointly review and validate results of the physical inventory of the stock record account.

A3.4.6.1. Each time a new MASO is appointed, the incoming and outgoing MASO will conduct a 100-percent inventory on the stock record account. **(T-1)**.

A3.4.6.2. This inventory excludes custody account and courtesy stored assets. Conduct the Change of MASO inventory IAW semi-annual inventory procedures.

A3.4.6.3. For NWRM, an Inventory Officer/Verifying Officials are not required if the Change of MASO inventory does not occur during the scheduled Semi-annual inventory months.

A3.4.7. **Additional Stock Record Account Inventory Guidelines.** The following requirements apply to all stock record account inventories (Annual, Semi-annual, and Perpetual Inventory; Monthly 10-percent Inventory; and the Change of MASO inventory):

A3.4.7.1. **Complete Round (CR) Inventories.** To minimize interruption to flightline operations, the MASO may direct the CR 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.

A3.4.7.2. **Sealed Structure Inventory Procedures.** The appointed Inventory Team Chief shall verify the inventory of munitions initially stored in sealed structures, to include intermodal containers. **(T-1)**.

A3.4.7.2.1. After 100-percent inventory of a structure to be sealed, the Inventory Team Chief shall apply serial-numbered seals to the doors of those structures. **(T-1)**. The structure number, seal number, and the date the seal was applied will be documented on the CAS generated, manual, or digital count sheet. **(T-1)**. The Inventory Team Chief shall validate this information and sign the count sheets for the 'sealed' structure. **(T-1)**.

A3.4.7.2.2. Sealed structures (to include sealed ISO containers) not opened since the last inventory, are not required to be opened for semi-annual, monthly 10-percent, or change of MASO inventories. Sealed structures need not be inventoried again until the structure seals are broken for any reason. Upon breaking of seals, a complete inventory of the structure will be conducted. **(T-1)**. Inventory of sealed structures is at the discretion of the current MASO or on-coming MASO.

A3.4.7.2.3. Inventory documentation shall be retained IAW the Air Force RDS in AFRIMS, this attachment, and **Attachment 5**. **(T-1)**.

A3.4.7.2.4. The MASO should consider that the August 10-percent inventory may have a significantly greater number of NSNs to inventory because it is the last month in the 10-percent inventory cycle and CAS will selected all assets for inventory that have not received a previous 10-percent.

A3.4.7.3. **APF Inventories.** Inventories of APF ISO containers is only required when they are being opened for inspection and during reconstitution. Structure seals will be validated during 10-percent inventories involving APF assets and all semi-annual and change of MASO inventories. **(T-1)**. A physical inventory will not be conducted at the time of transfer of the APF account. **(T-1)**.

A3.4.7.4. **NWRM Inventory Procedures:** In addition to required inventory processes identified in this instruction for all CAS-managed assets, the following shall apply to all CAS-managed NWRM assets inventoried during semi-annual inventories:

A3.4.7.4.1. Units with CAS-managed NWRM assets that also use the Semi-annual Inventory Report (SIR) process IAW TO 11N-100-3150, *Joint Reporting Structure* to include supported geographically separated units, may conduct NWRM inventories in conjunction with the SIR or conduct them in March and September in conjunction with the semi-annual inventory.

A3.4.7.4.2. Requests to change a unit's SIR month will be processed IAW AFI 21-203. **(T-1).**

A3.4.7.4.3. Units that do not conduct a SIR IAW TO 11N-100-3150 shall inventory NWRM assets in conjunction with the CAS semi-annual inventory during the months of March and September. **(T-1)**.

A3.4.7.4.4. All NWRM inventories will be conducted by S/N and/or UII. **(T-1)**.

A3.4.7.4.5. When a container must be opened to validate NWRM assets, qualified personnel appointed in writing IAW **paragraph 2.4.5,** shall inspect the NWRM to verify the identity, quantity, and S/Ns. **(T-1)**.

A3.4.7.4.6. Installed NWRM not on CAS record (e.g., DIFM issued or installed prior to CAS management) are not subject to semi-annual NWRM inventory requirements until the end item is disassembled and picked up on the CAS stock record account.

A3.4.7.4.7. DIFM issued NWRM assets disassembled for and in on-going maintenance processing IAW **paragraph 7.1.6.3** shall be inventoried IAW the stock record and custody account inventory procedures IAW this attachment. **(T-1)**.

A3.4.7.5. **NWRM Audit Procedures:** The Verifying Individual/Audit Officer shall:

A3.4.7.5.1. Review the previous audit report. **(T-1)**. During the audit, shall place special emphasis on ensuring all previously noted discrepancies were corrected. **(T-1)**.

A3.4.7.5.2. Review document registers/transaction histories and inventory all documents created since the last audit to verify all documents are on file. **(T-1)**. All documents on file shall either be original documents (paper or electronic) or certified true copies of original documents. **(T-1)**.

A3.4.7.5.3. Review a 10-percent representative sample of all shipping, receipt, issue and turn-in documents since the last audit for all NWRM. **(T-1)**. The review shall include:

A3.4.7.5.3.1. Validation of document preparation and only authorized personnel signed for the items identified on the documents. **(T-1)**.

A3.4.7.5.3.2. Validation of NWRM S/Ns posted on all documents. **(T-1)**. If the reviewer deems it necessary, or when directed by local authorities or higher headquarters, a 100-percent audit may be performed in cases where serious inaccuracies or irregularities exist; or where an adequate audit trail does not exist. The audit may result in a requirement for a 100-percent inventory to reestablish accountability.

A3.4.7.6. **NWRM Audit Documentation:** Upon completion of the NWRM audit, the Audit Officer shall:

A3.4.7.6.1. Prepare a "Certificate of Audit" using the format in AFI 20-110. **(T-1)**.

A3.4.7.6.2. Attach a copy of the completed NWRM Audit Checklist from AFI 20-110 to the certificate. **(T-1)**.

A3.4.7.6.3. Distribute the signed Certificate of Audit and Audit Checklist to the MASO who will forward to the MASO Appointing Authority and MAJCOM NWRM POC. **(T-1)**.

A3.4.8. Special Inventories:

A3.4.8.1. Conduct Special inventories as directed by the MASO, Commander, or higher headquarters.

A3.4.8.2. If there are any signs of damage or tampering during receipt and in check of SRC I and II AA&E, and classified AA&E shipments, including NWRM assets, an immediate Special inventory will be conducted DoDM 5100.76 to verify quantities received and to determine extent of any damage or tampering. **(T-0)**.

A3.4.9. **Clearing Stock Record Account Inventories:**

A3.4.9.1. All required transactions (inventory counts, recounts, IADs, etc.) will be processed to clear all annual, semi-annual, and perpetual stock record account inventories in CAS by the last day of the month in which the inventory is conducted. **(T-1)**.

A3.4.9.2. All required transactions (inventory counts, recounts, IADs, etc.) will be processed to clear all 10-percent and change of MASO inventories in CAS within 30 calendar days of inventory start (freeze) date. **(T-1)**.

A3.4.9.3. Administrative or supporting documents (e.g., inventory packages) for all stock record account inventories may be filed beyond the end of the inventory month. However, these documents and signature approvals will be obtained and the inventory filed within 30 calendar days of the inventory closeout date. **(T-1)**.

A3.4.9.4. Only process location changes/clear location discrepancies during the *Inventory Process* (AM427A) when there is no change in total asset balance as follows:

Note: This process verifies Net Explosive Weight Quantity Distance (NEWQD) is correct and creation of a CAS transaction audit trail for all movement "from/to" locations.

A3.4.9.4.1. Location changes cannot be updated during the *Inventory Process* (AM427A) unless the entire CAS quantity for a specific location is found to be in the wrong location for a specific Lot and CC. When this condition exists, CAS processes the actual count when entered in the new location from the count sheet.

A3.4.9.4.2. If assets are counted in a structure and there is no CAS record of assets in the structure/location (e.g., not on the count sheet), locate the assets in the CAS generated inventory and reconcile the inventory to reflect what the count team counted in the CAS indicated location. Then, process a movement to the correct location after the inventory is cleared.

EXAMPLE: If CAS does not reflect any assets (0) in a location and 15 each are actually counted in the physical location, annotate on the count sheet what was physically counted. Then, locate the CAS specified structure/location for the 15 each assets on the CAS generated inventory and reconcile to clear the inventory. Then, process a movement for 15 each to the proper CAS location after the inventory is cleared.

A3.4.9.4.3. If the CAS specified location is actually 'split' between two or more locations, the actual locations must be updated after the inventory is cleared.

EXAMPLE: If CAS reflects 15 each in a location, 10 each are counted in the CAS specified location, and 5 each are counted at a different CAS location, annotate on the count sheet(s) what was physically counted. Then, enter 15 in the CAS specified location to clear the inventory and process a movement for 5 to the proper CAS location after the inventory is cleared.

A3.4.9.5. Movements processed using the CAS *Movement Process* (AM104A) to correct asset locations when no overall balance discrepancy exists does not require an IAD package.

A3.4.10. **Stock Record Account Inventory Discrepancies.** All stock record account inventory discrepancies shall be evaluated as follows:

A3.4.10.1. If discrepancies exist after the first count, a recount will be conducted. **(T-1)**. Include checks of the following areas:

A3.4.10.1.1. The inspection/maintenance bay.

A3.4.10.1.2. The transportation holding area (if applicable).

A3.4.10.1.3. The ADR/unserviceable bay.

A3.4.10.1.4. Courtesy storage areas.

A3.4.10.1.5. Any other applicable holding/storage areas not noted above.

A3.4.10.2. If discrepancies still exist after performing the above actions, a second recount shall be conducted with the addition of verifying "LITE" box contents. **(T-1).**

A3.4.10.3. If discrepancies exist after the second recount, perform the following procedures:

A3.4.10.3.1. Process a transaction history on the affected NSN back to the Date of Last Inventory (DOLI).

A3.4.10.3.2. Collect all documents currently out of file and movement control forms for affected NSN, lot, or S/N.

A3.4.10.3.3. Compare source/input documentation against all transactions reflected on the transaction history beginning from the DOLI.

A3.4.10.3.4. Compare all movement control forms against transaction history.

A3.4.10.3.5. Research all custody accounts with the same NSN.

A3.4.10.3.6. Verify assets are not pending transportation.

A3.4.10.4. If the discrepancy still can't be resolved, the MASO must initiate inventory adjustment procedures IAW **paragraph 7.14**. **(T-1)**.

A3.4.11. **Documenting Stock Record Account Inventories.**

A3.4.11.1. All stock record account inventories will be documented on an inventory results memorandum. **(T-1)**. Additionally, the MUNS Supt/Munitions Flight Chief and Squadron Commander shall be briefed on the inventory results. **(T-1)**. Contract munitions organizations shall also brief inventory discrepancies and corrective actions to the Contracting Officer Representative (COR). **(T-1)**.

A3.4.11.2. If a munitions item cannot be initially accounted for (either gain or loss), or is not in the reported/documented location, the MASO will be immediately notified. **(T-1)**. An initial physical search for the asset and research into the asset's transaction history shall be conducted. **(T-0)**. If these actions do not locate the asset, determine the reason for the overage, or 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). The MASO shall report gains/losses IAW the reporting criteria and timelines in DoDM 5100.76, Enclosure 11. **(T-0)**.

A3.4.11.3. Report AA&E, to include CAS-managed NWRM, that is lost, missing, stolen, or recovered IAW DoDM 5100.76, AFI 31-101, this instruction; and AFI 20-110 for NWRM discrepancies. **(T-0)**. IAW AFI 31-401, *Information Security Program Management*, a potential compromise of classified information occurs when an investigating official concludes a compromise of classified information has more than likely occurred as a result of a security incident.

A3.4.11.4. 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.

A3.5. Custody Account Inventories. These inventories include the Quarterly Custody Account Inventory, Annual MASO Custody Account Inventory, Monthly Custody Account Inventories, and any required/directed Special Inventories. Conduct these inventories as follows:

A3.5.1. Consumption Only Accounts: Accounts that have only been issued consumption assets are not required to conduct quarterly or annual inventories. The MASO may direct Special Inventories of these accounts to validate status of delinquent DIFM assets.

A3.5.2. Quarterly Custodian Account Inventory. Custodians shall conduct a physical inventory of all munitions issued to the custody account once every 3 months. **(T-0)**. More frequent inventories may be required. Refer to **paragraph A3.5.4** for Monthly inventory requirements.

A3.5.2.1. When an organization is scheduled to conduct a Quarterly Custodian Inventory, the MASO or designated representative shall generate the inventory in CAS. **(T-1)**.

A3.5.2.2. The MASO will provide the custodian conducting the inventory is with the CAS generated count sheets. **(T-1)**.

A3.5.2.3. Custodians will conduct and document counts on the MASO provided count sheet(s). **(T-1)**.

A3.5.2.3.1. If a recount is required or directed, a different account custodian or other personnel from the custodian's unit will conduct and document re-counts. **(T-1)**.

A3.5.2.3.2. The same individual will not count and then re-count the same assets during any single inventory. **(T-1)**.

A3.5.2.4. NWRM: Semi-annual Worldwide NWRM inventories conducted in March and September satisfy the quarterly custody account inventories for these assets.

A3.5.2.5. SRC I Missiles and Rockets: Unit level custodians shall conduct a 100 percent physical inventory of all SRC I missiles and rockets by S/N or UII IAW DoDM 5100-76. **(T-0)**.

A3.5.2.6. Personal Defense Ammunition: Personal defense ammunition issued for General Officers will be inventoried during the quarterly Combat Arms custody account inventory. **(T-1)**.

A3.5.2.7. ICBM Remote Launch Facilities: Munitions stored at ICBM remote launch facilities will be inventoried during the annual periodic maintenance of the launch facility and/or annual code change operations. **(T-1)**. SRC I assets issued to custody accounts will be inventoried monthly IAW **paragraph A3.5.4,** regardless of storage location. **(T-0)**.

A3.5.2.8. The custodian will return count sheets to the MASO by the required suspense date to reconciled the inventory in CAS within 30 calendar days of date inventory was generated. **(T-2)**.

A3.5.2.9. The MASO will ensure the custody account inventory is reconciled in CAS and a new *Custody Account Listing* (AM507A) is generated which has an updated DOLI reflecting the inventory was conducted and reconciled. **(T-1)**. The *Custody Account Listing* (AM507A) will be placed in the inventory package and routed to the Unit Commander for signature. **(T-1)**.

A3.5.3. **Annual MASO Custody Account Inventory.** The MASO will ensure all accounts with custody assets are inventoried annually by Munitions Operations element personnel. **(T-1)**.

A3.5.3.1. The annual MASO inventory may be conducted in conjunction with and satisfies the quarterly custody account inventory for that quarter.

A3.5.3.1. **(USAFE)** Units will perform 100% inventories on munitions stored at geographically separated munitions storage sites during the annual maintenance visit. **(T-2).**

A3.5.3.2. Except for custody accounts with NWRM, munitions on custody accounts at a GSU or remote locations (e.g., ICBM launch facilities), the Commander over the GSU or remote location custody account will appoint at least two disinterested individuals to perform the annual MASO custody account inventory. **(T-1)**. One of these individuals must be an E-7 or above (or equivalent). **(T-1)**. The MASO will provide the Commander over the GSU or remote location custody account with the most current custody records/listings, associated forms or memorandums, and policy references to include policies for relief from accountability and resolving inventory discrepancies. **(T-1)**.

A3.5.3.3. NWRM: Semi-annual worldwide inventories conducted in March and September, or other directed/authorized period, may be used to satisfy the annual MASO custody account inventories.

A3.5.3.4. ICBM Remote Launch Facilities:

A3.5.3.4.1. Munitions stored at ICBM remote launch facilities will be inventoried during the annual periodic maintenance of the launch facility and/or annual code change operations. **(T-1)**. SRC I assets issued to custody account shall always be inventoried monthly IAW **paragraph A3.5.4**, regardless of storage location. **(T-0)**.

A3.5.3.4.2. Commanders of these type of accounts should consider creating separate custody accounts per Missile Squadron (by launch facility location). This will

support completion of inventory reconciliation within 30 calendar days of the inventory start date.

A3.5.4. **Monthly Custody Account Inventories.** Custody accounts will conduct Monthly inventories of any SRC I missiles and rockets IAW DoDM 5100.76. **(T-0)**.

A3.5.4.1. Conduct a physical inventory of all SRC I missiles and rockets by S/N or UII. **(T-0)**.

A3.5.4.2. Submit results of SRC I inventories to the MASO and immediately notify the MASO of any loss/gain, damage, or inventory discrepancies IAW **paragraph A3.5.7**. **(T-0)**.

A3.5.5. **Special Inventories:** Special inventories shall be conducted as directed by the MASO, commander, or higher headquarters. **(T-1)**.

A3.5.6. Clearing Custody Account Inventories.

A3.5.6.1. All required transactions necessary to clear the inventory (e.g., counts, recounts, IADs) will be processed in CAS within 30 calendar days of the inventory start (freeze) date. **(T-1)**.

A3.5.6.2. Upon completion of the inventory, the account custodian will sign the *Inventory Count Listing* (AM427G). **(T-1)**. The account custodian and unit Commander will sign the current *Custody Account Listing* (AM507A) and submit them to the MASO within 15 calendar days of the date submitted to the account custodian. **(T-1)**.

A3.5.7. **Custody Account Inventory Discrepancies.**

A3.5.7.1. All custody account discrepancies will be reported to the unit Commander over the custody account, and the MASO, using an Inventory Results memorandum to initiate appropriate actions (e.g., IAD, ROS, other actions). **(T-0)**.

A3.5.7.2. Custodians may discover discrepancies between accountable records and on-hand balances during an inventory or while accomplishing day-to-day operations. In either case, these discrepancies must be thoroughly investigated to determine the cause and reported. **(T-0)**.

A3.5.7.3. Except for NWRM, if a discrepancy only involves lot numbers, S/N, or CCs, the Munitions 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. **(T-1)**.

A3.5.7.4. If the discrepancy involves loss/gain of munitions or explosives, the accuracy of the latest inventory data shall be validated by performing recounts of all locations **(T-1)** as follows:

A3.5.7.4.1. Correct known warehouse location errors. **(T-1)**.

A3.5.7.4.2. Search all custody account locations. **(T-1)**.

A3.5.7.4.3. If missing assets are not located during the recounts and physical search, a responsible account custodian will immediately contact the Munitions Operations element to assist in validating the past transaction history. **(T-1)**.

A3.5.7.4.4. Transaction history will be reviewed to determine if a transaction posting error caused the out-of-balance condition. **(T-1)**. Transaction histories may also help suggest alternative locations to search.

A3.5.7.4.5. Validate post-post transactions processed prior to the inventory or discrepancy.

A3.5.7.4.6. Search the Inspection Element bay for any recently processed turn-ins.

A3.5.7.5. 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 a transaction (e.g., previous FY, previous to Date of Last Inventory (DOLI), cleared inventory), then process an IAD IAW **paragraph 7.14**. **(T-0)**. Attach a copy of the expenditure source document as supporting documentation. **(T-0)**.

A3.5.7.6. If the above actions do not account for the asset, the MASO will be notified. **(T-1)**. The MASO may direct a Special inventory, or conduct additional transaction history research. If these actions still do not account for the asset or identify the reason for the discrepancy, the unit Commander/designated representative for the custody account must determine if the loss meets the reporting criteria outlined in DoDM 5100.76. **(T-0)**. If assets meet these criteria, the unit Commander/designated representative for the custody account will report AA&E that is lost, missing, stolen, or recovered IAW DoDM 5100.76 and AFI 31-101. **(T-0)**.

A3.5.7.7. The MASO will coordinate, oversee, and monitor actions to correct custody account discrepancies. **(T-1)**. The unit Commander and account custodian shall have primary responsibility, IAW the AF Form 68 briefing statement, to manage and correct custody account discrepancies and deficiencies IAW **paragraph A3.5.8**. **(T-1)**.

A3.5.8. **Documenting Custody Account Inventories.**

A3.5.8.1. The results of all custody account inventories will be documented on an Inventory Results memorandum initiated by the Munitions Operations Element. **(T-1)**. The memorandum will be signed by the unit Commander over the affected custody account and submitted to the MASO within 15 calendar days after inventory counts are completed. **(T-1)**. For contract munitions organizations, the ACO or Functional Commander will sign the inventory results memorandum. **(T-1)**. All inventory results memorandums will include the following areas:

A3.5.8.1.1. Compliance with established procedures. **(T-1)**.

A3.5.8.1.2. Custody account record accuracy:

A3.5.8.1.2.1. Identify all inventory discrepancies affecting the NSN, quantity, lot number, S/N, CC, location. **(T-1)**.

A3.5.8.1.2.2. Identify corrective actions taken/to be taken. **(T-1)**.

A3.5.8.1.3. Inventory control. **(T-1)**.

A3.5.8.1.4. Proper storage procedures. **(T-1)**.

A3.5.8.1.5. Adherence to safety and security criteria. **(T-1)**.

A3.5.8.2. After the Inventory Results memorandum is signed by the unit Commander and submitted to the MASO, the MASO shall review and sign the current *Custody Account Listing* (AM507A) and Inventory Results memorandum. **(T-1)**. If the MASO disagrees with the custody account findings and/or unit Commander Inventory Results memorandum, or the memorandum is incomplete, the MASO will return to the unit for further action. **(T-1)**.

A3.5.8.3. Once the MASO signs the custody account Inventory Results memorandum, the current reconciled inventory and Inventory Results memorandum will be filed and maintained IAW **Attachment 5**. **(T-1)**. Maintain the current reconciled inventory listing and findings IAW the Air Force RDS in AFRIMS. **(T-1)**.

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. This matrix is used by organizational commanders, appointed custodians, and MASO representatives to augment briefings and as an aide in implementing responsibilities and procedures commanders and custodians are responsible for IAW the AF Form 68. Commanders and custodians need to be familiar with and understand the content within these references and should direct questions to the MASO.

Table A4.1. Munitions Customer Information Matrix.

Paragraph	Topic
1.1	Requesting deviations and waivers to munitions policy and requirements.
2.3	Responsibilities of Commanders of non-munitions Organizations that Use, Possess, or Maintain Munitions. (e.g., Custody Accounts).
2.3.5	Responsibility of commanders to ensure all personnel handling or working around ammunition, explosives, or MPPEH receive explosive safety training.
2.4	Responsibilities of commanders (or equivalent) of munitions organizations/units.
2.5	Responsibilities of Munitions Supervision.
2.6	MASO responsibilities for AF Form 68, commander and custodian training, briefings, and support.
3.1	Serviceability and product assurance duties.
3.3	Management procedure for empty reusable munitions containers.
3.6.2, 3.13.5, 3.13.6, 3.13.7	Request, certification, documentation, and approval to release or transfer munitions or MPPEH to agencies or individuals outside the Air Force.
5.3	Coordinating return and turn-in of custody munitions with Munitions Inspection.
5.4	Responsibilities for Munitions Operations element.
7.2.5	Procedures and requirements for customer/user notification and response for CMRS actions.
7.3.5, 7.4.7, 7.7.9	TCI and CAD/PAD management procedure.
7.3.6, 7.4.8, 7 .7.9, 7.10.2.	Procedures to manage Aircrew Flight Equipment (AFE) Time Change.

Paragraph	Topic
3.12.12.2, 7.3.8, 7.4.10, 7.9.3	Procedure and responsibility for obtaining, managing, and disposing of COTS munitions.
7.4.2, 7.4.3	Procedures for Out of Cycle Request (OOCR) and Allocation Transfer Requests (ATR).
7.8, 7.8.1	Custody account management responsibilities.
7.8.1.1.5	Custodial account responsibilities for release of custody munitions.
7.8.1.1.6	Procedures for initiating a Courtesy Storage Agreements (CS) with munitions storage.
7.8.1.1.7	Obtaining access to CAS.
7.8.1.4.3	Requirements to maintain munitions lot number/serial number integrity.
7.8.1.4.5, 7.8.1.4.6	Requirements to retain and manage packaging materials for custody account munitions.
7.8.2	Procedures for preparation and use of the AF Form 68, *Munitions Authorization Record.*
7.8.3	Procedures for managing custody account records and files.
7.8.4	Refers to Attachment 3 for custody account inventory procedures.
7.8.5	Procedures for addressing and resolving custody account management deficiencies.
7.8.6	Procedures to close a custody account.
7.10, 7.10.1	Procedure for requesting, processing, documenting, and issuing munitions property to custodians.
7.10.2	Consumption issue procedures.
7.10.3	Custody issue procedures.
7.10.4	Procedures to pick-up custody account munitions.
7.10.5	Procedures for Organizational Refusals of requested munitions.
7.11.1	Procedures and requirements for validating, processing, documenting, and maintaining files for custody expenditures.
7.12	Responsibilities and procedures for requesting, processing, and managing munitions turn-ins.
7.14.2, 7.14.3, 7.14.4	Requirements to report and investigate the theft, loss, destruction, or account discrepancies for munitions.

Paragraph	Topic
9.4	Procedure for providing and gaining approval for munitions inter-service release.
9.5	Procedures for coordination and approving Foreign Military Sales (FMS) cases.
A3.5	Custody account inventory, reconciliation, clearing, documenting, and filing procedures for Quarterly, Annual, Monthly, and Special inventories.
A3.5.7	Custody Account Inventory Discrepancies (identifying and reporting inventory losses and discrepancies).

Attachment 5

AIR FORCE MUNITIONS DOCUMENT CONTROL PROCEDURES

A5.1. Introduction. These 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 and maintenance of electronic records in accordance with the Air Force ERM Solution located on the AFRIMS site.

A5.2. Document Control General Guidance. AF/A4LW updates and maintains record retention requirements related to munitions records within the Air Force RDS in AFRIMS IAW the General Records Schedules (GRS) under the Office of Management and Budget/National Archives and Records Administration (OMB/NARA) M-12-18, *Managing Government Records Directive*. At least biennially, AF/A4LW will review the GRS and validates Air Force RDS retention rules, tables, titles, and authorities.

A5.2.1. Munitions documents and files shall be maintained electronically to include "MASO-certified" true copies. Electronic documents comply with the same intent that paper documents require to include levels of protection and security.

A5.2.2. Munitions personnel will not make changes to the quantity, stock, lot, or document number on any accountable/auditable document (including electronic). **(T-1)**. The authorized custodian will initial any changes to paper documents or submit a new electronic document prior to processing in CAS. **(T-1)**. For receipt discrepancies identified during in-check refer to **paragraph 7.9.2** and **Table A5.1**, Receipts, Note 7.

A5.2.3. Munitions Supervision/MASO will ensure all classified CAS generated receipt, issue, expenditure, turn-in request, inventory, and adjustment documents associated with non-NWRM items are stamped/typed/printed electronically with "CLASSIFIED ITEM" in red, bold, capital letters on original and all copies. **(T-1)**. Documentation associated with NWRM items will be stamped with "CLASSIFIED NWRM ITEM" IAW AFI 20-110. **(T-1)**. 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.

A5.2.4. **Local Document Flow Procedures.** Munitions Supervision/MASO shall define document control and flow procedures in a local operating instruction (OI) **(T-2)** to include:

A5.2.4.1. 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. **(T-3).**

A5.2.4.2. Procedures for routing, sequence, and timelines for specific documents and maximum processing times at each operational node. **(T-3)**. Documents exceeding these timelines will be considered outstanding. **(T-1)**. All outstanding documents will be reviewed at the weekly scheduling meeting. **(T-2)**.

A5.2.4.3. Procedures to route all receipts, expenditure requests, and turn-in requests to Document Control for filing within 10 duty days of processing. **(T-1)**. Procedures will also include routing all issue documents to Document Control for filing within 10 duty days after the custodian has signed for the assets. **(T-1)**.

A5.2.4.4. Procedures to route all shipment documents to Document Control for filing NLT 5 duty days after the shipment departs station. **(T-1)**.

A5.2.4.5. Procedures to update personnel security permissions to working document folders. **(T-1)**.

A5.2.4.6. Procedures for document review and quality control. **(T-1)**.

A5.2.4.7. Routing of the AF IMT 4331. **(T-1)**.

A5.2.5. **A5J Document Procedures.** Prepare and maintain A5J Disposal documentation IAW **Table A5.1**. **(T-1)**.

A5.2.6. **Document Monitoring Procedures.** The *Print Document List* (AME02A) shall be used to monitor/record the status of all CAS generated documents. **(T-2)**. Review this report weekly to determine status and document location of all CAS generated documents. **(T-2)**. Maintain the latest weekly copy of the MASO signed report IAW the Air Force RDS. **(T-1)**.

A5.3. Management of Document Files and Records. The MASO will be designated the Chief of the Office of Record (COR), appoint Records Custodians (RC), and ensure documents and records are maintained and filed IAW AFI 33-322, *Records Management Program and this instruction*. **(T-1)**.

A5.3.1. The RCs appointed by the MASO will coordinate with the unit records manager, the local information security manager and/or the local area network administrators to ensure electronically maintained records have security permissions applied to prevent unauthorized alteration, movement or deletion of the files or documents. **(T-1)**.

A5.3.2. The MASO will ensure a Munitions Document Control file plan is established IAW **paragraph A5.8.1**. **(T-1)**.

A5.3.3. **Accountable Transactions or Documents.** These are transactions or documents that increase or decrease the stock record account balance. Supporting documentation is not required to be maintained with these transactions except when specified within this AFI or other policy/guidance. **(T-2)**. The following documents are accountable and will be maintained:

A5.3.3.1. CAS generated Issues. **(T-1)**.

A5.3.3.2. Expenditure request documents for assets issued to custody accounts (typically customers outside the munitions flight). **(T-1)**.

A5.3.3.3. Validated CAS *Transaction History* (AM903) reports signed and dated by the MASO for expenditures from the stock record account; and for CAS *Expeditor Management* (AM2W1A) program aircraft imports. **(T-1)**.

A5.3.3.4. Turn-in Requests. **(T-1)**.

A5.3.3.5. Shipments. **(T-1)**.

A5.3.3.6. Receipts. **(T-1)**.

A5.3.3.7. Inventory Adjustment Documents (IAD) and supporting IAD documentation. **(T-1)**.

A5.3.3.8. *Manual Record Processing* (AMC05A) and AMC05A supporting documentation for these actions affecting account balances. **(T-1)**.

A5.3.3.9. RVP document. **(T-1)**. See **paragraph A5.5**.

A5.3.4. **Auditable Transactions/Documents.** These transactions or documents include accountable transactions or documents and other transactions that change or document transaction history, but do not increase or decrease the stock record account balances. Auditable documents will be maintained and filed IAW the Air Force RDS, and include:

A5.3.4.1. Custody Inventory count sheets and signed account listings. **(T-1)**.

A5.3.4.2. Stock record account inventory count sheets and results memorandums (inventory package). **(T-1)**.

A5.3.4.3. The AF IMT 2434 is used as a management tool to assist the MASO in validating accuracy of previously processed CAS flightline expenditure transactions. **(T-1)**. 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.

A5.3.5. **Supporting Documentation for Non-Accountable Transactions.** 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 Air Force RDS in AFRIMS, and include:

A5.3.5.1. E-mail. E-mail requests or related account information will be routed to Munitions Accountability. **(T-1)**.

A5.3.5.2. The AF IMT 4331. **(T-1)**. Use and maintain the AF IMT 4331 IAW **paragraph 7.1.1.3.3.2**.

A5.3.5.3. AF Form 68. **(T-1)**. Maintain and retain the AF Form 68 IAW the Air Force RDS in AFRIMS. **(T-1)**. It is not necessary to retain outdated AF Form 68 beyond the time period identified in the Air Force RDS. **(T-1)**. 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 subsequent validation.

A5.3.5.4. Custody Excess memorandums IAW **paragraph 7.4.1.1.3**. **(T-1)**.

A5.3.5.5. Munitions Inspector appointment memorandums. **(T-1)**.

A5.3.5.6. Personnel authorized to dispose of munitions (normally EOD personnel). **(T-1)**.

A5.3.5.7. Personnel authorized to demilitarize munitions (normally 2W0 personnel). **(T-1)**.

A5.3.5.8. Personnel authorized to receipt for munitions and explosive items, including classified items, being received from or released to the transportation movement officer for receipt. **(T-1)**.

A5.3.5.9. Personnel authorized to receipt for munitions at the TTU, if applicable. **(T-1)**.

A5.3.5.10. CAS Transaction History (AM903) reports: Shall be signed and dated by the MASO when they contain accountable transactions (e.g., expenditures) from the stock record account. **(T-1)**. If the AM903 includes accountable transactions, it will be maintained as supporting documentation for accountable transactions.

A5.4. Document Validation/Quality Control Procedures.

A5.4.1. A Document Control stamp is not required on electronic documents.

A5.4.2. The MASO will designate munitions operations personnel authorized to perform final validation/quality control of accountable documents on a memorandum. **(T-2)**.

A5.4.3. Designated personnel will perform validation/quality control (QC) checks on all accountable documents IAW **Table A5.1** and digitally sign; or sign and scan before filing. **(T-1)**.

A5.4.3.1. In addition to the validation/QC checks listed in **Table A5.1**, all documentation will be checked for correct NSN, quantity, unit of issue, document number, lot, S/N, and CC. **(T-1)**. The authority of individuals to submit/initiate expenditure requests or receive property shall be validated via the AF Form 68 or other authorization memorandum. **(T-1)**.

A5.4.3.2. 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. **(T-1)**.

A5.4.3.3. 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). CACs will be used to the fullest extent possible when signing documents. **(T-1)**.

A5.5. Reverse Post (RVP) Document Procedures. The MASO will review RVP actions daily. **(T-1)**. The initiator will enter a brief explanation in the remarks section of the CAS generated RVP. **(T-1)**. This field is limited to 100 characters. If additional space is required, use the reverse side of RVP document or a separate memorandum. The RVP documents shall be routed and filed with all supporting documents. **(T-1)**.

A5.6. 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.

A5.6.1. A PTO turn-in document and the shipment document that removes assets from accountable record shall cross-reference one another. **(T-1)**. 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. **(T-1)**. Refer to **paragraph 2.6.7.7**.

A5.6.2. Munitions operations will notify the custodian of turn-ins/issues concerning CAT Code changes prior to actions being processed using PTO procedures. **(T-1)**. The MASO shall only utilize CAS program AMC05 to correct invalid DIFM created by *Custody Turn-in* (AM555A) transactions. **(T-1)**.

A5.6.3. Inspector and account custodian signatures are not required on PTOs.

Table A5.1. Accountable Document Validation/Quality Control (QC) Matrix.

All documents must include Nomenclature, NSN and Quantity. (T-1).

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. (T-1).

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			
Validated CAS *Transaction History listing* (AM903) for: 1) Stock Record Account Expenditures, and 2) CAS *Expeditor Management* (AM2W1A) aircraft imports	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	1,2,3,4,6,14	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. **(T-1)**. 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. **(T-1)**.

3. Munitions shipments using transportation channels will have the authorized Transportation representative's "signature/printed name" in block 22 and "Date" in block 23. **(T-1)**. If munitions personnel transport munitions, the receiving activity will sign, print name, and date in place of Transportation. **(T-1)**.

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. **(T-1)**. 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. **(T-1)**. Refer to **paragraph 3.13.6**, **paragraph 3.13.7**, and **paragraph 3.13.8** for additional demilitarization/disposal documentation requirements. The demilitarization statement is only signed by the demilitarization official and the witness. **(T-1)**. DLA Disposition Services officials do not sign the demilitarization statement on the DD Form 1348-1A. Follow

certification procedures IAW TO 11A-1-60.

5. Verify document number, lot number, S/N, CAT Code (if applicable), and CC. For DIFM/FOB turn-in use lot number of the item being turned-in. The MASO will sign FOB turn-ins. **(T-1)**.

6. The disposition and witnessing official will sign, print name and date above the respective statements, "Demilitarization / Disposition Official" and "Witnessing Official". **(T-1)**. If the demilitarization official has certified that demilitarization has been accomplished and the DLA Disposition Services requires the residual material be downgraded to scrap, the stock number will be circled and the word SCRAP will be entered on the DD Form 1348-1A. **(T-1)**.

7. When the received quantity is different from the shipped quantity the In-checker circles the quantity on document, enter new quantity and initial. The transaction quantity received and processed will be verified. **(T-1)**.

8. ISU to 920RW will have ADR number cross-referenced on CAS documentation, if applicable. **(T-1)**. Custodian or Inspector signatures are not required if EOD signs as certifying/performing DEMIL and viewing or witnessing DEMIL.

9. The transaction number of the document will be annotated from the CAS transaction history listing (AM903 only). **(T-1)**.

10. For assets released to agencies or individuals outside the Air Force, appropriate documents will be annotated as required by **paragraph 9.5** and **paragraph 9.6**. **(T-1)**.

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. **(T-1)**. If blocks 22 and 23 already contain a signature from the shipper validate the "In-check / Received By", signature, printed name, and date is entered immediately below blocks 22 and 23. **(T-1)**. On DD Form 1149, the In-checker will sign, print name and date block 19. **(T-1)**. In-checkers are authorized to sign DD Form 250, Block 22 (*Receiver's Use*) to receipt for direct vendor deliveries (DVD) from contract facilities. **(T-1)**. Re-creation of other shipping documents is not required.

12. Process and validate expenditures IAW **paragraph 7.11**.

13. Signatures are not required when the shipment was cancelled prior to Date Departed Origin (DDO) update; the document may be discarded.

14. The MASO only signs A5J/Non-Explosive Local Disposal documents to "receipt" for demilitarized or scrap MDAS when released to base scrap vendors or recycling activity/points IAW **paragraph 3.13.6.1.1.3**.

A5.7. Document Retrieval and Regeneration.

A5.7.1. Document naming conventions will be standardized IAW **paragraph A5.8.5** to enable rapid document retrieval. **(T-1)**.

A5.7.2. Regenerate any lost e-mail document. All regenerated e-mail documents will be annotated with the term "REGENERATED COPY". **(T-1)**.

A5.7.3. 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 the transaction details. **(T-1)**.

A5.8. Creation and Configuration of the Munitions Document Control File Plan and Project File.

A5.8.1. **The Munitions Document Control File Plan.** The 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. **(T-1)**.

A5.8.1.1. This file plan will not be combined with any other Munitions Accountability element or other unit file plans. **(T-1)**. 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. **(T-1)**. Follow the procedures below to create and configure the file plan:

A5.8.1.2. 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. **(T-1)**. Use this guide to control all accountable documents. This guide is available under 'Help | Related Links' in AFRIMS or at the link identified in **paragraph 1.4.21**.

A5.8.1.3. The FARM will establish a designated area within the unit ERM solution for the Munitions Document Control project file. **(T-1)**.

A5.8.1.4. 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. **(T-1)**.

A5.8.1.5. Contact the unit 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 create/update the access permissions.

A5.8.1.6. RCs will enter/configure the newly created file plan structure in AFRIMS using the examples outlined in **paragraph A5.8.2**. **(T-1)**.

A5.8.1.7. RCs will create the Munitions Document Control project file in the designated area of the unit ERM solution as outlined in **paragraph A5.8.3** and **paragraph A5.8.4**. **(T-1)**.

A5.8.1.8. Any Document Control electronic records maintained outside of the Munitions Document Control project file will be transferred by the RC to the appropriate folders within the Munitions Document Control project file. **(T-1)**. Establish procedures to file new records of this type within the Document Control file. **(T-1)**. Records will be named using the naming conventions outlined in **paragraph A5.8.5**. **(T-1)**.

A5.8.1.9. RCs will create disposition control labels from AFRIMS for records maintained within the Munitions Document Control project file as outlined in **paragraph A5.8.6**. **(T-1)**.

A5.8.1.10. RCs will ensure all munitions records have a digital signature applied to preserve document integrity as outlined in **paragraph A5.9**. **(T-1)**.

A5.8.1.11. RCs will maintain records in inactive status for the timeframe outlined in the applicable Air Force RDS table and rule. **(T-1)**.

A5.8.1.12. RCs will maintain software and hardware capable of reading records throughout their lifecycle. **(T-1)**.

A5.8.2. **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. **(T-1)**. Follow

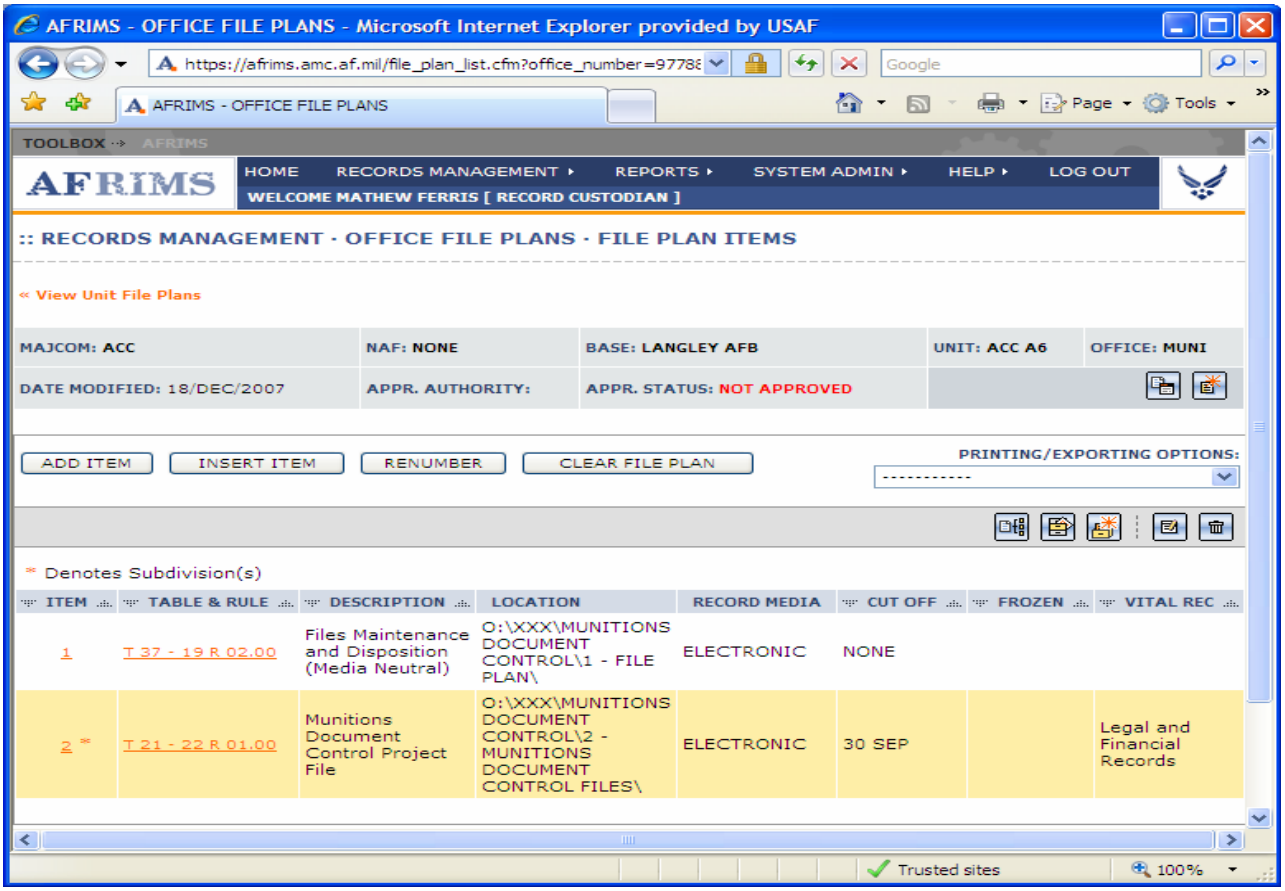
the below procedures to create the file plan and maintain records IAW the Air Force RDS table and rules within AFRIMS.

A5.8.2.1. AFRIMS user accounts will be created for the COR and RCs. **(T-1)**.

A5.8.2.2. Assign Munitions Document Control file plan management privileges to the newly created COR and RC accounts.

A5.8.2.3. Create Item 1 and Item 2 as shown in **Figure A5.1**, *AFRIMS File Plan Configuration – Items 1 and 2* and **Table A5.2**, *AFRIMS File Plan Configuration, Document Control (Item 2) Subdivisions*.

Figure A5.1. AFRIMS File Plan Configuration – Items 1 and 2.



A5.8.2.4. Create Subdivisions 02-00, 02-01, and 02-02 of Item 2 as shown in **Figure A5.2**, *AFRIMS File Plan – Subfolder Divisions 02-00, 02-01, and 02-02* and **Table A5.2**.

A5.8.3. Document Control Project File.

A5.8.3.1. All electronic munitions accountable records related to the stock record account and custody accounts will be maintained in the Munitions Document Control Project File. **(T-1)**. This is the area where all CAS records are maintained to implement the unit ERM solution. Create the project file with an "Active" and "Inactive" area as outlined below:

A5.8.3.2. **Active.** All current fiscal year electronic records will be maintained in the project file active area. **(T-1)**. Records will be maintained in the active area until placed in inactive status at fiscal year end. **(T-1)**. Create the active area folder structure within the project file root directory as outlined in **paragraph A5.8.4** and shown in **Figure A5.3**, *Document Control File Plan – Subdivision 02-01, FVXXXX (DoDAAC) Stockpile* and **Figure A5.4**, *Document Control File Plan – Subdivision 02-02, Accounts*.

Table A5.2. 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\	ELECT-RONIC	NONE	
2	T 21-22 R 01.00	Munitions Document Control	O:\XXX\02 – MUNITIONS DOCUMENT CONTROL V\	ELECT-RONIC	SEP 30	YES
02-00		All Disposition Instructions	O:\\XXX\02 – MUNITIONS DOCUMENT CONTROL\02-00 DISPOSITION INSTRUCTIONS	ELECT-RONIC		
02-01		FVXXXX Stockpile	O:\XXX\02 – MUNITIONS DOCUMENT CONTROL\02-01 FVXXXX\	ELECT-RONIC		
02-02		Accounts	O:\XXX\02 – MUNITIONS DOCUMENT CONTROL\02-02 ACCOUNTS\	ELECT-RONIC		

A5.8.4. **Document Control Project File Folder Structure.** Create the folder structure below within the Munitions Document Control project file folder on your unit ERM shared drive or Air Force 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.

A5.8.4.1. **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 Air Force ERM Solution Guide. **(T-1)**. Then, within the Munitions Document Control "V " root folder, create the following subfolders as shown in **Figure A5.3** and **Figure A5.4**.

A5.8.4.1.1. **02-00 All Disposition Instructions (Active only).** Folder contains all disposition control labels for records maintained in the file plan.

Figure A5.2. AFRIMS File Plan – Subfolder Divisions 02-00, 02-01, and 02-02.

https://afrims.amc.af.mil/?view_office=18fpi_id=1435482&office_number=97788&item_number=2 - AFR - ...

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		

A5.8.4.1.2. **02-01 FVXXXX Stockpile.** Main DoDAAC folder containing records directly associated with management of assets assigned to the DoDAAC. 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 A5.3**.

A5.8.4.1.2.1. Audits (Active only): Folder contains the current installation level audit completed against your assigned DoDAAC.

A5.8.4.1.2.2. Authorization Letters (Active only): Folder contains current authorization letters used to identify personnel who may receipt for munitions.

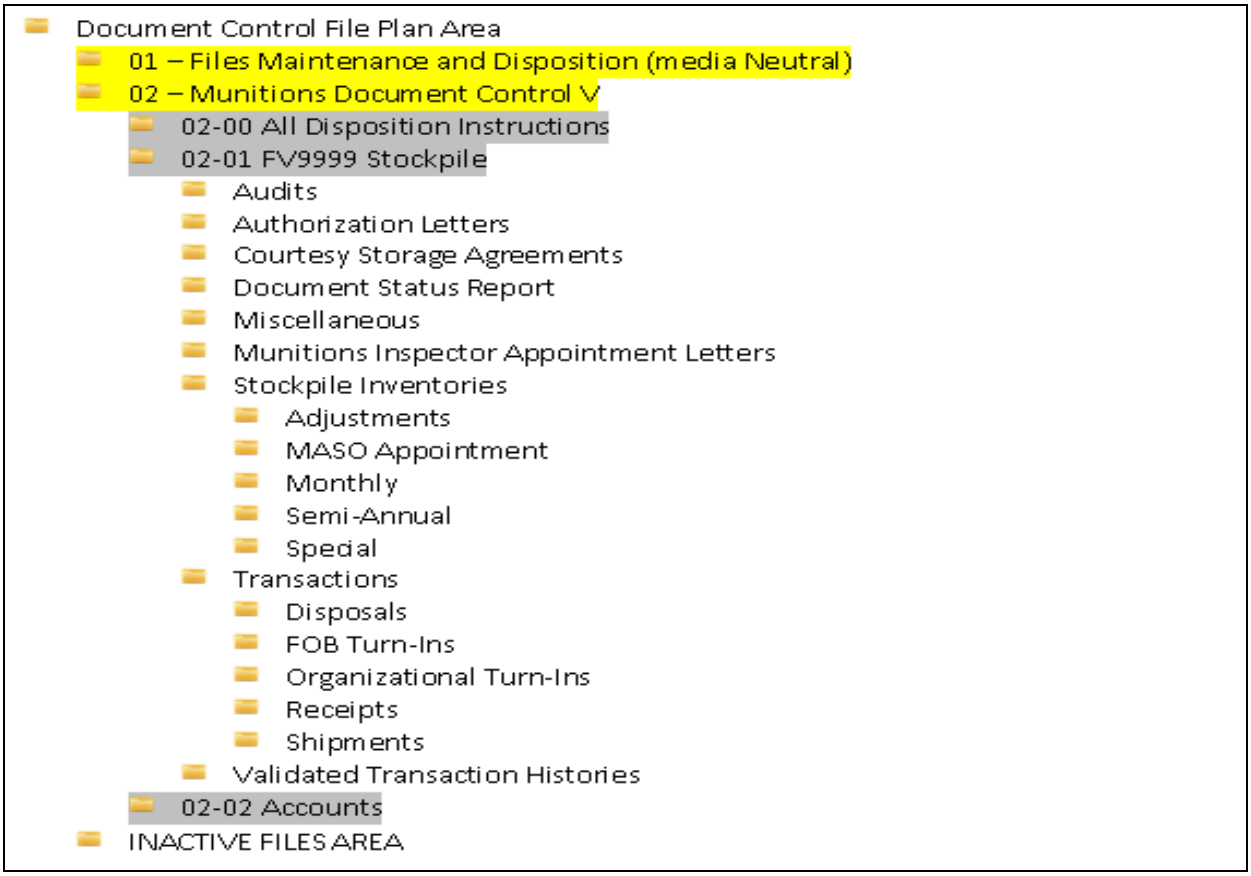
A5.8.4.1.2.3. Courtesy Storage Agreements (Active only): Folder contains current agreements authorizing courtesy storage of munitions for another activity.

A5.8.4.1.2.4. Document Status Report (Active only): Folder contains current MASO validated document status report for outstanding documents.

A5.8.4.1.2.5. Miscellaneous (Active only): Folder contains current miscellaneous documentation applicable to activity related to the DoDAAC. Only maintain miscellaneous records as supporting documentation directly associated with management of assets assigned to the DoDAAC. ***EXAMPLES***: MASO Reviews, Certificate of Transfers, CAS - DD Forms 2875, annual CAS user access recertification, or waivers.

A5.8.4.1.2.6. Munitions Inspector Appointment Letters (Active only): Folder contains current letters appointing Munitions Inspectors.

Figure A5.3. Document Control File Plan – Subdivision 02-01, FVXXXX (DoDAAC) Stockpile.



A5.8.4.1.2.7. Stockpile Inventories: Folder contains stockpile inventories against the DoDAAC within the following subfolders:

A5.8.4.1.2.7.1. Adjustments: Folder contains IAD and AMC05 package(s) not directly associated with an organizational account.

A5.8.4.1.2.7.2. MASO Appointment: Folder contains MASO appointment inventory package(s). Maintain the current MASO appointment inventory package in the active folder until superseded. **(T-1)**. The Certificate of Transfer will be maintained in the Miscellaneous folder. **(T-1)**.

A5.8.4.1.2.7.3. Monthly: Folder contains monthly stockpile inventory packages.

A5.8.4.1.2.7.4. Semi-Annual: Folder contains semi-annual stockpile inventory packages.

A5.8.4.1.2.7.5. Special: Folder contains special inventory package(s).

A5.8.4.1.2.8. Transactions: Folder contains accountable transactions associated with assets assigned to the DoDAAC. Organize the transaction records within the following subfolders:

A5.8.4.1.2.8.1. Disposals: Folder contains disposal issue (920RW) and

shipment records (A5J) for assets that were assigned to the DoDAAC.

A5.8.4.1.2.8.2. FOB Turn-Ins: Folder contains records of FOB turn-ins processed against the DoDAAC.

A5.8.4.1.2.8.3. Organizational Turn-Ins: Folder contains records of ORG TIN processed against the DoDAAC.

A5.8.4.1.2.8.4. Receipts: Folder contains records of receipts processed against the DoDAAC.

A5.8.4.1.2.8.5. Shipments: Folder contains records of shipment processed against the DoDAAC, to include ADR Shipments selected for transportation; not stored within other folders.

A5.8.4.1.2.9. Validated Transaction Histories: Folder contains CAS transaction history reports validated and signed by the MASO.

A5.8.4.1.3. **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 supported against the DoDAAC as shown in **Figure A5.4**. 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.

A5.8.4.1.3.1. **999XX.** Create an ORG/SHP account folder for each active organization account managed against the 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 A5.4**.

A5.8.4.1.3.1.1. AF Form 68 (Active only): Contains the current AF Form 68 for the account.

A5.8.4.1.3.1.2. Inventories: Contains inventories for the affected account within the following subfolders:

A5.8.4.1.3.1.2.1. Adjustments: Contains IAD and AMC05 packages directly associated with the organizational account.

A5.8.4.1.3.1.2.2. MASO: Contains MASO inventory package(s) associated with the organizational account.

A5.8.4.1.3.1.2.3. Quarterly: Contains quarterly inventory package(s) associated with the organizational account.

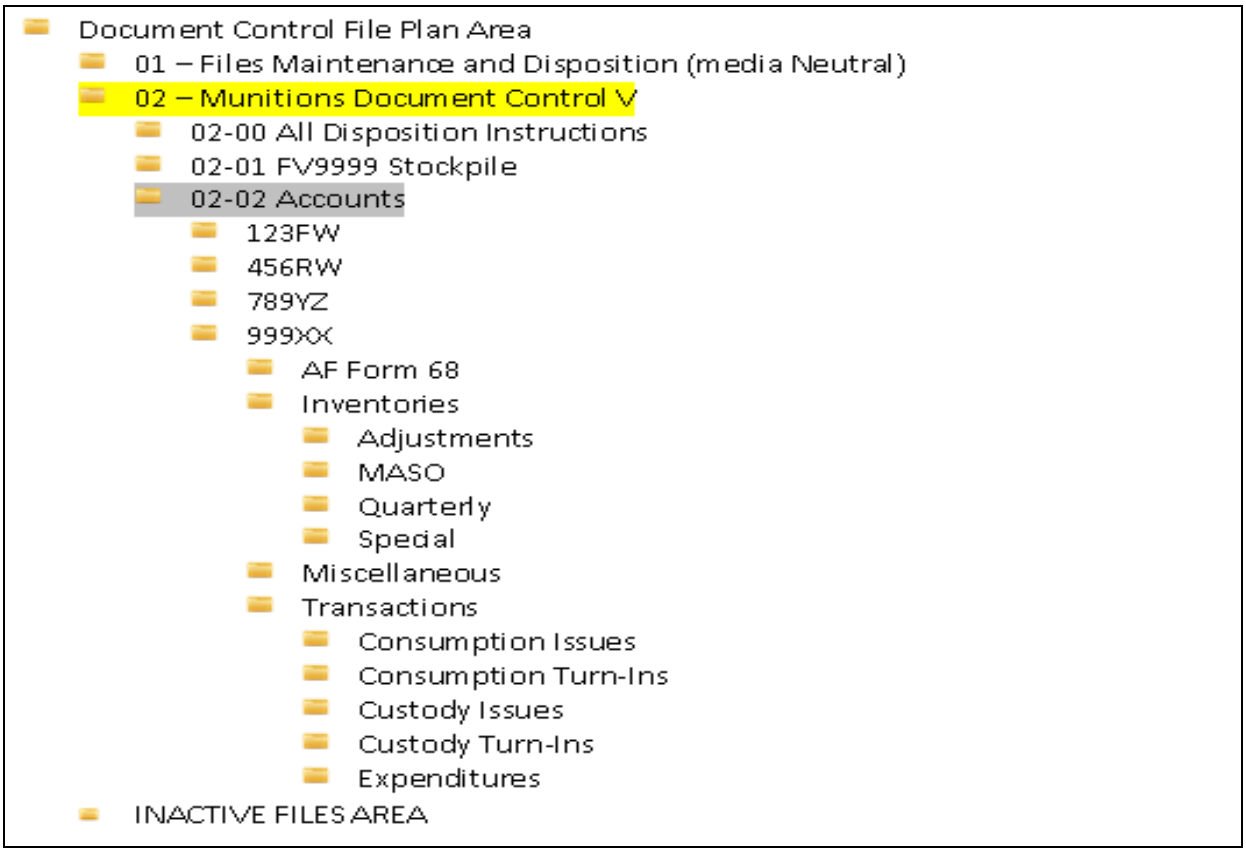
A5.8.4.1.3.1.2.4. Special: Contains special inventory package(s) associated with the organizational account.

A5.8.4.1.3.1.3. Miscellaneous (Active only): 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 7.4.1.1.3**.

A5.8.4.1.3.1.4. Transactions: Contains accountable transactions associated with a specific account. Organize the transaction records within the following subfolders:

A5.8.4.1.3.1.4.1. Consumption Issues: Contains consumption issue records for affected accounts.

Figure A5.4. Document Control File Plan – Subdivision 02-02, Accounts.



A5.8.4.1.3.1.4.2. Expenditure (Consumption) Turn-Ins: Contains turn-in records, to include all turn-ins from sources other than custody, to include expenditure turn in, for the affected account.

A5.8.4.1.3.1.4.3. Custody Issues: Contains custody issue records for the affected account.

A5.8.4.1.3.1.4.4. Custody Turn-Ins: Contains fiscal year custody turn-in records for the affected account.

A5.8.4.1.3.1.4.5. Expenditures: Contains current expenditure records for the affected account.

A5.8.4.2. **Inactive Files Area.** The project file "Inactive Area" is where all inactive electronic records are stored until disposal. The inactive area will be clearly segregated from the active area by creating an "INACTIVE FILES AREA" folder within the project file root directory. **(T-1)**. The folder structure within the "INACTIVE FILES AREA" will mirror the file plan structure outlined in **paragraph A5.8.4** and shown in **Figures**

A5.5 and A5.6 with the exception of those file items identified as "ACTIVE ONLY". **(T-1)**. Records identified as "ACTIVE ONLY" will be maintained in the main file plan area until superseded, rescinded, obsolete, or no longer needed as identified in the disposition instructions for the applicable Air Force RDS table and rule. **(T-1)**.

A5.8.4.2.1. Create fiscal year subfolders within each inactive folder and organize inactive records within each applicable subfolder as shown in **Figure A5.5**, *Document Control File Plan – Inactive File Area, 02-01 FVXXXX Stockpile* and **Figure A5.6**, *Document Control File Plan – Inactive File Area, 02-02 Accounts*.

A5.8.4.2.2. Add the record destruction date to the fiscal year folder naming convention to facilitate record destruction. ***EXAMPLE***: FY2010 (Destroy 20150930). Calculate the document disposition date by adding the Air Force RDS table and rule disposition timeframe to the date the records were placed in inactive status. See **Table A5.3**, *Calculating Document Disposition Date* for examples.

Table A5.3. Calculating Document Disposition Date.

INACTIVE STATUS DATE (YYYYMMDD)	DISPOSITION	DESTRUCTION DATE (YYYYMMDD)
20140930	1 Year	20150930
20140930	2 Years	20160930
20140930	6 Years 3 Months	20201231

A5.8.4.2.3. Destroy records during the scheduled fiscal/calendar year destruction cycle.

A5.8.5. **Document Control Naming Conventions.** The following naming convention will be used for completed documents filed in Document Control. **(T-1)**. The transaction date/time is when the transaction was processed in CAS program AM903.

A5.8.5.1. AF Form 68: AF68-Account Number-Document Date (AF68-999XX-30Jul10). **(T-1)**.

A5.8.5.2. CAS Issue Document: ISU-Document Number-Transaction date/time (ISU-S100CA52130001-30Oct05142511). **(T-1)**.

A5.8.5.3. CAS Receipt Document: REC-Document Number-Transaction date/time (REC-FV999952457501-30Oct05123045). **(T-1)**.

A5.8.5.4. CAS Shipment/A5J Document: SHP-Document Number-Transaction date/time (SHP-FV999952457501-24Oct05092421 or A5J- FV999952457501-24Oct05092421). **(T-1)**.

A5.8.5.5. Expenditure Request: EXP-Document Number-Transaction date/time (EXP-S100CA52130001-04Nov05083544). **(T-1)**.

A5.8.5.6. Inventory Adjustment Package: IAD-Inventory Serial Number-Transaction date/time (IAD-6072081259-30Oct05123045). **(T-1)**.

A5.8.5.7. Inventory Package: INV-Account Number-Inventory Type-Inventory Serial Number (INV-999XX-Annual-6072081259). **(T-1)**.

A5.8.5.8. Manual Record Processing Package: AMC05-Transaction date/time (C05-30Oct05123045). **(T-1)**.

A5.8.5.9. Stockpile Inventory Package: INV-Inventory Type-Inventory Serial Number (INV-Monthly-6072081260). **(T-1)**.

A5.8.5.10. Turn-in Request: TIN-Document Number-Transaction date/time (TIN-S100CA52130001-01Dec05163033 or TIN-FV999953120001-15Dec05154022). **(T-1)**. For RVP or PTO documents, place the "RVP" or "PTO" acronym (if applicable), at the end of the document number: ***EXAMPLE:*** ISU- FV999952457501-10Oct10195556-RVP.

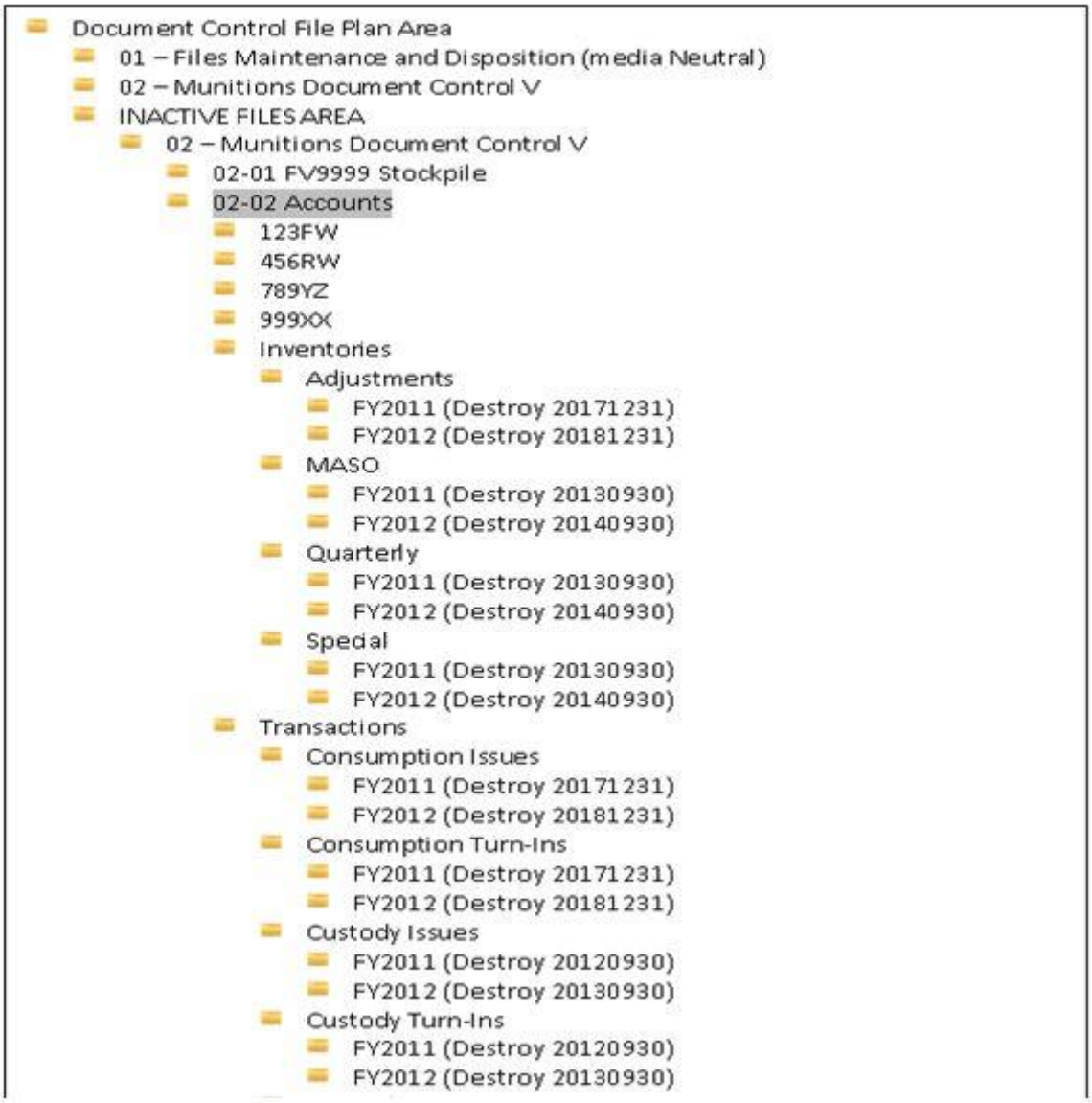
Figure A5.5. Document Control File Plan – Inactive File Area, 02-01 FVXXXX Stockpile.

- Document Control File Plan Area
  - 01 – Files Maintenance and Disposition (media Neutral)
  - 02 – Munitions Document Control V
  - INACTIVE FILES AREA
    - 02 – Munitions Document Control V
      - 02-01 FV9999 Stockpile
        - Stockpile Inventories
          - Adjustments
            - FY2011 (Destroy 20171231)
            - FY2012 (Destroy 20181231)
          - MASO Appointment
            - FY2011 (Destroy 20130930)
            - FY2012 (Destroy 20140930)
          - Monthly
            - FY2011 (Destroy 20130930)
            - FY2012 (Destroy 20140930)
          - Semi-Annual
            - FY2011 (Destroy 20130930)
            - FY2012 (Destroy 20140930)
          - Special
            - FY2011 (Destroy 20130930)
            - FY2012 (Destroy 20140930)
        - Transactions
          - Disposals
            - FY2011 (Destroy 20171231)
            - FY2012 (Destroy 20181231)
          - FOB Turn-Ins
            - FY2011 (Destroy 20171231)
            - FY2012 (Destroy 20181231)
          - Organizational Turn-Ins
            - FY2011 (Destroy 20171231)
            - FY2012 (Destroy 20181231)
          - Receipts
            - FY2011 (Destroy 20120930)
            - FY2012 (Destroy 20130930)
          - Shipments
            - FY2011 (Destroy 20120930)
            - FY2012 (Destroy 20130930)
        - Validated Transaction Histories
          - FY2011 (Destroy 20171231)
          - FY2012 (Destroy 20181231)
      - 02-02 Accounts

A5.8.6. **File Plan Disposition Control Labels.** Create disposition control labels for each record type maintained within the Document Control file plan IAW the Air Force 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 A5.4**, *File Plan Disposition Labels* and include information from the applicable RDS table and rule within the label.

Figure A5.6. Document Control File Plan – Inactive File Area, 02-02 Accounts.

- Document Control File Plan Area
  - 01 – Files Maintenance and Disposition (media Neutral)
  - 02 – Munitions Document Control V
  - INACTIVE FILES AREA
    - 02 – Munitions Document Control V
      - 02-01 FV9999 Stockpile
      - 02-02 Accounts
        - 123FW
        - 456RW
        - 789YZ
        - 999XX
        - Inventories
          - Adjustments
            - FY2011 (Destroy 20171231)
            - FY2012 (Destroy 20181231)
          - MASO
            - FY2011 (Destroy 20130930)
            - FY2012 (Destroy 20140930)
          - Quarterly
            - FY2011 (Destroy 20130930)
            - FY2012 (Destroy 20140930)
          - Special
            - FY2011 (Destroy 20130930)
            - FY2012 (Destroy 20140930)
        - Transactions
          - Consumption Issues
            - FY2011 (Destroy 20171231)
            - FY2012 (Destroy 20181231)
          - Consumption Turn-Ins
            - FY2011 (Destroy 20171231)
            - FY2012 (Destroy 20181231)
          - Custody Issues
            - FY2011 (Destroy 20120930)
            - FY2012 (Destroy 20130930)
          - Custody Turn-Ins
            - FY2011 (Destroy 20120930)
            - FY2012 (Destroy 20130930)



A5.9. **Record Integrity and Preservation.** Electronically filed munitions records will have digital signature(s) applied to preserve document integrity. **(T-1)**.

A5.9.1. Personnel who create records may apply digital signatures during record creation. RCs and appointed munitions document control personnel may apply digital signatures during record filing or media upgrade/conversion to preserve record integrity.

Table A5.4. File Plan Disposition Labels.

TITLE	RDS TABLE AND RULE
Munitions Document Control	Table 21-22 R 01.00
Transaction – Custody Issue	Table 21-22 R 02.00
Transaction – Custody Turn-In	Table 21-22 R 02.00
Transaction – Receipt	Table 21-22 R 02.00
Transaction – Shipment	Table 21-22 R 02.00

TITLE	RDS TABLE AND RULE
Courtesy Storage Agreement	Table 21-22 R 03.00
Document Status Report	Table 21-22 R 03.00
Miscellaneous	Table 21-22 R 03.00
Adjustment	Table 21-22 R 10.00
Transaction – Consumption Issue	Table 21-22 R 10.00
Transaction – Consumption Turn-In	Table 21-22 R 10.00
Transaction – Disposal	Table 21-22 R 10.00
Transaction – Expenditure	Table 21-22 R 10.00
Transaction – Found On Base Turn-In	Table 21-22 R 10.00
Transaction – Organizational Turn-In	Table 21-22 R 10.00
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
Audit	Table 21-22 R 25.00
AF Form 68	Table 33-46 R 19.00
Authorization Letter	Table 33-46 R 19.00
Munitions Inspector Appointment Letter	Table 33-46 R 19.00

A5.9.2. 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 shall:

A5.9.2.1. Ensure existing digital signature(s) are valid prior to media conversion. **(T-1)**.

A5.9.2.2. Ensure the printed name of electronic signer(s), as well as the date when the signature was executed, is included as part of any human readable form (such as electronic display or printout) of the converted media format. **(T-1)**.

A5.9.2.3. Apply digital signatures to upgraded/converted records to certify record integrity. **(T-1)**.

Attachment 6

COMBAT AMMUNITION SYSTEM - USER ROLE AND FUNCTION ALIGNMENT TO AUTHORIZED PROGRAM ID

A6.1. Purpose: This attachment provides FISCAM user access controls to CAS and aligns CAS User Roles and Duty Functions to specific authorized Program Identification (ID) within **Tables A6.1**, **A6.2**, **A6.3**, and **A6.4**. This table will be used in conjunction with **paragraph 2.6.6** and **paragraph 9.2.1** when completing CAS - DD Forms 2875 to assign CAS User Roles to individual personnel. **(T-1)**.

Note: It is not necessary to enter specific Program IDs on the DD Form 2875.

A6.2. User Roles and Functions: CAS User Roles and Functions are not associated to specific workcenters (e.g., Inspection, Storage, PGM, CMM). Rather, User Roles and Functions are based on the tasks that specific personnel are qualified and required to perform to meet local mission requirements as determined by Munitions Supervision and/or the MASO. For this reason, supervisors, managers, SAs, and MASOs should not use workcenter assignment as the primary basis for assigning User Roles on the CAS - DD Form 2875.

Table A6.1. Program ID Alignment to User Roles - CAS SPO, MAJCOM, and NAF.

PROGRAM TITLE	PROGRAM ID	USER ROLE			
		CAS SPO			MAJC
		CAS SPO	GACP	MAJCOM	SA
ACCOUNTABLE PROGRAMS					
Expediter Process	AM2W1A	X			
Inventory Process	AM427A	X			
Regroup Maintenance	AM503A	X			
Asset Serviceability	AM504A	X			
Asset Identity Change	AM505A	X			
Complete Round Issue To Custody	AM511A	X			
Issue Request	AM515A	X			
Issue	AM517A	X			
Turn-In Process	AM555A	X			
Safety Suspense	AM606A	X			
Expenditures	AM723A	X			
Manage Interface Information	AMA03A.MANAGE		X		
Reverse Post	AMA06A	X			
DoDAAC Create/Delete Program	AMA89A	X			
Manual Record Processing	AMC05A	X			
Manage Intransits	AMI07A	X	X	X	X
Inquire And Update Outbounds	AMI08A	X			
Inquire RDOs	AMI13A	X			

PROGRAM TITLE	PROGRAM ID	USER ROLE			
		CAS SPO			MAJC
		CAS SPO	GACP	MAJCOM	SA
Inquire & Update Inbounds/	AMI14A	X	X		
Requisitions Requiring Attention	AMI15A.MANAGE		X	X	X
Create RDO Shipment	AMI23A	X			
Shipments	AMI25A	X			
Create Local Shipment	AMI26A	X			
Create ISO Shipment	AMI27A	X			
Create ADR Shipment	AMI28A	X			
Process Receipts	AMI41A	X			
Complete Round Buildup	AMJ01A	X			
Complete Round Teardown	AMJ02A	X			
Conflict Resolution	AMP09A (2)	X			
NON-ACCOUNTABLE PROGRAMS					
Non-Accountable Courtesy Storage	AM101A	X			
Facility Maintenance	AM103A	X			
Movement	AM104A	X			
Container Type Management	AM105A	X		X	
Container Load	AM106A.ADD	X			
Total Asset Inquiry	AM108A	X	X	X	X
ADR Maintenance	AM191A.ADD	X	X		
ADR Maintenance	AM191A.MANAGE	X	X		
Component Required For Weapon By	AM200A	X	X	X	X
Local CRD Update/Delete	AM202A	X			
Weapon Code Nomination	AM203A	X			
Add CRD	AM205A.ADD		X		
Manage CRD	AM205A.MANAGE		X		
Manage CRD Template	AM205A.MANAGE_T		X		
Manage CRD Proposals	AM205A.PROPOSAL		X	X	X
Serial Number Cross Reference	AM506A	X			
DIFM Maintenance	AM537A	X			
DOM Maintenance	AM600A	X			
Inspection Template Maintenance	AM601A	X			
Inspection History Maintenance	AM605A	X			
Transaction History Archive	AM910A	X			
Base Parameter Update	AMA00A	X	X	X	X
Add Users	AMA01A.ADD	X	X	X	X
Delete Users	AMA01A.DELETE	X	X	X	X

		USER ROLE			
		CAS SPO			MAJC
PROGRAM TITLE	**PROGRAM ID**	**CAS SPO**	**GACP**	**MAJCOM**	**SA**
Manage Users	AMA01A.MANAGE	X	X	X	X
Assign MDC To Equipment Specialist	AMA07A.ADD_ES		X		
Assign MDC To Item Manager	AMA07A.ADD_IM		X		
Manage MDC	AMA07A.MANAGE		X		
Manage System Edits	AMA10A.MANAGE		X		
End Of Day Batch Log	AMA55A	X			
Add BIF	AMB01A.ADD		X	X	X
Calculate Distance Between DoDAACs	AMB01A.DISTANCE	X	X	X	X
Manage BIF	AMB01A.MANAGE		X	X	X
Optimum Storage Levels	AMC06A	X			
Change DoDAAC Access	AMCHGA	X	X	X	X
Add IDR	AMD01A.ADD		X		
Manage IDR	AMD01A.MANAGE		X		
Local Indicative Data Update/Delete	AMD02A	X			
Local Indicative Data Load/Challenge	AMD03A	X			
Manage Challenges	AMD06A.MANAGE		X		
Document Control	AME01A	X	X	X	X
Add Wholesale Allocations	AMG01A.ADD		X		
Manage Wholesale Allocations	AMG01A.MANAGE		X		
Asset Level Stratification	AMG04A	X			
Organization Record Maintenance	AMG10A	X			
Create Requisition	AMI02A	X	X	X	X
QUERY/REPORT PROGRAMS					
Container Management	AM106A.QUERY	X			
ADR Query	AM191A.QUERY	X	X	X	X
Query CRD	AM205A.QUERY	X	X	X	X
View CRD Template	AM205A.QUERY_T	X		X	X
Asset Balance Inquiry	AM502A	X	X	X	X
Asset Posture Inquiry	AM510A	X	X	X	X
Query Assigned Maintenance/Issue	AM514A (1)	X			
Query Assets	AM520A.QUERY	X	X	X	X
Query Expenditures	AM521A.QUERY	X	X	X	X
Complete Round Inquiry	AM522A	X	X	X	X
Inquiry By NSN	AM571A	X	X	X	X
Inspection Due-Date Inquiry	AM603A	X	X	X	X
Transaction History Inquiry	AM900A	X	X	X	X

PROGRAM TITLE	PROGRAM ID	USER ROLE			
		CAS SPO			MAJC
		CAS SPO	GACP	MAJCOM	SA
View MAJCOM DoDAAC List	AMA01A.MC_LIST	X	X	X	X
View SAs	AMA01A.VIEW_SA	X	X	X	
Report Print	AMA80A	X	X	X	X
Print Labels	AMA81A	X			
Query BIF	AMB01A.QUERY	X			
Query IDR	AMD01A.QUERY	X		X	X
Query Wholesale Allocations	AMG01A.QUERY	X		X	X
Due-Out Inquiry	AMI09A	X	X	X	X
Report Schedule	AMM04A	X	X	X	X
Adhoc Query	AMQ01A	X	X	X	X
Facility Maintenance Inquiry	AMQ03A	X	X	X	X
Inspection History Inquiry	AMQ05A	X	X	X	X
Serial Number Cross-Reference Inquiry	AMQ06A	X	X	X	X
Asset Levels Inquiry	AMQ07A	X	X	X	X
Non-Accountable Assets Inquiry	AMQ08A	X	X	X	X
Previous Month Expenditures Inquiry	AMQ10A	X	X	X	X
CRA Main Menu Options	AMR01A.QUERY	X	X	X	X
CRA Main Menu Options	AMR01A.MANAGE	X	X	X	X
CRA Main Menu Options	AMR01A.ADMIN	X	X	X	X

Table A6.2. Program ID Alignment to User Roles - GACP - SA, USER, CRD Manager, Item Manager (IM), Equipment Specialist (ES), and ACP.

PROGRAM TITLE	PROGRAM ID	GACP			
		SA	USER	CRD MGR	IM
ACCOUNTABLE PROGRAMS					
Manage Interface Information	AMA03A.MANAGE	X		X	
Manage Intransits	AMI07A	X	X	X	X
Inquire & Update Inbounds/ Requisitions	AMI14A	X	X		X
Requisitions Requiring Attention	AMI15A.MANAGE	X	X	X	X
NON-ACCOUNTABLE PROGRAMS					
Total Asset Inquiry	AM108A	X	X	X	X
ADR Maintenance	AM191A.MANAGE	X			X
Component Required For Weapon By Qty	AM200A			X	X
Add CRD	AM205A.ADD	X	X	X	
Manage CRD	AM205A.MANAGE	X	X	X	
Manage CRD Template	AM205A.MANAGE_	X	X	X	
Manage CRD Proposals	AM205A.PROPOSAL	X	X	X	

PROGRAM TITLE	PROGRAM ID	GACP			
		SA	USER	CRD MGR	IM
Base Parameter Update	AMA00A	X			
Add Users	AMA01A.ADD	X			
Delete Users	AMA01A.DELETE	X			
Manage Users	AMA01A.MANAGE	X			
Assign MDC To Equipment Specialist	AMA07A.ADD_ES	X		X	
Assign MDC To Item Manager	AMA07A.ADD_IM	X		X	
Manage MDC	AMA07A.MANAGE	X		X	
Manage System Edits	AMA10A.MANAGE	X		X	
Add BIF	AMB01A.ADD	X		X	
Calculate Distance Between DoDAACs	AMB01A.DISTANCE	X	X	X	X
Manage BIF	AMB01A.MANAGE	X		X	
Change DoDAAC Access	AMCHGA	X	X	X	X
Add IDR	AMD01A.ADD	X	X	X	X
Manage IDR	AMD01A.MANAGE	X	X	X	X
Manage Challenges	AMD06A.MANAGE	X	X	X	X
Add Wholesale Allocations	AMG01A.ADD	X		X	X
Manage Wholesale Allocations	AMG01A.MANAGE	X		X	X
Create Requisition	AMI02A	X	X		X
QUERY/REPORT PROGRAMS					
ADR Query	AM191A.QUERY	X	X	X	X
Query CRD	AM205A.QUERY				X
View CRD Template	AM205A.QUERY_T				X
Asset Balance Inquiry	AM502A	X	X	X	X
Asset Posture Inquiry	AM510A		X		
Query Assets	AM520A.QUERY	X	X	X	X
Query Expenditures	AM521A.QUERY	X	X	X	X
Complete Round Inquiry	AM522A	X	X	X	X
Inquiry By NSN	AM571A		X	X	X
Inspection Due-Date Inquiry	AM603A		X		
Transaction History Inquiry	AM900A	X	X	X	X
View MAJCOM DoDAAC List	AMA01A.MC_LIST	X	X	X	X
Report Print	AMA80A	X	X	X	X
Query BIF	AMB01A.QUERY		X		X
Query Wholesale Allocations	AMG01A.QUERY				
Report Schedule	AMM04A	X	X	X	X
Adhoc Query	AMQ01A	X	X	X	X
Facility Maintenance Inquiry	AMQ03A	X	X	X	X
Inspection History Inquiry	AMQ05A	X	X	X	X
Serial Number Cross-Reference Inquiry	AMQ06A	X	X	X	X

PROGRAM TITLE	PROGRAM ID	GACP			
		SA	USER	CRD MGR	IM
Asset Levels Inquiry	AMQ07A	X	X	X	X
Non-Accountable Assets Inquiry	AMQ08A	X	X	X	X
Previous Month Expenditures Inquiry	AMQ10A	X	X	X	X
CRA Main Menu Options	AMR01A.QUERY	X	X	X	X
CRA Main Menu Options	AMR01A.MANAGE	X	X	X	X
CRA Main Menu Options	AMR01A.ADMIN	X			

Table A6.3. Program ID Alignment to User Roles - Local SA, MASO, CAS User, and General User.

PROGRAM TITLE	PROGRAM ID	USER ROLE		
		LOCAL SA	MASO	CAS User
ACCOUNTABLE PROGRAMS				
Expediter Process	AM2W1A	X		X
Inventory Process	AM427A	X	X	X
Regroup Maintenance	AM503A	X	X	X
Asset Serviceability	AM504A	X	X	X
Asset Identity Change	AM505A	X	X	X
Complete Round Issue To Custody	AM511A	X	X	X
Issue Request	AM515A	X	X	X
Issue	AM517A	X	X	X
Turn-In Process	AM555A	X	X	X
Safety Suspense	AM606A	X	X	X
Expenditures	AM723A	X	X	X
Reverse Post	AMA06A	X	X	X
Manual Record Processing	AMC05A	X		
Manage Intransits	AMI07A	X	X	X
Inquire And Update Outbounds	AMI08A	X	X	X
Inquire RDOs	AMI13A	X	X	X
Inquire & Update Inbounds/ Requisitions	AMI14A	X	X	X
Create RDO Shipment	AMI23A	X	X	X
Shipments	AMI25A	X	X	X
Create Local Shipment	AMI26A	X	X	X
Create ISO Shipment	AMI27A	X	X	X
Create ADR Shipment	AMI28A	X	X	X
Process Receipts	AMI41A	X	X	X
Complete Round Buildup	AMJ01A	X	X	X
Complete Round Teardown	AMJ02A	X	X	X
Conflict Resolution	AMP09A (2)	X	X	X

PROGRAM TITLE	PROGRAM ID	USER ROLE		
		LOCAL SA	MASO	CAS User
NON-ACCOUNTABLE PROGRAMS				
Non-Accountable Courtesy Storage	AM101A	X	X	X
Facility Maintenance	AM103A	X	X	X
Movement	AM104A	X	X	X
Container Load	AM106A.ADD	X		X
Total Asset Inquiry	AM108A	X	X	X
ADR Maintenance	AM191A.ADD	X	X	X
ADR Maintenance	AM191A.MANAGE	X	X	X
Component Required For Weapon By Quantity	AM200A	X	X	X
Local CRD Update/Delete	AM202A	X	X	X
Weapon Code Nomination	AM203A	X	X	X
Serial Number Cross Reference	AM506A	X	X	X
DIFM Maintenance	AM537A	X	X	X
DOM Maintenance	AM600A	X	X	X
Inspection Template Maintenance	AM601A	X	X	X
Inspection History Maintenance	AM605A	X	X	X
Transaction History Archive	AM910A	X		
Base Parameter Update	AMA00A	X		
Add Users	AMA01A.ADD	X		
Delete Users	AMA01A.DELETE	X		
Manage Users	AMA01A.MANAGE	X		
Calculate Distance Between DoDAACs	AMB01A.DISTANCE	X	X	X
Optimum Storage Levels	AMC06A	X	X	X
Change DoDAAC Access	AMCHGA	X	X	X
Local Indicative Data Update/Delete	AMD02A	X	X	X
Local Indicative Data Load/Challenge	AMD03A	X	X	X
Document Control	AME01A	X	X	X
Asset Level Stratification	AMG04A	X	X	X
Organization Record Maintenance	AMG10A	X	X	X
Create Requisition	AMI02A	X	X	X
QUERY/REPORT PROGRAMS				
Container Management	AM106A.QUERY	X		X
ADR Query	AM191A.QUERY	X	X	X
Query CRD	AM205A.QUERY	X	X	X
View CRD Template	AM205A.QUERY_T	X	X	X
Asset Balance Inquiry	AM502A	X	X	X
Asset Posture Inquiry	AM510A	X	X	X
Query Assigned Maintenance/Issue Documents	AM514A (1)	X	X	X
Query Assets	AM520A.QUERY	X	X	X

PROGRAM TITLE	PROGRAM ID	USER ROLE		
		LOCAL SA	MASO	CAS User
Query Expenditures	AM521A.QUERY	X	X	X
Complete Round Inquiry	AM522A	X	X	X
Inquiry By NSN	AM571A	X	X	X
Inspection Due-Date Inquiry	AM603A	X	X	X
Transaction History Inquiry	AM900A	X	X	X
View MAJCOM DoDAAC List	AMA01A.MC_LIST	X	X	X
View SAs	AMA01A.VIEW_SA	X		
Report Print	AMA80A	X	X	X
Print Labels	AMA81A	X	X	X
Query BIF	AMB01A.QUERY	X	X	X
Query IDR	AMD01A.QUERY	X	X	X
Query Wholesale Allocations	AMG01A.QUERY	X	X	X
Due-Out Inquiry	AMI09A	X	X	X
Report Schedule	AMM04A	X	X	X
Adhoc Query	AMQ01A	X	X	X
Facility Maintenance Inquiry	AMQ03A	X	X	X
Inspection History Inquiry	AMQ05A	X	X	X
Serial Number Cross-Reference Inquiry	AMQ06A	X	X	X
Asset Levels Inquiry	AMQ07A	X	X	X
Non-Accountable Assets Inquiry	AMQ08A	X	X	X
Previous Month Expenditures Inquiry	AMQ10A	X	X	X
CRA Main Menu Options	AMR01A.QUERY	X	X	X
CRA Main Menu Options	AMR01A.MANAGE	X		

Table A6.4. Program ID Alignment to Specific Duty Functions - Accountability, Inspector, Warehousing, and Maintenance.

PROGRAM TITLE	PROGRAM ID	DUTY FUNCTIONS		
		ACCOUNT-ABILITY	INSPECTOR	WARE-HOUSING
ACCOUNTABLE PROGRAMS				
Inventory Process	AM427A	X		
Regroup Maintenance	AM503A		X	
Asset Serviceability	AM504A		X	
Asset Identity Change	AM505A		X	
Complete Round Issue To Custody	AM511A	X		
Issue Request	AM515A	X		
Issue	AM517A	X		
Turn-In Process	AM555A	X	X	
Safety Suspense	AM606A		X	

PROGRAM TITLE	PROGRAM ID	DUTY FUNCTIONS		
		ACCOUNT-ABILITY	INSPECTOR	WARE-HOUSING
Expenditures	AM723A	X		
Reverse Post	AMA06A	X		
Manage Intransits	AMI07A	X		
Inquire And Update Outbounds	AMI08A	X		
Inquire RDOs	AMI13A	X		
Inquire & Update Inbounds/ Requisitions	AMI14A	X		
Create RDO Shipment	AMI23A	X		
Shipments	AMI25A	X		
Create Local Shipment	AMI26A	X		
Create ISO Shipment	AMI27A	X		
Create ADR Shipment	AMI28A	X		
Process Receipts	AMI41A	X	X	
Complete Round Buildup	AMJ01A			
Complete Round Teardown	AMJ02A			
Conflict Resolution	AMP09A (2)			X
NON-ACCOUNTABLE PROGRAMS				
Non-Accountable Courtesy Storage	AM101A			X
Facility Maintenance	AM103A			X
Movement	AM104A		X	X
Container Load	AM106A.ADD			X
ADR Maintenance	AM191A.ADD	X	X	
ADR Maintenance	AM191A.MANAGE	X	X	
Local CRD Update/Delete	AM202A	X		
Weapon Code Nomination	AM203A	X		
Serial Number Cross Reference	AM506A		X	
DIFM Maintenance	AM537A	X		
DOM Maintenance	AM600A		X	
Inspection Template Maintenance	AM601A		X	
Inspection History Maintenance	AM605A		X	
Optimum Storage Levels	AMC06A	X		
Local Indicative Data Update/Delete	AMD02A	X		
Local Indicative Data Load/Challenge	AMD03A	X		
Document Control	AME01A	X		
Asset Level Stratification	AMG04A	X		
Organization Record Maintenance	AMG10A	X		
Create Requisition	AMI02A	X		

PROGRAM TITLE	PROGRAM ID	DUTY FUNCTIONS		
		ACCOUNT-ABILITY	INSPECTOR	WARE-HOUSING
QUERY/REPORT PROGRAMS				
Container Management	AM106A.QUERY			X
Query Assigned Maintenance/Issue	AM514A (1)	X		
Query Wholesale Allocations	AMG01A.QUERY	X		
Due-Out Inquiry	AMI09A	X		

NOTES:

1. AM514A - Query Assigned Maintenance/Issue Documents and AM515A - Issue Request: These programs are used to track refurbishment of munitions at DoDAAC: FV2172. Currently FV2172 has a different process in place and no longer uses this program.

2. AMP09A - Conflict Resolution: This program is used to correct AIT Transaction Errors from the CMDs. Refer to **paragraph 7.1.3.3**.