

**BY ORDER OF THE COMMANDER  
439TH AIRLIFT WING**

**439TH AIRLIFT WING INSTRUCTION  
21-201**



**14 DECEMBER 2020**

***Maintenance***

***INSPECTION, CERTIFICATION AND  
VERIFICATION OF MUNITIONS  
RESIDUE AND CERTIFICATION OF  
EMPTY CONTAINERS***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 439 MXS/MXMW

Certified by: 439 MXG/CC  
(Col Daniel Counts)

Supersedes: 439AWI21-201,  
29 October 2019

Pages: 7

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This instruction implements Air Force Policy Directive (AFPD) 21-2, *Munitions* and Technical Order 11A-1-60, *Inspection of Reusable Munitions Containers and Scrap Material Generated from Items Exposed To, or Containing Explosives*. It establishes guidelines governing the inspection of explosive residue generated from explosive items and certification/verification of empty containers prior to turn-in for shipment and or re-sale to Defense Logistics Agency (DLA). It applies to all organizations assigned or attached to Westover Air Reserve Base (ARB). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. 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 Form 847 to 439 MXG/MXQ, 350 Hangar Avenue, Box 21, Westover ARB, MA 01022-1771.

***SUMMARY OF CHANGES***

This document is substantially revised and must be completely reviewed and must be read in its entirety. Major changes include changing Defense Reutilization Management Office (DRMO) to Defense Logistics Agency (DLA). It also removes procedures for Qualified Recycling Program (QRP) reimbursement.

**1. Purpose.** To ensure safety, security, and accountability are maintained, munitions are not disposed of inadvertently, expended munitions and/or containers are not transferred to unauthorized personnel, and to protect the environment from contaminants. Under no circumstances will Air Force personnel release munitions residue, empty munitions containers, or live munitions to non-Air Force entities for possession, management, and processing.

**2. Customers and Users Responsibilities.**

2.1. Ensure all munitions residue is turned in to the Munitions Flight to include expended brass, links, expended smoke grenades, pull-pins, empty containers/boxes, and packing material.

2.2. Prior to turn in, ensure the following:

2.2.1. Ensure that no live munitions are mixed with munitions residue.

2.2.2. Segregate residue in separate containers (i.e., 5.56mm ball residue in one container, 7.62mm blank residue in separate container).

2.2.3. Ensure all containers (inner and outer) to include wooden and cardboard boxes remain serviceable for turn in to the Munitions Flight. All stripper clips, pins, and bandoleers, etc., will also be turned in.

2.2.4. Ensure containers that are to be returned to the Munitions Flight are free of live munitions.

2.3. Dud items will not be turned in to the Munitions Flight; appropriate emergency Explosive Ordnance Disposal (EOD) procedures will apply.

2.4. Contact the Munitions Flight to schedule an appointment for munitions residue/empty container return, 557-2928/3661.

**3. Munitions Flight Responsibilities.**

3.1. The Munitions Flight Chief will provide the Defense Logistics Agency (DLA) Disposition Services facility in writing a list of qualified munitions inspectors to certify/verify munitions residue which includes their name, rank, authorization to inspect, certify, and/or verify, and specimen signature of each inspector.

3.2. The Munitions Flight Chief will ensure that only qualified/appointed munitions personnel are authorized to certify/verify and process any munitions residue to include small arms brass or empty munitions containers.

3.3. The Munitions Flight Chief will periodically review the inspection procedures to ensure safety, security, and accountability of munitions residue is maintained at all times.

3.4. The Munitions Flight Chief will ensure that customers are properly trained on the procedures contained within this instruction.

**4. Munitions Residue Inspector's Responsibilities.**

4.1. Accept properly configured incoming munitions residue from the user. Residue will be treated as a minimal Hazard Class/Division (HC/D) of the original munitions issued until certified expended/empty/explosive free.

4.2. Residue awaiting inspection certification/verification will be stored and secured/locked in the residue holding area (Bldg 8842) until inspected and treated as a minimum HC/D 1.4.

4.3. The residue inspection process is an explosive operation and proper explosive safety procedures will be followed at all times. **NOTE:** If live munitions are found during the inspection process, refer to **paragraph 5** **NOTE:** Due to the possible lead contamination of residue, Nitrile gloves shall be used when inspecting expended shell casings, flare cartridges, and impulse cartridges.

4.4. Ensure all munitions residue is inspected, certified, marked, sealed and segregated IAW certification/verification procedures contained in DoDI 4140.62; DoD 4160.28-M, Vol. 1, 2, and 3, and 11A-1-60. These procedures will be accomplished for all the following items:

4.4.1. Empty Munitions Containers, Inner Containers, and Packing Material:

4.4.1.1. Determine serviceability of items and segregate serviceable from unserviceable.

4.4.1.2. Determine the requirement to retain items for reuse/repacking, Turn-in, or disposal.

4.4.1.2.1. Serviceable items retained for reuse/repacking will be inspected, certified, marked, sealed, segregated, and stored in the empty container storage area.

4.4.1.2.2. Excess serviceable items not retained for reuse will be inspected, certified, marked, sealed, segregated, and determined for disposition of turn in to DLA. Mark/palletize IAW MIL-STD-129P and DRMS-I 4160.14, Section 3 – Special Processing.

4.4.1.2.3. Unserviceable items will be inspected, certified, segregated, and all munitions identification markings will be obliterated. Items will be locally discarded for recycling (e.g., wood, plastic, etc) through Westover ARB Transfer Station per the Integrated Solid Waste Management Plan for Westover ARB.

4.4.2. Firing Range Expended Brass/Expended Small Arms Cartridge Cases (ESACC) under .50 caliber: **NOTE:** Upon turn in from munitions custodian, ensure brass is segregated in separate containers by caliber and type of metal prior to acceptance. If items are not properly segregated, deny turn in, brief custodian on proper procedures, and reschedule turn in.

4.4.2.1. Ensure that a 100 percent visual inspection certification and verification of all munitions residue is performed IAW T.O. 11A-1-60.

4.4.2.2. Segregate munitions residue in separate containers by type of residue and like items.

4.4.2.3. Once segregated and verified, document total weight by type of residue on the Residue Tracker Y:\Restricted\MXG\MXS\MXMW\FYXX Document Control\2-02 Accounts\765GT\Misc

4.4.2.4. Ensure containers are secured with anti-tampering seals or secured with banding.

- 4.4.2.5. Weigh and properly mark all containers.
- 4.4.2.6. Prepare documentation IAW **para 6** **NOTE:** DEMIL code breakdown/usage: “A” for all scrap material except expended small arms cartridge cases (ESACCS) and scrap metal gleaned from a firing range; “Q” for ESACCS and scrap metal gleaned from a firing range. DEMIL code can be found in column 65, top row of 1348-1A.
- 4.4.2.7. Prepare for shipment and contact TMO for scheduling of shipment to DLA.
- 4.4.3. Categorization of all other Munitions Residue:
  - 4.4.3.1. Follow procedures in **paragraph 4.1** thru **4.4**.
  - 4.4.3.2. If a determination cannot be made if the residue is non-hazardous or Resource Conservation Recovery Act (RCRA) exempt, coordinate with local Environmental Function, 439th MSG/CEV 557-3331 to schedule residue to be tested for Toxic Characteristic Leaching Process (TCLP) performed by an Environmental Protection Agency (EPA) certified laboratory.
    - 4.4.3.2.1. The 439th MSG/CEV will provide a copy of the report to the Munitions Flight Chief who will in-turn provide a copy to the Designated Disposition Approval (DAA).
  - 4.4.3.3. Expended M-60 Igniters have been tested and determined to be contaminated with Cadmium above allowable levels and will be treated as hazardous waste IAW 439 Air Wing Hazardous Waste Management Plan. These assets are not exempt from the certification/verification process.
  - 4.4.3.4. Expended 40MM Target practice rounds will be certified/verified and segregated in 55 gallon drum for solid waste disposal through the 439 MSG/CEV.

## **5. Procedures for Discovery of Live Munitions during the Certification/Verification Process.**

- 5.1. The munitions residue inspector will:
  - 5.1.1. Stop certification process in the bay immediately and notify the Crew Chief.
  - 5.1.2. The Crew Chief will determine if an unsafe condition exists and whether the operation will continue.
    - 5.1.2.1. If the Crew Chief determines an unsafe condition exists, evacuate as required, follow emergency procedures and notify MOC/EOD immediately.
    - 5.1.2.2. If the Crew Chief determines the condition is safe, continue the inspection process.
  - 5.1.3. The Crew Chief will determine if any additional explosive/munitions items are found in the residue and segregate. Report type, quantities, condition/serviceability and origin (if known) to the Munitions Accountable Systems Officer.
    - 5.1.3.1. If the origin is unknown, an investigation will be performed to determine the origin of the item (CAS Transaction histories, Issues, Expenditures, Residue Turn-In Logs).

5.2. The Munitions Accountable Systems Officer (MASO) will ensure:

5.2.1. Stock-listed munitions are picked up on stock record account FV6606 using Found-On-Base/Organizational Turn-in procedures IAW AFMAN 21-201.

5.2.2. A review of is conducted of the custody account turn-in procedures. If negligence is suspected, account will be frozen until proper retraining occurs.

5.2.3. Notify the respective unit commander identified on the Munitions Custody Account AF Form 68, *Munitions Authorization Record*, of the investigation results. The account will remain frozen until released by the MASO.

## **6. Documentation Requirements for Certified/Verified Munitions Residue.**

6.1. Designated Munitions personnel will:

6.1.1. Create an account and complete registration in the DLA Account Management and Provisioning System (AMPS) <https://amps.dla.mil>

6.1.2. Contact the respective DLA POC for the most current process and documentation requirements for transfer of the residue.

6.1.3. Enter required information in the electronic turn in document (ETID) program.

6.1.4. The ETID generated from the DLA-ETID system will produce an DD Form 1348-1A/ETID.

6.1.5. The ETID and Inert certification/verification and MDAS documents are required to be completed, signed, and forwarded to DLA DISPOSITION SERVICES.

6.1.6. A copy will be placed in the suspense file and the original signature and 3 copies will be attached to the item.

6.1.7. A final completed copy of the ETID will also be forwarded to 439 CES/CEV.

6.2. All DD Forms 1348-1A for munitions residue operations will be retained for a minimum of two years.

## **7. Procedures for Shipment of Certified/Verified Munitions Residue.**

7.1. Contact the Transportation Management Office (TMO) (557-3009) to coordinate shipment to DLA.

7.2. Provide number of pallets and total weight of each pallet as required.

**8. Local Procedures for Discovery of Live MPPEH found in WARB Certified Munitions Residue at DLA DISPOSITION SERVICES.** All incidents involving the discovery of live MPPEH are reported in accordance with the Situation Reporting (SITREP) guidance provided in DISP SVCS-I 3020.01 Disposition Services Situation Reporting System. The SITREP requirement generated is mandatory if live MPPEH is found in any scrap pile and will be initiated DLA.

8.1. The Munitions Flight chief will:

8.1.1. Notify Maintenance Squadron Supervision, Safety, and MXG Quality Assurance of the type and location of munitions found.\

8.1.2. Retrieve all residue documentation, DD Form 1348-1A for the last two years.

8.1.3. Secure all expended munitions/residue presently in custody.

8.1.4. Secure all inspectors training records.

8.2. Safety will perform a thorough investigation and will notify HQ AFRC/SEW, 439 MXS/MXG and 439 MXS/MXMW of the results using the Special Situation Report format.

**9. Focal points:**

9.1. The Wing focal point for the 439th Munitions Residue Certification/Verification Recycling Program is 439 MXS/MXMW, Munitions Flight, located in building 8840, DSN 589-2928/3661, with work hours of 0630-1500, Monday-Friday. In emergency situations, contact the Command Post at 557-3571.

9.2. DLA DISPOSITION SERVICES focal point is DLA DISPOSITION SERVICES at Portsmouth/Pease, 302 Newmarket Street, Bldg 152, PO Box 35, Pease ANGB, Newington, NH 03801-2886. DSN telephone numbers are 852-2737/2725 and Email is [DRMSPortsmouthDSR@dla.mil](mailto:DRMSPortsmouthDSR@dla.mil). DODAAC is SX1081.

CRAIG C. PETERS, Col, USAF  
Commander

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

AFMAN 21-201, *Munitions Management*, 26 March 2019

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

AFI 33-360, *Publications and Forms Management*, 1 December 2015

Technical Order 11A-1-60, *Inspection of Reusable Munitions Containers and Scrap Material Generated from items Exposed to, or Containing Explosives*, 16 April 2015

*Integrated Solid Waste Management Plan for Westover ARB*, November 2008

DRMS-I 4160.14, *Operating Instructions for Disposition Management, Section 3 - Special Processing*, Edited Jan 2013

DoDM 4160.28-M-V1, *Defense Demilitarization: Program Administration*, 7 June 2011

DoDM 4160.28-M-V2, *Defense Demilitarization: Demilitarization Coding*, 7 June 2011

DoDM 4160.28-M-V3, *Defense Demilitarization: Procedural Guidance*, 7 June 2011

DoDI 4140.62, *Material Potentially Presenting an Explosive Hazard*, 25 November 2008

***Adopted Forms***

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

AF Form 68, *Munitions Authorization Record*, 19 January 2018