

**BY ORDER OF THE COMMANDER
SPACE LAUNCH DELTA 45**

**SPACE LAUNCH DELTA 45
INSTRUCTION 21-202**



7 MARCH 2025

Maintenance

MUNITIONS MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements Department of the Air Force Manual (DAFMAN) 21-201, *Munitions Management*. It prescribes additional policies and procedures for accountability, issue, turn-in, inventory control, and requirements forecasting of munitions items. It provides information on maintaining custody accounts, courtesy storage requirements, loss/damage reporting, and mobility procedures. It applies to all organizations (with the exception of Cape Canaveral Space Force Station managed munitions) and activities assigned to, attached to, or supported by Space Launch Delta 45 (SLD 45), having a valid requirement and proper authority to possess, maintain, consume or expend munitions items. This instruction is intended to be used in conjunction with DAFMAN 21-201. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Department of the Air Force (DAF) Form 847, *Recommendation for Change of Publication*; route DAF Form 847 from the field through the appropriate functional chain of command. Submit requests for waivers through the chain of command to the publication OPR for consideration. The certifier of this publication has final authority for any waivers. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Department of the Air Force.

1.	Responsibilities.....	3
2.	Establishment of Munitions Account.....	3
3.	Procedures for Custody or Consumption Issue of Munitions.	3
4.	Issue of Munitions Required for Aircraft Time Change.	4
5.	Procedures for Turn-In of Munitions.	4
6.	Munitions Custody Account Expenditure Procedures.	5
7.	Shelf/Service Life.	5
8.	Munitions Inventory Procedures.....	5
9.	Suspended/Restricted Munitions Procedures.....	5
10.	Failure to Function and Incident/Accident Munitions Instructions.	6
11.	Munitions Forecasting Requirements.	6
12.	Allocation Process.	6
13.	Lot Number Integrity.	6
14.	Material Potentially Presenting an Explosive Hazard (MPPEH) and Expended Brass/Residue.....	6
15.	Munitions Storage Procedures.	7
16.	Courtesy Storage Agreement (CSA) Requirements.....	7
17.	End-Of-Year Procedures.....	7
18.	Munitions Support.	7
	Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	8
	Attachment 2—CUSTOMER INFORMATION MATRIX	11

1. Responsibilities. All organizational commanders, account custodians, and customers that use, possess, or maintain munitions items are responsible for ensuring compliance with the procedures of this instruction.

2. Establishment of Munitions Account. Prior to the release of any munitions item, the requesting activity must establish a munitions account. The requesting activity should use the following procedures as a guide:

2.1. The unit commander will request, in writing, assignment of an organizational custody account code from the 45 Logistic Readiness Squadron Material Management Munitions Section (45 LRS/LGRMW).

2.2. The requesting unit will prepare an electronic version of AF Form 68, *Munitions Authorization Record* and forward to the 45 LRS/LGRMW organizational mailbox Patrick.FV2520@us.af.mil for validation. Upon validation, the 45 LRS/LGRMW will submit the unit's request to the Munitions Accountable Systems Office (MASO) for approval.

2.3. The 45 LRS/LGRMW will ensure organizational commanders and custodians are familiar with the policies, responsibilities, and procedures of DAFMAN 21-201, those listed on the AF Form 68, and the Munitions Customer Information Matrix.

2.4. The 45 LRS/LGRMW will review the request to determine if the items are munitions-type assets (FV-managed). The requesting commander will be notified if the establishment of a munitions account has been approved or disapproved.

2.5. Once approved, the requesting unit commander may submit an out-of-cycle allocation request into Agile Munitions Support Tool (AMST). After the request is loaded, an automated email is generated for MASO approval/disapproval. The MASO will ensure requests forwarded to the respective Major Command (MAJCOM) Functional Manager and Ammunition Control Point for review and approval.

3. Procedures for Custody or Consumption Issue of Munitions.

3.1. There are two types of issues authorized for munitions items: consumption and custody. SLD 45 Form 2102, *Munitions Issue Request*, will be submitted to the 45 LRS/LGRMW organizational mailbox (Patrick.FV2520@us.af.mil) 10 duty days prior to the requirement date.

3.1.1. Consumption Issues. Consumption issues are limited to those assets consumed or installed within 15 calendar days. Consumption issues may vary from that quantity which must be consumed on the day of issue to that quantity which will be consumed within 15 calendar days from the date and time of issue. If available storage facilities cannot satisfy the security and safety requirements, the consumption issues are restricted to that quantity which can be consumed on the day of issue.

3.1.2. Custody Issues. A custody issue is an issue to an organization for use at a point in time that may exceed 15 calendar days. Secure facilities and adequate storage must be available for support of all custody issues. All custody issues are controlled on a custody account.

3.2. All requests will be reviewed by 45 LRS/LGRMW personnel for accuracy prior to processing. Any requests submitted that exceed approved allocation quantities will be disapproved. If additional allocations are required, the unit will submit an out-of-cycle request in accordance with (IAW) DAFMAN 21-201.

3.3. Munitions are only authorized for use by the owning organization/shop identified on the AF Form 68 and are not authorized for release/use to other organizations/shops within the unit or external units. Using munitions for purposes other than those for which the munitions were originally issued may constitute a violation under the Air Force Fraud, Waste, and Abuse Program.

3.4. Munitions issued to organizations must be stored in original packing. When munitions assets are in use or built-up in operational configuration, organizations must retain original packing.

4. Issue of Munitions Required for Aircraft Time Change.

4.1. Forecasting of Cartridge Actuated Device (CAD)/Program Action Directive (PAD) items shall be accomplished IAW DAFI 21-101, *Aircraft and Equipment Maintenance Management*.

4.2. All issues of time change munitions, regardless of Expendability, Recoverability, or Reparability Code, will be issued under the Due-in From Maintenance (DIFM) control concept. The DIFM control concept means that when an asset is issued, it is tracked by the consuming organization until it is turned in. The only exception to this procedure would be an inadvertent firing of munitions where there is nothing to turn-in. In this instance, an initial issue will be processed.

4.3. Submit the issue request using the electronic Issue Request SLD 45 Form 2102. Include the aircraft tail number and the ground date in the request.

4.4. The 45 LRS/LGRMW will maintain close coordination with the requesting activity to ensure the issue is not processed no earlier than 72 hours prior to the actual required date.

5. Procedures for Turn-In of Munitions.

5.1. SLD 45 Form 2103, *Munitions Turn-in Request* will be submitted to 45 LRS/LGRMW organizational mailbox Patrick.FV2520@us.af.mil 10 duty days prior to the requirement date.

5.2. All turn-in requests will be reviewed by 45 LRS/LGRMW personnel for accuracy. If discrepancies exist on SLD 45 Form 2103, Munitions Personnel will notify the account custodian for corrections. Once the discrepancy has been resolved, a new turn-in document will be submitted by the account custodian via e-mail. A copy of the SLD 45 Form 2103 will be filed IAW DAFMAN 21-201.

5.3. DIFM assets will be returned within 15 calendar days after issue. The 15-day count starts from the date the custodian physically receives assets.

5.4. Munitions that are turned in will be in their original container/packaging.

5.5. Found-on-Base munitions will be placarded and stored in the appropriate munitions facility until approval to process is received from the MASO.

6. Munitions Custody Account Expenditure Procedures.

- 6.1. SLD 45 Form 2101, *Munitions Expenditure Request*, will be submitted to the 45 LRS/LGRMW organizational mailbox Patrick.FV2520@us.af.mil.
- 6.2. Requests will be reviewed by munitions personnel, validated, and processed.
- 6.3. Expenditure requests that are not completed correctly will be returned for corrections.
- 6.4. Expenditure requests must be electronically submitted within 2 duty days after expenditure.

7. Shelf/Service Life.

- 7.1. 45 LRS/LGRMW munitions inspectors will utilize Theater Integrated Combat Munitions System (TICMS) Periodic Inspection Management, Total Asset Inquiry–Periodic Inspection Listing, and specific item Technical Orders (TOs) to monitor shelf/service life of munitions items issued and in stock.
- 7.2. A shelf/service review will be conducted monthly, and custodians will be notified verbally and electronically of any extensions or required changes.
- 7.3. Time-change assets issued consumption or DIFM are removed from TICMS at time of issue. Therefore, it is the responsibility of the using organization to track shelf/service life IAW applicable technical data.

8. Munitions Inventory Procedures.

- 8.1. Munitions inventory procedures will be performed IAW DAFMAN 21-201 and this operating instruction. All munitions custody accounts will conduct quarterly inventories in February, May, August, and November. The 45 LRS/LGRMW will provide guidance as necessary. Prior to each of these scheduled inventories, organizations will be notified of the inventory start date. Custodians will be required to review their accounts to ensure all assets are on hand and stored in their proper locations. Any movements, expenditures, or issue requests must be submitted and completed before the inventory start date. Only emergency requirements will be issued during the inventory.
- 8.2. In August, 45 LRS/LGRMW will conduct the Annual MASO Custody Account Inventory.

9. Suspended/Restricted Munitions Procedures.

- 9.1. Suspended munitions are those munitions that have been withdrawn from issue and use, either temporarily or permanently, because they are either known to be or suspected of being unsafe or otherwise defective. Restricted munitions are those munitions that cannot be expected to perform satisfactorily under all conditions but may be used safely within certain prescribed limitations.
- 9.2. Suspended or restricted munitions will be turned in immediately to 45 LRS/LGRMW and replacement munitions will be issued as available.

10. Failure to Function and Incident/Accident Munitions Instructions.

10.1. Custodians will notify the appropriate agency immediately in the event munitions fail to function or are involved in an Incident/Accident. Once the asset has been determined safe, custodians will notify 45 LRS munitions personnel for turn-in. Munitions personnel will notify the Item Manager/Equipment Specialist IAW TO 00-35D-54, *USAF Deficiency Reporting, Investigation and Resolution*, for further guidance.

11. Munitions Forecasting Requirements.

11.1. The annual munitions forecasting is the primary vehicle to request and allocate munitions required for training, operational, and mobility requirements. It is the single most important action to be submitted, and its accuracy and validity cannot be over-emphasized. For additional information, refer to DAFMAN 21-201.

11.2. Organizations that use munitions are required to submit munitions forecast requirements annually. Units will ensure, through their MAJCOM Munitions User Functional Manager (MUFM), assigned munitions org/shop, functional unit, and requirement codes are loaded correctly in AMST Hill site. Custodians are required to load and verify their forecast using procedures defined by Global Ammunition Control Point [AMST-Main Screen \(af.mil\)](#). 45 LRS/LGRMW will provide custodians the forecast instruction notification letter.

12. Allocation Process.

12.1. On 1 October, 45 LRS Munitions personnel will validate allocations loaded in AMST and TICMS. All discrepancies will be corrected immediately.

12.2. Munitions identified as excess must be turned-in IAW DAFMAN 21-201.

13. Lot Number Integrity.

13.1. Custodians are responsible for maintaining lot number integrity on all items issued to their custody account.

13.2. Small arms ammunition removed from original packaging and installed in magazines will have the lot number identified on a tracking sheet.

14. Material Potentially Presenting an Explosive Hazard (MPPEH) and Expended Brass/Residue.

14.1. TO 11A-1-60, *General Instructions Inspection of Reusable Munitions Containers and Scrap Material Generated from Items Exposed to, or Containing Explosives*, [Chapter 2.1](#), states "...qualification requirement and appointment of qualified personnel who will inspect and certify material to be free of explosive/chemical contamination."

14.2. These assets will be treated as explosives until certified to be free of explosives material.

14.3. Organizations with authorized personnel (i.e., Air Force Specialty Code 2W0, 3E8, 3P0 or civilian equivalent), will be required to inspect, certify, and turn-in spent brass and residue to the servicing Defense Logistics Agency. Patrick SFB organizations without authorized personnel will coordinate with the 45 LRS/LGRMW for guidance.

15. Munitions Storage Procedures.

15.1. Account custodians will not request munitions items unless facilities are available and properly licensed/sited. SLD 45 Weapons Safety (SLD 45/SEW) is the point of contact for explosive facility licensing and site planning.

15.2. Custody Account custodians with munitions stored outside the Munitions Storage Areas (MSA) will provide notification to 45 LRS/LGRMW of all movements between facilities.

16. Courtesy Storage Agreement (CSA) Requirements.

16.1. The 45 LRS/LGRMW will provide courtesy storage of munitions when requested by the using organization and approved by the Munitions Supervisor.

16.2. SLD 45 Form 2104, *Courtesy Storage Movement Request* will be utilized.

17. End-Of-Year Procedures.

17.1. All munitions expenditure documents must be received by 45 LRS/LGRMW no later than three duty days prior to the last duty day of September. Units expending munitions in support of mission essential requirements or training during the last week of September must coordinate with the Munitions Section no later than 20 September. **NOTE:** Expenditure documentation received after the cutoff date may not be processed until after 30 September and will reduce the allocation of those assets for the new fiscal year.

17.2. With the exception of valid emergency issue requests, all issue or turn-in requests for the current fiscal year must be received by the Munitions Section no later than 10 September.

18. Munitions Support.

18.1. 45 LRS/LGRMW hours of operations are: Monday-Friday 0730-1700L

18.2. All munitions transactions requiring 45 LRS/LGRMW support will take place during established duty hours, except for verified emergency requirements. All documentation will be completed using electronic means to the fullest extent possible.

18.3. Emergency after-hours support will be called in to the Base Command Post, extension 854-7001. Base Command Post, in turn, will notify the 45 LRS/LGRMW Munitions Supervisor.

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Brigadier General, USSF
Commander

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

AFI 33-322, *Records Management and Information Governance Program*, 28 Jul 2021
DAFI 21-101, *Aircraft and Equipment Maintenance Management*, 20 December 2023
DAFMAN 21-201, *Munitions Management*, 24 October 2024
TO 00-35D-54, *USAF Deficiency Reporting, Investigation and Resolution*, 15 February 2024
TO 11A-1-60, *General Instructions Inspection of Reusable Munitions Containers and Scrap Material Generated from Items Exposed to, or Containing Explosives*, 27 February 2023

Prescribed Forms

SLD 45 Form 2101, *Munitions Expenditure Request*
SLD 45 Form 2102, *Munitions Issue Request*
SLD 45 Form 2103, *Munitions Turn-in Request*
SLD 45 Form 2104, *Courtesy Storage Movement Request*

Adopted Forms

AF Form 68, *Munitions Authorization Record*
DAF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFE—Aircrew Flight Equipment
AFI—Air Force Instruction
AMST—Agile Munitions Support Tool
ATR—Allocation Transfer Request
CAD—Cartridge Actuated Device
TICMS—Theater Integrated Combat Munitions System
CMRS—Conventional Munitions Restricted or Suspended
COTS—Commercial Off-the-Shelf
CSA—Courtesy Storage Agreement
DAF—Department of the Air Force
DAFMAN—Department of the Air Force Manual
DIFM—Due-in From Maintenance
FMS—Foreign Military Sales

IAW—In Accordance With

MAJCOM—Major Command

MASO—Munitions Accountable Systems Officer

MPPEH—Material Potentially Presenting an Explosive Hazard

MSA—Munitions Storage Area

MUFM—Munitions User Functional Manager

OOCR—Out of Cycle Request

OPR—Office of Primary Responsibility

PAD—Propellant Actuated Device

R&D—Research and Development

TCI—Time Change Item

TO—Technical Order

Office Symbols

45 LRS/LGRMW—45 LRS Munitions Section

SLD 45—Space Launch Delta 45

SLD 45/CP—SLD 45 Command Post

SLD 45/SEW—Weapons Safety

Terms

Allocation—quantity of munitions items a command can expect (up to forecasted quantity) to be available for the designated fiscal year.

Audit Trail—clear and distinct documented chain of events showing all actions affecting accountability.

Consumption Issue—Consumption issues are limited to those assets consumed or installed within 15 calendar days (i.e., DIFM, Time Change, Shop Code, Stock, and Research and Development (R&D)).

Custody Issue—Use custody issues when an organization needs munitions for a period exceeding 15 calendar days. Secure facilities and adequate storage must be available for all custody issues.

Commander—For the purpose of this instruction, this is the organization or unit commander.

Courtesy—Stored Munitions—Munitions belonging to an on-base organization stored in the MSA. Responsibility for these items remains with the owning organization.

Duty Days/Working Days—Duty Days and workdays are synonymous and are defined as days on which work is accomplished. (e.g., Monday through Friday excluding Saturday, Sunday, and public holidays).

Emergency Issue—An emergency issue is an unforeseen requirement preventing a unit from performing its mission; the item is to be installed/consumed within 12 hours of issue. Poor planning does not constitute an emergency.

Lot Number—An alpha/numeric series of characters systematically assigned to each ammunition lot at the time of manufacture, assembly, or modification that uniquely identifies a particular lot. Provides for “cradle-to-grave” visibility. For safety purposes, all munitions have a lifetime lot number assigned. The lot number allows major commands to target suspected hazardous ammunition by manufacturer and date of manufacture.

Munitions Accountable Systems Officer (MASO)—An individual obligated to exercise due care and observe legal and administrative restrictions for property in their custody. The term applied to the individual (military or civilian) assigned the responsibility to account for, manage, and report munitions items in an FB, FK, FV, or FZ account.

Property Custodial Responsibility—The obligation of an individual for the proper custody, care, and safekeeping of government property entrusted to their possession or under their supervision.

Restricted Ammunition—Any item that cannot be expected to meet performance requirements under all conditions.

Service Life—The length of time an item can remain in an operating configuration or in actual usage, or as directed by an item TO Shelf life and service life are not cumulative; any combination of shelf life 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.

Suspended Ammunitions—Items that have been withdrawn, temporarily or permanently, from issue and use because they are either known to be, or are suspected of being, unsafe or otherwise defective.

Attachment 2

CUSTOMER INFORMATION MATRIX

A2.1. 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.

A2.2. 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 A2.1. Munitions Customer Information Matrix IAW DAFMAN 21-201, Attachment 4.

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 Conventional Munitions Restricted or Suspended (CMRS) actions.
7.3.5, 7.4.7, 7.7.9	Time Change Item (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.
3.12.12.2, 7.3.8, 7.4.10, 7.9.3	Procedure and responsibility for obtaining, managing, and disposing of Commercial Off-the-Shelf (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 CSA with munitions storage.
7.8.1.1.7	Obtaining access to TICMS.
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, <i>Munitions Authorization Record</i> .
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.
9.4	Procedure for providing and gaining approval for munitions inter-service release.
9.5	Procedures for coordination and approving Foreign Military Sales (FMS) TICMSes.
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).