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DEPARTMENT OF THE AIR FORCE
MANUAL 21-201

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Maintenance

MUNITIONS MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements Air Force (AF) Policy Directive (AFPD) 21-2, *Munitions*, and provides Department of the Air Force (DAF) munitions management guidance to be applied at the tactical, operational and strategic levels, in peacetime and wartime. It applies to all DAF organizations, activities, or units that use or possess munitions including the Regular Air Force (RegAF), United States Space Force (USSF), Air National Guard (ANG), Air Force Reserve (AFR), and contracted activities. Requirements of specific item technical orders (TO) or technical manuals take precedence over this manual. Compliance with attachments **2**, **3**, and **5** in the publication is mandatory. 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 (RDS), which is located in the Air Force Records Information Management System (AFRIMS). Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command to Air Force Deputy Chief of Staff (DCS) for Logistics, Engineering and Force Protection, Director of Logistics; Nuclear Weapons, Missiles, and Munitions Division (AF/A4LW), 1030 AF Pentagon, Washington D.C. 20330-1030. This publication may be supplemented at major command (MAJCOM) or USSF field command (FLDCOM) level without approval of the OPR. Subordinate units may supplement this publication or MAJCOM/FLDCOM supplements to this publication only through coordination with the parent MAJCOM/FLDCOM. Supplementary guidance (including supplements and separate publications) cannot contradict or be less restrictive than the parent publication, but may be more restrictive. Subordinate units have 90 calendar days from the effective date of this publication to implement changes resulting from

this publication. Changes to documentation requirements in this manual may exceed the 90 calendar day implementation requirement; however, documents are to be updated or revised at the next normally required period. The authorities to waive wing, unit, or delta level requirements in this publication are identified with a tier ("T-0, T-1, T-2, T-3") number following the compliance statement. Submit requests for waivers through the chain of command to the appropriate tier waiver approval; or for non-tiered compliance items, to the publication OPR or parent MAJCOM/FLDCOM. See **paragraph 1.1** for additional guidance on tier waiver approval authorities. 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.

SUMMARY OF CHANGES

This publication has been substantially revised and requires a complete review in its entirety. Major changes include: realignment of overarching roles and responsibilities into **Chapter 2** and renumbering of all subsequent chapters; incorporation of previous guidance memorandum to solidify revised combat munitions training program administration; removal of the table titled "Munitions Management HQ, Centralized Management, and Reachback" with added clarification of lead command roles for munitions and support equipment; and removal of the table titled "Miscellaneous (Requirement Category BP) Distribution" and the associated verbiage for mandated percent-based distribution.

Chapter 1

INTRODUCTION

1.1. Waivers and Deviations. Waivers to compliance statements within this manual will be submitted in accordance with DAF instruction (DAFI) 90-160, *Publications and Forms Management*. However, any 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; therefore, the minimum approval authority for non-tiered compliance items for waivers or deviations in this manual will be the MAJCOM/A4 or FLDCOM/S4, with copies of approved waivers forwarded to the publication OPR.

1.2. Conventions Used.

1.2.1. The term "maintenance" or "maintenance community" is inclusive of munitions.

1.2.2. The term "memorandum" includes all official memorandums, letters, and memorandums for record.

1.2.3. The term "sign" indicates a requirement to obtain and maintain a signature by digital or physical (hard copy) means. Unless otherwise specified in this manual, a digital signature, produced using common access card (CAC) and public key infrastructure (PKI) technology, meets the intent for all signature requirements. Per AFI 33-322, organizations must maintain minimum original human readable data elements (printed name and date signature was applied) to preserve authenticity of individual digital signatures and data contained in the electronic record. **(T-1)**

1.2.4. Official Email: When this manual mandates transmission of unclassified information, utilize digitally signed and encrypted official email on the non-classified internet protocol router network (NIPRNET). When this manual mandates the use or transmission of classified information via official email, utilize the secure internet protocol router network (SIPRNET) or higher as appropriate.

1.2.5. Unless specified otherwise, the term "major command" or MAJCOM includes USSF FLDCOMs and all traditional MAJCOMs (i.e., Air Combat Command [ACC], United States Air Forces in Europe-Air Forces Africa [USAFE-AFAFRICA], Pacific Air Forces [PACAF], Air Force Materiel Command [AFMC], Air Mobility Command [AMC], Air Force Special Operations Command [AFSOC], Air Education and Training Command [AETC], Air Force Global Strike Command [AFGSC], and Air Force Reserve Command [AFRC]). The term "lead MAJCOM" is synonymous with "lead command" and is a designation for a MAJCOM, field operating agency or direct reporting unit having specific roles and responsibilities. **Note**: The National Guard Bureau (NGB) is not a traditional MAJCOM. For the purposes of this DAFMAN, ANG units will report to the NGB in the same manner as other units report to their MAJCOMs.

1.2.6. The term "Global Ammunition Control Point" (GACP) pertains to the activities of the Air Force Life Cycle Management Center (AFLCMC), Armament Directorate (AFLCMC/EB), Munitions Division (AFLCMC/EBH), Hill AFB, UT. The GACP is the Centralized Management Function for all DAF conventional munitions activities.

1.2.7. The terms "copy" or "copies" of any document identified in this DAFMAN are to be filed and maintained electronically/digitally unless otherwise indicated.

1.2.8. Unless stated otherwise, the term "Department of Defense Activity Address Code" (DoDAAC) identifies an account established, managed, and maintained by a Department of Defense (DoD) or DAF munitions organization, or munitions related contractor activity.

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

1.3. Supplemental Information. Any website uniform resource locators (URL), email addresses or phone numbers referenced within this manual may be found in a file named "DAFMAN 21-201 Supplemental References" maintained on the Air Force Conventional Munitions SharePoint® site: **https://usaf.dps.mil/teams/AMMO2W10027/SitePages/Home.aspx** under "Tools and Guides."

1.4. Reports Control Symbol (RCS) Licensing Exemptions. This manual does not direct any status, summary, or statistical information reports for management purposes that require RCS licensing in accordance with AFI 33-324.

1.5. Maintenance Cyber Discipline.

1.5.1. Electronic Tools (eTools) may be portable electronic devices (e.g., laptop computers, tablets, or hand held devices, to include the munitions integrated tablet [MIT] and other associated automatic identification technology [AIT] devices). In many cases, eTools are mission critical because they are the primary method for viewing electronic technical publications, and exchanging data with approved maintenance information systems (MIS) and accountable property system(s) of record (APSR) at the point of use.

1.5.2. Improper procurement, sustainment, and use of eTools and field test sets pose a significant cyber risk to DAF systems.

1.5.3. Cyberspace encompasses aspects of munitions management far beyond the maintenance and accounting systems and electronic devices used in maintaining the stockpile. Cyberspace is a global domain that consists of the interdependent network of information technology (IT) infrastructures and resident data. It includes the Internet, telecommunications networks, computer systems, and embedded processors and controllers, which includes control systems such as surveillance, intrusion detection, and fire alarm systems that support munitions maintenance activities and storage facilities.

1.5.4. Units must create a culture of cyber awareness, discipline, and strict compliance through a daily focus on cyber hygiene activities to ensure mission success in today's cyber threat environments. Refer to 33-series and 17-series publications for applicable requirements, and DAFI 21-101, *Aircraft and Equipment Maintenance Management*, for further Maintenance Cyber Discipline and eTools guidance.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. Overview. Overarching responsibilities are conveyed in this chapter, with supplementary responsibilities focused on tactical, operational, or strategic processes and procedures located throughout this publication as indicated.

2.2. Nuclear Weapons, Missiles, and Munitions Division (AF/A4LW). In addition to AFPD 21-2 and AF manual (AFMAN) 21-200, *Munitions and Missile Maintenance Management* requirements, and other strategic management functions outlined in **Chapter 13**, AF/A4LW will:

2.2.1. Develop munitions and munitions IT policies, and is the DAF lead for conventional munitions and Theater Integrated Combat Munitions System (TICMS)-managed nuclear weapons-related materiel (NWRM).

2.2.2. Be the Air Staff point of contact (POC) for matters relating to conventional air and ground munitions, air intercept missile (AIM), air-to-ground missile (AGM), and Intercontinental Ballistic Missile (ICBM) uninstalled missile motor maintenance, logistics, and inventory.

2.2.3. Be the office of primary responsibility (OPR) for approval for release of ground munitions to agencies outside the DAF.

2.2.4. Lead strategic planning efforts of the munitions and missile community. AF/A4LW accomplishes this through various planned and scheduled munitions working groups, Air Force logistics readiness board, global prepositioned materiel capabilities working group, and other forums.

2.2.5. Ensure the 2W0X1 career field manager (CFM) develops and manages munitions career field development plans, programs and policy.

2.2.6. Act as the functional OPR for TICMS and automated munitions accounting systems.

2.2.7. Staff the crisis action team/emergency relocation staff, and collaborate with munitions centralized management activity (CMA) organizations during crises and contingencies.

2.2.8. Implement the DoD Military Munitions Rule (MR) requirements in DAF policy.

2.2.9. Advocate to ensure no encroachment occurs to the Air Force Combat Ammunition Center (AFCOMAC) mission by local, numbered air force (NAF), or MAJCOM missions without prior coordination with Air Combat Command, Director of Logistics, Engineering and Force Protection, Munitions Division (ACC/A4W) and AF/A4LW. AF/A4LW will chair the board of advisors at AFCOMAC curriculum reviews; advocate for funding to operate the AFCOMAC course and maintain a viable curriculum that supports career field development and mission requirements; and provide required course direction between reviews.

2.2.10. Draft, collaborate, coordinate, and release Headquarters Air Force (HAF) Calls when warranted to inform the munitions community of issues and topics that require specific emphasis by the MAJCOMs, CMA organizations, unit commanders, munitions managers, or the munitions community in general.

2.2.11. Coordinate with Air Force DCS for Strategic Deterrence and Nuclear Integration (AF/A10) on policy matters related to the management of NWRM.

2.3. Global Munition Posture Functional Integration Team (AF/A5DW). In addition to AFPD 21-2 and AFMAN 21-200 requirements, and other strategic management functions outlined in **Chapter 13**, DCS for Air Force Futures, Operational Capability Requirements Directorate, Global Munition Posture Functional Integration Team (AF/A5DW) will:

2.3.1. Be the Air Staff POC for conventional AIM and AGM requirements.

2.3.2. Review and validate standard air munitions package (STAMP) requirements through AF/A4LW and GACP and include validated requirements in the annual requirements and allocations forecast process.

2.3.3. Develop and publish the non-nuclear consumables annual analysis (NCAA). The NCAA contains all combat requirements for conventional munitions to meet defense guidance, including STAMP, in accordance with **Chapter 15**.

2.3.4. Chair the munitions requirements working group to validate all test and training munitions requirements.

2.3.5. Co-chair the stockpile replenishment review (SRR) with Assistant Secretary of the Air Force for Acquisition, Global Power Programs Directorate, Weapons Division (SAF/AQPW) to address procurement of conventional ground, air-to-ground, demolition munitions, small arms, and associated equipment (excluding missiles).

2.3.6. Chair the munitions allocation working group to address allocation of munitions to meet theater requirements.

2.3.7. Co-chair the global asset positioning (GAP) working group to address distribution of new and existing munitions to meet theater requirements.

2.3.8. Serve as the final approval authority for all out-of-cycle requests (OOCR), with the exception of ground (AFSFC/S4WL), and demolition (AFCEC/CXD) munitions.

2.4. Air Force Security Forces Directorate (AF/A4SO). DCS for Logistics, Engineering and Force Protection, Air Force Security Forces Directorate (AF/A4S), is the Air Staff POC for ground munitions (excluding demolition munitions). AF/A4S has overall responsibility for requirements development, forecasting, and programming of ground munitions, small arms and light weapons, and associated equipment. This includes budgeting for weapons and ground munitions, and weapons fielding, employment, maintenance, and training. AF/A4S publishes and maintains AFMAN 21-209 Volume 1, *Ground Munitions*.

2.5. Air Force Security Forces Directorate, Operations and Training Division (AF/A4SO). AF/A4SO co-chairs the SRR hosted by the GACP with SAF/AQPW to address procurement of ground munitions and associated equipment.

2.6. Air Force Security Forces Center, Weapons and Ammunition Management Division, Ammunition Requirements Branch (AFSFC/S4WL). On behalf of AF/A4SO and AF/A4LW, AFSFC/S4WL manages ground munitions allocations and forecasting. AFSFC/S4WL will:

2.6.1. Co-chair the munitions requirements, munitions allocations, and GAP working groups to represent ground munitions, and coordinate the same with AF/A4SO.

2.6.2. Co-chair the SRR hosted by the GACP with SAF/AQPW to address procurement of ground munitions and associated equipment.

2.6.3. Provide policy input for ground munitions authorizations for RegAF, USSF, and Air Reserve Component (ARC) activities.

2.6.4. Coordinate, publish and maintain the ground munitions authorization tables (GMAT) for ground munitions on the GACP website.

2.6.5. Serve as the final approval authority for ground munitions OOCRs.

2.6.6. Receive and coordinate on all commercial off-the-shelf (COTS) approval requests for ground munitions. AFSFC/S4WL will coordinate requests with AF/A4SO prior to forwarding concurrence or approval recommendations to the GACP COTS munitions program manager (CMPM).

2.7. Air Force Civil Engineer Center, Explosive Ordnance Disposal Division (AFCEC/CXD). AFCEC/CXD will:

2.7.1. Be the Air Staff POC for demolition munitions.

2.7.2. Have overall responsibility for forecasting and programming for demolition munitions and associated components.

2.7.3. Co-chair the SRR with SAF/AQPW to address procurement of demolition munitions and associated equipment.

2.7.4. Provide the policy input for demolition munitions authorizations for RegAF, USSF, and ARC forces.

2.7.5. Co-chair the munitions requirement, munitions allocation, and GAP working groups to represent demolition munitions.

2.7.6. Serve as the final approval authority for demolition munitions OOCRs.

2.7.7. Publish and maintain AFMAN 21-209 Volume 2, *Demolition Munitions* and the GMAT for demolition munitions on the GACP website.

2.8. Lead Command. Lead Command designations are outlined in DAFPD 10-9, *Lead Command/Lead Agent Designation and Responsibilities for United States Air Force Weapon Systems, Non-Weapons Systems, and Activities*. In addition to DAFPD 10-9 responsibilities, see **Chapter 9**.

2.9. Component and Supported Command. Supported commands have a reduced munitions staff and depend on reachback to lead MAJCOMs and CMA organizations. 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. However, supported commands maintain a liaison with, and reachback to lead MAJCOM staffs and the CMA organizations for sustainment support and munitions system technical management support. See **paragraph 9.3** for additional responsibilities.

2.10. Numbered Air Force (NAF). The NAF/A4, Director of Logistics is the primary advisor to the Commander, Air Force Forces (COMAFFOR) for logistics and sustainment support of assigned or attached forces. The NAF/A4 provides logistics oversight for assigned or attached

units, and operational level planning and execution capability to the air operations center. See **paragraph 9.4** for additional responsibilities.

Chapter 3

BASE-LEVEL MUNITIONS MANAGEMENT

3.1. Installation. Bases and munitions units operate and manage the stock record account according to established DoD and DAF procedures. Individuals and organizations physically controlling, possessing, storing, and maintaining munitions must control, protect, and account for assets until expended, consumed or removed from stock. In addition to responsibilities of AFMAN 21-200, the wing/installation/center commander (or equivalent) will:

3.1.1. Appoint the Munitions Accountable Systems Officer (MASO) as the accountable property officer (APO) for all TICMS-managed assets and ensure they meet the qualifications listed in **paragraph 3.6.4.2**. **(T-1)** Alternate MASOs are not authorized. Appointing authorities will not appoint contractors as APOs or MASOs. **(T-0)** In contract environments, the MASO may be the functional area chief, quality assurance (QA) evaluator, or other qualified and appointed government individual.

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

3.1.1.2. Tenant Units. The preferred appointment authority for a MASO of a tenant unit munitions activity located on an USSF installation is the wing commander (or equivalent) in the MASO's direct reporting chain. Alternatively, the authority may be deferred to the hosting USSF delta commander if such arrangements exist.

3.1.1.3. Deployed Environment. 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.

3.1.1.4. MASO positions are primary duty positions. MASOs must not be dual tasked with duties or other employment outside the scope of munitions management activities for which they are responsible. **(T-1)**

3.1.1.5. Appointing authorities will ensure MASOs maintain a continuous chain of custody throughout their tenure, and from one MASO to the next. **(T-0)** Advanced planning is required in order to allow time for an individual being relieved from a MASO position to schedule and conduct a thorough joint inventory and account review with the incoming MASO.

3.1.1.6. The MASO Appointing Authority, upon recommendation from the unit commander having oversight of the MASO, will ensure transfer of MASO appointments when appointed individuals are tasked to deploy, or are on temporary duty, or otherwise away from the primary duty location for periods greater than 45 calendar days **(T-1)**; or for any period of duty that would degrade the MASO's ability to stay abreast of the current status of the munitions account. **(T-3)**

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

3.1.3. Review results of all NWRM assets inventoried during semi-annual inventories. **(T-1)**

3.1.4. Appoint at least one "verifying individual" for each semi-annual inventory and audit that includes NWRM assets. **(T-1)** The wing/installation/center commander (or equivalent) will ensure one of the verifying individuals is selected as the audit officer. **(T-1)** 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 US citizen DAF civilian GS-11 or above. The wing/installation/center commander (or equivalent) will ensure the verifying individual(s) is/are from a different organization than the MASO. **(T-1)** **Exception**: The wing/installation/center commander (or equivalent) will ensure, when only one organization is located at an installation, the verifying individual is from a different branch or section. **(T-1)**

3.2. The Maintenance Group (MXG) Commander, MXG/CC (or equivalent). In addition to responsibilities outlined in AFMAN 21-200 and DAFI 21-101, the MXG/CC will ensure:

3.2.1. Local requirements for munitions management, responsibilities, and procedures are addressed in base level publication(s), if required, in accordance with DAFI 90-160 and DAFMAN 90-161. **(T-1)** Additionally, the following are to be addressed (as applicable):

3.2.1.1. Management of material potentially presenting an explosive hazard (MPPEH) as explosive until certified to be free of explosives material in accordance with DoD instruction (DoDI) 4140.62, *Material Potentially Presenting an Explosive Hazard (MPPEH)*, and DoD manual (DoDM) 4140.72, *Management of Material Potentially Presenting an Explosive Hazard*. See **paragraph 4.13.2** for exclusions from MPPEH.

3.2.1.2. Management of munitions safing gear and devices between the munitions storage area (MSA) and flightline activities.

3.2.1.3. Time change item (TCI) management and procedures.

3.2.2. Training is conducted in accordance with DAFMAN 20-110, *Nuclear Weapons-Related Materiel (NWRM) Management*, for all personnel whose duties involve NWRM management and related tasks (supply, storage, handling, maintenance, distribution, disposal/demilitarization, etc.). **(T-1)**

3.3. Commanders (or equivalent) of Non-munitions Organizations that Use, Possess, or Maintain Munitions. This section applies to commanders having ownership and responsibility of munitions custody accounts established within their organizations. 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. Commanders will ensure activities that involve inherently governmental functions are not contracted. **(T-0)** Commanders of non-munitions units that use, possess, or maintain munitions for training or operations will:

3.3.1. Operate and provide custody of munitions issued to the unit's munitions custody accounts in accordance with **paragraph 8.8**. **(T-1)** In addition, commanders will:

3.3.1.1. Conduct custody account inventories in accordance with **Attachment 3**. **(T-1)**

3.3.1.2. 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 8.15** for report of survey (ROS) requirements.

3.3.1.3. Notify the MASO immediately of any items unaccounted for or found in excess to the unit's munitions account. **(T-0)** Refer to **paragraph 8.8.5** and **paragraph A3.5.7** for additional guidance on reporting and resolving account discrepancies.

3.3.2. Complete and maintain DD Form 2760, *Qualification to Possess Firearms or Ammunition*, for all required personnel. **(T-0)** The MASO and munitions personnel do not maintain these forms for other organizations.

3.3.3. Post notices of the Lautenberg Amendment in accordance with DAFI 31-117, *Arming and Use of Force by Air Force Personnel*. **(T-1)**

3.3.4. Obtain, maintain, validate, and update AF Form 2047, *Explosives Facility License,* as required, in accordance with Defense Explosives Safety Regulation (DESR) 6055.09_DAFMAN 91-201, *Explosives Safety Standards.* **(T-1)**

3.3.5. Ensure all organizational personnel handling or working around ammunition, explosives, or MPPEH receive explosives safety training at required intervals; and establish a unit weapons safety program in accordance with DAFI 91-202, *The Department of the Air Force (DAF) Mishap Prevention Program*. **(T-1)** As required, develop and maintain locally written instructions in accordance with DESR 6055.09_DAFMAN 91-201.

3.3.6. Certify, in writing, that personnel who inspect, process, or document items as material documented as an explosive hazard (MDEH) or material documented as safe (MDAS) are technically qualified and authorized to do so for the type of MPPEH required, as specified in DoDM 4140.72, Section 8. **(T-0)**

3.3.7. Review and sign local courtesy storage agreement (CSA) requests prior to submission to munitions supervision. **(T-1)**

3.3.8. Ensure use of war reserve materiel (WRM) munitions is minimized and approved in accordance with **paragraph 11.11**. **(T-1)**

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

3.3.10. Provide oversight of unit level NWRM procedures and processes for all TICMS-managed NWRM assets issued and in their possession. **(T-1)**

3.3.11. Designate munitions custodians for all TICMS-managed custody issued assets by signing the AF Form 68, *Munitions Authorization Record* in accordance with **paragraph 8.8.2**. **(T-1)** The unit commander (or equivalent/designee) assumes responsibility when signing part III of the AF Form 68.

3.3.12. Secure, control access, and manage keys and locks to facilities storing all munitions and NWRM assets in the unit's possession in accordance with **paragraph 6.2.1**. **(T-1)**

3.3.13. Ensure unit capability to pick-up and deliver all requested, issued, and turn-in custody munitions to and from the MSA. **(T-1)** Refer to **paragraph 8.10.4** for munitions pick-up procedures.

3.4. Squadron Commander (or equivalent) of Munitions Units. In addition to responsibilities outlined in DAFMAN 20-110, DAFI 21-101, AFMAN 21-200, DAFI 91-202, and DESR 6055.09_DAFMAN 91-201, squadron commanders that command operational or support munitions activities will:

3.4.1. Provide next generation, multi-use scanning devices, such as the MIT, to all munitions activity work centers that process TICMS transactions and require access to technical data, required MIS, and the Air Force Network. **(T-2)**

3.4.2. Appoint the senior munitions inspector (only for small and unique units where the senior munitions inspector is also the flight chief). **(T-1)**

3.4.3. Ensure personnel performing munitions transportation are properly trained and/or certified in accordance with Defense Transportation Regulation (DTR) 4500.9-R, *Defense Transportation Regulation*, Part II, "Cargo Movement;" **Chapter 204**, "Hazardous Material;" **Chapter 205**, "Transportation Protective Service (TPS);" and host nation regulations (if applicable). **(T-0)**

3.4.4. Identify and document security deviations (e.g., intrusion detection systems [IDS]) in accordance with DoDM 5100.76, *Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives (AA&E)*, DoDM-5100.76_DAFMAN 31-101_Volume 2, *Physical Security of Sensitive Conventional Arms, Ammunition, & Explosives (AA&E)*, and DAFI 31-101, *Base Defense Operations*. **(T-0)**

3.4.5. In accordance with DAFI 24-602 Volume 2, *Cargo Movement*, appoint in writing persons trained and authorized to coordinate, ship and receive arms, ammunition, and explosives (AA&E), classified and protected/sensitive material shipments. **(T-1)** If required, commanders will also include persons qualified and authorized to package, prepare, process, receive and ship NWRM items. **(T-1)** The terms "coordinate," "ship," "receive," and "process" within this context refer to all material owner activities related to cargo processing, such as at the deployment and distribution processing area for delivery to or receipt from the transportation office (e.g., cargo marshalling for mobility). Commanders will ensure the memorandum is provided to the local transportation office, and it is updated as changes occur (at least annually). **(T-1)**

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

3.4.7. Certify, in writing, that personnel who inspect, process, or document material as MDEH or MDAS are technically qualified and authorized to do so for the type of MPPEH required, as specified in DoDM 4140.72, Section 8. **(T-0)**

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

3.4.9. 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*. **(T-0)**

3.4.10. Ensure all 2W0X1 personnel assigned primary and/or additional duties outside of the munitions function attend combat munitions training (CMT) in accordance with **paragraph 4.8.3**. **(T-1)** Squadron commander (or equivalent) will ensure munitions personnel maintain core combat skills training, specialty qualification, and readiness for contingency deployment in their primary specialty. **(T-1)**

3.4.11. Be the "Permittee" in accordance with DAFMAN 40-201, *Radioactive Materials (RAM) Management*, if applicable, for TICMS-managed radioactive materials (RAM) (e.g.,

30MM armor piercing incendiary [API] with depleted uranium [DU]). **(T-1)** As the permittee, will coordinate with the Installation Radiation Safety Officer (IRSO) to ensure that permits are obtained to store RAM. **(T-1)** The permittee cannot be appointed as an IRSO or Permit Radiation Safety Officer (PRSO). Additionally the permittee will:

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

3.4.11.2. Forward all incident reports to the Air Force Radioisotope Committee Secretariat (RICS) (see **paragraph 1.3**). **(T-1)**

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

3.4.11.4. Notify the IRSO of any munitions operations involving RAM. **(T-1)**

3.4.11.5. Notify the IRSO prior to all scheduled or anticipated receipts or transfers (shipments) of RAM (to include classified operations) to allow IRSO to schedule and complete mandatory shipment and receipt surveys. **(T-1)**

3.4.11.6. For TICMS-managed RAM (e.g., 30MM API with DU), the PRSO will coordinate with the IRSO annually to update the DU munitions inventory in the Air Force Radioactive Material Management Information System. **(T-1)** Deployed PRSOs at deployed locations will perform this update with the IRSO upon appointment. **(T-1)**

3.4.11.7. Develop written procedures and guidelines in accordance with DAFMAN 40-201 to manage RAM. **(T-1)**

3.4.12. Direct development of an effective qualification training program in accordance with DAFMAN 36-2689, *Training Program* and the 21MX Munitions and Missile Officer Career Field Education and Training Plan (CFETP). **(T-1)**

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

3.4.14. Designate in writing the appointed MASO as the unit munitions WRM manager (WRMM) in accordance with AFI 25-101, *War Reserve Materiel (WRM)*. **(T-1)**

3.4.15. Make recommendation to the MASO appointing authority concerning transfer of MASO appointment when conditions in **paragraph 3.1.1.6** are warranted.

3.5. Munitions Supervision (or equivalent). Munitions supervision consists of the director of operations/senior enlisted leader in a munitions squadron, or munitions flight commander/flight chief in a munitions flight. In addition to responsibilities outlined in AFMAN 21-200 and DAFI 21-101, munitions supervision will: **Note**: In a conventional munitions flight, the flight commander/flight chief will also be responsible for ensuring the duties identified in **paragraph 3.7** are accomplished. **(T-1)**

3.5.1. Support joint service and allied operations in accordance with established memorandums of agreement (MOA), memorandums of understanding (MOU), or inter-service support agreements. **(T-0)** See **paragraph 10.4** and **paragraph 10.5** for planning considerations.

3.5.2. Provide briefing to the Operations Group (OG) and MXG commanders (and other owning group commanders having oversight of WRM requirements, as applicable), and notify the MAJCOM or 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 or communications to resolve shortages, approved requisitions due-in, planned use of theater prepositioning, disconnects, and other options to meet requirements (e.g., potential sourcing options, STAMP, Afloat Prepositioning Fleet [APF], and tactical fly-away). **Exception:** Category (CAT) code T levels that drop due to operation support are not required to be briefed.

3.5.3. Ensure unit personnel tasked to deploy in support of an operation 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)** Munitions supervision will accomplish biennial review of BSP and ESP (if applicable) in accordance with AFI 10-404, *Base Support and Expeditionary (BAS&E) Site Planning*. **(T-1)**

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

> 3.5.4.1. Munitions supervision will appoint munitions inspectors and the senior munitions inspector after individuals are qualified in accordance with **paragraph 4.8.4**. **(T-1)**

> 3.5.4.2. Munitions supervision will develop support agreements where multiple units/organizations share an MSA or when units/organizations cross utilize munitions inspectors. **(T-1)**

3.5.5. Manage net explosive weight (NEW) and net explosive weight-quantity distance (NEWQD) in accordance with DESR 6055.09_DAFMAN 91-201. **(T-0)** Munitions supervision will ensure authorized explosive limits are reconciled between source documents (explosives site plans, approved waivers, facility licenses, etc.), TICMS facility data, and posted information (i.e., hazard class/division [HC/D], maximum credible event, NEWQD limits, etc.) in each munitions storage facility and operating location, as applicable. **(T-1)** This reconciliation is to occur as information changes, and at least annually.

3.5.6. Ensure security risk category (SRC) I and SRC II munitions are provided IDS protected storage as required by DoDM 5100.76. **(T-0)** IDS protected storage may also be required for SRC III or IV munitions if determined so in accordance with DoDM-5100.76_DAFMAN 31-101_Volume 2 and/or command supplements.

3.5.7. Ensure that waste military munitions (WMM), non-DoD owned munitions/explosives, MPPEH, and other munitions declared "hazardous" are managed in accordance with **paragraph 4.12** and **paragraph 4.13**. **(T-0)**

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

3.5.9. Align or assign specific functions and tasks to the various munitions squadron (MUNS) or munitions flight work centers to best meet operational requirements and operational efficiency (refer to AFMAN 21-200 for guidelines). **(T-1)**

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

3.5.11. 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)**

3.5.12. Through command channels, notify MAJCOM munitions staffs and munitions CMA organizations of long-term munitions system management and sustainment issues.

3.5.13. Ensure key and lock management procedures are followed in accordance with **paragraph 4.7** and AFMAN 21-200. **(T-1)**

3.5.14. Ensure applicable maintenance information system(s) are updated as gains, losses, and maintenance actions occur on munitions materiel handling equipment (MMHE), precision guided munitions (PGM) test sets, and associated equipment identified in technical order (TO) 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policies, and Procedures*. See TO 00-20-2, *Maintenance Data Documentation* for identification of aviation support equipment and additional guidance for management of maintenance scheduling, maintenance documentation and status reporting within the Defense Property Accountability System, Maintenance and Utilization module (DPAS M&U) module.

3.5.15. Approve all CSA requests after review by the materiel flight/section chief. **(T-2)**

3.5.16. Appoint unit's Air Force Munitions Command and Control (AF MC2) POCs and users and ensure system access and use in accordance with **paragraph 4.19** and AFMAN 21-200. **(T-1)**

3.5.17. Accept AA&E shipments, regardless of time, day of week, or destination, for safe haven or secure holding in accordance with 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 holding.

3.5.18. Coordinate with installation transportation and installation security/defense agencies to ensure all AA&E shipments in safe haven or secure holding receive constant surveillance, as required by DoDM 5100.76.

3.5.19. Prior to receipt or shipment of any RAM (e.g., 30MM API with DU), coordinate the receipt or shipment with the IRSO in accordance with DAFMAN 40-201. **(T-1)**

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

3.6. Munitions Accountable Systems Officer (MASO). As the APO for munitions, the MASO is directly responsible to installation, wing, group, and squadron leadership for the execution and enforcement of proper munitions accountability, and the effective management of all assets on assigned stock record accounts. The MASO ensures that supervisors, work centers, and unit personnel and workers accurately process, document, and maintain accountable property in the APSR to reflect accurate inventory quantity, identity, condition, and location according to DAF and locally established procedures. MASO accomplished tasks, authorities, and responsibilities are identified throughout this publication, some of which are identified below as specific and general responsibilities.

3.6.1. MASO Task Accomplishment and Delegations. There is only one appointed MASO per DoDAAC. An alternate MASO is not authorized. As such, the MASO retains ultimate responsibility for the effective operation of the munitions account. The MASO may, however,

appoint delegates in writing, to assist in operating and managing account activity. Specific MASO responsibilities cannot be delegated, whereas general responsibilities and tasks throughout this publication may be delegated if not otherwise restricted. However, NWRM tasks and/or responsibilities cannot be delegated. TICMS operation and functionality is role based. If a MASO chooses to appoint a delegate, the delegate will not be granted the MASO role in TICMS. **(T-0)** The Munitions Operations role (coupled with internal approval workflows) helps maintain segregation of duty (SoD) and supports the delineation of MASO specific and general responsibilities. The Munitions Operations role is the appropriate role to assign appointed MASO delegates.

3.6.1.1. The term "MASO must/will" indicates a task or responsibility that is accomplished by the MASO and cannot be delegated unless specifically stated.

3.6.1.2. The term "MASO must ensure/will ensure" indicates a task or responsibility that the MASO either performs directly or has oversight of the task or process being accomplished by the munitions activity. These may be delegated.

3.6.1.3. The MASO may delegate a task or responsibility only to an NCO, officer, government civilian, or contractor having a detailed working knowledge of munitions accountability procedures. However, contractors will not be delegated tasks that involve signing accountable documents on the behalf of the MASO. **(T-0)** Grade and government status restrictions for delegation are not applicable to other appointment actions performed by the MASO in accordance with this publication.

3.6.1.4. Regardless of delegation authority, the MASO will remain responsible for account management and maintaining a clear understanding of responsibility and authority that accompanies each level of delegation. **(T-1)** If clear responsibility and authority cannot be maintained during a period of delegation, the commander, munitions supervision, or the MASO should advise the appointing authority to consider transferring the account to a new MASO.

3.6.1.5. In the event the MASO is unavailable, the immediate commander is authorized to perform MASO tasks when necessary to continue mission support. This is inherent to command and is not considered a delegation of MASO duties or responsibilities.

3.6.2. Specific MASO Responsibilities. The following are specific tasks and responsibilities of the MASO and cannot be delegated:

3.6.2.1. Conducting inventories and briefing results, to include directing special inventories when required. The MASO is overall responsible for the management of all associated inventory tasks.

3.6.2.2. Conducting, documenting, and briefing stock record account reviews.

3.6.2.3. Appointing document control managers, base-level APSR system administrators (SA), and MASO delegates, in writing.

3.6.2.4. Signing and/or approving the following:

3.6.2.4.1. Certificate of transfer.

3.6.2.4.2. Inventory adjustments (either approver or certifier).

3.6.2.4.3. Manual adjustment (*Manual Record Processing*) packages prior to MAJCOM approval.

3.6.2.4.4. Found-on-base (FOB) transaction/documentation.

3.6.2.4.5. Disposal documentation (DD Form 1348-1A, *Issue Release/Receipt Document*), as receiver for local turn-in (scrap vendor, recycling activity, etc.).

3.6.2.4.6. Paperwork transaction only (PTO) documentation. PTO transactions must be approved by the MASO prior to processing either by email, by memorandum, or verbally. The actual accountable documents will be signed to validate the transaction once processed.

3.6.2.4.7. Reverse-post (RVP) or cancellation actions.

3.6.2.4.8. AF Form 68, reconciled Annual MASO *Custody Account Listing Report*, and Inventory Results Memorandum.

3.6.2.4.9. Document Control Listing. **Note**: A TICMS document control listing report is under development. Until it becomes available, units are authorized to use locally developed methods to record and monitor document status.

3.6.2.4.10. DD Form 2875, *System Authorization Access Request (SAAR)*, as the information owner for all TICMS users within the MASO's DoDAAC(s).

3.6.2.4.11. MASO Daily Transaction Report (DTR). The DTR is an in-system process within TICMS that allows the MASO to perform transaction history reviews without the need to enter parameters to search, print a report to review, and then sign and file the report. The MASO will generate the DTR, review the transactions on screen, and then post the DTR. **(T-1)** TICMS records the user identity and time of the review to each transaction. The next time the DTR is generated, the system presents only the transactions that have occurred since the last posting, ensuring no transaction goes unviewed. There is no requirement to document this DTR review.

3.6.2.4.11.1. Ideally, the DTR review should be performed daily for the previous duty day or previous off-duty period (e.g., weekends, down days), but where local pace of activities and operations permit, the MASO may perform this not to exceed weekly. Until the DTR is configured to only present the relative transactions requiring the MASO's attention, particular attention must be given to the following:

3.6.2.4.11.1.1. RVP or cancellation (reversal) actions. **(T-1)**

3.6.2.4.11.1.2. Inventory adjustments, to include manual record processing (manual adjustment). **(T-1)**

3.6.2.4.11.1.3. Ownership code changes. **(T-1)**

3.6.2.4.11.1.4. Flightline expenditures, as applicable. **(T-1)**

3.6.2.4.11.1.5. Aircraft import/export transactions, as applicable. **(T-1)**

3.6.2.4.11.2. The DTR is limited to only the MASO role. However, the MASO may designate an alternate reviewer to validate transaction history listings. This will not relieve the MASO from performing the DTR review. For periods of MASO absence, the alternate reviewer, if designated, will produce a transaction history

report for the specified periods and manually review and sign the listing to document the review. **(T-1)** Retain and file the signed review temporarily in an Awaiting MASO folder and discard after the MASO posts to the DTR.

3.6.2.4.11.3. The DTR is a tool to assist the MASO in reviewing custody and stock record account operations. It is not an approval of any transaction. Where required, approvals are built into the system as automated workflows to the appropriate levels and recorded within TICMS.

3.6.3. General MASO Responsibilities. The following general responsibilities may be delegated if not otherwise restricted. The MASO:

3.6.3.1. Will ensure that munitions segregation of duty guidelines outlined in **paragraph 14.4** are implemented and maintained within the munitions organization. **(T-1)**

3.6.3.2. Will ensure local processes are established to ensure munitions transactions are processed in TICMS as near to real-time as possible, with a goal of one hour. **(T-2)**

3.6.3.3. Will ensure projected munitions shipments and receipts in support of OPLAN taskings are identified, developed, and submitted to base WRM and transportation officers, and assist the Chief of Logistics Plans in developing WRM receipt and out-load planning actions. **(T-1)**

3.6.3.4. Will ensure the WRM PEC 28030 financial plan for munitions stockpile preservation and sustainment requirements, to include un-programmed requirements, are identified, developed, and submitted to the MAJCOM functional manager for presentation to the PE 28030 program element manager (PEM). **(T-1)** In coordination with the unit resource advisor as necessary, submit the WRM munitions financial plan for routing and approval in accordance with MAJCOM financial management (FM), MAJCOM functional manager (MFM), and base level FM procedures. Refer to **paragraph 9.3.9** and **paragraph 11.4** for additional guidance.

3.6.3.5. Will ensure established procedures are followed to prevent expenditures of WRM munitions CAT codes B, F, G, M, X, and Z in peacetime without approval of AF/A4LW (for ground munitions) or Air Force Deputy Chief of Staff for Air Force Futures, Operational Capability Requirements Directorate, Global Munition Posture Functional Integration Team (AF/A5DW) (for air munitions). **(T-1)**

3.6.3.6. Will ensure appropriate notifications are made when stock-listed munitions exhibit unsafe or deteriorating conditions in accordance with **paragraph 8.2.2**. **(T-1)**

3.6.3.7. Will ensure TICMS-managed NWRM is picked up on accountable record and tracked through the maintenance cycle in accordance with **paragraph 8.1.6.3**. **(T-1)**

3.6.3.8. Will ensure a MASO organizational email account is established on the NIPRNET for NWRM correspondence and provide to the AFMC NWRM OPR (see **paragraph 1.3**). **(T-2)**

3.6.3.9. As the appointed unit WRMM, manages the munitions portion of the war consumables distribution objective (WCDO), if applicable, for assigned stock record accounts.

3.6.3.10. Assists Safety Investigation Boards and/or Accident Investigation Boards conducting investigations in accordance with DAFI 91-204, *Safety Investigations and Reports*; DAFMAN 91-221, *Weapons Safety Investigations and Reports*; and/or AFI 51-307, *Aerospace and Ground Accident Investigations* when potential exists to recover NWRM and assist in the storage and disposition of wreckage and other evidence that involves TICMS-managed NWRM assets.

3.6.3.11. Will ensure allocations are managed for all supported units and installation customers. **(T-1)**

3.6.3.12. Will ensure required documentation is controlled, signed and filed in accordance with **Attachment 5**. **(T-1)**

3.6.3.13. In coordination with munitions supervision, defines document control and flow procedures in a local operating instruction (OI) in accordance with **paragraph A5.2.4**.

3.6.3.14. In coordination with munitions supervision, initiates post-post procedures and recovery, as necessary, in accordance with **Attachment 2** and MAJCOM or NAF guidance.

3.6.4. In addition to responsibilities outlined in DAFMAN 20-110, AFMAN 21-200, and throughout this manual, the following applies:

3.6.4.1. In addition to ensuring adherence to munitions segregation of duty rules in **paragraph 14.4**, the MASO will continually evaluate munitions process flows to determine the need to further separate control activities related to authority, custody and accounting within any end-to-end operation in order to reduce risks for fraudulent, wasteful, or abusive actions. **(T-0)**

3.6.4.1.1. For example, an in-checker who physically verifies receipted munitions against receipt documents may also process the receipt transaction in TICMS using the "receiver" role. This combines the principles of custody and accounting, and introduces a certain level of risk. An inspector who performs inspection of a munitions item and then processes the resulting condition code change in TICMS is another example. The principles combined here are authority and accounting.

3.6.4.1.2. In either example, these are standard munitions business practices, and generally are acceptable because of other internal controls present within end-to-end operations. For instance, the logical flow for a receipted item or an asset that was inspected might be to place it into storage. Stockpile Management personnel would validate the physical asset identity, condition and quantity against the same attributes found in TICMS, prior to processing the movement into a storage location. This greatly mitigates the risk by ensuring a second person is involved in the process, and any subsequent movement validations or inventory actions would only further reduce the risk.

3.6.4.1.3. However, where any gap may exist, it may be necessary to implement additional controls. These may be in the form of two-person operations, separating the work performed from system processing, second-person verification, etc. The MASO and munitions supervision within each organization are best to identify these gaps and to develop and implement adequate controls.

3.6.4.1.4. The MASO will not perform work related to the authority, custody or accounting of TICMS inventory and then process or approve transactions related to that work. **(T-0)**

3.6.4.1.5. The MASO, in coordination with munitions supervision, must review and identify any potential process gap that may allow a single individual to be responsible for any combination of the authority, custody, and accounting principles without subsequent controls in place to reduce risk to an acceptable level. **(T-0)** When identified, the MASO and munitions supervision will ensure these gaps, along with any established corresponding controls, are documented in the unit's operating instructions. **(T-1)**

3.6.4.2. MASO Qualifications. To be appointed as MASO, individuals must meet the following requirements:

3.6.4.2.1. Must be a maintenance officer, Air Force specialty code (AFSC) 21MX, 21RX, or 21AX **(T-1)**; munitions SNCO, AFSC 2W0XX or 2W2XX **(T-1)**; or munitions/ordnance-experienced government civilian, meeting equivalent general schedule (GS)/federal wage system (FWS) grade and experience qualifications as determined by the appropriate personnel management office having classification authority over the position. **(T-2)**

3.6.4.2.2. Possess a minimum of 18 months munitions management experience as a munitions element NCOIC or higher within a materiel flight/section; or have 24 months 7-level experience in Munitions Operations; or have successfully completed the MASO Accountability Course within the last 36 months. **(T-1)**

3.6.4.2.3. 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)**

3.6.4.3. MASO Special Experience Identifier (SEI) 835. After completion of 12 months MASO experience (cumulative), and on recommendation of munitions supervision and unit commander, award 2W0XX MASOs with SEI 835.

3.6.4.4. Certificate of Transfer. The incoming MASO submits the certificate of transfer and any approved waivers of appointment criteria to the MASO appointing authority. The certificate of transfer signed by the appointing authority constitutes complete MASO appointment; no additional memorandum is required. In addition, the MASO will ensure:

3.6.4.4.1. A 100-percent inventory of each stock record account is conducted in accordance with **Attachment 3**. **(T-1)** The MASO will ensure any inventory discrepancies are resolved and required inventory adjustment documents (IAD) and/or ROS are initiated and processed according to **paragraph 8.14** and **paragraph 8.15** prior to accomplishing a TICMS certificate of transfer. **(T-0)** The incoming and outgoing MASOs will jointly validate the inventory prior to transfer of MASO responsibilities. **(T-0)** The incoming MASO will not sign documents or approve transactions until officially appointed, but will maintain oversight of all transactions processed after the certificate of transfer is signed by both the incoming and outgoing MASOs. **(T-0)**

3.6.4.4.2. The certificate of transfer is signed by the appointing authority within 15 duty days of being signed by the incoming and outgoing MASOs, pursuant to DoDI 5000.64, *Accountability and Management of DoD Equipment and Other Accountable Property*. ANG units will forward a copy of ANG MASO signed certificate of transfer to the United States Property and Fiscal Officer (USP&FO) or the Assistant USP&FO. **(T-0)** Within five duty days of final signature, the new MASO must ensure the certificate of transfer is uploaded to the GACP website to update MASO and delegate access, roles and privileges within the GACP suite of applications. **(T-1)** Also see **paragraph 14.3.3** for access to TICMS.

3.6.4.4.3. A separate certificate of transfer is completed for each stock record account transferred. **(T-0)**

3.6.4.4.4. All Certificates of Transfer and any approved appointment waivers are maintained as long as accountable documents having signatures of current or previous MASOs remain on file. **(T-1)** The MASO will ensure account review documents are maintained in accordance with the RDS. **(T-1)**

3.6.4.5. Conducting and Documenting Stock Record Account Reviews. The MASO will conduct and document a review of all munitions account operations using appropriate self-inspection checklists, management internal control toolset (MICT) reports, policies, previous audits, and inspection reports no later than (NLT) 60 calendar days after MASO appointment and at least semi-annually thereafter. **(T-1)** The MASO will ensure all account reviews include:

3.6.4.5.1. Evaluation of the conventional munitions restricted or suspended (CMRS) impact report on the GACP website. **(T-1)**

3.6.4.5.2. 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 DoDM-5100.76_DAFMAN 31-101_Volume 2. **(T-1)**

3.6.4.5.3. Evaluation of munitions stock record account and custody account management and accountability practices to ensure accuracy and identify trends (e.g., 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 TICMS access requests, as applicable.

3.6.4.5.4. Review of DoDAAC data (mailing address, freight address, etc.) against TICMS Organizational details. **(T-2)**

3.6.4.5.5. Documentation of account review briefings to appropriate personnel. **(T-1)**

3.6.4.6. MASO Appointment Authority Briefing. The MASO will brief the squadron commander and the MASO appointing authority on the results of the initial account review; and only the squadron commander on the results of subsequent semi-annual account reviews. **(T-1)** ANG units will also forward a copy of each account review to the USP&FO or the Assistant USP&FO. **(T-1)**

3.6.4.6.1. The MASO will ensure this briefing is documented and focused on condition of the stockpile based on results of last 100-percent inventory (or last four perpetual inventories), and the latest MASO semi-annual account review. **(T-1)**

3.6.4.6.2. Brief each new appointing authority (and USP&FO or Assistant USP&FO for ANG) within 45 calendar days of assuming position. **(T-1)** When a MASO appointing authority changes, a new certificate of transfer is not required.

3.6.4.7. TICMS Base-Level (DoDAAC) System Administrator (SA) Appointment. The MASO will appoint a primary and at least one alternate SA in writing, to include name, grade, DoDAAC, unit, office symbol, DSN phone number, portal login identification (ID), and security clearance. **(T-1)** Small and unique munitions organizations as defined in AFMAN 21-200 need only appoint a primary SA, and may consider an individual external to the munitions activity to fulfill this role.

3.6.4.8. Approval of Base Level Access. The MASO, in coordination with the DoDAAC SA, oversees the local TICMS access process. Before approving access, ensure that personnel who will process transactions in TICMS are knowledgeable on all facets of munitions transaction processing requirements, document filing procedures, and accountability processes for their duty position and transactions that they process. See **paragraph 14.3.3** for TICMS access instructions.

3.7. MUNS Flight Chiefs and Munitions Flight Section Chiefs (or equivalent). MUNS flight chiefs and munitions flight section chiefs are responsible to munitions supervision for overall management of their flights or sections. These personnel execute maintenance responsibilities outlined in DAFI 21-101, AFMAN 21-200, and specific functional responsibilities outlined in **paragraph 5.1.1** "Production Flight/Section Chief," **paragraph 6.1.1** "Materiel Flight/Section Chief," and **paragraph 7.1.1** "Systems Flight/Section Chief." Additionally, MUNS flight chiefs and munitions flight section chiefs will:

3.7.1. Direct development of an effective qualification training program in accordance with DAFMAN 36-2689 and the 2W0X1 Munitions Systems CFETP. **(T-1)**

3.7.1.1. Implement and conduct CMT, munitions inspector training and certification, NWRM training, and munitions crew chief training and certification programs in accordance with **Chapter 4**. **(T-1)**

3.7.1.2. Ensure master task lists cover peacetime and contingency tasks. **(T-1)** **Note**: Master task lists should include annual maintenance cyber discipline training if not administered through the MXG maintenance training program or other ancillary training programs.

3.7.1.3. Ensure non-expendable training munitions are forecasted in accordance with **paragraph 8.3.7** using authorizations in the *Air Force Standard for Non-Expendable Air-Munitions Training* located on the Air Force Conventional Munitions SharePoint® site (see Training Tools / Guides tab). **(T-2)**

3.7.1.4. Encourage all munitions technicians, supervisors, and managers to periodically review Air Force Tactics, Techniques, and Procedures (AFTTP) 3-4.21V2, *Munitions and Missile Maintenance*.

3.7.2. Ensure MPPEH is managed in accordance with DoDI 4140.62, DoDM 4140.72, and **paragraph 4.13** of this DAFMAN. **(T-0)** MUNS flight chiefs and munitions flight section chiefs will ensure munitions, to include MDAS, are not released to agencies or individuals outside the DAF without appropriate approval, certification, and documentation. **(T-0)** Refer

to **paragraph 4.6.2**., **paragraph 4.13.6**., **paragraph 4.13.7**., **paragraph 10.4**, and **paragraph 10.5**.

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

3.7.4. Implement explosives and industrial safety programs in accordance with DAFI 91-202, DAFMAN 91-203, *Air Force Occupational Safety, Fire, and Health Standards,* and DESR 6055.09_DAFMAN 91-201 to indoctrinate newly assigned personnel and administer recurring training for all flight members. **(T-0)**

3.7.5. Ensure all shops establish a hazardous communication (HAZCOM) program for government personnel (military and civilian) in accordance with DoDI 6050.05, *DoD Hazard Communication (HAZCOM) Program*, and AFI 90-821, *Hazard Communication (HAZCOM) Program*, and maintain required documentation for each person in accordance with DAFI 91-202. **(T-0)**

3.7.5.1. 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 in accordance with Occupational Safety and Health Administration regulations. Refer to DoDM 4145.26, *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 ammunition and explosives.

3.7.5.2. Ensure observed or potential safety violations involving federally employed contractor personnel are reported to the responsible contracting officer representative (COR) (and/or contracting officer) and the local safety office. Except when there is imminent danger, DAF personnel should avoid addressing safety violations directly to the contractor.

3.7.6. Ensure section personnel and equipment are identified and prepared to meet deployment tasking in accordance with DAFI 36-3802, *Force Support Readiness Programs*, AFI 10-401, *Operations Planning and Execution*, and AFI 10-403, *Deployment Planning and Execution*. **(T-1)** Mitigate the impact of any changes to equipment availability on all tasked and postured unit type codes (UTC), and up-channel any UTC equipment shortages to the MAJCOM munitions staff.

3.7.7. Ensure guidance in DAFI 32-9005, *Real Property Accountability*, is followed for requests to change use of munitions storage or maintenance facilities. **(T-1)**

3.8. Element NCOIC (or equivalent). The element NCOIC is responsible to the respective section or 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 DAFI 21-101, AFMAN 21-200, and those delegated by the section or flight chief, the element NCOIC will:

3.8.1. Ensure Munitions Control is advised of job status and delays, significant difficulties, and vehicle, equipment, or personnel shortfalls. **(T-2)**

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

3.8.3. Ensure status for personnel trained and qualified to transport munitions/explosives in accordance with AFI 24-301, *Ground Transportation*, is properly annotated in the work center Job Qualification Standard and the applicable training record documentation program. **(T-2)**

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

3.8.5. Manage munitions crew chief certification in accordance with the *USAF Qualification Training Package (AFQTP) Munitions Crew Chief Certification Guide 2W0X1/AMMO (Journeyman, Craftsman)* (see **paragraph 1.3** and **paragraph 4.8.6**). **(T-1)**

3.8.6. Review the *Storage Violation Report* daily and take necessary action to correct erroneous or inappropriate override transactions for applicable operating and storage locations. **(T-1)**

3.9. Munitions Crew Chief. The munitions crew chief is responsible to the supervisor and element NCOIC, and must be trained and certified to perform crew chief duties. **(T-1)** Crew chiefs must safely execute and manage both explosive and non-explosive operations utilizing attained knowledge, skill qualifications and competencies. Munitions crew chiefs exercise total control over the operation to ensure personnel comply with all technical orders, safety instructions, job guides and operating procedures. Munitions crew chiefs will be certified using the *USAF AFQTP Munitions Crew Chief Certification Guide 2W0X1/AMMO (Journeyman, Craftsman)* (see **paragraph 1.3**) in conjunction with the 2W0X1 CFETP, at a minimum. **(T-1)** In addition to responsibilities outlined in the AFQTP, 2W0X1 CFETP, DAFI 21-101, and AFMAN 21-200, the munitions crew chief will:

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

3.9.2. Ensure personnel are task qualified or training is initiated on the task(s) being performed prior to the start of the operation. **(T-1)**

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

3.9.4. Report progress of explosive operations to Munitions Control and coordinate changes in scheduled work plans with supervision. **(T-1)** Notify Munitions Control of changes to fire symbol, hazard symbol, controlled inventory item code, classified munitions storage, and/or other changes affecting munitions storage and/or maintenance facilities as soon as possible after they occur.

3.9.5. Review and complete applicable munitions documents for accuracy and completeness in accordance with **Attachment 5**, **Table A5.1**, "Document Validation/Quality Control (QC) Matrix." **(T-1)**

3.9.6. Provide proper security, storage, and operator/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)**

3.9.7. Handle, transport, store, and package munitions RAM (e.g., 30MM API with DU) in accordance with the applicable item technical order (TO), Certification of Equivalency, and DAFMAN 40-201. **(T-1)**

3.10. TICMS Base Level (DoDAAC) SA (Primary and Alternate). The TICMS DoDAAC SAs are responsible for local TICMS account management and will:

3.10.1. Be the POC for all matters relating to TICMS user administration within their unit. **(T-2)**

3.10.2. Grant TICMS privileges to other base level users based on their MASO approved user roles on a coordinated and signed DD Form 2875, *System Authorization Access Request (SAAR)*. **(T-2)**

3.10.3. Administer user roles and user accounts in accordance with system access instructions in **paragraph 14.3.3.**, TICMS account management policy in **paragraph 14.3.5**, and segregation of duty (SoD) rules in **paragraph 14.4**. **(T-1)**

3.10.4. Perform the annual TICMS User Recertification process in accordance with **paragraph 14.3.6**. **(T-2)**

3.11. Senior Munitions Inspector. The senior munitions inspector is qualified in accordance with **paragraph 4.8.4.7** and will be responsible to munitions supervision to:

3.11.1. 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.

3.11.2. Manage the munitions inspection training program in accordance with the *USAF Qualification Training Package (AFQTP) for Munitions Inspector Training and Certification* (see **paragraph 1.3** and **paragraph 4.8.4**). **(T-1)**

3.11.3. Ensure the development and execution of stockpile surveillance and preservation plans in the form of a master inspection schedule. **(T-1)**

3.11.4. Ensure the development and execution of a shelf and service life monitoring program. **(T-1)**

3.11.5. Ensure proper marking, packaging, and shipping of munitions in accordance with item TOs and DAF directives. **(T-1)**

3.11.6. Ensure completion of required munitions inspections in accordance with item TOs. **(T-1)**

3.11.7. Execute key product assurance duties and responsibilities in accordance with **paragraph 4.1**. **(T-1)**

3.11.8. Within 60 days of appointment, and semi-annually thereafter, conduct a comprehensive review of the health of the stockpile, and brief the MASO, munitions supervision, and the unit commander. The review will be tailored to the stockpile as determined by munitions supervision, but should include the master inspection schedule, storage monitoring program, shelf/service-life program, shipping/receiving and ADR status, empty container program, and as applicable, International Organization For Standardization (ISO) container Convention For Safe Containers (CSC) certification status.

3.11.9. When appointed as the Munitions Inspection section chief/element NCOIC, execute the duties and responsibilities in accordance with **paragraph 6.3**. **(T-1)**

3.12. Permit Radiation Safety Officer (PRSO). The PRSO is an DAF employee, appointed by the permittee (unit commander for munitions units) whose unit is authorized to possess and/or use permitted RAM. The PRSO acts on behalf of the permittee to coordinate permit actions and ensure compliance with various aspects of the RAM permit in accordance with DAFMAN 40-201.

3.12.1. The PRSO will maintain documents and files related to the Permittee's written policy and procedures for implementing requirements of the permit, this manual and applicable federal regulations. **(T-0)**

3.12.2. The PRSO will ensure documentation of munitions RAM is in accordance with procedures outlined in **Chapter 8**. **(T-1)** The PRSO will use TICMS reports or data exports for external reporting of TICMS-managed RAM assets. **(T-1)**

Chapter 4

MUNITIONS PROGRAM MANAGEMENT

4.1. 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 and/or testing (e.g., pre- or post-use, receipt, shipping, and special inspection). These processes ensure fielded munitions systems perform according to design specifications at the intended point-of-use. Suspect assets are segregated prior to use, issue, or delivery.

4.1.1. General Product Assurance Duties and Responsibilities. All munitions activities, flights, and munitions-using organizations will execute the following key product assurance duties and responsibilities:

4.1.1.1. Ensure each unit/organization assigned a DoDAAC establishes and maintains an effective munitions inspection program. **(T-0)**

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

4.1.1.3. Formally report all critical munitions issues that could lead to injury or prevent a munitions item from functioning properly via appropriate methods such as TICMS generated ammunition disposition request (ADR); material deficiency report (MDR); Standard Form (SF) 368, *Product Quality Deficiency Report (PQDR)*; safety reports, and/or the AFTO Form 22, *Technical Manual (TM) Change Recommendation and Reply*. **(T-0)** Additionally, notify the MAJCOM, and GACP utilizing the GACP CRM. **(T-1)**

4.1.1.4. Notify MAJCOM munitions staff, munitions rapid response team (MRRT), and GACP via the GACP CRM as soon as an incident or malfunction is suspected to be caused by in-use, installed, or otherwise configured munitions (see **paragraph 1.3**). **(T-1)** Do not delay initial reporting of preliminary information due to ongoing or pending investigations. Munitions program managers (PM) and product teams (PT) rely on prompt notification to evaluate world-wide stocks and make critical suspension or restriction decisions. Delaying the initial notification could result in undetected risks and allow other incidents, malfunctions, or mishaps to occur. After initial notifications are made, provide updates as necessary. Additional information about the MRRT can be found in DAFI 91-202.

4.1.1.5. Report mishaps and incidents to the installation safety office, and preserve evidence in accordance with DAFI 91-204 to the maximum extent allowable by operational, safety, and security requirements. In some cases, DAF 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.

4.1.2. 365-Day Assembled Munitions Serviceability Inspections. Conduct these inspections in accordance with TO 11A-1-63, *Munitions Assembly Procedures - Inspection and Assembly of Conventional Munitions*, only on assembled general purpose bombs, precision guided munitions, and cluster munitions governed under TO 11A-1-63 assembly and inspection.

Conduct inspection of other assembled munitions in accordance with the item TO, when specified.

4.2. Non-Expendable Air-Munitions Training Items. Munitions supervision, user (custodian), and maintenance personnel will:

4.2.1. Ensure in-use inert, dummy, or empty training munitions are maintained and functional to provide for quality training. **(T-2)** Refer to **Chapter 8** for management of non-expendable air-munitions.

4.2.2. 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, *General Instructions for Ammunitions Color Coding, Identification of Empty and Inert Loaded Ammunition Items and Components, and Assignment of Version Numbers to Training and Dummy Ammunition Items*.

4.3. Reusable Container Management.

4.3.1. All units/organizations will utilize the temporary duty (TDY) fund site, to include the shipping line of accounting data elements, to ship empty outer containers and inner packaging materials in support of deployed or TDY locations. **(T-2)** Ensure reusable containers used with NWRM assets are packed, marked, and documented in accordance with **paragraph 8.1.6.4**.

4.3.2. Munitions units/organizations will:

4.3.2.1. Establish a reusable container program in accordance with DAFI 24-602 Volume 2. **(T-1)**

4.3.2.2. Maintain empty munitions, missile component, and all up round (AUR) containers identified as munitions managed items (not listed on the Exempt Container List posted on the GACP website) on accountable records, and manage in accordance with basic reparability data in the indicative data record (IDR) file. **(T-1)** Establish these containers on accountable records when munitions/missile assets are removed, unless the assets are temporarily removed for periodic inspection/maintenance, container maintenance, or approved local exercises or inspections. **(T-1) Note**: Air Launched Cruise Missile shipping and storage containers are managed in accordance with AFMAN 21-202, *Missile Maintenance Management*, and are not managed in TICMS.

4.3.2.3. Utilize the Exempt Container List to identify containers that may be disposed of through the Defense Logistics Agency (DLA) Disposition Services (DLADS) without requesting an ADR or submitting a request through the serviceable excess application on the GACP website. **(T-1)**

4.3.2.4. Maintain empty accountable munitions containers and packaging (including outer and inner packaging materials) on the stock record account to break down and/or repackage all 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. Units will load a CAT code S level for these containers, and validate semi-annually. **(T-1)**

4.3.2.5. Ensure empty containers are inspected, certified, and disposed of in accordance with TO 11A-1-60, *General Instruction - Inspection of Reusable Munitions Containers and Scrap Material Generated From Items Exposed To, or Containing Explosives* and

paragraph 4.12 and **paragraph 4.13**. **(T-1)** Clearly mark, seal, and segregate empty containers from other containers. **(T-1)**

4.3.2.6. Ensure excess serviceable or unserviceable TICMS-managed containers (not listed on the Exempt Container List) are not shipped until disposition has been requested and provided using the serviceable excess application or through ADR submitted in TICMS. **(T-1)**

4.3.2.7. 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 SPI module within AF MC2 (until appropriate method is developed and employed within TICMS). **(T-2)** Munitions units/organizations will ensure the term "drawing number" is used when referring to SPI, certification of equivalency, competent authority approval, or equivalent numbers to provide visibility of non-accountable reusable containers throughout the DAF. **(T-2)**

> 4.3.2.7.1. Enter a national stock number (NSN) (if applicable) or 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. Update container quantities as changes occur.

> 4.3.2.7.2. Units should not requisition additional repack containers when a reasonable expectation exists that assets will be expended or repack is not imminent.

4.3.3. Owning/using organizations will:

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

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

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

4.3.3.4. Turn-in containers to the munitions activity when there is no longer a need to retain for repackaging. **(T-1)** Turn-in is not required when munitions are removed for temporary maintenance/use.

4.4. Military Intermodal Container (MILVAN) Management. Intermodal MILVANs are used for the shipment and limited storage of conventional munitions. Intermodal containers that meet production specifications set by the International Organization for Standardization (ISO) are commonly referred to as ISO containers. The use of side-opening MILVAN or ISO containers is preferred for all Air Force munitions intermodal movements.

4.4.1. Munitions Storage in MILVANs. Units will not use MILVAN containers (Air Force owned or leased) for storage of munitions or non-munitions items without approval. **(T-1)** Storage approval is not applicable to stuffing or de-stuffing operations, or enroute staging, relative to the actual shipment, receipt, or movement of containerized munitions items in the

transportation system. It may be applicable to preloading, prestaging, or delayed de-stuffing beyond that of a reasonable period. Contact the MAJCOM or NAF munitions staff for guidance as necessary.

4.4.1.1. Units will coordinate MILVAN or ISO storage requests with installation safety and security offices prior to submitting to the MAJCOM or NAF munitions staff. **(T-1)** Munitions units/organizations will not use MILVAN containers as a permanent fix for facility shortfalls. **(T-1)**

4.4.1.2. MAJCOM or NAF munitions staffs may approve requests for storage of munitions items in Air Force owned MILVAN containers in support of operational requirements for prestaging of contingency outloads; or as a temporary means to resolve facility shortfalls during maintenance or construction projects. MAJCOM or NAF munitions staffs will notify the AF Munitions ISO Container Program Container Control Officer (CCO) when approving these requests (see **paragraph 1.3**.).

4.4.1.3. The AF Munitions ISO Container Program CCO is the approval authority for similar usage of any leased containers. MAJCOM and NAF munitions staffs will forward requests that involve leased containers to the CCO for approval.

4.4.1.4. Units will store or stage explosives loaded MILVAN containers only in approved, sited locations in accordance with DESR 6055.09, *Defense Explosives Safety Regulation*, and DESR 6055.09_DAFMAN 91-201. **(T-0)**

4.4.1.5. When munitions items are approved for storage in serviceable MILVAN or ISO containers certified to International Maritime Dangerous Goods (IMDG) and CSC standards, munitions inspection cycles are extended to inside storage intervals as defined by specific item TO; otherwise, consider as outdoor storage.

4.4.2. Maintaining MILVAN Serviceability. Units will maintain Air Force owned containers in serviceable condition, to include CSC certification currency. **(T-1)** Units will ensure unserviceable containers are documented and tracked until repairs and/or re-certification are accomplished, or the container is processed for disposition. **(T-1)**

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

4.4.2.2. Units, in conjunction with the local transportation office, will ensure blocking and bracing is accomplished in accordance with applicable Defense Ammunition Center (DAC) drawings available at the DAC website (see **paragraph 1.3**). **(T-0)**

4.4.2.3. Units will 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)** Nominally measured lumber, for example a US standard "4 x 4," is sufficient for this requirement even though the actual measurement is slightly less than 4 inches. 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 prevents moisture damage to the container. Containers may be temporarily placed directly on a paved hardstand for stuffing and unstuffing operations. **Note**: Units are encouraged to reutilize blocking and bracing materials, free-issue lumber materials, and other materials

(such as rubber or plastic lumber) suitable for block dunnage. Use of rubber or plastic dunnage is encouraged when the life cycle cost is less than that of procuring conventional wood blocking.

4.4.2.4. Units will not stack empty containers 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)**

4.4.2.5. Once empty containers are inspected and verified empty, units will place a numbered seal on each container, locally recording both container and seal number, to provide for security, integrity, and accountability. **(T-1)**

4.4.3. MILVAN Inspection and Certification.

4.4.3.1. CSC Inspections will be performed by certified CSC inspectors in accordance with MIL-STD-3037, *Inspection Criteria for International Organization for Standardization (ISO) Containers and Department of Defense Standard Family of ISO Shelters*. CSC inspectors will apply a new DD Form 2282, *Reinspection Decal Convention for Safe Containers*, for containers that pass inspection. **(T-0)**

4.4.3.2. CSC inspectors will document the inspection using Department of the Army (DA) Form 2404, *Equipment Inspection and Maintenance Worksheet*, and maintain completed DA Form 2404 in accordance with DTR 4500.9-R. **(T-0)**

4.4.3.3. CSC inspectors will upload DA Form 2404 and the most current Inspection Checklist for each ISO into Joint Container Management (JCM) in accordance with DTR 4500.9-R, Part VI, "Management and Control of Intermodal Containers and System 463L Equipment," and DAFI 24-602 Volume 2. **(T-0)** **Note**: Access JCM via the Army Electronic Transportation Acquisition (ETA) site (see **paragraph 1.3**.). Select the "New User Registration" link to request an ETA account. JCM is further accessed through the Business Support and Container Management (BSCM) Global Dashboard. Therefore, new users should request access to BSCM.

4.4.3.4. 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 and certification for DAF personnel.

4.4.4. Budgeting for MILVAN Costs.

4.4.4.1. 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. In this case, units will budget annually for container maintenance and inspection costs. **(T-1)**

4.4.4.2. 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.

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

4.4.4.4. Maximum one-time and total repair costs cannot exceed the maintenance expenditure limit criteria in DTR 4500.9-R, Part VI, Chapter 604, "Intermodal Container Inspection, Reinspection, Maintenance, and Repair." Units will request disposition instructions when repair cost exceeds DTR limits. **(T-0)** JCM determines ownership.

4.4.5. Accounting for MILVANs.

4.4.5.1. Units will account for, ship, and manage Air Force owned ISO container records in JCM in accordance with DTR 4500.9-R Part IV and DAFI 24-602 Volume 2. **(T-0)** In addition to complying with US Transportation Command (USTRANSCOM)-initiated official container inventories, units will reconcile all ISO containers at least semi-annually (annually for units authorized to perform an annual munitions inventory), and update the results in JCM. **(T-0)**

4.4.5.2. The AF Munitions ISO Container Program CCO coordinates DAF owned munitions ISO container records as necessary with the Equipment Account Element within the 75th Logistics Readiness Squadron, Materiel Management Flight (LRS/LGRM) to reconcile details between JCM and DPAS M&U module, in accordance with DAFI 24-602 Volume 2. **(T-1)**

4.4.5.3. All DAF munitions activities that possess and maintain ISO/MILVAN containers will ensure ISO containers in their possession are not loaded on TICMS accountable records as an asset for accounting purposes. **(T-1)** Munitions activities will input all received ISO container records and maintenance records into JCM. **(T-1)** In addition to unit CCO requirements, applicable units will support AF Munitions ISO Container CCO requests for verification or reconciliation of on-hand container inventories. **(T-2)**

4.4.5.4. If ownership of ISO containers cannot be determined locally using JCM, or through AFLCMC/EBH, contact the Intermodal Container Manager within AFMC, Directorate of Logistics, Civil Engineering, Force Protection, and Nuclear Integration, Logistics Readiness Division, Transportation and Packaging Policy Branch (AFMC/A4/10/A4RT).

4.4.5.5. Munitions activities will load the ISO as container type "ISO" in TICMS when used to ship or store TICMS-managed munitions assets to allow for container-in-container (CnC) management in accordance with **paragraph 8.1.5**. **(T-2)**   **Note**: Loading an ISO/MILVAN in TICMS as a container type does not pick the container up on accountable records. It only enables management of other assets with the ISO container.

4.4.6. Requesting Repair and Disposition of MILVANs.

4.4.6.1. Non-Air Force owned MILVANs: Units will report to Surface Deployment and Distribution Command (SDDC) in accordance with DTR 4500.9-R, Part VI, Chapter 604. **(T-0)** Return leased containers as soon as possible after removal of contents.

4.4.6.2. Air Force owned MILVANs managed by the AF Munitions ISO Container Program CCO: Report using the GACP CRM.

4.4.6.3. MAJCOM owned MILVANs: Report to the MAJCOM staff.

4.5. Munitions Equipment Management. DAF munitions activities will utilize DPAS M&U module to manage inspection intervals, maintenance and inspection history, condition and status,

and work performed on aviation, munitions, and miscellaneous support equipment (SE), missile test sets, and associated handling equipment (e.g., slings, hoists). **(T-1)**

4.5.1. DAF munitions activities will update the MIS with gains, losses, maintenance, and time compliance technical order (TCTO) actions as they occur. **(T-1)**

4.5.2. Specific SE terms are defined in TO 00-20-1, Appendix A. Definitions of SE, MMHE, materiel handling equipment (MHE), and locally manufactured equipment (LME) can be found in **Attachment 1**. Also see TO 00-20-2 for equipment types and reporting requirements. Refer to TO 35D-1-2-WA-1, *Munitions Materiel Handling Equipment Miscellaneous and Locally Manufactured*, for maintenance, inspection, and servicing requirements for equipment items not identified in other specific item TOs.

4.5.3. Support equipment without a listed standard reporting designator (SRD) may load SRD "GAZ" for "Not Otherwise SRD Listed support equipment."

4.6. Munitions Security.

4.6.1. Risk Categories. Risk Categories and munitions storage and facility security criteria are in accordance with DoDM 5100.76, DoDM-5100.76_DAFMAN 31-101_Volume 2, and MAJCOM supplemental guidance to DoDM-5100.76_DAFMAN 31-101_Volume 2.

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

4.6.2.1. Public release of controlled unclassified information (CUI) related to munitions requires approval of the installation, MAJCOM, or Air Force Directorate of Public Affairs (SAF/PA) office. Technical data content requires additional TO content manager approval. Requesters will submit information or data to be released, which includes 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 munitions information submitted for release approval is unclassified, technically accurate, and suitable for open publication.

4.6.2.2. 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 in accordance with DAFMAN 16-201, *Department of the Air Force Foreign Disclosure and Technology Transfer Program*. **(T-1)**

4.6.3. Determining Classification of Munitions Information. Executive Order 13526 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 caused from unauthorized disclosure of information. The OCA must be able to identify and describe the damage. Munitions information classification rules listed in **Table 4.1**, "Munitions Information Classification Rules" do not address all possible combinations of information, but serve as a guide. **Table 4.2**, "General Classification Rules" outlines general classification designations for munitions information.

4.6.3.1. Security classification guides are developed in accordance with DoDM 5200.01 Volume 1, *DoD Information Security Program: Overview, Classification, and Declassification,* Enclosure 6, "Security Classification Guides" and DoDI 5200.48, *Controlled Unclassified Information (CUI)*. Program managers (PM) will coordinate

weapons-specific security classification guides affecting munitions or missile systems or their end-items with AF/A4LW and AF/A5DW prior to publication or update. **(T-1)** The PM is responsible to ensure that weapon specific security classification guides are developed, updated, and posted on the GACP website. Weapon specific security classification guides take precedence over security classification guidance in **Table 4.1** and **Table 4.2**.

4.6.3.2. Three primary terms are used in munitions classification determination. Proper use of these terms avoids unnecessary classification:

4.6.3.2.1. Requirements: The NCAA is the Air Force's process to 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 combined theater requirement (CTR) data. Requirements are normally classified by the OCA using the logic rules outlined in the **Table 4.1** and **Table 4.2**.

4.6.3.2.2. Allocations: The approved quantity of munitions items allocated to a command, theater, or base stock record account. Allocations and associated requisitions are normally unclassified.

4.6.3.2.3. 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 are classified as SECRET or above.

4.6.3.2.3.1. References to a specific plan, OPLAN, or concept plan (CONPLAN).

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

4.6.3.2.3.3. Identity or designation of the units that the wartime or contingency stocks are intended to support.

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

4.6.3.2.3.5. Theater start-time periods.

Table 4.1. Munitions Information Classification Rules.

MUNITIONS INFORMATION CLASSIFICATION RULES		
GIVEN ANY COMBINATION OF	**FOR ANY COMPILATION OF**	**THEN FOR CONVENTIONAL MUNITIONS OR MISSILES CLASSIFY AS**
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	Base, Command, Theater Or World-Wide	Same as Source Document (e.g., NCAA, WCDO, WMP-4, OPLAN)

4.6.3.3. General Classification Rules. **Table 4.2** outlines general classification designations for munitions information. Cite this DAFMAN and table as the classification authority only when classifications are based solely on the guidance below.

Table 4.2. General Classification Rules.

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. Items identified as pre-air tasking order (ATO) built or tasked	U	Mark controlled unclassified information (CUI), when not related to ATO figures. ATO is classified if tied to OPLAN.
3. Combat items allocated to support training	U	Mark CUI.
4. WRM authorizations (munitions CAT code B, F, and M)	U	Mark CUI. The term WRM in itself is unclassified.
5. WRM quantities with a WRM authorization (munitions CAT code B, F, G, M and Z)	U	Mark CUI. The term WRM in itself is unclassified.
6. 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	
7. WCDO information when related to a Time Phased Force and Deployment Data (TPFDD) port of debarkation (POD) and destination, Geographic Location	S	
8. Quantities of items identified as pre-direct, command overflow or PACER AMMO wartime base or theater support	U	**Note**: Classify SECRET when associated with OPLAN, operational order (OPORD), and CONPLAN.
9. Association of unit or command munitions capability to an OPLAN, an OPORD, or a CONPLAN	S	**Note**: Classify the same as the OPLAN, OPORD and CONPLAN.
10. Base level requirements forecast	U	Unclassified when not tied to OPLAN.
11. Command requirements forecast	U	Unclassified when not tied to OPLAN.

GENERAL CLASSIFICATION RULES		
TOPIC	**CLASS**	**REMARKS**
12. Tactical Munitions Reporting System (TMRS) data	U	Unclassified when standing alone.
13. Reliability Asset Monitoring System (RAMS) data	See Remarks	Classify RAMS data in accordance with the individual munitions/missile system security classification guide.
14. TMRS and RAMS data	U	Classify SECRET when associated with OPLAN or WCDO requirement, or TPFDD information.
15. Deployable munitions package asset quantities, or a compilation reflecting total number of repetitions of a 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.
16. Inventory information standing alone (raw numbers)	U	**Note**: Multiple exceptions; refer to the specific weapons system classification guide.
17. 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 and marked CUI.

4.7. Key and Lock Control Procedures for Conventional Munitions Facilities. See AFMAN 21-200. Additionally, individuals authorized to control, issue, and receipt for keys to munitions storage facilities are not authorized to sign out or receipt those same keys to or from themselves. This applies regardless of where the keys are stored or issued. This does not prevent these individuals from working in or accessing these facilities with other authorized personnel.

4.8. Munitions Training Programs.

4.8.1. 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 munitions, NWRM, and associated components.

4.8.1.1. Munitions managers and trainers will emphasize TICMS operations, processing procedures, operation of AIT equipment and MIT, and Tactical Munitions Reporting System (TMRS) (if applicable) throughout the range of munitions operations. **(T-2)**

4.8.1.2. 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.

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

4.8.2.1. 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 and/or UTC task requirements, and other unique specialized certification requirements.

4.8.2.2. Field training detachment (FTD) Courses: All 2W0X1 or civilian personnel performing 2W0XX crew chief, trainer, or QA duties should attend appropriate FTD course(s) listed in **Table 4.3**, "Missile FTD Training Courses," before certifying or qualifying personnel on any of these systems.

Table 4.3. Missile FTD Training Courses.

MISSILE FTD TRAINING COURSES	
TITLE	Missile Systems Maintenance (AIM-9M Sidewinder) Personnel Data System (PDS) Code 12A
AFSC	2W0X1
COURSE	J4AMP2W0X1-A47B
Integrated Maintenance Data System (IMDS) Course Code	310563
TITLE	Missile Systems Maintenance (AGM-65 Maverick Series) PDS Code 7ZJ
AFSC	2W0X1
COURSE	J4AMP2W0X1-E47A
IMDS Course Code	311205
TITLE	Missile Systems Maintenance (AGM-88 Series) PDS Code 6PK
AFSC	2W0X1
COURSE	J4AMP2W0X1-D47A
IMDS Course Code	311109

4.8.3. Combat Munitions Training (CMT) Program. CMT ensures all munitions systems technicians obtain and maintain the qualification and proficiency needed to sustain a high state of mission readiness for immediate and effective generation and employment of munitions and

critical logistical support. CMT is comprised of munitions academics (MA) and munitions readiness training (MRT) modules.

4.8.3.1. All units will maintain a CMT program in accordance with their applicable MAJCOM training matrix (MTM). **(T-1)** The MTM identifies the specific MA and MRT modules required for each unit.

4.8.3.2. Units will use HAF approved AFQTPs, plans of instruction (POI), and lesson plans (LP) in creation and sustainment of their CMT program. **(T-1)** Units may propose development of additional POIs and LPs to fit their local mission needs, where applicable. Any proposed POIs or LPs must be coordinated through the unit's MAJCOM Munitions Staff and approved by AF/A4LW prior to utilization. **(T-1)**

4.8.3.3. CMT will align with the AF Force Generation Model (AFFORGEN) phases. Personnel will be required to qualify on all applicable MRT/MA portions before entering their specific "ready" phase. **(T-1)** Duration between individual MRT/MA training events will not exceed 24 months. **(T-1)**

4.8.3.4. Initial and recurring training will be documented using Weapons Load Crew Management Tool. **(T-1)** Instructions for access and use of Weapons Load Crew Management Tool are available on the HAF Munitions CMT SharePoint® site (see **paragraph 1.3**.). Completion of individual tasks within each MRT is expected to meet the standard for specialty training standard task qualification and should be documented as such in the member's training record.

4.8.3.5. Responsibilities.

4.8.3.5.1. AF/A4LW:

4.8.3.5.1.1. Approve all POIs and LPs utilized in unit level programs.

4.8.3.5.1.2. Ensure course documents and materials are developed and maintained for all HAF mandated items identified within this manual. All required items will be posted on the HAF Munitions CMT SharePoint® site.

4.8.3.5.1.3. Will approve and maintain the core munitions configuration list (CMCL). The CMCL is comprised of the most common configuration requirements found on unit committed munitions lists (UCML).

4.8.3.5.2. MAJCOM Munitions Staff:

4.8.3.5.2.1. Should supplement this section to best meet their primary mission requirements.

4.8.3.5.2.2. Will develop an MTM to identify unit specific MRT/MA requirements.

4.8.3.5.2.3. Will develop POIs and LPs for any additional MAJCOM mandated weapon systems aside from the CMCL and UCML. These will be coordinated through AF/A4LW for approval.

4.8.3.5.3. Commanders:

4.8.3.5.3.1. Will ensure compliance of CMT requirements in accordance with this guidance. **(T-1)**

4.8.3.5.3.2. Will ensure all personnel in the AFFORGEN "Ready" and "Available to Commit" phases are current and maintain currency through their "Available to Commit" window. **(T-1)**

4.8.3.5.3.3. Will use required readiness reporting methods, such as Defense Readiness Reporting System, to indicate non-available Airmen due to incomplete or overdue CMT. **(T-1)**

4.8.3.5.4. Munitions Supervision:

4.8.3.5.4.1. Will oversee the unit CMT program. **(T-2)**

4.8.3.5.4.2. May develop any necessary local policies and procedures.

4.8.3.5.4.3. Will appoint CMT Instructors in writing, who meet the following minimum requirements:

4.8.3.5.4.3.1. Award of 7-Level, Munitions Craftsman. **(T-2)**

4.8.3.5.4.3.2. Crew Chief certified. **(T-2)**

4.8.3.5.4.3.3. Technically proficient and CFETP qualified on all instructional tasks. **(T-2)**

4.8.3.5.4.3.4. Pass initial and annual evaluations administered by the Combat Munitions Training section, Combat Plans/Training/Mobility section/element, a designated section/element NCOIC, or Munitions Supervision. **(T-2)**

4.8.3.5.4.3.5. Have previously completed either Principles of Instruction course or Basic Instructor course. **(T-3)** There is no recurring training requirement for either course. New instructors must complete one of the two courses within one year of appointment. **(T-3)**

4.8.3.5.4.4. Will direct the designated section or element NCOIC in all stages of CMT program development and implementation. **(T-3)**

4.8.3.5.4.5. Will ensure sufficient instructors are appointed to cycle all assigned munitions personnel through MA and applicable MRTs. **(T-3)**

4.8.3.5.4.6. May propose development of POIs and LPs for any primary UCML munitions not included in the CMCL or mandated by MAJCOM.

4.8.3.5.4.7. Will ensure any proposed POIs are coordinated through the unit's MAJCOM munitions staff and approved by AF/A4LW prior to utilization. **(T-2)**

4.8.3.5.5. NCOIC, Combat Munitions Training section or Combat Plans/Training/Mobility element (or equivalent):

4.8.3.5.5.1. Will develop the unit's CMT program. **(T-3)**

4.8.3.5.5.2. Will ensure training munitions and equipment meet unit needs and ensure applicable munitions components are requisitioned to support unit training. **(T-3)**

4.8.3.5.5.2.1. Use of functional inert components is recommended for CMT training. If functional inert components are not available, live munitions may be used when explosives site plans allow it, component serviceability is not

jeopardized, technical data is available, and the MAJCOM does not prohibit their use.

4.8.3.5.5.2.2. Coordinate with the Munitions Operations section/element to address shortfalls if sufficient training munitions are not available.

4.8.3.5.6. Instructors:

4.8.3.5.6.1. If not previously qualified, will complete either Principles of Instruction course or Basic Instructor course within one year of appointment. **(T-3)** There is no recurring training requirement for either course.

4.8.3.5.6.2. Will maintain all required certifications, evaluations, and qualifications for the duration that they are appointed as an instructor. **(T-2)**

4.8.3.6. Course descriptions.

4.8.3.6.1. Munitions Academics (MA) - This module is divided into three blocks: munitions academics for all (Block-1), advanced munitions academics (E-6 and above) (Block-II), and base operational support (Block-III). This module is knowledge-based only; hands-on evaluations are not required. Validation of MA will be accomplished through an end of course exam in accordance with POI and LP guidance.

4.8.3.6.2. Munitions Readiness Training (MRT) - This module is divided into three blocks: logistical (Block-IV), International Organization for Standardization (ISO [container]) (Block-V), and munitions assembly (Block VI). This module is skills-based and requires hands-on training and evaluations.

4.8.3.7. MRT Methodology.

4.8.3.7.1. MRT blocks consist of module specific academic training and practical training followed up with a final evaluation. Hands-on training will be the focus of MRT courses to achieve qualification on identified munitions builds or tasks.

4.8.3.7.2. Trainees will complete module specific academic training before the start of any practical training. **(T-3)**

4.8.3.7.3. MRTs will be executed at class ratios not to exceed one instructor to eight students (1:8). **(T-2) Exception:** If technical data calls for more than 8 personnel to accomplish a task, then the ratio may be adjusted to no more than 1:10 without requiring another instructor.

4.8.3.7.4. Trainers will not qualify individuals if they do not meet POI objectives or complete a required evaluation. **(T-2)**

4.8.4. Munitions Inspector Training and Certification.

4.8.4.1. Certified munitions inspectors will 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 supervision. **(T-1)** A 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.

4.8.4.1.1. 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 Air Force Conventional Munitions SharePoint® site and any local requirements (e.g., senior munitions inspector assessment, QA evaluations) to become certified. **(T-1)**

4.8.4.1.2. There is no specific training duration or experience requirement unless otherwise stated in this DAFMAN, the Munitions Inspector AFQTP, or local guidance.

4.8.4.1.3. Basic AFQTP will not be changed or deviated from without approval of the 2W0 CFM. Units may include an addendum to the AFQTP to address local inspector requirements or processes.

4.8.4.2. 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; however, they must also satisfy both of the following:

4.8.4.2.1. Meet the training, qualification and appointment criteria outlined in **paragraph 4.8.4.1**. **(T-1)**

4.8.4.2.2. Possess at least four years of experience in an ordnance or munitions career field/job series/position (e.g., civilian munitions worker, EOD; Navy, Army, United States Marine Corps ordnance, aircraft armament, nuclear, or intercontinental ballistic missile [ICBM] munitions). **(T-1)**

4.8.4.3. Document certification in the Air Force myLearning platform, Individual Training Program journal entry, DAF Form 623A, *On-the-Job Training Record Continuation Sheet*, DAF Form 1098, *Special Task Certification and Recurring Training,* IMDS/G081, or other suitable documentation standardized across the unit.

4.8.4.4. Certified munitions inspectors will be Job Qualification Standard qualified in accordance with the 2W0XX CFETP, certified in accordance with the AFQTP - *Munitions Inspector Qualification and Certification Guide, 2W0X1/AMMO (Technician, Craftsman, or Superintendent)*, and are appointed by munitions supervision in accordance with this DAFMAN and TO 11A-1-10, *Air Force Munitions Surveillance Program and Serviceability Procedures*. **(T-1)** Certified munitions inspectors appointed in accordance with this DAFMAN are not to be placed on the Special Certification Roster for the purpose of performing munitions inspector duties.

4.8.4.5. Special experience identifier (SEI) 836 may be awarded by completing specialty training standard qualification, completion of all training objectives outlined in the munitions inspector AFQTP, 8 months of hands-on experience as a certified munitions inspector in any munitions work center, and with the individual supervisor's and senior munitions inspector's recommendation.

4.8.4.6. Munitions Inspector Trainers. Munitions inspector trainers are trained utilizing a local 'train-the-trainer' concept. Certified munitions inspector trainers must meet the following requirements:

4.8.4.6.1. RegAF, USSF, ANG, and AFR personnel must hold AFSC 2W071, munitions technician/supervisor (or above), and hold SEI 836. **(T-1)**

4.8.4.6.2. Federal civilian and federally employed contractor personnel must meet the same SEI 836 qualification requirements as RegAF, USSF, ANG, and AFR personnel. **(T-1)**

4.8.4.7. Senior Munitions Inspector. The senior munitions inspector must hold SEI 836 (for RegAF, USSF, ANG, and AFR personnel), and have either two years of 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)**

4.8.4.7.1. Munitions supervision should appoint the most experienced certified inspector when inspector experience and course attendance requirements cannot be met. However, munitions supervision will ensure the appointed individual attends a formal inspector training course within one year of appointment regardless of recent experience gained. **(T-1)**

4.8.4.7.2. The senior munitions inspector will be an approved inspector trainer regardless of meeting inspector trainer requirements. **(T-2)**

4.8.5. NWRM Training. Personnel will receive NWRM training in accordance with DAFMAN 20-110 prior to handling NWRM. **(T-1)**

4.8.6. Munitions Crew Chief Training and Certification. Munitions crew chiefs will be certified using the *USAF Qualification Training Package (AFQTP) Munitions Crew Chief Certification Guide 2W0X1/AMMO (Journeyman, Craftsman)* (see **paragraph 1.3**) in conjunction with the 2W0X1 CFETP, at a minimum. **(T-1)**

4.8.6.1. All crew chiefs must complete munitions crew chief training and certification using the above AFQTP located on the Air Force Conventional Munitions SharePoint® Site, and any local requirements to become certified, before assuming crew chief responsibilities. **(T-1)**

4.8.6.2. Basic AFQTP will not be changed or deviated from without approval of the 2W0X1 CFM. Units may include an addendum to the AFQTP to address local munitions crew chief requirements or processes.

4.8.7. Budgeting for Training Requirements: MAJCOMs having centralized budget management authority (USAFE-AFAFRICA, PACAF, etc.) will program, budget and forecast for mobile training team (MTT) and MAJCOM training requirements that support 2W0X1 Munitions Systems CFETP training requirements; otherwise, MTT programming, budgeting and forecasting is a unit responsibility. **(T-2)** The CFM will coordinate and validate training requirements with the MFM in accordance with DAFMAN 36-2689. Training funding is managed in accordance with DAFMAN 36-2689.

4.9. 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. In addition to requirements in this manual, refer to DoDM 4140.72 for certification, chain of custody, accounting, transfer, and demilitarization requirements.

4.9.1. Inactive/obsolete EOD training items. These items are not SDM and will not be used for static display purposes. EOD units only may retain these obsolete items for continued proficiency training. The Demolition Munitions Manager at the Air Force Civil Engineer Center, Explosive Ordnance Disposal Division (AFCEC/CXD) will establish written

accountability procedures in functional policy and coordinate with the applicable Air Logistics Complex (ALC) on these assets. **(T-1)**

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

4.9.2.1. SDM does not include non-permanently fixed or inert munitions assets used for training, open houses, airshows, 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.

4.9.2.1.1. Military mementos (non-fixed items made from inert munitions or other munitions-related material) for presentation to any individual(s) are not authorized regardless of the ability to certify and document as MDAS.

4.9.2.1.2. Areas may be established for items secured and maintained within government facilities to promote munitions heritage, unit cohesion, or esprit de corps if the items meet all SDM, MDAS, and MDAS chain of custody and documentation requirements.

4.9.2.2. Munitions supervision may approve the use of inert, dummy, empty training items for temporary periodic display in accordance with DESR 6055.09_DAFMAN 91-201 and the applicable item TO. Munitions supervision will ensure measures are in place to maintain chain of custody and positive accountability of all temporary display items. **(T-0)**

4.9.3. SDM and EOD Training Munitions Approval Process. Program Managers will approve only unserviceable, non-repairable, and/or worldwide excess or obsolete inert/empty certified munitions as SDM or inactive/obsolete EOD training munitions. **(T-1)** Additionally, the requesting MASO and the owning unit will ensure any item categorized as MPPEH being submitted for approval as an SDM or EOD Training Munition: is certified as MDAS; is permanently marked in accordance with DoDM 4140.72, TO 11A-1-53, and this manual; and remains subject to continual chain of custody requirements in order to retain MDAS certification. **(T-0)**

4.9.3.1. For assets on the stock record account, the MASO must request 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 activity and MASO will be the responsibility of that organization. **(T-1)** The MASO will ensure approval requests include the following:

4.9.3.1.1. SDM statement in either the inspector or MASO 'Notes' 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)**

4.9.3.1.2. Inactive/obsolete EOD training statement in either the inspector or MASO 'Notes' 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 DAF 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)**

4.9.3.1.3. The requesting organization and a list of all unserviceable defects in the ADR. **(T-1)**

4.9.3.2. The product team (PT) item manager (IM) and the equipment specialist (ES) will review requests, make worldwide excess stock (SDM or EOD items) and/or non-repairable determinations (SDM only), and recommend approval or disapproval to the PM. **(T-1)** The PM will approve or disapprove the request via email or memorandum. **(T-1)** The ES then annotates the PM's decision on the ADR. **(T-1)** The ADR approval instructions are the sole proof of authorization to adjust accountable records; no other supporting documentation is required.

4.9.3.3. If approved, the munitions activity will inventory adjust the asset from accountable records and update TMRS, if applicable. **(T-1)** SDM will be tracked by the ADR and SDM number by the munitions activity. **(T-1)** Inactive/obsolete EOD training items will be managed and tracked by the EOD unit in accordance with procedures established by AFCEC/CXD.

4.9.3.4. The munitions activity will annotate SDM display location (e.g., entry to building XXX, MSA main gate, static display aircraft at west gate) on all copies of the approved ADR and update as changes occur. **(T-1)** SDMs obtained through munitions activity coordination will be managed in the designated area of AF MC2 until such time this repository is subsumed by and is functional within TICMS. **(T-2)**

4.9.3.5. Munitions activities will complete all necessary display positioning, marking, record processing and filing within 90 calendar days of SDM approval receipt. **(T-2)**

4.9.4. Maintaining SDM. SDM are the property and responsibility of the owning organization. At least annually, organizational commanders (or equivalent) will ensure all SDM are visually inspected for appearance, platform mounting security, and safety. **(T-1)** Organizational commanders will ensure all SDM are secured to prevent removal of the CR or attached sub-component. **(T-2)** Document SDM inspections as follows:

4.9.4.1. Organizational commanders will ensure SDM inspections are documented using AFTO Form 95, *Significant Historical Data* in accordance with TO 00-20-1, and as follows:

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

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

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

4.9.4.1.4. Column C: Unit, printed name and grade, and signature of inspector or technician. **(T-2)**

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

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

4.9.4.4. 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-FV5294-001 through SDM-FV5294-003.

4.9.4.5. Local commanders and higher headquarters may direct units to remove SDM if not maintained in a fitting condition and appearance.

4.9.5. SDM Disposition.

4.9.5.1. 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 (TIN)(ORG TIN) according to **paragraph 8.12.2**. **(T-3)**

4.9.5.2. The MASO will report SDM not displayed, or removed from display on an ADR for final disposition. **(T-1)** SDM numbers will be reported for each item removed from static display.

4.9.5.3. 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 in accordance with DoDM 4160.28 Volume 1, *Defense Demilitarization*: *Program Administration* and DoDM 4160.28 Volume 2, *Defense Demilitarization*: *Demilitarization Procedures* by the owning EOD organization. **(T-0)**

4.9.6. SDM Historical/Archival Records.

4.9.6.1. 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)**

4.9.6.2. 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)**

4.10. Missile and PGM Management. Refer to **Chapter 8** for general APSR management procedures. TMRS functionality is being subsumed into TICMS. Therefore, references to TMRS are applicable to TMRS as a stand-alone legacy application as well as any subsumed functionality residing within TICMS. See **paragraph 11.11** for using WRM assets during peacetime.

4.10.1. The munitions activity will manage AUR PGM and missiles in TICMS by NSN and serial number (S/N), according to the serial control indicator within the IDR. **(T-1)** Units will not convert individual items managed by AUR NSN to CR or weapons stock number (WSN) in TICMS. **(T-1)**

4.10.2. When storing containerized AURs using the bulk stock method, units will use locally developed and standardized location markings. **(T-2)** Units will place container labels on the humidity indicator side of each container. **(T-1)**

4.10.3. Missile Component Replacement Procedures.

4.10.3.1. Units will not use Identity Change procedures to replace TICMS-managed components. **(T-1)**

4.10.3.2. If a spare replacement component is in stock, refer to **Chapter 8** for stockpile consumption issue procedures**,** remove and replace the unserviceable component, turn-in the unserviceable component in the appropriate condition code (CC), and update TMRS records.

4.10.3.3. If no replacement component is in stock, create a due-out requisition and follow procedures for Stockpile Consumption Issues and Turn-ins in **Chapter 8**.

4.10.4. Acceleration monitoring device/assembly (AMD/AMA) Management.

4.10.4.1. Units will not manage AMDs and associated components in TICMS. **(T-1)** These assets are DLA managed and applicable units are to requisition through the Logistics Readiness Squadron (LRS).

4.10.4.2. An AUR AMA is created when mating a TICMS-managed and stock listed missile body assembly (MBA) with a DLA managed and ILS-S stock listed AMD.

4.10.4.3. Units will use the appropriate (grey or orange) AUR AMA NSN to process a selective identity change in TICMS when an MBA has been mated to an AMD. **(T-1)**

4.10.4.4. Units will not maintain AMD that is not in AUR AMA configuration. **(T-1)** Upon disassembly of an AMA, units will turn in serviceable excess AMDs to LRS, and turn in unserviceable AMDs through the local DLADS. **(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)*.

4.10.4.5. Units will maintain maintenance data for AMAs in TMRS in accordance with **paragraph 5.2.6.2 (T-1)** When an AMA is disassembled, units will ensure the AMD is removed from TMRS using the TMRS demilitarization (DEMIL)/destroy process, and process selective identity change of the AMA AUR NSN back to the MBA NSN. **(T-1)**

4.11. Untagged Plastic Explosives. Commanders (or equivalent) of units that use, possess, or store munitions and explosives must ensure that personnel in the performance of their duties, comply with the provisions of Title 18 United States Code Sections 841 - 845, "Safe Explosives Act." **(T-0)**

4.11.1. DAF personnel will not accept, possess, or provide storage for untagged plastic explosive assets, unless specifically excepted or 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. If the tagging status or condition of a plastic explosive asset is unknown and/or cannot be verified, the item is to be considered untagged.

4.11.2. Before storing any untagged plastic explosive assets, commanders obtain advice from the installation or servicing judge advocate (JA). DAF personnel are not exempt from the provisions of this Act and commanders will disapprove requests to store exempted or excepted untagged plastic explosives if such storage imposes undue legal, safety, security, operational, or environmental constraints. **(T-0)**

4.11.3. The requesting organization or agency desiring to store untagged plastic explosive items in a DAF munitions storage facility, not the storage activity, will be responsible for preparing and requesting exception or exemption for any provisions of the Act from the Attorney General. **(T-0)** Any proposed exception from the Act must be fully approved in writing, and provided to the installation or servicing JA for legal review and advice to the commander of the storing activity before the munitions storage activity accepts untagged plastic explosive items for storage.

4.12. Storage and Disposition of Munitions. Refer to **paragraph 10.6** for DoD level munitions disposition guidance.

4.12.1. The DoD Military Munitions Rule (MR). The MR and Title 42 United States Code Section 6901 et seq, "Resource Conservation and Recovery Act of 1976" (RCRA) require 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 Engineer Squadron environmental function, and in coordination with its servicing legal office, must interact closely with the service appointed regional environmental coordinators to determine and understand the extent of state (or territory) adoption and compare it to the Environmental Protection Agency (EPA) MR and DoDM 4715.26, *DoD Military Munitions Rule (MR) Implementation Procedures*. **(T-0)** In accordance with the DoD MR, all military munitions in the active inventory and war reserve stocks assigned an appropriate condition code for a valid military purpose are not WMM because they have not been discarded, abandoned or otherwise disposed of.

4.12.2. Storage of WMM. Standards for WMM storage are established in DESR 6055.09 and DESR 6055.09_DAFMAN 91-201. Consult these standards for mandatory records and records disposition requirements, as well as any applicable waiver processes. When the condition of WMM is unknown, or when WMM is received without a hazard classification (HC), units will segregate and treat as HC/D 1.1L. **(T-1)**

4.12.2.1. Storage of Non-DoD Owned Munitions/Explosives. Unless specifically authorized by Title 10 United States Code Section 2692, AFI 32-9003, *Granting Temporary Use of Air Force Real Property*, DESR 6055.09, or DESR 6055.09_DAFMAN 91-201, units are prohibited from storing, treating, or disposing of non-DoD owned munitions/explosives. **(T-0)** DAF units will forward requests to store non-DoD owned munitions/explosives to the appropriate waiver authority, if not otherwise allowed or exempted. **(T-0)**

4.12.2.2. Storage of Commercial Munitions/Explosives: When authorized by 10 USC § 2692, DAF 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.

4.12.2.2.1. Anytime a DAF 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)**

4.12.2.2.2. When specifically authorized or approved to store WMM, or non-DoD owned or commercial munitions/explosives, munitions storage activities (RegAF, USSF, ANG, AFR, or contracted) will provide appropriate safety, security, and accountability over these assets. **(T-1)**

4.12.2.2.3. If required safety, security, and accountability requirements cannot be satisfied, units are to consult with the installation environmental, safety, and legal offices and through appropriate command channels.

4.12.2.2.4. When other US Government 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 or custody account in TICMS is required in accordance with **paragraph 8.17**.

4.12.3. Disposition of Recovered WMM. Recovered WMM is either: (1) recovered military munitions determined by EOD in accordance with AFMAN 32-3001, *Explosive Ordnance Disposal (EOD) Program* to require a Level 1 or 2 emergency response; or (2) other recovered military munitions only when designated by the DAF designated disposition authority (DDA) as not acceptable for any useful purpose and requiring routine disposition.

4.12.3.1. 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 does not require DDA approval prior to disposal. A Level 1 emergency response item is never to be transported to or stored in the MSA.

4.12.3.2. 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 does not require DDA approval prior to disposal. When a 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 FOB TIN document. **(T-1)**

4.12.3.3. A "Routine" response involves a recovered explosive item that is declared safe, is excess, obsolete, or has non-hazardous damage beyond economical repair. The 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 TIN document. **(T-1)**

4.12.3.4. 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 in accordance with **paragraph 4.12.15**. **(T-0)**

4.12.4. EPA or State Authorization to Treat WMM. Installations can be EPA or state authorized for the treatment of WMM with approved RCRA permits for open burn/open detonation (OB/OD). Units with a RCRA permitted range will need to request special permits through the installation environmental office. OB/OD locations also require explosives safety site plan approval in accordance with DESR 6055.09.

4.12.4.1. Where a treatment permit has been issued or interim status pre-permitting authorization obtained by the installation, units will manage WMM in accordance with the EPA/state permit or interim status rules. **(T-0)**

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

4.12.5. Designated Disposition Authority. The DDA is designated in writing by the munitions senior materiel leader (AFLCMC/EBH) and has final disposition authority for all DAF conventional munitions.

4.12.6. Identification of WMM. Units will not identify unused military munitions as WMM unless directed by the DDA. **(T-1)**

4.12.6.1. Only when directed by the DDA to identify a munitions item as WMM, units will 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)**

4.12.6.2. 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)**

4.12.7. Installation Civil Engineer Squadron - Environmental Unit or Function. All activities that manage WMM are to consult with the base environmental function and servicing legal office to determine the applicable federal, state, and local laws.

4.12.7.1. Refer all administrative, regulatory, permit, legal, and policy conflicts or disputes to the local environmental and legal offices for resolution with the appropriate federal or state authority. The installation is to seek guidance from the AFCEC regional environmental function and legal office, and then as appropriate or advised, elevate to the appointed DoD environmental coordinator for resolution. Meanwhile, the installation will 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 explosives safety is the primary concern of the decision-maker and DESR 6055.09_DAFMAN 91-201 standards remain in effect pending resolution.

4.12.7.2. Outside Continental United States (OCONUS) locations will follow the environmental requirements in the MR and this manual unless a conflict exists with any applicable host-nation laws or governing standards, DoD Overseas Environmental Baseline Guidance Document, or international agreements. **(T-0)**

4.12.8. 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)** The munitions activity will contact the supporting EOD unit immediately when the safety of munitions assets is in question. **(T-0)**

4.12.9. Disposition of Excess Munitions.

4.12.9.1. MASOs will report serviceable excess via the automated serviceable excess program on the GACP website. **(T-1)** Refer to the User's Guide posted under the serviceable excess link. MASOs will 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 or reduction of NEW authorization).

4.12.9.2. MASOs will not report MSRG excess if current allocations or future requirements exist. **(T-2)**

4.12.9.3. OCONUS MAJCOMs access the serviceable excess program to approve or deny submissions after determining command redistribution requirements.

4.12.10. Disposition of DoD Stock-listed Munitions.

4.12.10.1. 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 for recycling or other utility before final disposition. Munitions sent for further evaluation and disposal under resource, recovery and recycling are not classified as WMM under the MR. Units will submit ADR through TICMS to request disposition instructions.

4.12.10.2. Only the DDA can designate munitions as WMM and direct use of CC-V.

4.12.10.3. When the DDA designates a munition/explosive as WMM (e.g., directs use of CC-V), the DDA will ensure the installation environmental compliance manager/environmental office is made aware of the specific disposition instructions. **(T-1)**

4.12.10.4. The munitions activity will segregate WMM from serviceable and other unserviceable assets. **(T-1)**

4.12.10.5. 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 explosives safety standards are followed.

4.12.10.6. The munitions activity will clearly mark waste munitions. **(T-1)** Such identification may be by individual unit, pallet load, igloo, etc.

4.12.10.7. The MR specifies that munitions which are stored in compliance with all requirements of the MR, including the requirement to meet DoD explosives safety 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.

4.12.10.8. The MR specifies 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 as WMM by an appropriate authority, munitions supervision will ensure that the 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, munitions activities will contact the supporting EOD unit to address the WMM as an emergency response (Level 1 or Level 2). **(T-0)**

4.12.10.9. Units, PTs, integrated PTs (IPT), and the DDA process ADRs in accordance with **paragraph 4.12.15**.

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

4.12.11.1. MASOs will submit ADR for RDT&E assets, or excess items that have been used in research and development projects or tests if project managers cannot return them to an original configuration. **(T-1)** Project managers are responsible for and will provide disposition instructions, munitions characterization data, and demilitarization plan if local disposal is not authorized and disposal will be accomplished through Joint Munitions Command (JMC). **(T-1)** Project managers are responsible for all transportation and disposal costs of these assets.

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

4.12.11.3. After a non-stock-listed munitions item has been used, or considered for use in a test or evaluation program, the test project manager will ensure the asset is evaluated to determine its safety and proper identification. **(T-1)** Project managers will be responsible for costs associated with obtaining proper identification and safety evaluation if this cannot be determined by local agencies. **(T-1)**

4.12.11.3.1. If assets cannot be properly identified, meet hazard classification requirements, DOT requirements, or otherwise accepted for another program they should, on a case-by-case, be considered for local treatment or demilitarization.

4.12.11.3.2. If the safety of an asset (from a storage and handling aspect) cannot be determined with certainty, the munitions activity or test project manager will contact EOD. **(T-0)** If EOD determines to be a Level 2 or Routine response, the munitions activity will coordinate treatment or disposal with the base environmental function, EOD, and the DDA. **(T-0)** The installation commander will have the final disposition authority. **(T-0)**

4.12.12. Disposition of COTS Munitions. See **paragraph 10.7.2.7**.

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

4.12.13.1. When munitions found on base or turned in from amnesty boxes are delivered to the MSA, munitions personnel will ensure that EOD has determined whether the items are derived from any military source. **(T-1)** If this determination can be made with certainty, follow disposition instructions contained in **paragraph 4.12.3**.

4.12.13.2. If it cannot be determined the items are from a military source, or safe from a storage and handling aspect, munitions activities will coordinate disposal of the items with EOD and the base environmental function. **(T-0)**

4.12.13.2.1. The installation commander will have the final disposition authority. **(T-0)**

4.12.13.2.2. If the decision is to dispose, and the installation does not have an existing RCRA permitted range, other installations having a RCRA permitted range should be considered based on cost effectiveness. Prior to determining the disposal location, the following conditions must exist:

4.12.13.2.2.1. When explosive assets are declared Level 2, the munitions activity will initiate actions through the local installation environmental function in accordance with **paragraph 4.12.7**. **(T-1)**

4.12.13.2.2.2. The receiving installation 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)**

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

4.12.14. Disposition of unserviceable non-DoD owned foreign munitions and foreign military sales (FMS) munitions maintained or generated at DAF installations.

4.12.14.1. Foreign munitions used by foreign forces within the United States are not DoD military munitions and therefore are subject to the requirements of 10 USC § 2692.

4.12.14.2. DAF 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 will:

4.12.14.2.1. Ensure every effort is made to return foreign owned munitions with redeploying units. **(T-0)** Installations hosting FMS country flying operations will ensure that hazardous materials generated by the FMS countries will be retrograded back to the FMS country for disposal or that the FMS country will contract a third party vendor to perform disposal. **(T-0)** These requirements will be agreed upon via an appropriate binding agreement. **(T-1)**

4.12.14.2.2. Ensure FMS procured US origin munitions remaining on DoD installations after the end of military operations are managed as DoD military munitions pending retrograde. **(T-0)** Under unique circumstances, ownership of FMS procured munitions that will not be retrograded should be resolved in compliance with existing legal authorities by the DoD Component and the FMS country before the conclusion of the joint US and foreign operations, and prior to the decision to formally transfer to the DoD Component.

4.12.14.2.3. For FMS procured munitions that become DoD munitions through the formal third party transfer process in accordance with Defense Security Cooperation Agency (DSCA) Manual 5105.38-M, *Security Assistance and Management Manual (SAMM)*, munitions activities will request disposition instructions from the DDA in accordance with **paragraph 4.12.15**. **(T-0)**

4.12.14.3. The following non-DoD owned munitions are permitted for use and storage on DAF installations:

4.12.14.3.1. The storage of munitions that are to be or have been used in connection with an activity of the DoD or DAF or in connection with a service to be performed on a Joint or DAF installation for the benefit of the DoD or DAF.

4.12.14.3.2. 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. In this case, storage is authorized in accordance with an existing and approved agreement between the DoD and the head of the federal, state, or local agency, or in response to a request from civil authorities and executed pursuant to a commander's Immediate Response Authority in accordance with DoD Directive (DoDD) 3025.18, *Defense Support of Civil Authorities (DSCA)* and AFI 10-801, *Defense Support of Civil Authorities*.

4.12.14.3.3. Temporary storage of explosives to provide emergency lifesaving assistance to civil authorities. This includes storage of materials that constitute military resources intended to be used during peacetime civil emergencies in accordance with DoD regulations.

4.12.14.3.4. Temporary storage of nuclear materials or classified conventional munitions in accordance with an agreement with the Department of Energy (DOE).

4.12.14.3.5. Temporary storage of munitions of other federal agencies to provide assistance or refuge for commercial carriers during a transportation emergency (e.g., safe haven, secure holding).

4.12.14.3.6. Storage of any non-DoD or non-DAF owned munitions when the Secretary of Defense or Secretary of the Air Force determines the munitions are required by the DoD or DAF, including testing munitions or training of personnel.

4.12.14.3.7. Temporary storage when the Secretary of Defense has granted an exception to protect the health and safety of the public from imminent danger. Storage is to cease once the imminent danger no longer exists.

4.12.15. Processing an ADR, AF Form 191, *Ammunition Disposition Request*. ***Note: For munitions that have failed to function, were involved in a mishap, or subjected to any situation that would question the safety of shipment (not classified as Level 1 or 2 response), a Safe-to-Ship Letter from the local EOD is required prior to ADR submission.***

4.12.15.1. *The munitions inspector will initiate ADRs on unserviceable CC-H or CC-P assets upon inspector classification, or other CC as directed by applicable CMRS notification or DDA direction. (T-0)*

4.12.15.2. The munitions unit will submit ADR for CC-E or CC-G assets when they are excess to requirements, or repair capability or resource constraints indefinitely prevent maintenance. **(T-1)**

4.12.15.3. The munitions unit will submit ADRs for CC-F assets only when no repair DoDAAC is identified within TICMS indicative data. **(T-1)**

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

4.12.15.5. The appropriate PT evaluates and recommends actions to the DDA as soon as possible, or in the event of extenuating circumstances, within 60 days upon receipt of requests.

4.12.15.6. The DDA will 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 DDA will provide status updates every 30 calendar days until final disposition is determined.

4.12.15.7. The DDA response to an ADR will either direct shipment to another location or DLA Disposition Services for further evaluation for resource recovery and recycling, or direct shipment to a RCRA interim status or RCRA permitted hazardous waste treatment facility where the munitions are designated as WMM or reclaimed for other use.

4.12.15.7.1. The DDA will furnish the appropriate "ship to" location DoDAAC. If the DoDAAC is not identified in TICMS *Organization Management*, the DDA must also provide the physical address to be entered when creating the ADR shipment.

4.12.15.7.2. If the DDA directs shipment to another installation, the originating MASO will ensure compliance. **(T-1)**

4.12.15.8. *Once the unit receives disposition instructions, units may accumulate assets for quarterly consolidated shipments unless otherwise directed in the ADR response. OCONUS units may accumulate and hold for retrograde as required.*

4.12.15.9. The MASO will ensure ADR transactions are finalized after receiving instructions from the DDA. **(T-1)**

4.12.16. Defense Support to Civil Authorities.

4.12.16.1. In addition to Level 1 and Level 2 emergency, and routine EOD responses, DAF officials, including local military commanders, may be requested, in Immediate Response Authority situations, to provide EOD support to domestic local civilian law enforcement agencies in accordance with DoDI 3025.21, *Defense Support of Civilian Law Enforcement Agencies* and AFI 10-801.

4.12.16.2. In accordance with 10 USC § 2692, storage of non-military hazardous or toxic items, or improvised explosive devices is not permitted within the MSA unless directed by the appropriate authority. **(T-0)**

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

4.13.1. MPPEH. Material owned or controlled by the DoD (to include DoD contractors as provided in contracts) that, before 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).

4.13.2. Excluded from MPPEH is:

4.13.2.1. Munitions and munitions-related-material 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.

4.13.2.2. Munitions related to and/or owned by activities outside the DoD or DAF. **Note**: Defense contractors comply with DoDI 4140.62 and DoDM 4140.72 provisions when included in contracts.

4.13.2.3. 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 in accordance with DoDM 4140.72; DoDM 4160.28 Volume 1 and Volume 2; and TO 11A-1-60.

4.13.2.4. 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 or MDEH 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.

4.13.3. MPPEH Inspection and Documentation. Ammunition, Explosives, Dangerous Articles (AEDA), AEDA residue, MPPEH, range residue, and explosives-contaminated property are inspected, certified, and documented in accordance with DoDM 4160.21 Volume 1, *Defense Materiel Disposition: Disposal Guidance and Procedures*; DoDM 4160.21 Volume 2, *Defense Materiel Disposition: Property Disposal and Reclamation*; DoDM 4160.21 Volume 3, *Defense Materiel Disposition: Reutilization, Transfer, and Sale of Property*; DoDM 4160.21 Volume 4, *Defense Materiel Disposition: Instructions for Hazardous Property and Other Special Processing Materiel*; DoDM 4160.28 Volume 1 and Volume 2; DoDI 4140.62; DoDM 4140.72; and TO 11A-1-60. All generated MPPEH will be inspected and documented by qualified personnel to classify MPPEH as either MDAS or MDEH. **(T-0)** Refer to DoDM 4140.72 for qualification and training guidelines for particular types of MPPEH.

4.13.3.1. Once MPPEH is determined to be either MDAS or MDEH, this material is no longer considered to be MPPEH. However, the documented explosives safety status of MDAS or MDEH only remains valid if the material is properly segregated and secured, and the chain of custody is maintained.

4.13.3.2. 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 should not be misidentified as either MPPEH or MDEH.

4.13.3.3. 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 should not be misidentified as either MPPEH or MDAS. 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.

4.13.3.4. Qualified personnel will ensure documentation of MDAS or MDEH is done only after 100-percent inspection and a 100-percent independent reinspection; after processing by a Department of Defense Explosives Safety Board (DDESB)-approved means with an appropriate post-processing inspection; or after Air Force Safety Center (AFSEC)-approved application of expert knowledge criteria, in accordance with DoDM 4140.72. **(T-0)** Submit requests for the application and approval of expert knowledge to AFSEC, Conventional Weapons Safety Branch (AFSEC/SEW). Requests need to identify the specific type of MPPEH, the expert knowledge available to determine and verify the explosives safety status, and technical justification supporting such application.

4.13.3.4.1. Qualified personnel will ensure documentation of MDEH includes 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 needed to document MDEH when a visual inspection can positively identify the known "specific" or suspected "maximum" explosive hazard present; otherwise two signatures are required.

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

4.13.3.4.3. When two signatures are required:

4.13.3.4.3.1. 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)**

4.13.3.4.3.2. The second signatory will be a technically qualified US 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)**

4.13.3.4.3.3. 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 is no longer valid. The affected material is considered MPPEH and undergoes 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.

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

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

4.13.3.4.6. DAF personnel will use statements required by DoDM 4140.72 to document the determination of material's explosives safety status (e.g., MDAS, MDEH). **(T-0)**

4.13.3.5. DAF munitions personnel and qualified munitions inspectors trained in accordance with the provisions of **paragraph 4.8.4** are considered qualified to handle, inspect, and certify MPPEH. **(T-1)** Using organization personnel should be trained to certify MPPEH based on the types of MPPEH the organization generates. For example, expended small arms cartridge cases (ESACC) and other expended cartridge casings require minimal qualifications. Refer to DoDM 4140.72 for qualification and training guidelines, as well as management, recycling, and documentation requirements.

4.13.3.6. Consult with the DDA and the local environmental function if a determination cannot be made if the residue is non-hazardous (see **paragraph 10.6.5**.).

4.13.4. Controlling MPPEH, MDAS, and MDEH. Activities will ensure MPPEH, MDAS, and MDEH are controlled, managed, and segregated to maintain a continuous chain of custody and prevent its unauthorized use, transfer, or release. **(T-0)** When the chain of custody is broken, or material becomes comingled or unsecured, it must be treated as MPPEH until it is recertified. MPPEH is transferred according to **paragraph 4.13.5**. Refer to supply chain materiel management procedures, processes, and policies; and explosives safety standards within **Chapter 8**.

4.13.4.1. Activities will establish and maintain a chain of custody for all MPPEH, MDAS, and MDEH through its life cycle until transfer, expenditure, or disposal. **(T-0)** Personnel will utilize existing munitions management procedures and processes in **Chapter 8** 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, and include use of unique identifiers, such as container seal numbers, that link documents to the material that has been determined to be MDEH or MDAS.

4.13.4.2. In accordance with DoDM 4140.72, activities will manage and process (e.g., sort, vent, inspect, segregate, secure) MPPEH 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.

4.13.4.2.1. DAF units, organizations, and activities that generate range-related debris will be 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)** DAF munitions personnel will secure, manage, inspect, and document MPPEH, MDEH, or MDAS only when it is returned to the installation MSA for processing. **(T-1)**

4.13.4.2.2. 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)**

4.13.4.3. 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)** Activities will ensure generated MPPEH, MDAS, and MDEH explosive, incendiary, and chemical ammunition is never comingled with other types of property. **(T-0)**

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

4.13.4.4.1. The hazards or potential hazards (if any) that are present.

4.13.4.4.2. The explosives safety status of the material present. This consists of documentation of the processing and inspection of MDAS supported with two independent signatures by trained and certified personnel in accordance with **paragraph 4.13.3** and its sub-paragraphs.

4.13.4.4.3. Unique identifiers, such a container seal numbers, linking secured materials that have been determined to be MDEH or MDAS to the respective documents.

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

4.13.5. Transfer or Release of MPPEH. DAF 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 and DoDM 4140.72. **(T-0)**

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

4.13.5.2. Contracts or other legal agreements to transfer or release MPPEH to qualified DoD contractors will be the responsibility of the generating activity. **(T-1)** DAF munitions activities and personnel do not generate MPPEH beyond that which is managed internally, and therefore do not establish or fund contracts for release or transfer of MPPEH. **(T-1)**

4.13.5.3. DAF personnel must ensure the types of explosive hazards are 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)** DAF personnel will also include in this documentation; the actual or estimated NEW, the configuration of any explosives, and the existence of internal cavities. **(T-0)**

4.13.5.4. DAF personnel will ensure a legible copy of the explosives safety status documentation accompanies 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)**

4.13.6. Munitions and MPPEH Demilitarization/Disposal Documentation Procedures.

4.13.6.1. Munitions supervision and the MASO will ensure all ADR munitions, and MPPEH, MDEH, and MDAS that are approved for local demilitarization/disposal (to include subsequent transfer or release) are demilitarized/mutilated per their assigned

DEMIL code and as directed by DoDM 4160.21 Volume 1, Volume 2, Volume 3, and Volume 4; and DoDM 4160.28 Volume 1 and Volume 2. **(T-0)** Refer to the asset IDR or Federal Logistics Information System (FLIS) for demilitarization code, CIIC, and definitions. Munitions supervision and the MASO will also ensure MPPEH, MDEH, and MDAS are managed, certified, and documented as required by **paragraph 4.13**. **(T-0)**

4.13.6.2. Munitions personnel will process ADR munitions authorized for demilitarization, disposal or destruction by local EOD methods using the issue to consumption process in accordance with **paragraph 8.10.2.3.4**. **(T-1)**

4.13.6.3. Munitions personnel will process ADR munitions authorized for: demilitarization or disposal through DLADS; local recycling or demilitarization; or local discard using the create local shipment process. **(T-1)** When creating the local shipment, it is important to enter the appropriate "ship to" DoDAAC. This could be a DoDAAC provided in disposition instructions, or a DoDAAC specific to the servicing DLADS site. See DLA's Disposition Services' location finder to determine the appropriate servicing DoDAAC (see **paragraph 1.3**.). Munitions personnel will not ship any munitions assets (regardless of demilitarization or disposal method, or explosives safety status) to any base supply (FBXXXX) DoDAAC. **(T-0)**

4.13.6.4. Munitions personnel will ship MDAS that has not been demilitarized or processed as scrap to central disposal activities per **paragraph 8.13**. **(T-1)**

4.13.6.5. When processing demilitarized or scrap MDAS that is authorized for transfer to base scrap vendors or local recycling activities, or authorized for discard in common trash (chaff dipoles, for example), munitions personnel will create a local shipment using the DoDAAC of the servicing DLADS as the "ship to" address. **(T-1)** After this material is delivered to a base scrap vendor or recycling activity, or discarded as trash, the MASO will print name and sign in block 22, and date block 23 to "receipt" for assets on the DD Form 1348-1A. **(T-1)** **Note**: When system-generation of the DD Form 1348-1A is not required (manual document preparation for scrap, etc.), munitions personnel may utilize DLA's web-based Electronic Turn-in Document to electronically prepare and submit disposal turn-in documents. See **paragraph 1.3** for access and registration information.

4.13.7. Temporary Property Accountability.

4.13.7.1. DLA Disposition Services: Munitions supervision will ensure munitions authorized for demilitarization or disposal according to the ADR are scheduled for demilitarization or disposal on a certain date. **(T-1)**

4.13.7.2. The munitions activity will produce disposal documents no earlier than 5 duty days before the scheduled demilitarization or disposal date. **(T-1)**

4.13.7.3. Route documents to the Munitions Inspection section/element for shipment inspection and temporary property accountability before the assets are transferred to the demilitarization activity or the DLA Disposition Services.

4.13.7.4. The munitions activity will provide the original DD Form 1348-1A (if applicable) to DLA Disposition Services for signature and then file in accordance with **Attachment 5**, "Munitions Document Control Procedures." **(T-1)**

4.13.7.4.1. Transfer of material may be conducted through physical transfer at a DLADS site, or through a Receipt-in-Place process. Documents for material transferred by Receipt-in-Place may not be signed by DLA Disposition Services representatives immediately, depending on the method of transportation.

4.13.7.4.2. Turn-ins processed at a DLADS site may be signed, initialed, or stamped by Disposition Services personnel as a conditional receipt, which becomes the official receipt after 15 duty days if material is not reported as rejected via a supply discrepancy report (SDR). These conditional receipts may be held as suspense copies until they become the official receipt document.

4.13.7.4.3. As described in DoDM 4160.21 Volume 1, if the turn-in is not accompanied by the generator's representative, the official receipt documentation is provided in the most efficient method available. Potential methods may include an electronic listing of items received, an actual copy of an annotated disposal turn-in document, or an electronic return of an annotated disposal turn-in document through a web-based document management system (see **paragraph 1.3**.).

4.13.7.4.4. If a DLA web-based document management system is used, units may hold suspense copies of turn-in documents until signed, stamped, or initialed by a DLA Disposition Services representative, and made available to the unit. Units conduct follow-up actions at intervals and methods commensurate with DLA guidelines until official receipt documents are retained.

4.13.7.5. EOD will accomplish documents for the disposal of munitions (emergency or routine) in accordance with **paragraph 8.10.2.3.4**. **(T-1)**

4.13.8. Demilitarization/Disposal Certification Procedures.

4.13.8.1. DLA Disposition Services (DLADS) and Local Disposal. Depending on the materiel to be turned over to DLADS, one or more certification statements may be required to be annotated on documents. More information may be obtained through the DLA Disposition Services Handbooks (see **paragraph 1.3**.). Local DLADS representatives may assist in determining the appropriate certification statements; however, commonly required statements are as follows:

4.13.8.1.1. Demilitarization.

4.13.8.1.1.1. 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 munitions activity will circle the stock number and enter the word SCRAP. **(T-1)** The scrap materiel and the documents are then returned to DLA Disposition Services for processing.

4.13.8.1.1.2. A technically qualified DoD contracted person or a government employee who actually performed or witnessed the demilitarization will sign and date the certification statement as the certifier: "I certify that the items listed hereon have been demilitarized in accordance with Volumes 1 and 2 of DoD Manual 4160.28 and the procedures in: _____. This certificate is signed and dated by the technically qualified U.S. person (U.S. Government employee or defense

contractor personnel) who actually performed or witnessed the demilitarization of the items listed on this certificate." **(T-0)** A technically qualified government employee (US citizen), generally in the next higher management or technical level, who witnessed the demilitarization of the material or inspected the residue will sign and date as the verifier for the following certification statement: "This certificate is signed and dated by the technically qualified U.S. Government employee (U.S. citizen) who verified the demilitarization of the items listed on this certificate." **(T-0)** See DoDM 4160.28 Volume 2 for required information.

4.13.8.1.2. For MDAS Certification: "The material listed on this form has been inspected, processed by DDESB-approved means, or undergone the application of expert knowledge, in compliance with DoD policy, and to the best of my knowledge and belief does not pose an explosive hazard." A DoD contracted person or government employee performing the certification must identify which method was used and will sign and date the statement. **(T-0)** A second DoD contracted person or a government employee (US citizen) will sign and date the certification statement. **(T-0)** See DoDM 4140.72.

4.13.8.1.3. Inert Certification: The personnel certifying and verifying the inspection to determine the presence or absence of explosive hazards will certify: "THE PROPERTY ASSOCIATED WITH THIS DISPOSAL TURN-IN DOCUMENT HAS BEEN INSPECTED BY THE CERTIFIER AND INDEPENDENTLY RE-INSPECTED BY THE VERIFIER AND TO THE BEST OF OUR KNOWLEDGE IS FREE OF MATERIEL POTENTIALLY PRESENTING AN EXPLOSIVE HAZARD." **(T-0)** The certification requires dual signatures (certifier, verifier) and printed full name, grade, organization name and address, and phone number (commercial and DSN) of the personnel that certified and verified the inspection. See DLA website for applicable Handbook, and **paragraph 1.3**.

4.13.8.1.4. If no residual saleable materiel remains and not otherwise documented, the disposal and witnessing officials must certify: "DISPOSAL HAS BEEN ACCOMPLISHED. THERE IS NO RESIDUAL MATERIEL WHICH HAS BEEN DOWNGRADED TO WASTE. **(T-1)** This statement is annotated on the document and signed by the disposal and witnessing officials.

4.13.8.2. EOD Disposal. 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 is annotated on the consumption issue document and signed by the disposal and witnessing officials.

4.14. Captured Enemy Ammunition (CEA).

4.14.1. CEA Reporting. The MASO will ensure CEA is reported when found or located to the NAF or higher headquarters as soon as possible. **(T-2)** Reports should include types, quantity, date, time, location, and circumstance of discovery or capture and request disposition instructions.

4.14.2. CEA Safety. CEA is treated in the same manner as unexploded explosive ordnance (UXO). Personnel will not handle CEA 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).

4.14.3. 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 will be disposed of in-place, identified and rendered safe for relocation, or retained for its inherent intelligence value. Munitions personnel are not authorized to make these decisions and must instead elevate any CEA issues through command channels. **(T-0)** 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)**

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

4.14.3.2. DAF munitions personnel will only accept CEA when specifically directed by the JCMEC/CCMEC. **(T-0)** CCMEC may be established for coalition operations.

4.14.3.3. When stored by DAF munitions activities, CEA requires segregation from other munitions stocks at a minimum of intermagazine distance in accordance with DESR 6055.09_DAFMAN 91-201. Condition and history may warrant greater distances. Consult with the local Explosives 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, or cannot determine an appropriate hazard classification, personnel will treat it as HC/D 1.1L. **(T-1)**

4.14.3.4. Technically qualified personnel from other military services, coalition forces, or government agencies may eventually take charge of CEA. When these activities take possession of CEA, the MASO and the DAF munitions activity are no longer responsible for the management and/or disposal of CEA.

4.14.4. Accounting for CEA. The munitions activity will only account for CEA in TICMS when there is an official validated DAF requirement stated in a document, memo, or other written form, directing CEA be maintained and issued to DAF or other government agency personnel in the performance of their official duties. **(T-1)** When a valid requirement exists, the munitions activity will manage CEA as follows:

4.14.4.1. If the CEA has no NSN, or if CEA NSN does not exist in TICMS, submit a request to establish a TICMS stock number (TSN) with all the available information provided from EOD. **(T-1)**

4.14.4.2. Process a FOB TIN to establish accountability of CEA. **(T-1)**

4.14.4.3. Account for and inventory CEA in the same manner as other DAF munitions. **(T-1)**

4.14.4.4. Issue CEA based on JCMEC/CCMEC direction. **(T-1)** The JCMEC/CCMEC establishes the priority of issue to DAF or other government agencies.

4.14.5. CEA Serviceability Procedure.

4.14.5.1. Units will not issue CEA known to be unserviceable, or containing physical defects or characteristics that cause serviceability to be suspect. **(T-0)** Units will request disposition of these items in accordance with **paragraph 4.14.6**. **(T-1)**

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

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

4.14.5.4. Units will use instructions provided by the JCMEC/CCMEC, local Explosives Safety Office, and EOD, to store, handle, transport, issue, dispose of, and determine the serviceability of CEA. **(T-0)**

4.14.6. Disposal and Shipment of CEA. EOD or other qualified government activities or contractors will 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 needed. **(T-0)**

4.14.6.1. The munitions activity will complete local ADR when JCMEC/CCMEC provides shipping or disposal instruction, and send a copy to the DDA. **(T-1)**

4.14.6.2. The munitions activity will complete the Shipper's Declaration of Dangerous Goods form for CEA in accordance with AFMAN 24-604, *Preparing Hazardous Materials for Military Air Shipments*. **(T-1)**

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

4.15.1. See terms in **Attachment 1** for specific definitions of chemical warfare material (CWM) which includes recovered CWM.

4.15.2. 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:

4.15.2.1. Command Post. The Command Post notifies theater command authorities, installation commander or leadership, and directs notification of installation emergency response forces.

4.15.2.2. EOD. EOD takes actions necessary to protect health of the public, military personnel, critical assets, and the environment by performing site stabilization and render safe operations involving CWM as required.

4.15.2.3. Local Security Forces. Security Forces provide immediate guidance on security safeguards and measures to protect the public, military personnel, and critical resources.

4.15.2.4. Installation leadership. Commanders make local decisions regarding agreements, risk management, personnel safety, facility utilization (e.g., interim holding facilities), and public affairs. See DAFI 32-9005 for requesting permanent or temporary changes in use of munitions facilities.

4.15.2.5. AF/A4LW. AF/A4LW refers to, obtains, and provides appropriate initial DoD guidance to DAF activities, makes initial contacts with joint staff or other activities (e.g., United States Army [USA]) to initiate involvement of the DAF DDA, single manager for

conventional ammunition (SMCA), and other disposition authorities. AF/A4LW also keeps command authorities and MAJCOMs apprised of actions taken and status, and coordinates initial instructions with appropriate staff agencies and disseminates to subordinate Air Force commands.

4.15.2.6. MAJCOM. The appropriate MAJCOM up-channels relevant information and instructions to MAJCOM and DAF leadership and disseminates guidance and instructions to subordinate units.

4.16. LAU-131 Launcher and Countermeasures Dispenser Management.

4.16.1. LAU-131 Launchers.

4.16.1.1. Maintenance. The Armament flight will be 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)**

4.16.1.2. Inspections. All in-use and stored launchers at AF DoDAACs must be loaded in DPAS M&U module for maintenance and inspection documentation. **(T-1)** The Armament flight will be responsible for performing inspections on in-use LAU-131 rocket launchers, and the munitions activity will be responsible for performing inspections on stored launchers. **(T-2)** If periodic surveillance inspections result in any maintenance actions, the munitions activity will transport launchers to the Armament flight for accomplishment of applicable repair actions. **(T-3)**

4.16.1.3. Accountability. The munitions activity will manage LAU-131 rocket launchers used for flying operations in TICMS and account for them on the stock record account. **(T-1)** The munitions activity will issue LAU-131 rocket launchers used solely for Weapons Load Training, Weapons Standardization, or Armament systems training to the associated custody accounts. **(T-1)**

4.16.1.4. The munitions activity will be responsible for storage of base stock assets. **(T-1)** The Armament activity will store in-use assets in flightline or back shop equipment storage areas. **(T-1)**

4.16.2. Countermeasure Chaff and Flare Magazines.

4.16.2.1. The munitions activity will perform general maintenance and minor repairs to countermeasure chaff and flare magazines during normal flightline processing. **(T-2)** Flightline weapons personnel will perform magazine maintenance for assets not in-use for daily flying (i.e., WRM magazines stored by the aircraft maintenance unit). **(T-2)**

4.16.2.2. Chaff and flare magazines are aircraft equipment. The owning aircraft maintenance organization or AMC tenant unit will be responsible for ordering or replacing unserviceable magazines and maintaining supporting bench stock. **(T-1)**

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

4.17. Small Diameter Bombs (SDB) Management.

4.17.1. AUR SDBs: The AUR NSN is a single SDB either packaged in a single-round container or loaded on a carriage station when in storage or when tasked for operational use. SDBs are to be managed under the applicable AUR NSN throughout all operational use and storage configurations. CR NSNs are no longer to be used, therefore identity changes are not required for any change in configuration. Utilize carriage and container IDs as appropriate.

4.17.2. Concept of Operations.

4.17.2.1. 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.

4.17.2.2. Posturing carriages preloaded with SDBs is a tactical or operational level decision that is dependent on aircraft configuration, BRU-61 and SDB types on-hand, and available support equipment to satisfy various delivery modes.

4.17.2.3. Munitions personnel will ensure carriage IDs and "CNU" container IDs are loaded in TICMS to allow CnC management in accordance with **paragraph 8.1.5.4.8**. **(T-1)** Personnel will assign each SDB to the appropriate carriage ID when loaded. **(T-1)**

4.17.3. General SDB Maintenance, Logistics and Accountability Requirements.

4.17.3.1. Units will manage SDBs by serial number. **(T-0)**

4.17.3.2. Units will store loaded carriage assemblies in the MSA. **(T-2)** Munitions personnel will not account for carriage systems on TICMS record. **(T-1)**

4.17.3.3. When containerizing a carriage, units will package the carriage either fully loaded with four SDBs or completely empty per the item TO.

4.17.3.4. Munitions personnel will communicate with the Armament section (or equivalent) to ensure carriages are loaded by S/N into the appropriate maintenance, inspection, and supply systems (e.g., ILS-S). **(T-1)**

4.17.3.5. 2W1X1 armament personnel will maintain BRU-61 carriages and associated containers (e.g., CNU-660), to include conducting all required periodic maintenance, TCTO actions, MIS documentation, and shipment activities of empty carriages. **(T-1)** 2W0X1 personnel will conduct required download and reload operations to facilitate modification or maintenance for loaded carriages. **(T-2)**

4.17.3.6. Units will retain enough empty single weapon containers for download of all loaded carriages to support shipping and maintenance requirements of carriages and weapons. **(T-2)**

4.17.3.7. Shipping SDBs: Units will download carriages and only ship single AUR SDBs; units will not ship loaded carriages without MAJCOM approval. **(T-1)** If approved to ship preloaded carriages, munitions personnel will coordinate with the Armament section (or equivalent) to ensure all documentation is included and all MIS and APSR records are updated. **(T-1)**

4.18. Conventional Munitions as Critical Loads.

4.18.1. 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 DAFMAN 91-203.

4.18.2. Functional managers (e.g., unit, base, NAF, MAJCOM) over a facility where the lifting of conventional munitions occurs will designate a particular lift or lifting operation as a critical load, when:

4.18.2.1. 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-1)**

4.18.2.2. Potential damage can occur when a non-critical item is lifted above a critical item. **(T-1)**

4.18.3. Managers will ensure the specific equipment maintenance, inspection, testing, and documentation requirements of DAFMAN 91-203 are met for all lifting or hoisting operations designated as a critical load.

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

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

4.19.2. Functional managers use the AF MC2 Incident/Accident Notification tool to report munitions deficiencies or incidents with the following restrictions:

4.19.2.1. 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 Incidents Involving DoD Personnel or Senior Personnel*; DESR 6055.09_DAFMAN 91-201; DAFI 91-204; or TO 00-35D-54, *USAF Deficiency Reporting, Investigation, and Resolution*.

4.19.2.2. Information that is privileged, classified, sensitive, contractor proprietary, or that is related to or restricted by Title 22 United States Code Chapter 39 Section 2751 et seq, the "Arms Export Control Act," or Title 5 United States Code Section 552a, the "Privacy Act" will not be included in AF MC2 deficiency or incident information.

4.19.2.3. Munitions incident reports in AF MC2 should only relate to munitions operations that result in damage to munitions assets, equipment, or facilities. Managers will ensure no details of any personnel injury, illness, or fatality are 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 or local accident/safety reporting processes.

4.19.3. 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. Example: Inventories,

munitions schedules, explosives site plans, appointment letters, memorandums, forms, and other miscellaneous documents.

4.19.4. When use of AF MC2 site is not available but would be otherwise required, units will 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)**

4.20. Ability To Survive and Operate (ATSO) - Munitions Activities.

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

4.20.2. Munitions units will develop and implement the munitions portion of the Installation Emergency Management Plan (IEMP) 10-2 and associated checklists outlining specific CBRN response actions when directed by local or higher authority. **(T-1)** Refer to AFTTP 3-4.21V2 for munitions specific tactics, techniques, and procedures, and DAFI 10-2503, *Chemical, Biological, Radiological, Nuclear (CBRN) Defense Program* to contribute to development of installation emergency CBRN response plans.   AFTTP 3-4.21V2 includes munitions functional CBRN counter-chemical warfare techniques to enhance ATSO and manage contaminated and decontaminated assets in conjunction with the local IEMP actions. The CBRN AFTTPs used in conjunction with the IEMP and other local response plans can maximize ATSO in combat operations in a CBRN environment.

4.21. TICMS Assistance.

4.21.1. All system problems, data errors, procedural deficiencies encountered with TICMS should be submitted through the GACP CRM process. Corrective action may result in changes to policy, or tickets submitted to the commercial vendor or worked internally by the TICMS functional management office (FMO), and may have associated instructions, procedures, or guidance documented in TICMS system advisory notices (SAN). See **paragraph 1.3** for accessing both GACP CRM and TICMS SANs.

4.21.2. The MASO will ensure all existing CRMs and SANs, and the current user guide are reviewed prior to submitting any new CRMs. **(T-2)**

4.21.3. Submit a CRM for all TICMS system, data, and procedural problems. Once a solution to the problem is provided by the TICMS FMO, a new CRM should not be submitted for the same problem, unless the resolution does not fully solve the problem.

4.21.3.1. Provide detailed information relating to the problem (e.g., User Role, Process, NSN/part number, lot or serial numbers and full screen shots with the discrepancy outlined, reference to other CRMs or SANs as appropriate), applicable documents such as DD Form 1348-1A, and recommended solutions when applicable.

4.21.3.2. Allow up to two duty days for problem validation and assessment before initial follow-up. Follow-up weekly, or as directed by CRM coordinator responses, until a workaround or resolution is received.

4.21.4. The TICMS FMO will respond to the CRM as reported problems are validated, solutions are developed or deferred, and when workarounds or resolutions are developed. **(T-1)** These may also be documented and announced via a SAN.

4.21.5. When required, users will submit a CRM, with MAJCOM approval to conduct manual record processing, in order to gain temporary access to the Manual Adjustment role. **(T-1)**

4.22. Manual Record Processing Procedures. Manual record processing (manual adjust) procedures are only used to correct TICMS accountability problems or errors when an RVP cannot be processed, other processes (e.g., FOB, inventory adjustment) are not appropriate, or no other option exists. The use of manual adjust procedures requires access to a limit-use role. Assignment of this role is to be coordinated with the TICMS FMO and established only for a minimal duration. Users will not be permanently assigned this role. **(T-1)** See **paragraph 14.4** for more information. MASOs will seek MAJCOM approval for all manual adjust actions. **(T-1)**

4.22.1. Users will not use manual adjust procedures in lieu of RVP, FOB, or inventory adjustment procedures without specific direction and authority. **(T-1)**

4.22.2. Discrepancies found during inventories are not to be processed via manual adjust unless no other option exists. The MASO must ensure every effort is made to resolve the discrepancy prior to requesting use of manual adjust. **(T-1)**

4.22.3. Munitions Operations will review the GACP CRMs and existing SANs for known issues that may have caused, or is related to the current issue. **(T-2)** CRMs or SANs may provide an additional course of action to attempt to resolve the issue. If no CRM or SAN exists, Munitions Operations will notify the MASO of the discrepancy, and prepare and submit a new TICMS CRM. **(T-2)**

4.22.4. If the response received via the new CRM recommends manual adjust action, Munitions Operations will proceed by preparing a manual adjust package to submit for MAJCOM approval. **(T-1)** The manual adjust package includes:

4.22.4.1. A memorandum endorsed by the MASO and munitions supervision that includes: a concise description of the discrepancy and circumstances that require the manual adjust action; the specific adjustment being requested; and the corrective actions taken to prevent reoccurrence if the error could have been prevented.

4.22.4.2. Supporting Documentation.   Attach to the memorandum, the applicable transaction history details, and a copy of the CRM response or SAN (if the recommendation supports manual adjust action).

4.22.4.3. The MASO will review the manual adjust package to ensure sufficient supporting justification is included. **(T-2)**

4.22.5. Once the MASO approves, Munitions Operations will submit the manual adjust package to the MAJCOM for approval. **(T-2)** If approved, the MASO will coordinate with the FMO through a CRM to have the role temporarily assigned to an appropriate individual. **(T-2)**

4.22.6. Munitions Operations will perform the manual adjust action only after approval is received from the MAJCOM. **(T-1)** Munitions Operations will attach the MAJCOM approval, as well as the final actions taken to resolve the discrepancy with the supporting documents, to the manual adjust package. **(T-1)**

4.22.7. Electronically file the final manual adjust package and all supporting documents using the same guidelines for inventory adjustments in accordance with the *Air Force Records Information Management System User Guide* and **Attachment 5**.

4.23. Personal Defense Ammunition for General Officers. Includes RegAF, USSF, AFR, federally recognized ANG, and other US general officers assigned to the DAF under Joint Service Agreements. **Note**: Refer to DAFI 31-117 for authorization requirements.

4.23.1. A separate AF Form 68 is not required to issue personal defense ammunition to general officers.

4.23.2. The host installation combat arms unit will forecast for, maintain accountability, and issue ammunition to general officers. **(T-1)**

4.23.2.1. Forecast for the basic load or other authorized requirement against CAT code T. These assets are not authorized for training use.

4.23.2.2. The combat arms unit must provide the forecast to the local MASO to allow for local TICMS management of these assets. **(T-1)**

4.23.2.3. Once an approved CAT code T level is loaded against the custody account, the combat arms unit requests issue of ammunition, as required, and maintains responsibility for accountability for the ammunition while issued to the general officer.

4.23.3. 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.

4.23.4. Each general officer (or designated representative) will:

4.23.4.1. Notify the MASO and/or combat arms custodian if personal defense ammunition is lost, expended, or lot integrity is lost. **(T-1)**

4.23.4.2. Not locally purchase personal defense ammunition. **(T-1)**

4.23.5. For accountability, the munitions activity will:

4.23.5.1. Establish a structure record to account for personal defense ammunition, named "General Officer." **(T-2)**

4.23.5.2. Use the general officer's last name as the grid location (for OCONUS locations, also incorporate the date expected to return from overseas). **(T-2)**

4.23.5.3. Ensure a one-time (basic-load) quantity is authorized (CAT code T) to the TICMS structure record. **(T-2)**

4.23.5.4. When the ammunition is released to the general officer (or designated representative), process a movement transaction to the established structure and grid location. **(T-2)**

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

4.23.5.6. Ensure the combat arms unit includes issued personal defense ammunition during the quarterly custody account inventories in accordance with **Attachment 3**. **(T-1)**

4.23.6. Purchase and Turn-In of Personal Defense Ammunition:

4.23.6.1. 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/noun, quantity, and lot number of the ammunition. The request will identify that the purchase is for "sentimental reasons."

4.23.6.1.1. The retiring general officer must submit the purchase request to the Air Force Deputy Chief of Staff for Manpower, Personnel and Services, Air Force General Officer Management Office (AF/A1LG) (or USSF equivalent office) for approval. **(T-1)**

4.23.6.1.2. If approved, the general officer must submit a DD Form 1131, *Cash Collection Voucher*, along with the approved purchase request to the local FM office. **(T-1)**

4.23.6.1.3. 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 purchase request approval. **(T-1)** The MASO will ensure the processed DD Form 1131 is filed with the original issue in accordance with **Attachment 5**. **(T-1)**

4.23.6.1.4. The munitions activity will process an inventory adjustment using the DD Form 1131 and approved purchase request as supporting documentation. **(T-1)**

4.23.6.2. Turn-in. If the general officer is not retiring or does not seek to purchase the ammunition, the general officer will arrange for turn-in of personal defense ammunition with the combat arms unit that issued the ammunition. **(T-1)** If no CAT code T allocation remains, or if the serviceability or lot integrity of the ammunition is in question, the combat arms unit will coordinate a custody TIN with the munitions activity. **(T-1)**

4.24. Item Unique Identification (IUID). Unique item level traceability provided by IUID is required for all DoD or joint serially managed Class V items that are also sensitive or pilferable. In accordance with DoDM 4140.01 Volume 11, *DoD Supply Chain Materiel Management Procedures: Inventory Accountability and Special Management and Handling*, lot managed Class V items are exempt from IUID requirements.

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

4.24.2. The following criteria determines Class V asset marking requirements:

4.24.2.1. All Class V lot managed items are exempt from IUID requirements.

4.24.2.2. All DoD or Joint serially managed Class V items are subject to IUID requirements.

4.24.2.3. All Class V items identified by the responsible PM and life cycle management authorities for IUID marking are subject to IUID requirements.

4.24.2.4. Serial Controlled Items. When determined to be serially managed, the TICMS serial controlled indicator is set to "yes" and the individual item record is associated with a singleton record. TICMS requires these serial identities to be unique per NSN (or Commercial and Government Entity [CAGE] code-part number combination), meaning the same serial cannot exist elsewhere for the same NSN or the same CAGE-part numbered item.

4.24.2.5. Lot Controlled Items. Lot items are managed by lot number in TICMS when the TICMS lot controlled indicator is set to "yes." Other 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.) may be managed by lot in TICMS when the TICMS lot controlled indicator is set to "yes" and:

4.24.2.5.1. 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.

4.24.2.5.2. Items are not otherwise designated for IUID management. These items may be tracked by S/N in an automated information system, but will be managed in TICMS by lot.

4.24.2.6. Legacy assets will not be physically marked for the sole purpose of satisfying the IUID requirement.

4.24.3. NWRM: Mark TICMS-managed NWRM with unique item identification (UII) in accordance with DoDI 8320.04, *Item Unique Identification (IUID) Standards for Tangible Personal Property*; DAFI 63-101/20-101, *Integrated Life Cycle Management*, this manual, and TO 00-25-260, *Asset Marking and Tracking IUID Marking Procedures*. In addition to above, all TYPE 3 trainers will also comply with AFGSC, Nuclear Stockpile Division (AFGSC/A4Z) IUID instructions. Identify IUID marking problems on TYPE 3 weapons trainers to AFGSC/A4Z.

Chapter 5

MUNITIONS PRODUCTION

5.1. Munitions Production Flight/Section. 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 will maintain all nuclear weapons trainers, except for BDU-38. **(T-1)**

5.1.1. Production Flight/Section Chief. The production flight/section chief is responsible to munitions supervision for overall management of production sections; PGM, Line Delivery, Munitions Support Equipment Maintenance (MSEM), and Conventional Munitions Maintenance (CMM). In addition to responsibilities outlined in DAFMAN 20-110, DAFI 21-101, and AFMAN 21-200, the production flight/section chief will be responsible for flight/section duties outlined in **paragraph 3.7** of this manual, and those delegated by munitions supervision. **(T-1)** The production flight/section chief will:

5.1.1.1. Ensure facilities and capability exists to perform required maintenance on conventional munitions, missiles, PGMs, AMD or AMA, and associated components. **(T-1)**

5.1.1.2. 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 TOs. **(T-1)** The production flight/section chief will:

5.1.1.2.1. Ensure aerospace ground equipment or mobile power equipment is only used as a secondary power source. **(T-3)**

5.1.1.2.2. Ensure COTS power generators or converters are only used when no other means is available. **(T-3)**

5.1.1.2.3. Ensure all facility power generation or conversion equipment meets item TO and converter manual amperes per phase specifications. **(T-1)**

5.1.1.3. 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 includes a mechanical ventilation system, wash rack, tool room and office space as prescribed for Aircraft Support Equipment and/or Aerospace Ground Equipment section in DAFMAN 32-1084, *Standard Facility Requirements*. Units that do not have facilities that meet environmental standards to perform corrosion control should schedule the work through the installation corrosion control shop or establish corrosion control contracts.

5.1.1.4. Appoint TMRS site administrators, alternate site administrators, and TMRS deletion approval authority personnel, and ensure the TMRS home page is updated to reflect these appointed personnel. **(T-2)**

5.1.1.5. Coordinate closely with Weapons Standardization to preclude deterioration of PGMs and load trainers between inspection intervals. **(T-2)**

5.1.1.6. Develop procedures for delivery of munitions from the MSA to the flightline to include explosive routes, runway crossing, foreign object damage, and entry control point checkpoints, etc. **(T-1)**

5.1.1.7. Notify the using MAJCOM and AFMC, Directorate of Logistics, Civil Engineering, Force Protection, and Nuclear Integration, Maintenance Division (AFMC/A4/10/A4M) prior to turning in munitions trailers and equipment to LRS Equipment Accountability element. **(T-1)** AFRC and ANG units will request AFRC or NGB approval prior to turning in equipment. **(T-1)**

5.1.1.8. Determine which sections/elements perform scheduling, inspection, and testing tasks (e.g., PGM, CMM, Inspection). **(T-3)**

5.1.1.9. Ensure appropriate work centers 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 Air Logistics Complex (ALC) Managed Support Equipment (SE)* (universal ammunition loading system [UALS], munitions assembly conveyor, trailers, replenishers, etc.). **(T-1)**

5.1.1.10. Ensure the munitions squadron/flight is on initial distribution for computer program identification number for munitions/missile software upgrades in accordance with TO 00-5-16, *Computer Program Identification Number (CPIN) Management*. **(T-1)** Additionally, ensure the capability to electronically download and duplicate classified or unclassified software upgrades using removable media. Maximize use of electronic transfer using the Electronic Software Distribution System upgrades. Use mail when electronic methods are unavailable.

5.1.1.11. Ensure flight/section personnel are properly trained to handle, mark, and package TICMS-managed munitions assets; to include NWRM, as applicable. **(T-1)**

5.1.2. Production Section Chiefs/Element NCOICs. Responsible to the production flight/section chief for management, supervision, and training of assigned personnel and equipment. Production NCOICs are the technical advisors in their responsible areas. In addition to the responsibilities in DAFI 21-101, **paragraph 3.8** of this manual and those delegated by the production flight/section chief, production NCOICs will:

5.1.2.1. Ensure TICMS and TMRS are updated for all assigned missiles, missile components, and PGMs in accordance with **paragraph 5.2.6** and TO 21M-1-101, *Reliability Asset Monitoring System*.

5.1.2.2. Implement an effective Corrosion Prevention and Control Program in accordance with DAFI 21-101, TO 35-1-3, *Corrosion Prevention and Control, Cleaning, Painting, and Marking of USAF Support Equipment (SE)*, and other applicable directives.

5.1.2.3. Ensure production section personnel are trained to input, process, and validate munitions transactions and movements in TICMS and TMRS, and to implement CR accountability procedures in accordance with **Chapter 8**. **(T-1)**

5.2. Precision Guided Munitions (PGM) Maintenance Section/Element. PGM inspects, maintains, assembles (including emergency build-up), disassembles, and tests assigned missiles, other PGM, associated components, training items, support equipment, and containers. Munitions

inspector training, certification, responsibilities, and procedures established in **paragraph 4.8.4** and **paragraph 6.3** are applicable to personnel certified to perform inspection duties in the PGM section/element. In addition to the maintenance responsibilities in DAFI 21-101, PGM personnel will:

5.2.1. 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)**

5.2.2. Provide maintenance capability for the missile body assembly and components on AMDs, if assigned. **(T-1)**

5.2.3. Perform physical verification of the material, CC, Lot, S/N, date of manufacture (DOM), NSN/part number, and DODIC (if applicable) to TMRS and TICMS records during any maintenance action. **(T-1)** If records do not match the item, notify the TMRS Site Administrator and section chief/production flight chief.

5.2.4. Perform organizational and intermediate level actions, as applicable, on electrical, electronic and electro-mechanical ordnance systems, and associated support equipment. **(T-1)**

5.2.5. Initiate, prepare, maintain, process and update forms and historical records including those maintained in an IT system (e.g., TICMS or IMDS/G081). **(T-1)**

5.2.6. Execute TMRS Site Administrator duties. **(T-2)** The TMRS site administrators will:

5.2.6.1. Manage TMRS users by identifying the access level required, deletion approval authority role, contact details, and Air Force Portal ID for each user. **(T-2)** The TMRS administrators will ensure the user list remains current and matches the TMRS User Access Report. **(T-2)**

5.2.6.1.1. To add a user to TMRS, obtain a DD Form 2875 from the Reliability Asset Monitoring System (RAMS) home page or by sending an email request. A user must complete the form and email the form to the RAMS program office (see **paragraph 1.3**). **(T-2)**

5.2.6.1.2. To remove users' TMRS access, TMRS administrators will identify the users to be removed by locking the accounts and sending an email to the RAMS program office (see **paragraph 1.3**). **(T-2)**

5.2.6.1.3. TMRS administrators will update user accounts in TMRS when changes have occurred to a user's DSN phone number, TMRS access level, grade, in-progress inspection (IPI) certification, or deletion approval authority. **(T-2)** For any other user account changes, TMRS administrators will identify the specific changes in an email to the RAMS program office (see **paragraph 1.3**). **(T-2)**

5.2.6.2. Manage and maintain TICMS and TMRS data (as indicated below) for all assigned missiles, missile components, and PGMs tracked by the RAMS program office in accordance with TO 21M-1-101, to include:

5.2.6.2.1. TMRS and TICMS:

5.2.6.2.1.1. PGM expenditures: Expenditures are to be processed in TICMS; and TMRS managed assets are to be removed by firing them in TMRS.

5.2.6.2.1.2. TMRS site administrators will assist Munitions Operations with the reconciliation of all TICMS and TMRS records during inventories in accordance with **Attachment 3**. **(T-1)**

5.2.6.2.2. TMRS. TMRS site administrators will ensure the following tasks are completed in TMRS:

5.2.6.2.2.1. Manage maintenance intervals and actions for AIM and AGM assets and their associated components in accordance with TO 21M-1-101.

5.2.6.2.2.2. 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)** Ensure that all defects found during any inspections or maintenance operations, including those defects that were corrected on the spot, are reported in TMRS.

5.2.6.2.2.3. Verify missile records against physical assets and update during and/or after all maintenance actions (e.g., IPI, TCTO, defects, and repairs). **(T-1)**

5.2.6.2.2.4. Update flight hours at least weekly, unless reporting is automated through weapons log files. **(T-1)** Obtain flight hours from the AF Form 2434, *Munitions Configuration and Expenditure Document* or IMDS/G081.

5.2.6.2.2.5. Update the TMRS in transit record when shipped assets physically depart station. **(T-2)**

5.2.6.2.2.6. Use the Common Munitions Built-in-Test Reprogrammable Equipment (CMBRE) or Guided Missile Launcher Test Set (GMLTS) 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.

5.2.6.2.2.7. Manage training missile tail numbers. **(T-1)**

5.2.6.2.3. TICMS. In TICMS, applicable users will:

5.2.6.2.3.1. Manage missile, missile component, and PGM inventory and accountability in TICMS. **(T-0)**

5.2.6.2.3.2. Load and track Paveway II (MAU-169/209) and Paveway III (WGU-12/25/36/39) by preservation and packaging date (sometimes identified as "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 TICMS by pseudo lot.

5.2.6.2.3.3. Manage Periodic Inspection and maintenance intervals for TMRS managed assets in TMRS, not TICMS. **(T-1)**

5.2.6.3. The RAMS 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. This avoids the need to physically re-verify data if a RAMS/TMRS Interface Differences Report is received.

5.2.6.4. Manage the deletion of assets in TMRS by assigning and maintaining TMRS deletion approval authority personnel. TMRS deletion approval authority can only be assigned to personnel that have standard user (Level 3) access to TMRS.

5.3. Line Delivery Section/Element. Line Delivery works closely with Munitions Control and weapons expediters for all flightline support activity. In addition to the responsibilities in DAFI 21-101, Line Delivery personnel will:

5.3.1. Manage munitions holding areas to preclude explosive and compatibility violations. **(T-1)**

5.3.2. Assist in munitions reconciliation throughout the flying day and between aircraft sorties as required. **(T-2)**

5.3.3. Ensure Munitions Control is notified of flightline deliveries and returns, and fire and hazard symbol changes as they occur. **(T-1)**

5.3.4. Ensure Munitions Control is notified of all trailer location changes in regards to handling or line delivery operations and equipment status changes (serviceability, configuration, etc.). **(T-3)**

5.4. Munitions Support Equipment Maintenance (MSEM) Section/Element. MSEM inspects, maintains, and services assigned non-powered MMHE. This does not include owner-user items (e.g., slings, munitions assembly conveyor, bomb lift truck booms, missile handling equipment). In addition to the maintenance responsibilities in DAFI 21-101, MSEM personnel will:

5.4.1. Document equipment records in accordance with TO 00-20-1 and TO 00-20-2. **(T-1)**

5.4.2. Process appropriate transaction in TICMS and related MIS. **(T-1)**

5.4.3. Document applicable inspection and maintenance actions to include performing scheduled corrosion control on all assigned equipment in accordance with TO 35-1-3. 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)**

5.4.4. Maintain the chassis portion of the ammunition loading assembly (ALA), ammunition loading system (ALS), linkless ammunition loading system (LALS), UALS, or F-35 Bulk Loader, if tasked. **(T-1)** The Armament flight will maintain the ALA, ALS, LALS, and UALS feeder assemblies, ammunition loading assemblies and drums. **(T-1)** If established, the Armament Flight will maintain the F-35 Bulk Loader.

5.4.5. 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)**

5.5. Conventional Munitions Maintenance (CMM) Section/Element. CMM assembles, disassembles, and performs maintenance, test and repair of munitions to support operational requirements and the assigned stockpile. Maintains conventional munitions, containers, dispensers, training items, and assigned MMHE. In addition to the maintenance responsibilities in DAFI 21-101, CMM personnel will:

5.5.1. Ensure TICMS transactions are processed to update inspection, serviceability, movement, and expenditures (if applicable). **(T-1)**

5.5.2. Check Allocations: Ensure current and remaining allocations and levels of training and WRM munitions remain supportable and are not exceeded. **(T-1)**

5.5.3. Perform demilitarization of inert munitions when authorized by ADR disposition instructions, to the level required by item demilitarization code and in accordance with DoDM 4160.28 Volume 2. **(T-0)**

5.5.4. Properly tag and pack munitions. **(T-1)** See **paragraph 4.24.3.**, **paragraph 6.3.2.4**, and **paragraph 7.1.6.4** for specific NWRM packing and marking requirements.

5.5.5. Process, certify, and document munitions residue and empty munitions containers for turn-in to DLA Disposition Services and empty munitions containers to base stock in accordance with DoDM 4140.72 and TO 11A-1-60; refer also to **paragraph 4.12** and **paragraph 4.13**. Range management offices (through EOD or UXO-qualified contractors) will be responsible for processing and certification of range debris removed as part of range clearance operations. **(T-1)**

5.5.6. Mark loaded 20mm ALS, LALS, or UALS with type, lot number, quantity, and date loaded. **(T-2)**

5.5.7. Maintain any on-hand NWRM TYPE 3 weapons trainers if AFSC 2W2X1 or 2M0X1 are not assigned. **(T-1)**

5.5.8. Perform minor maintenance on chaff and flare magazines to include replacement of screws, clips, studs, retaining plates, encoding pins, etc., in accordance with **paragraph 4.16.2**. **(T-2)**

5.5.9. Process appropriate transactions in TICMS and IMDS/G081. **(T-1)**

Chapter 6

MUNITIONS MATERIEL

6.1. Munitions Materiel Flight/Section. This function receives, stores, warehouses, handles, breaks out, inspects, ships, inventories, transports, disposes locally, and processes transactions in TICMS for conventional munitions, containers, dispensers, and training items and coordinates off base movements with Transportation Management flight.

6.1.1. Materiel Flight/Section Chief. The materiel flight/section chief is responsible to munitions supervision for overall management of materiel sections; Stockpile Management, Inspection, and Munitions Operations. In addition to responsibilities outlined in DAFI 21-101 and AFMAN 21-200, the materiel flight/section chief is responsible for flight/section duties outlined in **paragraph 3.7** of this manual, and those delegated by munitions supervision. The materiel flight/section chief will:

6.1.1.1. Provide oversight of the unit's capability to provide munitions storage in support of training, WRM, and functional users' missions. **(T-1)**

6.1.1.2. Submit appropriate work requests when facilities require maintenance, repair, or do not meet standards. **(T-2)**

6.1.1.3. Develop and ensure utilization of a standardized munitions storage location system in accordance with DESR 6055.09_DAFMAN 91-201, and TO 11A-1-61-1, *Storage and Outloading Instructions for Conventional Ammunition (Igloo, Magazine, Military Van, Truckloading, and Carloading)*, for all bulk stored (custody or stock) munitions.

6.1.1.4. 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 includes:

6.1.1.4.1. Roles and responsibilities.

6.1.1.4.2. Transaction inputs.

6.1.1.4.3. CR Management.

6.1.1.4.4. NWRM assets.

6.1.1.4.5. Movement validation process. Munitions supervision will determine the most appropriate method for performing recurring post-movement validation based on the frequency and volume of local movements. **(T-1)** The method should include a periodic review to detect and correct negative trends in error rates.

6.1.1.4.6. Take action to correct all identified discrepancies.

6.1.1.4.7. Location assignment methodology for storage, operating locations, and operationally configured or built-up (ready) munitions.

6.1.1.5. When directed by the MAJCOM or 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.

6.1.1.6. Review all CSA requests before submission to munitions supervision for approval consideration. **(T-2)**

6.1.1.7. Coordinate with munitions supervision on the selection of personnel for munitions inspector duties using the criteria in **paragraph 4.8.4**. Contractor or civil employees performing as munitions inspectors will meet all qualification criteria. **(T-2)**

6.1.1.8. Ensure expendable allocations are constantly monitored against on-hand stocks to ensure WRM levels remain supportable. **(T-1)**

6.1.2. Materiel Section Chiefs/Element NCOICs. Responsible to the materiel flight/section chief for management, supervision, and training of assigned personnel and equipment. Materiel NCOICs are the technical advisors in their responsible areas. In addition to the responsibilities in DAFI 21-101, **paragraph 3.8** of this manual, and those delegated by the materiel flight/section chief, materiel NCOICs will:

6.1.2.1. 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)** Coordinate appropriate work requests when facilities require maintenance, repair, or do not meet standards.

6.1.2.2. Ensure inspections on stockpile assets are performed at required intervals in accordance with the applicable TO. **(T-1)**

6.1.2.3. Ensure personnel are trained to implement and process TICMS inspection, serviceability, movement, CR accountability, and expenditures transactions (if applicable). **(T-2)**

6.1.2.4. Ensure personnel input and validate all munitions transactions and movements in accordance with **paragraph 8.1.1.3**. **(T-1)**

6.1.2.5. Conduct local training and visits with munitions custodians and munitions work centers as directed by munitions supervision, materiel flight/section 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 DAFMAN.

6.1.2.6. Ensure personnel are trained and knowledgeable to execute munitions storage, security, safety, inventory control, and release of munitions to only authorized personnel. **(T-2)**

6.1.2.7. Analyze and interpret management data to determine the effectiveness of munitions stockpile management practices. **(T-3)**

6.1.2.8. Ensure trained and qualified personnel in-check inbound assets in accordance with **paragraph 8.9.2**. **(T-1)**

6.2. Munitions Stockpile Management Section/Element. Stockpile Management warehouses munitions stocks, and maintains storage area infrastructure and facilities, vehicles, and equipment

to ensure mission support.   In addition to the responsibilities in DAFI 21-101, Stockpile Management personnel will:

6.2.1. Control access to the MSA facilities and storage structures in accordance with DoDM 5100.76, DAFI 31-101, DAFMAN 31-101 Volume 1, *Integrated Defense (ID) Planning*, and DoDM-5100.76_DAFMAN 31-101_Volume 2.

6.2.1.1. Manage keys and locks to munitions storage facilities and structures in accordance with AFMAN 21-200 when key control is assigned to Munitions Stockpile Management.

6.2.1.2. Comply with provisions of DoDM 5100.76, DESR 6055.09_DAFMAN 91-201, DoDM-5100.76_DAFMAN 31-101_Volume 2, this manual, and individual item TOs when storing all TICMS-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 takes precedence.

6.2.2. Execute Munitions Storage Planning and Warehousing:

6.2.2.1. Stockpile Management personnel will develop and maintain a master storage plan (MSP) using TICMS reports and programs to the maximum extent possible. **(T-1)** Use the MSP to plan and maximize utilization of storage capacity, control NEWQD limits, maintain explosives compatibility, maintain security, and preserve munitions assets. Munitions supervision will determine the frequency for updating the MSP and ensure the frequency is published in local directives, unless the MAJCOM directs otherwise. **(T-2)** At a minimum, the MSP consists of the following:

6.2.2.1.1. Building drawing or layout with dimensions.

6.2.2.1.2. Structure type.

6.2.2.1.3. Assets currently stored by general area.

6.2.2.1.4. Assets expected "Due-In" from other DoDAACs.

6.2.2.2. Stockpile Management personnel will ensure bulk stock and operationally configured or built-up (ready) munitions, including TICMS-managed NRWM assets are stored in accordance with DoDM 5100.76, DESR 6055.09_DAFMAN 91-201, DoDM-5100.76_DAFMAN 31-101_Volume 2, AFMAN 21-200, this paragraph, TO 11A-1-61-1, the item TO, and the unit's storage location system. **(T-0)** This should involve any required coordination with other functions or activities responsible for stored built-up (ready) munitions such as munitions production sections/elements, CSA customers, etc. **Exception**: Licensed facilities, ready use facilities, and Protective Aircraft Shelters outside the MSA are not required to be included in the unit's storage location system.

6.2.2.2.1. Managers will ensure explosive limits are posted in each magazine and igloo. **(T-0)**

6.2.2.2.2. Personnel will ensure SRC I and SRC II munitions are provided IDS protected storage as required by DoDM 5100.76. IDS protected storage may also be required for SRC III or IV munitions if determined so in accordance with DoDM-5100.76_DAFMAN 31-101_Volume 2 and/or command supplements.

6.2.2.2.3. Personnel will store all munitions indoors unless outside storage is specifically authorized by the item TO, DESR 6055.09_DAFMAN 91-201, or this DAFMAN. **(T-1)** TICMS-managed NWRM assets are afforded priority for indoor storage based on their SRC. Munitions stored in intermodal containers meet indoor storage criteria.

6.2.2.2.3.1. Requests to store authorized munitions outdoors will be coordinated with the wing safety office, security forces, and approved by the MXG commander (or equivalent). **(T-1)** Continuously monitor available indoor storage space to ensure assets are afforded the most preferred, safest, and secure storage available.

6.2.2.2.3.2. Outdoor storage of inert bombs, fins, and certified empty munitions containers is authorized if storage capacity does not support inside storage and minimum outdoor storage requirements specified in the item TO are met. Outside storage meeting this criteria does not require the submission of a waiver or deviation package, or MXG commander approval.

6.2.2.3. Personnel will ensure all boxes, containers, and palletized loads containing custody account assets are marked with the custody account number. **(T-2)** Subsequent marking of individual courtesy stored containers is a custodian responsibility.

6.2.2.4. Personnel will manage Mobility and WRM munitions as base stock. **(T-1)**

6.2.2.5. Personnel will ensure items are not removed from storage without a scheduled or unscheduled work order or job control number (JCN). **(T-3)**

6.2.2.6. Personnel will record stockpile and/or custody re-warehousing actions using the AF Form 4331, *Munitions Transaction Sheet*, or equivalent TICMS reports. **(T-2)**

6.2.2.7. Personnel will ensure containers placed in storage are marked, sealed, clean, and dry. **(T-1)**

6.2.2.8. Refer to item TOs for minimum dunnage clearances from floor or ground (if applicable) for inside or 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.

6.2.2.9. Ventilate storage spaces to circulate air or dehumidify as needed. Check ventilators in accordance with DESR 6055.09_DAFMAN 91-201 to ensure proper functioning. Ventilators should be closed, when necessary, to protect munitions from blowing sand or snow, or humid air that would increase condensation.

6.2.2.10. 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 are to be positioned on the top and front of a stack.

6.2.2.11. Store assets of the same NSN/part number, lot number, and CC with multiple service life expiration dates as separate lots at the unit's discretion.

6.2.2.12. Non-combustible types of equipment required to support approved contingency plans may be stored in explosive facilities for ready use.

6.2.3. Ensure Munitions Segregation.

6.2.3.1. Personnel will segregate custody accounts, courtesy stored assets, NWRM from non-NWRM, unserviceable assets (CC-F, -G, -H, -J, -P, and -V), and non-DAF owned assets from other stocks using ropes, tape, placards, painted lines, or other highly visible means. **(T-1)** Personnel will clearly mark NWRM storage areas. **(T-1)**

6.2.3.2. Personnel will segregate assets awaiting demilitarization from other serviceable and unserviceable assets. **(T-1)**

6.2.3.3. Personnel will ensure ammunition and explosives determined at any point to be dangerously unserviceable is treated as compatibility group L and segregated from all other stocks by intermagazine distance in accordance with DESR 6055.09_DAFMAN 91-201. **(T-0)**

6.2.3.4. It is not necessary to segregate TICMS-managed NWRM assets issued to a custody account for their intended purpose or assets in maintenance processing (e.g., base, intermediate, or depot level).

6.2.3.5. Personnel will clearly mark and segregate non-DAF owned assets from DAF owned assets. **(T-1)** Markings are to include the organization/shop (ORG/SHP) code if issued to custody; owner or ownership code; or test program manager contact (e.g., name, organization, telephone).

6.2.4. Enforce movement control in accordance with the unit's Movement Control OI. Additionally, the Stockpile Management section/element NCOIC will regularly monitor the TICMS "*Facility Report*," "*NEW Report*," "*Storage Violation Report*," and others as applicable, and take necessary action to correct erroneous or inappropriate storage conditions. **(T-1)**

6.2.5. Maintain Munitions Storage Facilities. Structures are to be maintained in good condition and suitable for the storage of explosives and munitions in accordance with DESR 6055.09_DAFMAN 91-201.

6.2.5.1. Munitions storage facility exits, doors, door components, and locks are to be maintained in good working order. Stockpile Management personnel will ensure munitions storage facilities are closed and locked when not in use and when personnel are not present. **(T-1)**

6.2.5.2. Lightning protection system and static grounding system tests and inspections are to be performed, maintained, and documented in accordance with DESR 6055.09_DAFMAN 91-201 and AFMAN 32-1065, *Grounding & Electrical Systems*.

6.2.6. Support Munitions Courtesy Storage. Provide recommendation to materiel flight/section 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 flight/section chief and munitions supervision. All DAF custody and non-DoD assets maintained in the MSA must have an approved CSA. Completed CSAs are to be forwarded to Munitions Operations for filing in Document Control in accordance with **Attachment 5**. The CSA identifies and/or includes the following information:

6.2.6.1. 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 10 USC § 2692, DESR 6055.09_DAFMAN 91-201, and/or AFI 32-9003.

6.2.6.1.1. Before courtesy storing non-DoD munitions or explosives, munitions activities must confirm the items have been approved, authorized, or excepted for storage by an appropriate authority. **(T-0)** See DESR 6055.09_DAFMAN 91-201 for approval coordination guidance, and refer questions to the installation environmental, safety, and legal offices. For courtesy storage items, it is the responsibility of the owning organization to coordinate, obtain, and then provide the approval to the storing munitions activity. **(T-1)**

6.2.6.1.2. When non-DoD munitions/explosives are approved or excepted for storage they will be managed on the stock record account or custody account.

6.2.6.2. The storing organization will be responsible for repairing packing discrepancies caused by storage operations and storage conditions. **(T-2)** The owning organization will be responsible for care and preservation of courtesy stored assets beyond the normal storage conditions maintained by the storing organization, which will include proper container packaging, marking, and lot separation. **(T-2)** The Stockpile Management section/element will ensure the owning organization complies with these requirements. **(T-2)**

6.2.6.3. Where custodial organizations reside on the same installation as the munitions activity (typical base operating support custody arrangement) the owning organization will be responsible to account for and report courtesy stored munitions. **(T-2)** In cases where other DAF installations, or other DoD agencies request and are afforded courtesy storage support, the storing organization assumes this responsibility, unless the CSA or formal agreements specify otherwise.

6.2.6.4. Procedures to notify the munitions activity when access to courtesy stored assets is required. This should include owning organization mobilization responsibilities and timelines to support unit access during deployment tasking.

6.2.6.5. Owning organization's transportation responsibilities.

6.2.6.6. The NSN/part number, nomenclature, and quantity of munitions to be stored other than those assets already listed on the annual approved allocation document.

6.2.6.7. Names of individuals authorized to remove courtesy stored assets other than those listed on the AF Form 68.

6.2.6.8. Dates for annual review and renewal of the CSA.

6.2.7. Ensure TICMS transactions are processed in accordance with **Chapter 8**. **(T-1)**

6.2.8. Ensure that munitions are prepared and scheduled for shipment in accordance with **paragraph 8.13**. **(T-1)** A separate Shipping and Receiving element may be established at the discretion of munitions supervision. If established, munitions supervision designates applicable areas of responsibility.

6.3. Munitions Inspection Section/Element. Munitions Inspection performs surveillance inspection duties in accordance with TO 11A-1-10 on all munitions stock and custody munitions, and inspects and certifies munitions residue and MPPEH turned-in to the stock record account to determine serviceability, potential hazards, and accountability.

6.3.1. The Munitions Inspection element NCOIC. The Munitions Inspection element NCOIC is 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 manual. Additionally, the Munitions Inspection element NCOIC is responsible for requirements of DAFMAN 20-110, DAFI 21-101, AFMAN 21-200, and **paragraph 3.8** and **paragraph 3.11** of this manual. The Munitions Inspection element NCOIC may also be the senior munitions inspector at the discretion of munitions supervision.

6.3.2. Munitions Inspection Personnel. In addition to the maintenance responsibilities in DAFMAN 20-110 and DAFI 21-101, Munitions Inspection personnel will:

6.3.2.1. Inform the MASO, Munitions Operations, 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 8.2.2** for specific CMRS procedures for custody and consumption account assets.

6.3.2.2. Monitor shelf and service life dates by reviewing TICMS. **(T-1)** Coordinate changes and updates with Munitions Operations and request disposition through the automated serviceable excess program on the GACP website 24 months in advance for items that cannot be used prior to expiration of the service or shelf life (see **paragraph 4.12.9**). **(T-2)** This requirement does not apply to age and surveillance test assets or assets on the depot DoDAAC FV2172.

6.3.2.3. Determine and assign the appropriate CC to munitions assets as directed by the applicable item TO. **(T-1)**

6.3.2.4. Tag, mark, and package munitions assets in accordance with MIL-STD-129R, *Military Marking for Shipment and Storage*, and TO 11A-1-10. See **paragraph 4.24.3** and **paragraph 8.1.6.4** .for specific NWRM packing and marking requirements.

6.3.2.4.1. Upon issue, Munitions Inspection personnel will mark individual outer boxes, containers, and palletized loads containing custody account assets with the custody account number. **(T-2)** After issue, munitions custodians will be responsible for marking of any containers removed from pallets or outer boxes, and unit supplied boxes or containers used to consolidate custody assets. **(T-2)**

6.3.2.4.2. Munitions Inspection personnel will ensure one DD Form 1500 series condition tag is 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 or 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.

6.3.2.4.3. Except for in-use or installed items, Munitions Inspection personnel will ensure each NWRM asset has a completed DD Form 1500 series condition tag regardless of condition code. **(T-1)**

6.3.2.4.3.1. When NWRM is packed or repacked, a certified inspector must complete a new DD Form 1500 series condition tag. **(T-1)** **Exception**: Opening an NWRM container to retrieve documents, or to validate item identity or quantity, does not require completion of a new DD Form 1500 series condition tag.

6.3.2.4.3.2. For TICMS-managed NWRM, the certified munitions inspector will

sign the DD Form 1500 series condition tag. **(T-1)**

6.3.2.5. Verify accuracy of inspection documentation and sign applicable inspection form(s). **(T-1)**

6.3.2.6. Establish and manage the storage monitoring inspection (SMI) program. **(T-1)** Items failing SMI are to be tagged with an AFTO Form 350, *Reparable Item Processing Tag*. It is not necessary to segregate assets failing SMI while awaiting repair.

6.3.3. General Inspection Requirements:

6.3.3.1. 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.

6.3.3.2. In combat situations, receiving inspections may be conducted as part of the assembly or production process.

6.3.3.3. Management of Pseudo Lots: Non-AUR assets that are not S/N managed but are assigned a DOM are to be tracked in TICMS by DOM using "MM/YY" format unless otherwise directed by item TO. All other items assigned a pseudo lot are to be managed in accordance with TO 11A-1-10. Pseudo lots do not need to be marked on physical assets or containers.

6.4. Munitions Operations Section/Element. Munitions Operations, under direction of the MASO, implements management controls for munitions assets, records munitions transactions, and manages allocations, stock levels, inventories, requisitions, and disposition of munitions. Maintains and validates accountable and auditable records. In addition to the responsibilities in DAFI 21-101, Munitions Operations personnel will:

6.4.1. Provide interpretation, guidance, and training on accountability standards to responsible officers, custodians, and other personnel in accordance with the AF Form 68 and as determined by the MASO. **(T-1)**

6.4.2. Schedule and conduct inventories in accordance with **Attachment 3**. **(T-1)**

6.4.3. Initiate inventory adjustment procedures when appropriate in accordance with **paragraph 8.14**. **(T-1)**

6.4.4. Notify the MASO and munitions supervision anytime information or data suggest negligence, fraud, or theft involving munitions accountability. **(T-0)** Refer to **paragraph 8.15** for ROS requirements.

6.4.5. Implement and maintain post-post procedures in accordance with **Attachment 2**, "Off-line Processing (Post-Post)" when required. **(T-1)**

6.4.6. Implement forecasting and allocation procedures based on guidance published annually in the peacetime conventional ammunition requirements (PCAR) memorandum distributed by the GACP. **(T-1)** In addition, Munitions Operations personnel will:

6.4.6.1. Load, change, and delete allocation levels in TICMS *Organization Allocations Report* based on an authorizing source (e.g., Agile Munitions Support Tool [AMST], AFTO Form 223, *Time Change Requirements Forecast*, etc.) in conjunction with guidance published in the annual PCAR memorandum. **(T-2)**

6.4.6.2. Notify munitions 'using' organizations by email of approved allocation changes (additions, reductions, or deletions) that occur throughout the year. **(T-2)** Organizations included in automated AMST email distributions need not be notified again unless the change results in an excess condition for the account.

6.4.6.3. Validate current and remaining munitions allocations using TICMS/AMST and associated products, for training and WRM munitions to ensure levels remain supportable and allocations are not exceeded. **(T-1)** The *Allocation Summary Report* and *Organization Allocations Report* are to be used to manage allocations in lieu of issuing assets to WRM, aircrew training, and non-expendable training custody accounts within the MSA.

6.4.7. Review stockpile for allocation supportability in accordance with **paragraph 8.6** and requisition munitions in accordance with **paragraph 8.7** and DoDM 4140.01 Volume 3, *DoD Supply Chain Materiel Management Procedures*: *Materiel Sourcing*.

6.4.7.1. Coordinate with the Munitions Inspection and Stockpile Management elements before requisitioning new items or large quantities of munitions to confirm availability of storage space and technical data.

6.4.7.2. Limit munitions requisitions to fiscal year (FY) allocations, plus or minus quantity unit pack (QUP). The GACP may authorize exceptions for high demand or high expenditure assets or to fully utilize transportation capacity.

6.4.7.3. Munitions Operations personnel may submit requisition follow-up actions to the GACP through the CRM system in accordance with **paragraph 8.7.5**.

6.4.8. Ensure COTS items are requested and processed according to **paragraph 10.7**. **(T-1)**

6.4.9. Manage custody accounts in accordance with **paragraph 8.8**. **(T-1)**

6.4.10. Perform the proper quality control checks, validation, processing, and filing of all accountable documents as required by **Table A5.1**. **(T-1)**

6.4.11. Use TICMS for all accountable munitions processes. **(T-1)** Report system problems in accordance with **paragraph 4.21**. **(T-2)**

6.4.12. Ensure that CMRS procedures are followed in accordance with **paragraph 8.2.2**. **(T-1)**

6.4.13. Coordinate with servicing communications function to establish classified and unclassified organizational email accounts for the munitions squadron/flight (as applicable) and Munitions Operations to ensure timely distribution and receipt of official information by higher headquarters. **(T-1)** For small and unique organizations, a single classified and a single unclassified organizational email account may suffice as long as access is maintained by the appropriate personnel.

6.4.13.1. The organizational email addresses are recommended to be established in the following naming conventions:

6.4.13.1.1. Munitions squadrons: "### MUNS Ammo Storage Area Supervision" accessible (at a minimum) to the director of operations, senior enlisted leader, and senior 2W0 personnel.

6.4.13.1.2. EMS and MXS munitions fights: "### 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 section chiefs.

6.4.13.1.3. 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.

6.4.13.1.4. Munitions Operations element: **basename.FVXXXX@us.af.mil** (NIPRNET) / **basename.FVXXXX@basename.af.smil.mil** (SIPRNET).

6.4.13.2. Due to differing domain standards for establishment of organizational accounts, as well as the inability to easily reference accounts across domains, Munitions Operations will validate and maintain these organizational email addresses on the Air Force Conventional Munitions SharePoint® site to facilitate global addressing requirements (see **paragraph 1.3**.).

6.4.14. Advise the materiel flight/section chief and munitions supervision regarding the supply status and availability of accountable items required to support the mission. **(T-3)**

6.4.15. Ensure munitions identified to support established WRM requirements are not delivered, released, flown, used, or expended during peacetime without approval from AF/A4LW (for ground munitions) or AF/A5DW (for air munitions), except as authorized by combatant commander (CCDR) authority in accordance with **paragraph 10.4.3**. **(T-1)**

6.4.16. Monitor munitions components (to include kits) required for munitions TCTOs and provide updates and due-in status to Munitions Control. **(T-2)**

6.4.17. Monitor munitions due-in-from-maintenance (DIFM) assets in accordance with **paragraph 8.10.2.3.3**. **(T-2)**

6.4.18. Ensure awaiting parts (AWP) status is provided to Munitions Control for munitions assets. **(T-3)**

6.4.19. Ensure munitions shipments are properly booked through transportation channels and shipments are aggressively tracked to ensure timely departure. **(T-1)** This responsibility may be aligned to a different munitions element at the discretion of munitions supervision. Report difficulties in booking or moving munitions shipments to munitions supervision for resolution.

6.4.20. Notify the GACP through the CRM (see **paragraph 1.3**) when a base closure or unit deactivation order is announced. **(T-1)** If required, request deletion of the DoDAAC in accordance with **paragraph 10.1**.

Chapter 7

MUNITIONS SYSTEMS

7.1. Munitions Systems Flight/Section. The munitions systems flight/section plans, schedules, controls, and directs munitions activities, and processes transactions in TICMS 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.

7.1.1. Systems Flight/Section Chief. The systems flight/section chief is 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 DAFI 21-101 and AFMAN 21-200, the systems flight/section chief is responsible for flight/section duties outlined in **paragraph 3.7** of this manual and those delegated by munitions supervision. The systems flight/section chief will:

7.1.1.1. 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)**

7.1.1.2. Report the status of problems and LIMFACs related to facilities, equipment, vehicles, and munitions resources that impact mission accomplishment to munitions supervision. **(T-2)**

7.1.1.3. Submit work requests when facilities require maintenance, repair, or do not meet standards. **(T-2)**

7.1.1.4. 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.

7.1.1.5. Monitor, update, and report TCTOs for munitions or missiles and related equipment in accordance with TCTO instructions and TO 00-20-2.

7.1.1.6. Develop and coordinate written entry control procedures and perform controlled area duties in accordance with DoDM 5100.76, DAFI 31-101, DAFMAN 31-101 Volume 1, and DoDM-5100.76_DAFMAN 31-101_Volume 2.

7.1.2. Systems element NCOICs. Responsible to the systems flight/section chief for management, supervision, and training of assigned personnel and equipment. Systems section NCOICs are technical advisors in their respective areas. In addition to the responsibilities in DAFI 21-101, AFMAN 21-200, **paragraph 3.8** of this manual, and those delegated by the systems flight/section chief, systems NCOICs will:

7.1.2.1. Ensure Munitions Control personnel are trained to process movement and expenditure transactions in TICMS and implement CR accountability procedures. **(T-1)** Ensure systems section personnel input and validate transactions in accordance with **paragraph 8.1.1.3**. **(T-1)**

7.1.2.2. Ensure that Munitions Control is prepared to receive and interpret demand requirements, and then disseminate to materiel and production activities in order to support sortie generation or other mission taskings. **(T-1)**

7.1.2.3. Ensure Munitions Control facilities meet minimum standard requirements identified in AFMAN 21-200. **(T-1)**

7.1.2.4. Ensure training facilities provide a conducive atmosphere for instruction and learning. **(T-2)** Munitions training facilities are to include:

> 7.1.2.4.1. Sufficient space for instruction of a minimum of 12 personnel simultaneously; or 8 personnel for ANG, and small and unique units.

> 7.1.2.4.2. Adequate lighting, air conditioning, and heat.

> 7.1.2.4.3. Local area network (LAN) access with projection capabilities.

> 7.1.2.4.4. Capability to view required training and/or instructional media.

7.2. Munitions Control Section/Element. The Munitions Control section/element is established in accordance with AFMAN 21-200. In addition to the responsibilities listed in AFMAN 21-200, the Munitions Control section/element personnel will:

7.2.1. Manage keys and locks to munitions facilities and structures in accordance with **paragraph 4.7** and AFMAN 21-200. **(T-1)**

7.2.2. Validate remaining allocations during peacetime operations, before assets are prepared, staged, or delivered for aircraft support. **(T-1)** Use the *Allocation Summary Report* to validate current and remaining allocations for training and WRM munitions to ensure levels remain supportable and allocations are not exceeded. **(T-2)**

7.2.3. Route TICMS generated documents and perform remote-input in TICMS when automated or direct input is not possible, or practical. **(T-3)**

7.2.4. Ensure flightline munitions expenditures are properly reconciled and flying hour data is distributed to the appropriate sections. **(T-3)** If unable to reconcile expenditures, contact the appropriate functional areas to investigate. Determine if the disparity is caused by a reporting or documentation error, or physical loss. **(T-3)** Direct physical counts of flightline munitions as necessary to resolve expenditure conflicts.

7.2.5. Monitor the status of required post load actions. **(T-2)**

7.3. Combat Plans, Mobility, and Training Sections/Elements. These sections/elements are established in all munitions organizations that administer combat plans and training programs, and may be organized to execute core functionality based on mission requirements. Focus is to be directed on the squadron's or 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 combat capabilities. This section/element is not required for deployed units or small and unique organizations. In addition to the responsibilities in DAFI 21-101 and AFMAN 21-200, Combat Plans, Mobility, and Training section/element personnel will:

7.3.1. Notify Munitions Control of plan changes and coordinate on mobilization efforts. **(T-1)**

7.3.2. Be fully knowledgeable with all applicable OPLAN/CONPLAN annexes and appendixes, which pertain to the munitions flight. **(T-1)**

7.3.3. Develop and maintain munitions functional requirements within the BSP and ESP (if applicable) in accordance with AFI 10-404. **(T-1)**

7.3.4. Maintain all applicable war and contingency plan annexes and appendixes on file. **(T-1)**

7.3.4.1. Develop generation flow plans in support of in-place or deployment contingency OPLANs. **(T-2)** Automated AF Form 2409, *Generation Sequence Action Schedule* is authorized to outline the scheduled actions (i.e., aircraft configuration, munitions build-up, break-out and delivery locations).

7.3.4.2. Send completed generation flow plans to appropriate elements as soon as possible after plan implementation. **(T-2)**

7.3.5. Develop munitions deployment plans in coordination with munitions supervision. **(T-1)**

7.3.6. Ensure deploying personnel are trained and provided with the necessary documents, individual equipment, and immunizations. **(T-1)**

7.3.7. Verify flight equipment is marked, packaged, and inspected at the required intervals. **(T-1)**

7.3.8. Identify and monitor equipment and personnel availability that affect ability to support any UTC or deployment plans. **(T-1)**

7.3.9. Provide weekly status to munitions supervision at the scheduling meeting, highlighting any potential or actual LIMFACs and recommended corrective actions. **(T-1)**

7.3.10. Assist trainers in developing munitions training outlines to cover the CMT. **(T-1)**

7.3.11. Oversee munitions training programs, implement training standards, and develop local policies, procedures, and training plans for munitions supervision approval in accordance with **paragraph 4.8**. **(T-1)**

7.3.12. Develop and coordinate training schedules, including CMT, and provide them to the munitions Plans and Scheduling element for publication in the munitions schedules. **(T-2)**

7.3.13. Develop and validate the annual munitions flight training munitions forecast. **(T-2)**

7.3.13.1. Maintain training munitions in a condition that provides optimum training realism.

7.3.13.2. Work with Munitions Operations to establish requisitions for allocated training munitions not on-hand.

7.3.14. 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)**

7.3.15. Monitor training documents to ensure munitions flight personnel have completed recurring training requirements. **(T-1)**

7.3.16. Provide non-munitions augmentation personnel with initial and recurring explosives safety and practical training on their expected duties. **(T-0)**

7.3.17. Annually, develop forecasts for munitions courses (e.g., munitions inspector course, MASO course) and submit forecasts to the MAJCOM as directed. **(T-2)**

7.4. Munitions Plans and Scheduling Section/Element. The Munitions Plans and Scheduling element responsibilities are incorporated in AFMAN 21-200, and integrate nuclear, ICBM and/or conventional munitions requirements to support multiple activities and functions. See AFMAN 21-200, Chapter 4.

Chapter 8

MANAGING CONVENTIONAL MUNITIONS OPERATIONS

8.1. 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 transactions as depicted in **Figure 8.1**, "Munitions Operational Flow Process (Peacetime and Wartime)." These processes focus on near real-time TICMS 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 a DAF requirement at all levels. To the maximum extent possible, utilize available technologies to process transactions within one hour.

8.1.1. 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. Units will process all munitions transactions within TICMS. **(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 8.1**. Each phase includes processes that occur continuously, overlap, and are not bound by geography or mission. The sequence or work center 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 TICMS transaction processing accuracy, and total asset visibility.

8.1.1.1. Planning Phase. Refer to **Figure 8.1**.

8.1.1.1.1. 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.

8.1.1.1.1.1. Requests to support SGO are normally received in the form of an ATO, flying schedule, Special Instructions; AF Form 2407, *Weekly/Daily Flying Schedule Coordination,* or other tasking documentation. The controlling activity, generally Munitions Control, will evaluate and prioritize requests when received. **(T-1)**

8.1.1.1.1.2. 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 TICMS by munitions personnel, added to the munitions schedule as scheduled or unscheduled tasks, and accomplished to meet the customer demand.

8.1.1.1.1.3. 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.

8.1.1.1.2. Validate Allocation (Peacetime Only): During peacetime operations, munitions users and the munitions activity must ensure munitions are not expended without an approved allocation. **(T-1)** Remaining allocations will be validated by Munitions Control or other controlling function using the *Allocation Summary Report*. **(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.

8.1.1.1.3. Determine Asset Availability: After validating allocations, determine availability of assets. Review available reports for pre-built assets that satisfy requests. Determine component availability to satisfy any remaining quantities.

8.1.1.1.4. Component/Lot Selection: Select and utilize available pre-built assets. If additional assets are needed select components by lot, or requisition assets, if authorized.

8.1.1.2. Execution Phase. Refer to **Figure 8.1**.

8.1.1.2.1. Movement to Build/Processing Locations: Break-out selected assets, deliver to build-up/processing sites, and update locations.

8.1.1.2.1.1. Once moved to the build-up/processing site, manage locations in accordance with Movement Control OI.

8.1.1.2.1.2. Notify Munitions Control of any fire and hazard symbols and CIIC changes.

8.1.1.2.2. Inspect Assets and Process Condition Code Changes: Perform appropriate inspections in accordance with TO 11A-1-10 and TO 11A-1-63 and any required preparatory or maintenance actions. Process any required CC changes in TICMS.

8.1.1.2.3. Identify CR Batch Quantity, Process WSN Build, and Build/Assemble: After inspections, preparatory actions, and CC updates are completed, begin the TICMS CR build-up process.

8.1.1.2.3.1. Properly identify all components used to build CRs. A WSN is a system generated code identifying the complete round weapon code (CRWC), DoDAAC, and batch number. TICMS assigns a separate WSN for each individual CR when composed of at least one serially managed component. A WSN is assigned to multiple CRs during a build when composed of only lot-managed components of the same lot number. When any component lot number changes during a CR build, a new WSN is generated.

8.1.1.2.3.2. Assembling a CR in TICMS may be done either before, during, or after assembly of physical assets. However, to prevent mixing WSN component lots and serials, it is recommended that the CR assembly be processed in TICMS prior to beginning the physical build-up/assembly, unless MIT scanning capability facilitates capturing data during the build process.

8.1.1.2.3.2.1. When a TICMS generated WSN is assigned, each CR, unless prohibited by the item TO, will be properly marked with an abbreviated WSN and when equipped, a TICMS generated WSN label applied. Labelling and marking of abbreviated WSN on chaff/flare magazines, 2.75" rockets, BDU-33 practice bombs, and 105MM rounds are not required.

8.1.1.2.3.2.2. If TICMS is not immediately available, document all CR build-up, assembly, or processing actions on an AF Form 4331 and process CR actions in TICMS within one hour. Assign and annotate a "T" (temporary) designator on each CR between the CRWC and batch number signifying it a temporary WSN (BL2CM-TXXX). When TICMS becomes available either remark the CR with the TICMS assigned permanent WSN, or retain the temporary WSN on each CR provided that a WSN cross-reference list is maintained.

8.1.1.2.3.2.3. 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 8.1. Munitions Operational Flow Process (Peacetime and Wartime).
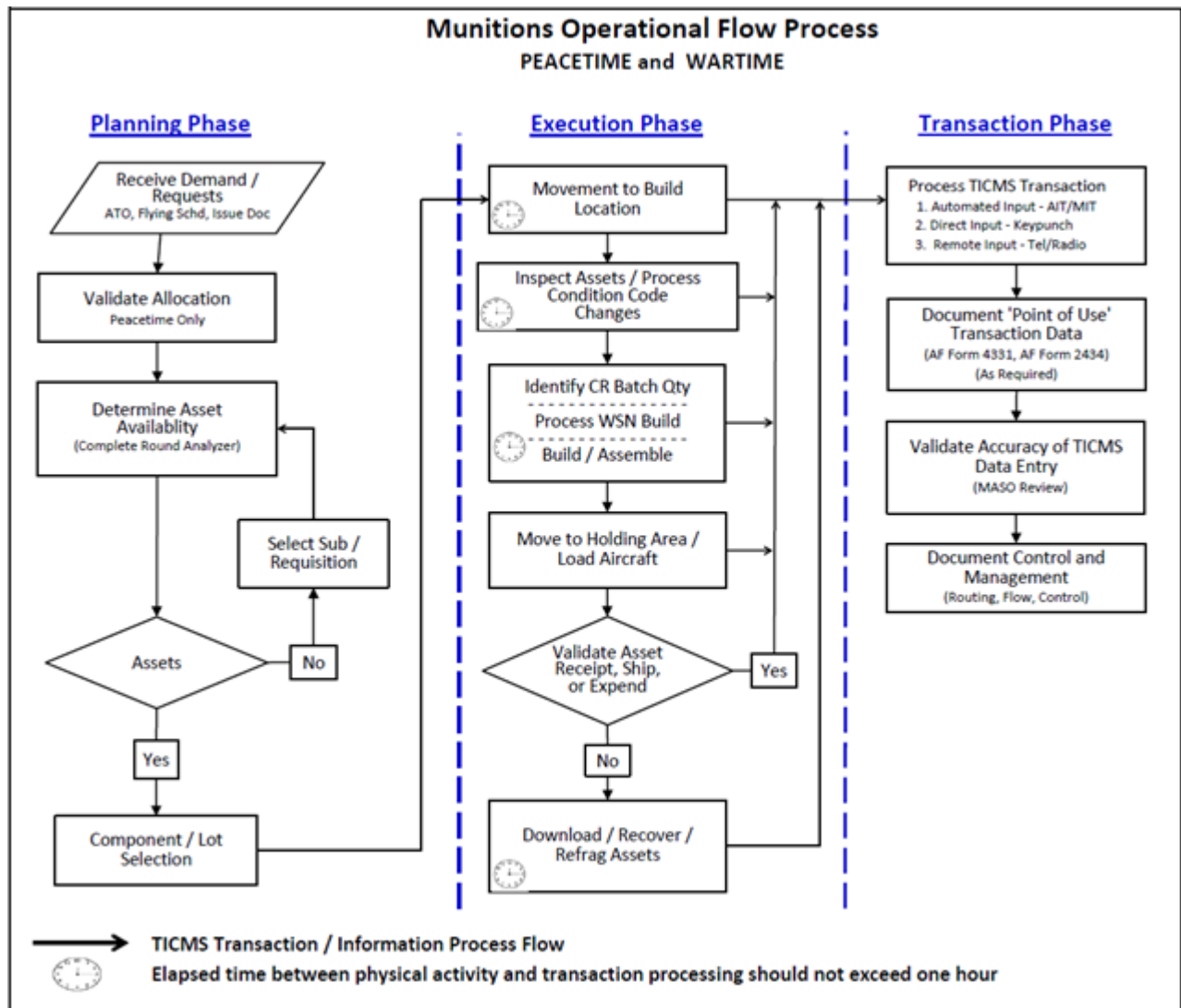
8.1.1.2.4. Move to Holding Area, Load Aircraft, Release Assets to Customer: After CR munitions are assembled (if applicable), all assets (e.g., CR, AUR, components) are typically moved to holding areas awaiting custodian pick-up, to trailers and then holding areas for future delivery, to storage locations, or directly to aircraft parking locations for aircraft loading. These locations are normally loaded in TICMS as facilities or containers allowing the processing of these movement transactions in TICMS.

8.1.1.2.4.1. CR Movements: For CRs, use an abbreviated WSN showing the CRWC and the last three digits of the WSN as part of the TICMS grid location. Example: BL2CM-XXX. Units may use remaining grid location field characters in accordance with their Movement Control OI.

8.1.1.2.4.2. Validating Munitions Movements. Munitions managers, sections, and work centers must use the *Total Asset Inquiry Report* to assist in reconciling assets in operating locations. **(T-1)**

8.1.1.2.4.3. Release Assets to Requestor/Customer: External munitions users/customers must pick-up assets from the MSA. **(T-3)** The munitions activity will validate customer authority and credentials to receive munitions, and obtain digital or hard copy signature acceptance for all munitions assets released. **(T-0)**

8.1.1.2.5. Pre-transaction Data Validation: The munitions activity must validate task data supporting a transaction at the "point-of-use" to ensure 100-percent accuracy, before processing any TICMS receipt, shipment, expenditure, or ownership code change transaction. **(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 TICMS transaction queries *Aircraft Load Status* to determine the correct assets loaded on an aircraft prior to processing the expenditure.

8.1.1.2.5.1. Receipts and Shipments: Munitions personnel will validate all information and data on receipt and shipping documents match physical assets or exterior markings exactly before processing receipt and shipment transactions. **(T-1)** Munitions personnel will process these transactions in TICMS in accordance with **paragraph 8.9** and **paragraph 8.13** as they occur throughout the day. **(T-0)**

8.1.1.2.5.2. Flightline Movements and Expenditures: Munitions and weapons personnel will validate flightline task activity before processing movements or expenditures in TICMS. **(T-1)** Ensuring that mobile MITs, if not in a connected state, are continually synchronized with the most current TICMS data is vital to this activity.

8.1.1.2.6. Download, Recover, or Refrag (redistribute) Assets: If assets are not shipped or expended, then download, recover to the munitions area, or refrag the assets to another mission.

8.1.1.3. Transaction Phase (refer to **Figure 8.1**.):

8.1.1.3.1. Processing TICMS Transactions: This phase concludes all previous steps within the munitions operations flow process and results in properly processed TICMS transactions. Processing transactions in TICMS 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 TICMS processing should not overshadow the importance of accuracy. Transactions will normally be processed by the individual performing the munitions or weapons task (technician, inspector, bay-chief, supervisor, crew chief, weapons expediter, etc.). If automated- or direct-input methods are not available, transactions may be processed by personnel in a centralized control activity (Munitions Control, storage dispatch, etc.). Personnel processing TICMS transactions must have a valid CAC, an Air Force Portal account, authorized TICMS access by the MASO, and are assigned to perform these activities by munitions or weapons supervision. TICMS transactions are processed using automated-, direct-, or remote-input methods as follows:

8.1.1.3.1.1. Automated-Input: Process automated-input transactions in accordance with this guidance, **paragraph 8.1.2** and **paragraph 8.1.3**, and published AIT equipment manuals or guidance. Automated-input is the preferred TICMS input method, 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 established. Automated-input includes MIT scanning features, AIT capabilities, commercial mobile devices, radio frequency identification (RFID), and other machine devices enabled by secure CAC authentication and PKI capabilities. Automated capabilities are functional at any location the Internet is accessible by signing into TICMS. Transactions may be saved in the hardware memory to be uploaded into TICMS later (batch or disconnected mode), transmitted immediately through hard-wired or DAF approved wireless technology to a base LAN or wide area network (WAN), or transmitted through government procured cellular/mobile data service directly to cloud-hosted AF Portal single sign-on authentication into TICMS. Munitions and weapons managers must be aware of AIT capabilities and personnel training to obtain the full benefits of AIT automated "point-of-use" TICMS processing and to determine the input method that best meets mission requirements.

8.1.1.3.1.2. Direct-Input: Process transactions directly into TICMS through key punch using docked, undocked, or wireless or cellular enabled computers or laptops from or near work locations. Munitions and weapons personnel will use direct-input 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 hindered 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 TICMS at periodic intervals.

8.1.1.3.1.3. Remote-Input: Process TICMS 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 transactional data and information (e.g., expenditures, movements) using secure and unsecure land mobile radios, telecommunications; or by using runners to deliver completed forms and documents to Munitions Control, or other processing locations, where TICMS transactions are processed. When using remote-input, units will ensure all munitions and weapons loading activity is documented manually. **(T-1)** Units will document all munitions activity on the AF Form 4331; document weapons loading and expenditure activity on the AF Form 2434 in accordance with AFMAN 21-206, *Aircraft Armament Systems Management*. Once activity is completed and documented, information may be "remotely" called to Munitions Control or other controlling activity via radio or telephone for immediate processing. Ensure delivery of the AF Form 4331 or AF Form 2434 to a designated location to validate the previously processed TICMS transactions. If TICMS is not immediately available, document the activity and deliver the information to a designated location for future processing.

8.1.1.3.2. Validate Flightline Data Entry: This validation provides the MASO and munitions managers with confidence that TICMS transaction history for flightline activity is accurate. Transaction history is compared against the AF Form 2434 or other supporting documents. Discrepancies are to be researched and corrected.

8.1.1.3.3. 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:

8.1.1.3.3.1. Munitions Process Documentation: Munitions and weapons managers, in conjunction with 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 APSR transaction processing. In addition to required documentation, they decide what level and amount of data recording is necessary to validate munitions activity and APSR transactions. Managers should avoid excessive management controls and documentation that delay or hinder customer support or mission execution.

8.1.1.3.3.2. The AF Form 4331: This is a multi-purpose form designed to record all types of munitions transactional 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 TICMS transaction processing.

8.1.1.3.3.2.1. Completing the AF Form 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 TICMS 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.

8.1.1.3.3.2.2. Modification of the AF Form 4331: MAJCOMs may authorize local modification to the AF Form 4331 as long as the original data elements are included.

8.1.1.3.3.3. The AF Form 2434, *Munitions Configuration and Expenditure Document*: This form is used to record munitions loaded, downloaded, and expended from aircraft. Weapons personnel will document activity and route the form in accordance with AFMAN 21-106.

8.1.2. Internet Access. TICMS is a cloud-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. Munitions and weapons managers will ensure their respective activities have continuous Internet connectivity and TICMS access to support the mission. **(T-1)** Where approved and when available, use of commercial wireless technology to speed data input is authorized.

8.1.3. AIT Enablement and Use. AIT allows technicians, weapons expediters, and supervisors use of hardware and software applications to transmit transaction data automatically into TICMS. AIT data capture and transaction processing occurs before, during, and after

munitions and weapons processes. Transaction data may be saved in hardware memory for future upload into TICMS or transmitted immediately through hard-wired or DAF approved wireless devices via a base LAN or WAN, or transmitted through government procured cellular/mobile data service directly to cloud-hosted AF Portal single sign-on authentication into TICMS. In addition to technical and procedural guidance for the use of AIT equipment located on the Air Force Conventional Munitions SharePoint® site, use the following guidance:

8.1.3.1. Processing Munitions Movements and Expenditures: Except where stated otherwise, process transactions in TICMS as actions occur throughout the day using AIT equipment. If AIT capability is not available or functional, maximize the use of direct-input in accordance with **paragraph 8.1.1.3.1.2**. If direct-input capability is not available or functional, then utilize remote-input in accordance with **paragraph 8.1.1.3.1.3**.

8.1.3.2. Batch Mode Processing: If automated capability is available and functional, but wireless connectivity is unavailable, TICMS may operate in batch mode, or disconnected mode. In this mode, transactions are recorded, captured, and remain unprocessed in a mobile application queue until connectivity is restored through wireless connectivity or by docking the MIT.

8.1.3.2.1. Once connectivity is obtained (wireless or docked), all unprocessed transactions are automatically synchronized with the TICMS server.

8.1.3.2.2. Units with enabled AIT capabilities will develop processes to ensure off-line (queued) transactions are processed at regular intervals sufficient to support the mission. **(T-1)** This may require users to re-enter wireless or cellular ranges, or re-establish direct LAN connection.

8.1.3.3. TICMS AIT Conflict Resolution (*Discon Messages*): To avoid transactional conflicts, TICMS processes mobile application queued transactions by chronologically sequencing them in the order they occurred using operation number and date and time data. Queued transactions captured during mobile operations are automatically processed as soon as connectivity is restored. Routine monitoring of the mobile application for pending or queued transactions, and periodically establishing a connection to allow the synchronization of transactions to occur is necessary. However, special attention must be given to ensure failed or unprocessed transactions are identified and corrected as soon as possible as to not affect other downstream transactions. Users can review erred transactions and messages from the TICMS *Discon Messages* report.

8.1.3.3.1. Resolution of missing or erred transactions is beyond the scope of this publication as it involves a complete review of associated transaction histories and the *Discon Messages* report; a thorough understanding of TICMS, munitions operations, and the corrective methods that are available and appropriate for the situation. For AIT transaction errors or omissions that cannot be corrected locally, notify the GACP through the CRM process.

8.1.3.3.2. Units using AIT should monitor the TICMS messages within the *Discon Messages* report on a routine basis to ensure missing or failed AIT transactions are resolved and do not affect any downstream transactions (see **paragraph 8.1.3.2.2**.).

Criticality of certain functions may require more frequent monitoring, e.g., aircraft munitions load, launch, recovery, and expenditure processes.

8.1.3.4. AIT Barcode Labels: To automate the data entry process, TICMS provides the capability to print, scan, and read two-dimensional AIT barcode labels. TICMS also has the ability to scan and read compliant manufacturer labels. Barcode data identifiers tell the scanner what type of data is being read and where it should be placed on the screen. The following types of labels can be printed using a standard desktop printer or a hip printer attached to the networked device or scanning hardware:

8.1.3.4.1. Warehouse Label: The warehouse label contains the structure and location, and when the machine readable barcode is scanned, the human readable representation of the location is displayed. Place the warehouse label on corner markers to identify a specific structure location. If corner markers cannot be utilized, affix labels to walls, clipboards, signs, or other means to clearly display labels to meet operational needs.

8.1.3.4.2. Container Label: The container label contains the container type, and either a time-based sequence number (system-generated) or the user-defined value for a globally unique container ID. When scanned, the container label displays the container and any assets within the container (see **paragraph 8.1.3.4.5**.). Place the container label near the field number or at a location that best facilitates visibility and ease of use. This should be on the humidity indicator side of the container, if one is present.

8.1.3.4.3. WSN Label: The WSN label contains a WSN, and when scanned selects that specific WSN. Place the WSN label on the munitions item in a location that best facilitates visibility when installed on an aircraft.

8.1.3.4.4. Asset Label: If used, asset labels contain the mandatory data elements for marking munitions, and are applied in accordance with MIL-STD-129R. All available asset information is pre-populated based on the indicative data record and user input. Cubic feet and weight data elements are editable and users take care to validate data is accurate.

8.1.3.4.5. Consolidated Asset Container Label. The consolidated asset container label provides the same capability as the asset label except it allows multiple NSNs to be added to the label. The consolidated asset container label is obtained through the container label process for assets packed within a container, and is available for each level of packaging. This label is applied in accordance with MIL-STD-129R.

8.1.3.4.6. United Nations (UN) and performance oriented packaging markings are not included in the asset label. These markings are added by users.

8.1.3.5. AIT Equipment. DAFI 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.

8.1.3.5.1. Units will coordinate with Air Combat Command, Director of Logistics, Engineering and Force Protection, Munitions Division, Conventional Munitions Branch (ACC/A4WC) prior to purchasing any AIT equipment for use around munitions

to ensure the HERO requirements are being met. **(T-0)** Units will also coordinate the purchase of any AIT equipment with the local communications activity. **(T-0)**

8.1.3.5.2. The list of HERO approved and authorized devices is posted on the Air Force Conventional Munitions SharePoint® site. Also see Air Force Safety Center's HERO SharePoint® site for additional information such as conditions of approval, minimum safe separation distances required for multiple modern mobile devices, assessed ordnance items, etc. (see **paragraph 1.3**.).

8.1.4. Structure Management. Units will load all munitions facilities, revetments or pads, hardened aircraft structures, protective aircraft shelters, aircraft parking spots, and holding areas for munitions as individual TICMS structures. **(T-2)** This process allows assets to be moved between structures using the normal movement methods and enables the use of TICMS to track assembled assets in their physical location.

8.1.5. Container-in-Container (CnC) Management. CnC is a virtual container capability that adopts the TICMS concept of license plate numbering. It 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. CnC methods can be applied as virtual containers, or representative of physical containers, equipment, vehicles, etc. When creating a CnC container, users may allow TICMS to generate a system-wide unique container ID, or the user has the option to manually establish the container ID as long as it is a unique identifier. Once established however, the container ID cannot be changed or deleted. Munitions supervision will ensure all munitions and armament related containers and equipment utilize the established naming conventions as identified in this publication and the container ID naming convention reference list. **(T-2)** **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.

8.1.5.1. Containers are identified by "type" and "sub-type" to improve overall container management. Templates and naming conventions for container types and sub-types are pre-defined to standardize these across the DAF. If container types or sub-types do not support requirements, contact the MAJCOM.

8.1.5.2. 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 CRWC.

8.1.5.3. Container IDs may be added by the using organization. Container IDs and items in the context of CnC are not accountable assets.

8.1.5.3.1. 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.

8.1.5.3.2. 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.

8.1.5.4. Individual Container Identification. A unique identifier is assigned to each container managed in TICMS and cannot be duplicated, regardless of type or sub-type. Each unit will load applicable containers by appropriate container type and sub-type using TICMS *Container Maintenance*. **(T-1)** Container ID naming conventions are standardized across the DAF enterprise as follows: **Note:** The container ID naming convention reference list can be found on the Air Force Conventional Munitions SharePoint® site. Aircraft in TICMS are slightly different than CnC containers in that station management is incorporated for the type of aircraft. Additionally, aircraft containers are established using TICMS *Create Aircraft*. If duplication errors occur when creating containers in TICMS, submit a CRM. Units without assigned aircraft and having no wing designator will use a two-digit command code of parent MAJCOM identified in **Figure 8.2**, "MAJCOM Command Codes" as the wing designator. **(T-2)**

Figure 8.2. MAJCOM Command Codes.

03 - AFOTEC	0R - PACAF	1R - AFAFRICA
0B - USAFA	1C - ACC	3X - AFCNT
0D - USAFE	1F - GACP	4Z - ANG
0J - AETC	1L - AMC	GS - AFGSC
0M - AFRC	1M - AFMC	XX - AFSOC

8.1.5.4.1. Aircraft: Load the two-digit aircraft wing designator "tail flash" as position 1 and 2 (e.g., Langley = FF), the two-digit year of manufacture as position 3 and 4 (e.g., 1989 = 89), and a 6-digit aircraft tail number as position 5 thru 10 (e.g., FF89123456). Units will update aircraft container locations in TICMS. **(T-2)**

8.1.5.4.2. 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). Units will update trailer container locations in TICMS. **(T-2)**

8.1.5.4.3. 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). Units that have loaded containers under Chaff and/or Flare type must move the containers to the "Chaff-Flare" type. **(T-2)** Units will update module container locations in TICMS. **(T-2)**

8.1.5.4.4. 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). Units will update ammunition loader container locations in TICMS. **(T-2)**

8.1.5.4.5. Magazines; Chaff/Flare, Chaff, Flare: Load the two-position wing designator as position 1 and 2, the three-digit m 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). Units will update magazine container locations in TICMS when loaded with countermeasures. **(T-2)**

8.1.5.4.6. ISO Containers: Load a three-digit ISO designator as position 1 thru 3 (e.g., USF or USU) and the 7-digit S/N as position 4 thru 11 (e.g., USF1234567). Units will update ISO container locations in TICMS when loaded with TICMS-managed assets. **(T-1)**

8.1.5.4.7. Munition and Missile Containers: 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 container locations in TICMS when they contain assets. **(T-1)**   **Note**: If the container serial number is illegible, units will create a local serial number.

8.1.5.4.8. Miniature Munitions Carriage Assemblies: To facilitate managing individual SDB munitions loaded on BRU-61 carriage assemblies, units will load BRU-61 carriage IDs as follows: Load the three-digit carriage type as position 1 thru 3 (BRU-61 = B61), 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) or (402306-1 and 402306-3 = LT; 402306-5 = TR) as position 4 and 5, and the five-digit assigned carriage S/N as position 6 thru 10. **(T-1)** Example: B61AB12345 = BRU-61, P/N-105; B61TR12345 = BRU-61, 402306-5. Units will update carriage ID locations in TICMS when they contain assets. **(T-1)**

8.1.6. NWRM Management. Effective management, accountability, positive inventory control (PIC), and total asset visibility (TAV) is essential for classified munitions assets, to include all TICMS-managed NWRM items. This section provides specific TICMS management processes and procedures (receipt, in-check, inspection, stockpile surveillance, warehousing, inventory, accountability, shipment, etc.) applicable to all classified munitions assets. Refer to DAFMAN 20-110 for NWRM roles, responsibilities, designating NWRM assets, and discrepancy reporting procedures; and DAFI 24-602 Volume 2 for NWRM transportation documentation, marking, and packaging. These publications are to be used in conjunction with this manual for complete NWRM management. The following requirements apply to all TICMS-managed NWRM:

8.1.6.1. Item Managers ensure nomenclatures for TICMS-managed NWRM NSNs will be preceded by "NWRM" in the IDR. **(T-0)**

8.1.6.2. All NWRM assets in shipment are subject to classified and sensitive munitions shipment oversight and validation procedures in accordance with **paragraph 8.13.4.9** before NWRM shipments are removed from the TICMS in transit table. Any individual who suspects they have discovered a NWRM discrepancy will immediately notify the MASO. **(T-1)**

8.1.6.3. Maintenance processing for TICMS-managed NWRM:

8.1.6.3.1. Account for, track, and control NWRM by S/N on the stock record account throughout the entire maintenance process. Except to DIFM issue for end item installation, TICMS-managed NWRM will not be processed off accountable records during maintenance processing for any reason. Include these procedures in the local Movement Control OI in accordance with **paragraph 6.1.1.4**.

8.1.6.3.2. Use DIFM consumption issue procedures in accordance with **paragraph 8.10.2.3.3** for NWRM items issued to replace installed components.

8.1.6.3.3. DIFM issued NWRM assets disassembled for maintenance are subject to inventory procedures in accordance with **Attachment 3**.

8.1.6.3.4. 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.).

8.1.6.3.5. 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 or Work Order, IT or AFMC depot maintenance system for depot maintenance actions.

8.1.6.3.6. 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 TICMS stock record account within 24 hours of the disassembly or removal action.

8.1.6.3.7. 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. Continue to account for, track, and control NWRM assets after partial demilitarization, removal of lower assemblies or parts for repair or safing even if the asset is no longer able to perform the function leading to its designation as NWRM. Track these assets until they are disposed of in accordance with IM, GACP, and Air Force Nuclear Weapons Center (AFNWC) instructions.

8.1.6.3.8. 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 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 in accordance with DAFMAN 20-110 to maintain PIC tracking.

8.1.6.3.9. If the partially demilitarized, safed or incomplete item is reassigned a different NSN then create and process a Demilitarization Certificate in accordance with DoDM 4160.28 Volume 2. **(T-0)**

8.1.6.3.10. Maintenance personnel will use the item TO to promptly identify NWRM and complete appropriate maintenance documentation (DD Form 1500 series tags, DAF Form 4387, *Outbound Transportation Protective Service Materiel Worksheet*, DAF Form 4388, *Inbound Transportation Protective Service Materiel Worksheet*,

AFTO Form 350, etc.). **(T-1)** Personnel will also ensure unserviceable NWRM assets from maintenance processing are segregated from NWRM and non-NWRM assets in accordance with **paragraph 6.3.2.4**. **(T-0)**

8.1.6.3.11. For NWRM in maintenance or an installed status, the organization responsible for documenting maintenance actions will ensure all internal tracking, work control documents (e.g., work orders), and build sheets or configuration records, clearly reflect that NWRM is involved. **(T-1)** Completed documents and records are to reflect the NWRM asset S/N and be reported in accordance with 00-20-series TOs and AFI 21-series instructions.

8.1.6.4. NWRM Packing, Marking, and Documentation Procedures: Specific packing and marking procedures for NWRM are included in item specific TOs; published SPIs; web-enabled performance oriented packaging site; TO 11N-35-51, *General Instructions Applicable to Nuclear Weapons*; DAFI 24-602 Volume 2; MIL-STD-2073-1E, *Standard Practice for Military Packaging;* MIL-STD-129R; MIL-STD-130N, *Identification Marking of US Military Property*; DAFI 23-101, *Materiel Management Policy*; and this DAFMAN. The organization will ensure NWRM containing hazardous materials is packed, marked, labeled and documented in accordance with DTR 4500.9-R, Part II and AFMAN 24-604. Refer to **paragraph 4.24.3** for NWRM UII requirements.

8.1.6.4.1. The responsible organization will ensure certified munitions inspectors or other technical specialists are appointed and trained to pack NWRM. **(T-1)**

8.1.6.4.2. The organization will submit NWRM packaging waivers in accordance with DAFI 24-602 Volume 2 when required.

8.1.6.4.3. The shipment originator will 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)** Units will:

8.1.6.4.3.1. Cross-reference the P/N of the item to the NSN using the appropriate cataloging system (C1100, Nuclear Inventory Management and Cataloging System [NIMACS], D043, FLIS, etc.) to ensure proper identification of item resulting from any previous retrofit order actions. **(T-1)**

8.1.6.4.3.2. Validate item identification by NSN on the NWRM consolidated listing (see **paragraph 1.3**) to ensure status as NWRM-managed item. **(T-1)**

8.1.6.4.4. Two personnel will pack NWRM and complete related packing documents. **(T-1)** One individual will perform packing and the second individual will perform verification of the packing. **(T-1)**

8.1.6.4.5. The individuals initiating packing will prepare DAF Form 4387 and complete section I prior to presenting NWRM for shipment to the installation transportation activity. **(T-1)**

8.1.6.4.6. The organization will 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 or to validate item identity or quantity does not require completion of new DD Form 1500 series condition tags.

8.1.6.4.7. The organization will identify discrepancies between the TO and asset markings to the MASO and AF Sustainment Center NWRM Transaction Control Cell (NTCC) (see **paragraph 1.3.**) for resolution. **(T-1)**

8.1.6.4.8. The organization will ensure all passive RFID labels placed on NWRM shipping and packaging containers are rendered inoperative by slicing through the embedded antennae and tag, and spray painting over or completely removing it once the asset in the container is removed. **(T-1)** **Note**: Use caution to ensure no damage to container when slicing through the antennae and tag.

8.1.7. TICMS Stock Numbers (TSN). TICMS does not support the creation of a local NSN. However, it does allow creation, with the proper asset information and supporting documentation, of an enterprise wide TICMS stock number (TSN) that: may be used globally; may be included in financial reporting; and prevents duplication and multiple stock numbers being assigned to the same asset.

8.1.7.1. TSNs are created at the enterprise level within the TICMS FMO. Use the GACP CRM system to submit an item and all required information necessary for consideration in establishing a TSN. The minimum information required is listed in **Table 8.1**.

Table 8.1. Minimum Data Required for TICMS Stock Number Provisioning.

TICMS STOCK NUMBER (TSN) REQUIRED DATA ELEMENTS	
Immediate	Follow-on
- Noun - Hazard Class/Division - Hazard Symbol - NEW - Compatibility Group - Unit of Issue - Unit Cost - CIIC - Lot or Serial Number managed - Comments	- Service Life - Shelf Life - DEMIL Code - Source of Supply - Expendability, Recoverability, Reparability Category (ERRC) - Inspection Interval - QUP - Budget Code - UN Number - Part Number - SPI - DIFM Indicator
Note: Requestors will submit key supporting documents that provide all the data elements through the GACP CRM process. **(T-1)** Immediate data elements are the minimum required to initiate provisioning of the TSN as they relate to safety, security and accountability. Source documents may include, but are not limited to, contract purchase order, government purchase card (GPC) purchase order, MIPR, DD Form 1149, *Requisition and Invoice/Shipping Document*, DD Form 1348-1A, DD Form 250, *Material Inspection and Receiving Report*, interim hazard classification, technical data package, COTS approval package, etc.	

8.1.7.2. The construct of the TSN is as follows: See **Table 8.2**.

8.1.7.2.1. Positions 1 through 4: Federal Stock Class (FSC) (or equivalent).

8.1.7.2.2. Position 5: "T" (indicates a TICMS stock number).

8.1.7.2.3. Positions 6 through 9: Sequential serial number from originating DoDAAC.

8.1.7.2.4. Positions 10 through 13: Last four numerical digits from the originating DoDAAC identifier.

Table 8.2. TICMS Stock Number Construct.

TICMS STOCK NUMBER CONSTRUCT												
Position and Description												
1	2	3	4	5	6	7	8	9	10	11	12	13
FSC				T	Sequential Serial Number				DoDAAC Last Four			
Example:												
1	3	0	5	T	0	0	0	1	2	8	2	3
1305T00012823 would be used for the first small arms TSN generated from FV2823												

8.2. Management of Custody Munitions.

8.2.1. Munitions Customer Guides and Munitions Customer Information Matrix. The MASO will ensure that munitions owning and using organizational commanders and custodians are familiar with the policies, responsibilities, and procedures of this DAFMAN, those listed on the AF Form 68, and **Table A4.1**, "Munitions Customer Information Matrix." **(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 in accordance with DAFMAN 90-161.

8.2.2. Conventional Munitions Restricted or Suspended (CMRS).

8.2.2.1. Custody Account CMRS Procedures: When CMRS notices are received, the MASO will ensure that account custodians with affected assets are notified verbally. **(T-1)** Within 24 hours, the MASO will ensure a follow-up notification is sent to affected custodians and their commander electronically via email. **(T-1)** As a minimum, notifications to custody accounts include:

8.2.2.1.1. NSN and Nomenclature.

8.2.2.1.2. Lot or S/Ns.

8.2.2.1.3. Applicable suspension, restriction, or release notice.

8.2.2.1.4. Specific suspension or restriction.

8.2.2.1.5. Required turn-in action including date and time.

8.2.2.1.6. Availability of replacement assets.

8.2.2.2. Consumption Account CMRS Procedures: Consumption account users (e.g., aircrew flight equipment [AFE]; Egress; Maintenance Plans, Scheduling and Documentation [PS&D]; etc.) will monitor the CMRS system for restricted or suspended munitions items. **(T-1)**

8.2.2.2.1. 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 and AFE munitions. **(T-1)** Refer to the CMRS section of the GACP website for instruction to assist AFE users in developing their CMRS training. Auto-notifications from the CMRS system include:

8.2.2.2.1.1. NSN and nomenclature.

8.2.2.2.1.2. Lot or S/Ns.

8.2.2.2.1.3. Applicable suspension, restriction, or release notice.

8.2.2.2.1.4. Specific suspension or restriction.

8.2.2.2.2. 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)**

8.2.2.2.3. AFE personnel will ensure munitions assets affected by CMRS or otherwise unsuitable for their intended purpose are removed from AFE. **(T-1)** Units will contact the local munitions organization to initiate turn-in, requisition, and request issue for replacement assets. **(T-1)**

8.3. Forecasting Procedures.

8.3.1. General Forecasting Guidance. Accurate and complete forecasting is essential to subsequent allocation, requisitioning, distribution, budgeting, and reporting processes. Failure to capture all known requirements at the beginning of the forecasting process, resulting in out-of-cycle processing, may cause delays in support and exorbitant transportation costs. Out-of-cycle requests are not guaranteed to be approved. Implement forecasting procedures in accordance with this DAFMAN and guidance published annually in the PCAR memorandum distributed by the GACP.

8.3.1.1. The MASO will ensure forecasts are validated for accuracy and submitted and allocation procedures followed in accordance with the guidance in this DAFMAN, GACP PCAR memorandum, MAJCOM munitions staff, and data provided from munitions user functional managers (MUFM). **(T-2)**

8.3.1.1.1. 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. The MAJCOM MUFM is responsible for the remaining forecast records.

8.3.1.1.2. The MASO processes unit forecasts using the "validate" function within AMST; however, this is not a validation of the functional user's requirements.

8.3.1.1.3. The MAJCOM MUFMs are responsible for PCAR forecasts identified for MUFM level validation. The applicable MAJCOM suspense date will apply.

8.3.1.2. Munitions User Functional Manager (MUFM): The MUFM will be 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 will ensure that functional area munitions forecasts are prepared, submitted, and managed in accordance with this

DAFMAN; the annual PCAR guidance; and AFMAN 21-209 Volume 1, AFMAN 21-209 Volume 2, or AFMAN 11-212, *Requirements for Aircrew Munitions*, as applicable for their functional area. **(T-1)** Additionally, the MUFM will:

8.3.1.2.1. 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 functional requirements are not developed centrally, the MUFM will notify and direct subordinate units to seek assistance from the MASO in developing their forecast for submission to the MUFM. **(T-2)**

8.3.1.2.2. Develop (e.g., collect, consolidate, and validate) or consolidate their functional area munitions requirements forecast and submit the consolidated forecast. **(T-1)**

8.3.1.2.2.1. Validate all unit or consolidated forecasts for accuracy and completeness (e.g., complete round code [CRC], DODIC, and NSN) on the consolidated forecasts using the capabilities of the AMST Forecast and Allocations Module (FAM). **(T-1)**

8.3.1.2.2.1.1. In validating forecasts, MUFMs must analyze prior year's validated requirements (allocation) and expenditures to ensure unit forecasts that exceed thresholds are appropriately justified, validated, and approved by the unit commander, as necessary. **(T-1)** In accordance with AFMAN 21-209 Volume 1, the threshold for ground munitions forecasts is any forecast quantity that exceeds the previous year's expenditure rate by 10 percent or more. AFMAN 21-209 Volume 2 requires justification for forecasted quantities deviating from the previous year's validated requirement by more than 10 percent. Refer to both of these publications for more information.

8.3.1.2.2.1.2. When the appropriate justification or approval is not included with the submitted forecast, MUFMs will contact the unit custodian or MASO to ensure the custodial unit provides the required information and commander approval prior to the MUFM submitting the forecast. **(T-1)**

8.3.1.2.2.1.3. When centrally developing functional area forecasts, MUFMs will retain all pertinent documentation used in generating the forecast in accordance with the RDS. **(T-1)**

8.3.1.2.2.2. Submit forecasts in the AMST FAM on the GACP website for inclusion in the 5-year munitions forecast. **(T-1)**

8.3.1.2.3. Seek assistance from the MASO, or MAJCOM or NAF munitions staff (or equivalent) to build and submit forecasts. **(T-2)** The munitions staff does not validate other functional area user requirements.

8.3.1.3. Account Custodians will 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.

8.3.2. Missiles. To support CMT and Weapons Load Training, units will only forecast for non-expendable dummy air training missiles (DATM) and captive air training missiles (CATM) in accordance with the *Air Force Standard for Non-Expendable Air-Munitions*

Training. **(T-1)** Units will not forecast for AIM or CATM requirements for expendable or non-expendable aircrew munitions. **(T-1)** Air Combat Command, Director of Operations, Flight Operations Division, Weapons and Tactics Branch (ACC/A3TW) centrally forecasts for these assets in accordance with AFMAN 11-212.

8.3.3. NWRM.   Forecasts, allocations, and distribution activity for TICMS-managed explosive and non-explosive NWRM assets is a coordinated process between MAJCOMs, GACP, Air Force Nuclear Weapons Center, Logistics Directorate (AFNWC/LG), AFGSC/A4Z, and applicable system program offices (SPO). All NWRM IMs for TICMS-managed NWRM assets will receive IM training and fulfill IM responsibilities in accordance with DAFMAN 20-110.

8.3.3.1. TICMS-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, OOCR, and distribution approval authority for TICMS-managed explosive NWRM. AFGSC/A4Z or the SPO is the allocation, OOCR, and distribution approval authority (via the GACP) for TICMS-managed non-explosive NWRM.   Once an allocation change is approved, AFGSC/A4Z coordinates with the GACP to change the detailed logistics allocation report (DLAR) using AMST.

8.3.3.2. AFGSC/A4Z and applicable SPOs review and update requirements and allocations annually, and submit approved allocations to the GACP for update in AMST by 31 July each calendar year.

8.3.3.3. The MASO at an installation with NWRM requirements will validate forecasts for all TICMS-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 AFGSC unit but managed by a MASO assigned to AFMC on the same base.

8.3.4. WRM Mobility, CAT code B. Forecast for miscellaneous mobility munitions covered in AFMAN 21-209 Volume 1 using the GMAT for ground munitions located on the GACP website. CAT code B munitions requirements will be validated by the functional areas they support (e.g., Chaplain, Comptroller, Force Support, etc.) and coordinated through the Installation Deployment Officer (IDO). **(T-1)** The MASO will ensure the forecast includes all wing requirements for these ground munitions under a single mobility account, ORG/SHP code 002BP and Functional User Code L4. **(T-1)**

8.3.4.1. As these forecasts become a consolidation of multiple functional area requirements, the MASO must act as the installation L4 activity to ensure all concerned functional area forecasts are incorporated. **(T-2)** Likewise, the MAJCOM munitions staff may act as the L4 MUFM.

8.3.4.2. 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)** If a unit deploys or intends to preposition a portion of their allocation, the unit will coordinate supportability, establish a CSA, and coordinate an allocation transfer with the gaining unit. **(T-1)** The gaining unit will load the allocation to an ORG/SHP code *other than* an existing 002BP account. **(T-1)** The CSA will address management of the transferred allocations and align with available options in the TICMS *Organizational*

Configuration tab. **Note**: MAJCOMs may provide additional guidance for units managing multiple command code mobility requirements from a single stock record account.

8.3.5. Cartridge Actuated Device/Propellant Actuated Device (CAD/PAD) TCI. Units will 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 in accordance with DAFI 21-101.

8.3.5.1. CAD/PAD item end users must forecast for items not visible in the ALC IMDS/Reliability and Maintainability Information System (REMIS)/G081 by using the AFTO Form 223 (automated or manual) in accordance with TO 00-20-9. **(T-1)**

8.3.5.2. Units supporting KC-10 aircraft must also forecast for ARD-863 cartridges. **(T-1)** Refer to the annual PCAR memorandum for guidance on cartridge forecasting.

8.3.6. 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:

8.3.6.1. For AFE munitions without a master subsidiary relationship code (MSRC), forecast in the same manner as CAD/PAD munitions in accordance with **paragraph 8.3.5**. These items will be identified during the quarterly munitions, PS&D, and Flight Service Center meetings.

8.3.6.2. For AFE munitions with an MSRC, forecast in accordance with **paragraph 15.2**. OOCR procedures apply to these types of assets.

8.3.6.3. 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.

8.3.6.4. 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 and aircrew.

8.3.6.5. AFE Training Munitions: CAT code D is used to forecast aircrew pyrotechnic signaling devices required to support aircrew training.

8.3.7. Non-Expendable Air-Munitions Training Items. Forecast for the minimum quantities of non-expendable air-munitions required to provide realistic munitions production, maintenance, and weapons load crew training utilizing non-expendable air-munitions authorizations in the *Air Force Standard for Non-Expendable Air-Munitions Training* located on the Air Force Conventional Munitions SharePoint® site and in accordance with AFMAN 11-212.

8.3.7.1. Units must provide justification for forecasts that exceed the standard authorizations referencing validated DAF or higher headquarters directives. **(T-1)**

8.3.7.2. Units will establish munitions custody accounts with Munitions Operations section/element and in TICMS to manage allocations and requisitions for these training items. **(T-1)**

8.4. Allocations and Stock Levels Management.

8.4.1. 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. MAJCOM or NAF munitions staffs will distribute each base's entire portion of the command allocation to the appropriate MASO via AMST. **(T-1)** The MAJCOM or NAF may review, realign, or adjust unit allocations based on theater positioning objectives, or unit requirements and capabilities. Allocations are managed continuously throughout the munitions operational flow process to maintain timely processing, visibility, and accountability.

8.4.1.1. The MASO will ensure custodians are informed when new FY allocations become available for review within AMST and assist with OOCRs as necessary. **(T-1)** After levels are auto-loaded into TICMS at the beginning of the fiscal year, the MASO will ensure new FY stock levels are validated and loaded correctly before allowing any new FY expenditures to be processed. **(T-1)** Additionally, the MASO will:

8.4.1.1.1. Ensure the SAAR system is used through the GACP website for all non-MSRG managed assets. **(T-1)**

Exceptions: This does not apply to approved COTS, RDT&E or empty containers, when managed in accordance with **paragraph 10.7**., **paragraph 8.16**, and **paragraph 4.3.2.4**, respectively. Also, asset levels for consumption issues supported by either AFTO Form 223, maintenance work order or approved local disposition do not require SAAR system approval.

8.4.1.1.2. Ensure allocations for flightline support are not consolidated into a single wing account. **(T-1)** These allocations are to support ORG/SHP codes aligned to specific squadrons. Segregated allocation management, performed in a continual manner ensures proper processing, visibility, and accountability. It also provides for the most efficient use of resources, including the potential for effective redistribution at the base level and above.

8.4.1.1.3. Approve or 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/LG, AFGSC/A4Z, or SPO has not tasked the unit to ship these assets. **(T-1)** Allocations will not be increased solely to support excesses without a valid requirement.

8.4.1.1.4. 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 TICMS. **(T-2)**

8.4.1.1.4.1. Ensure the custody account is "frozen" and take action in accordance with **paragraph 8.8.5** if the custodian does not schedule turn-in of identified excess. **(T-2)**

8.4.1.1.4.2. Ensure excess munitions expended after MASO notification are processed using OOCR procedures in accordance with **paragraph 8.4.2**. **(T-1)**

8.4.1.2. 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 allocation transfer requests (ATR) when requirements change, transferring allocations within the functional area, and for munitions availability according to **paragraph 8.4.2** and **paragraph 8.4.3**.

8.4.1.3. Account Custodians will schedule turn-in of non-expendable and expendable munitions in excess of allocations with Munitions Inspection within 14 calendar days of MASO notification. **(T-2)** Account Custodians will turn-in all excess munitions annually NLT 15 Nov. **(T-1)**

8.4.2. Out-of-Cycle Request (OOCR). Using organizations will 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 or MASO may be contacted for guidance on submitting OOCRs.

8.4.2.1. Only submit OOCR for allocated expendable assets when at least 70-percent of the allocation has been expended in TICMS. Future anticipated expenditures are not to be used to satisfy the 70-percent expenditure requirement. However, this does not preclude the MASO or MUFM from coordinating with the appropriate GACP Cell to determine potential OOCR supportability for new, unforeseen munitions requirements when appropriate justification is provided by the using organization commander. If determined supportable, the commander's justification is to be included as part of the OOCR submission.

8.4.2.2. If end of FY expenditures are not processed in TICMS prior to the FY cutoff in accordance with **paragraph 8.11.4** 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.

8.4.2.3. 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.

8.4.2.3.1. Regardless of the reason for the OOCR, and as a matter of procedure, MASOs, MUFMs, and NAF or MAJCOM munitions staff personnel must coordinate within their respective functional areas to alleviate allocation shortages at the lowest possible level by redistributing allocations within their control when feasible. **(T-1)**

8.4.2.3.2. MAJCOM munitions staffs will coordinate, on the behalf of their NAF, with other MAJCOMs to attempt to resolve allocation shortages. **(T-2)**

8.4.2.3.3. If the MUFM, or NAF or MAJCOM munitions staff cannot resolve allocation shortages within their area of control, and must forward any OOCR for Air Staff coordination, a complete summary of actions taken and a complete justification for approving or transferring an allocation (with or without an expected physical redistribution of assets) will be included in the OOCR. **(T-1)**

8.4.2.4. Prior to submitting an OOCR for munitions other than aircrew training:

8.4.2.4.1. The custodian will initiate the OOCR in AMST by citing the GMAT table or other authorizing directive, formula, and expenditure data (if applicable). **(T-1)**

8.4.2.4.2. The MASO will ensure OOCR data and reported expenditures are validated. **(T-1)** If valid, the MASO may convert the OOCR to a direct transfer request and transfer from other accounts within their stock record account when the CAT code and "using" command code are the same. The MASO may also redistribute unused allocations within the stock record account by completing a direct transfer request in AMST in accordance with the *Air Force Munitions Accountability Procedures Guide*. Prior to performing a direct transfer request, the MASO should coordinate with the losing and gaining custodians.

8.4.2.4.3. If the OOCR is not supportable, or requires a CAT code change, the MASO will ensure the OOCR is updated in AMST. **(T-1)** The OOCR is automatically forwarded to the next review level.

8.4.2.4.4. The MUFM with MAJCOM or 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/S4WL for ground munitions; AFCEC/CXD for explosive demolition materials; and AF/A5DW for air-munitions and associated components.

8.4.2.4.5. When reviewing, processing, and approving OOCRs, the MUFM, MAJCOM or NAF munitions staff, and GACP work closely to avoid unnecessary munitions movements. Source and consolidate munitions movements using the most economical means possible.

8.4.2.4.6. If the MUFM with MAJCOM or NAF assistance cannot support an OOCR, they will finalize, forward, or deny the OOCR in AMST. **(T-1)**

8.4.3. Allocation Transfer Requests (ATR). ATRs are submitted to support weapons training deployments, exercises, competitions, demonstrations, tests, or training. Requesting units may submit one ATR against multiple exercises that fall within a single TDY. The dates may include the entire TDY length; however, events that span FYs should be closely coordinated with the GACP. The requesting unit and host must ensure expenditures are charged against the appropriate exercise. After MAJCOM or NAF MUFM coordination (for inter-command transfers), the MASO will ensure an ATR is submitted in the AMST FAM. **(T-1)** Process ATRs in accordance with the *Air Force Munitions Accountability Procedures Guide* posted on the Air Force Conventional Munitions SharePoint® site and the following:

8.4.3.1. 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.

8.4.3.2. 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 CONUS and 210 calendar days for OCONUS before the exercise begins. **(T-2)**

8.4.3.3. The losing and gaining MASOs will ensure the allocation transfer is processed in accordance with the *Air Force Munitions Accountability Procedures Guide* within 14

calendar days of the ATR date. **(T-2)** The gaining MASO and MAJCOM or NAF will notify the losing MASO and MAJCOM or NAF of supportability by updating AMST NLT 7 calendar days after date of the ATR. **(T-2)**

8.4.3.4. The gaining MASO is responsible to requisition (stock control) all increased or transferred allocations, provided the time requirements in **paragraph 8.4.3.3** are met. **(T-1)**

8.4.3.5. Within 14 calendar days of event completion (e.g., exercise, test) the host unit will complete the After Action Report on the GACP website using the original ATR number. **(T-2)**

8.4.3.6. Within 7 calendar days of receiving the After Action Report, the losing and gaining MASOs will ensure allocations that remain from the event are processed in TICMS. **(T-2)**

8.4.4. Stock Levels. Stock levels enable management of physical stock against allocations and positioning objectives. Levels are established in TICMS as authorized by the DLAR and MAJCOM or NAF instructions. The MASO will ensure:

8.4.4.1. Stock levels in TICMS are validated and maintained in accordance with the DLAR and MAJCOM or NAF instructions and notifies custodians when their approved annual allocations are available in AMST. **(T-1)**

8.4.4.2. New FY stock levels are validated and accurately loaded in TICMS. **(T-1)** The MASO will ensure new FY expenditures are not processed until the new FY levels have been validated. **(T-1)**

8.4.4.3. The GACP is notified using the CRM of any host/user relationship or stock level allocation discrepancies. **(T-1)**

8.4.5. WRM Munitions Levels. Munitions supervision and MASOs will:

8.4.5.1. Train personnel to manage all aspects of WRM levels throughout the munitions operational flow process. **(T-2)**

8.4.5.2. 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 TICMS balances using the *Allocation Summary Report*. **(T-3)**

8.4.5.3. Communicate shortfalls and constraints with commanders, MAJCOM, NAF, and GACP. **(T-1)**

8.4.5.4. Maintain built-up assets and components on the stock record account. **(T-1)** Munitions supervision and MASOs will ensure stock assets are not designated as WRM or segregated from other stock assets prior to expenditure. **(T-1)** Once expended, assets may be identified as WRM (or other appropriate category) and a TICMS expenditure is processed against the appropriate ORG/SHP code and CAT code.

8.4.5.5. If munitions assets are physically stored at geographically separated units (GSU) or remote locations (e.g., another base, installation, or region) to support WRM requirements, 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.

8.4.5.6. Manage WRM CAT Codes as follows:

8.4.5.6.1. WRM levels for CAT code G and X may be provided by the MAJCOM or NAF via a WCDO. WRM levels for CAT code F and T are provided by the MAJCOM or NAF via AMST. AF/A5DW provides CAT code Z (STAMP) allocations centrally.

8.4.5.6.2. Load WRM air munitions levels for CAT code G, X, and Z against ORG/SHP code 002WR. **(T-1)** Load levels for CAT code F and T against the appropriate squadron ORG/SHP code as reflected in AMST. **(T-1)**

8.4.5.6.3. CAT Codes B and F represent positioning objectives and when deployed, require a change to a more appropriate CAT Code once in theater. Upon establishment at the deployed location, units will coordinate with the GACP to convert CAT Codes B and F to CAT Code T, or as otherwise determined by the GACP. **(T-1)**

8.4.6. WRM Mobility, CAT code B. The MASO manages WRM Mobility, CAT code B munitions allocations and accounts as follows:

8.4.6.1. Unless otherwise authorized in this DAFMAN, manage CAT code B munitions on the stock record account. This increases logistics flexibility in support of various levels of effort, reduces inventory, management, and administrative tasks for accounts with little or no activity.

8.4.6.2. It is not necessary to physically segregate CAT code B allocated mobility munitions while in base stock.

8.4.6.3. CAT code B assets being deployed are either 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.

8.4.6.3.1. Except when authorized in accordance with **paragraph 8.4.6.5**, assets will not be issued or released prior to receipt of execution or mobilization order, or prior to coordination with the IDO. **Exception**: During local exercises, physical assets may be broken out, staged, and processed for deployment as "bulk-shipped" assets using a TICMS training or exercise environment.

8.4.6.3.2. Proper security and transfer documentation will be completed for these assets in accordance with **paragraph 8.6.4** whether real-world or exercise.

8.4.6.4. 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.

8.4.6.5. When an organization or functional user requests issue of CAT code B allocated munitions before receipt of an execution or 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. The IDO will only consider issuing CAT code B ammunition to custody accounts when:

8.4.6.5.1. Mission circumstances dictate immediate access to munitions and local issue and/or shipment procedures cannot support required deployment timelines. **(T-2)**

8.4.6.5.2. The unit or organization frequently deploys with munitions to locations with no established munitions DoDAAC. **(T-2)**

8.4.6.5.3. Total quantities of wing allocations can support segregation of specific unit's CAT code B mobility munitions allocation. **(T-2)**

8.4.6.5.4. Sufficient CAT code B allocations are not prepositioned at the deployed location. **(T-2)** The IDO and MASO coordinate with the gaining MASO, or MAJCOM or NAF munitions staff to validate assets are not already prepositioned to support deployed munitions requirements.

8.4.6.6. When the MASO approves custody account(s) for CAT code B munitions:

8.4.6.6.1. Limit custody accounts to one per separate residual force (i.e., PRIME BEEF, security forces, EOD, Office of Special Investigations [OSI], etc.).

8.4.6.6.2. Replacements for assets deployed from home station will not be automatically requisitioned. Requisitions are only submitted after expenditures are validated and processed; or shipments are processed removing assets from the stock record account.

8.4.7. CAD/PAD TCI. Plans and schedules generated at the quarterly munitions and PS&D 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 PS&D.

8.4.7.1. Limit on-hand CAD/PAD stock balances to one per mission design series (MDS) supported in case of inadvertent firings or maintenance defects. Justify additional asset balances (above AFTO Form 223 forecasted and authorized spare total quantity) through the IM by SAAR. **Note:** If an item has an AFTO Form 223 for scheduled maintenance, a SAAR is not required to justify the consumption issue.

8.4.7.2. 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.

8.4.7.3. RDT&E and A&S programs will follow stock level guidance developed by AFMC/A4/10/A4M. **(T-1)** The AFMC/A4/10/A4M guidance applies to all agencies and activities supporting AFMC RDT&E and A&S activity regardless of host unit MAJCOM.

8.4.7.4. TCI Extension Requests: Home station PS&D personnel request TCI extensions in accordance with DAFI 21-101 and TO 00-20-1 for all aircraft. The IM is authorized to direct inter-command redistribution of CAD/PAD parts as required without MAJCOM coordination.

8.4.7.5. ICBM and Launch Facility TCI: Load stock levels for ordnance replacement assets in accordance with allocation levels approved by the AFLCMC, Armament Directorate, Munitions Division, CAD/PAD-Joint Program Office (AFLCMC/EBHJ).

8.4.7.6. 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 or inadvertent transient aircraft firing, or unforeseen maintenance incurred while away from home station.

8.4.7.6.1. When authorized and assets are on-hand to support transient aircraft, consumption issue time change items to an existing account using DIFM procedures in accordance with **paragraph 8.10.2.3.3**.

8.4.7.6.2. When assets are not on-hand, request lateral support through the GACP.

8.4.7.6.3. The MASO will ensure disposition of serviceable excess CAD/PAD is requested through the GACP in accordance with **paragraph 4.12.9**. **(T-1)**

8.4.8. Aircrew Flight Equipment (AFE).

8.4.8.1. AFE Replacement (Time Change) Munitions: Issue CAT code A allocated AFE munitions using consumption issue and DIFM control procedures.

8.4.8.2. AFE Munitions Initial Build-up: Issue CAT code T allocated AFE munitions using consumption issue and non-DIFM control procedures. Issue CC-A and CC-C assets with sufficient time remaining to fill requirements in this CAT code.

8.4.8.3. AFE Training Munitions: Issue CAT code D allocated AFE munitions using custody account procedures. Consumption issue or DIFM control procedures are not to be used. Issue CC-B or CC-C assets to fill these requirements before issuing CC-A assets.

8.4.8.4. Tracking Installed AFE Munitions: Units issued AFE (consumption or custody) will be responsible for tracking assets by item lot or serial number and prescribed shelf and service life, and monitoring for restriction/suspension actions in accordance with AFMAN 11-301 Volume 1, *Aircrew Flight Equipment (AFE) Program*. AFE units follow CMRS Procedures in accordance with **paragraph 8.2.2**..

8.4.8.5. AFE Aircraft Transfer Procedures: Losing units will initiate action to transfer assets and 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)**

8.4.9. Non-Expendable Air-Munitions Training Items. Non-expendable air-munitions training items are allocated as CAT code C, non-explosive training end-item munitions based on forecasts submitted by units, MAJCOMs, or MUFMs in accordance with **paragraph 8.3**.

8.4.9.1. Training munitions availability is constrained, limiting allocation and distribution of these items. Not all forecasted non-expendable air-munitions training requirements will be satisfied.

8.4.9.2. Munitions allocated to AETC Schoolhouse units and the 9 MUNS (AFCOMAC) may be carried in CC-B in TICMS and are intended for training use only. Use of DD Form 1500 series tags to identify CC-B student munitions is not required when supporting student training. AETC and AFCOMAC training munitions assets are to be managed and maintained in TICMS and TMRS as outlined in this manual.

8.5. Managing Munitions from the Stock Record Account.

8.5.1. Without specific approved exception, custody accounts are not to be used to manage SGO munitions assets (e.g., flightline, aircraft munitions), non-expendable air-munitions training assets, and other munitions assets used by the MUNS/munitions flight. Manage these munitions assets from the stock record account. This includes assigned tenant flying units (e.g., Total Force Integration, ARC). **Note**: Only issue non-expendable training assets to

custody accounts when used by organizations external to the munitions unit. Manage ICMB motors on custody account with AF Form 68 regardless of ICBM operations being internal or external to the munitions activity's unit. **Exception**: MAJCOMs may approve unit level custody account management procedures in support of SGO, or other munitions activities, only for the following: non-traditional United States Special Operations Command (USSOCOM)/AFSOC and US Air Forces Central (AFCENT) operations; helicopter support at Missile Wings; A&S programs; RDT&E programs; and small arms for unique recurring security requirements when used by the MUNS/munitions flight. In these cases, units will manage the custody account expenditures in accordance with **paragraph 8.11.1**. **(T-1)**

8.5.1.1. Munitions organizations will establish ORG/SHP code accounts to forecast and manage allocation levels. **(T-1)** Only one functional user code and using MAJCOM can be assigned per ORG/SHP code in AMST and TICMS.

8.5.1.2. Authorized levels will be loaded against the ORG/SHP code for the account assets, but will not be issued.

8.5.2. When a tenant flying unit has a separate DoDAAC, the tenant unit will be responsible for allocation and accountability management. **(T-1)** If a tenant flying unit does not have a separate DoDAAC, the MASO for the host DoDAAC will apply and manage tenant unit munitions allocations and expenditures against the appropriate squadron ORG/SHP codes in TICMS. **(T-1)**

8.5.3. To the fullest extent possible, expend SGO assets by CR (if applicable) against the appropriate ORG/SHP code using near real-time transaction processing (e.g., automated-, direct-, or remote-input methods) in accordance with **paragraph 8.1.1.3**.

8.5.4. Assets allocated and managed directly from the stock record account do not require physical segregation. The appropriate ORG/SHP code and CAT code are only assigned at the point of expenditure.

8.5.5. When stock levels are not sufficient to support total wing allocations, the MASO coordinates with wing operational planners (e.g., Operation Group Weapons and Tactics, IDO) to determine priority of support.

8.5.6. 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 will ensure this practice meets DESR 6055.09_DAFMAN 91-201 requirements.

8.5.7. An AF Form 68 is not required to satisfy flightline demands, munitions managed within the MSA, Small arms Ammunition Combat Consumption (SmACC) issues to ORG/SHP code 920CC, or the single wing mobility account 002BP. Assets will not be expended from ORG/SHP code 920CC or 002BP; these are not expenditure accounts.

8.5.8. Stock Record Account Inventories. Conduct stock record account inventories in accordance with **Attachment 3**.

8.5.9. TICMS does not contain a non-accountable program; however, future releases are planned to enable management of static display munitions (SDM) and special packaging instruction (SPI) container and packing materials. In the interim, units will manage these resources in designated areas of AF MC2. **(T-1)**

8.5.10. TICMS Training Program: Munitions supervision will ensure the TICMS Training Program is not used to manage physical property of any kind, from any source (e.g., DoD, DAF, CEA, FMS), or for any purpose. **(T-1)** The TICMS Training Program is only used to train personnel, support exercise data, and assess personnel proficiency.

8.5.11. DAF to DAF Courtesy Storage. Due to NEWQD, security, or space limitations at one location, it may be necessary to store munitions at another location (inclusive of RegAF, USSF, ANG and AFRC). In this situation, to avoid confusion with the terms owner or ownership (as in ownership code), the term "allocated unit" refers to the unit unable to store, but has a requirement or supporting allocation for the munitions. To provide for effective management, the storing unit must maintain a CSA with the allocated unit. **(T-1)** The MASOs of both units coordinate to ensure the following:

8.5.11.1. The allocated unit will create a local shipment (PTO, as required) to the storing unit. **(T-1)**

8.5.11.2. The storing unit will perform a receipt and bring the assets on record as available inventory. **(T-1)** Unless allocations are intended to be managed by the storing unit, create an ORG/SHP code on the storing unit's DoDAAC, ensuring to set the "bypass allowance" option to "Yes" during the process. Selecting the option to bypass disassociates the account from the allocation forecasting and management functions of AMST.

8.5.11.3. The storing unit will issue the received assets to the newly created ORG/SHP. **(T-1)**

8.5.11.4. The allocated unit will ensure required personnel request custodian role assignment to the ORG/SHP created by the storing unit by coordinating a DD Form 2875 for the storing unit's MASO signature. **(T-1)** Then request access and submit the DD Form 2875 within TICMS, specifying the storing unit's DoDAAC in the request. The allocated unit MASO will not request or be granted a custodian role. **(T-1)**

8.5.11.5. The storing unit DoDAAC system administrator will grant access, as appropriate to allow the allocated unit personnel visibility and management of assets on the custody account. **(T-1)**

8.5.11.6. If custody assets are mobilized or deployed, process turn-in from custody and ship from the storing unit stock record account. **Exception**: Ship (PTO) ANG assets back to the allocated unit in order for the ANG unit to receive and ship to the deployed location using the appropriate ANG transportation account code (TAC) and project code (PC) in accordance with **paragraph 8.13.7**.

8.5.12. Management of DAF Munitions at other DoD Installations. This section is intended for permanent or semi-permanent storage arrangements. It does not apply to temporary (30 days or less) storage, or storage at service depots.

8.5.12.1. For periods more than 30 days, DAF units should seek formalized MOAs, MOUs or inter-service support agreements to establish responsibilities between the involved organizations.

8.5.12.2. If requested from the storing activity, the DAF activity will provide asset inventory listings or off-line shipping documents that enable the storing activity to receipt the assets onto the respective APSR. **(T-2)** However, unless specifically authorized

through MAJCOM or GACP direction, do not remove the assets from the DAF DoDAAC records in TICMS. Until all service systems can be modified to communicate inventory details at the DoDAAC level, it is essential that DAF owned munitions remain in TICMS in order to provide visibility, contingency planning and analyses, and other inventory management capabilities.

8.5.12.3. Within TICMS, on the DAF allocated DoDAAC, create a separate facility or facilities that represent the storage at the storing activity. Assign the facility Name and Display Name as to clearly identify the physical location, using the following naming convention: DoDAAC- Installation- Building. For example, "N33430-CmpLemonnier-B987654321"

8.5.12.4. The DAF activity will coordinate any changes in inventory details with the storing activity. **(T-2)**

8.5.13. Other Service/Agency assets courtesy stored at DAF locations. See **paragraph 8.17** for information regarding ownership codes and procedures for storage and management of non-DAF munitions.

8.6. Deployed and Temporary Duty (TDY) Munitions Management.

8.6.1. Expendable Aircraft Munitions. Deploying units must ensure sufficient shelf/service life remain on munitions tactically ferried, organically transported, or otherwise moved to deployed or TDY locations for, to the extent possible, the duration of the deployment or TDY event. **(T-1)** Units should coordinate early with the gaining host unit/gaining MAJCOM to determine supportability and when possible, a plan for replenishment. Without proper shelf-service life management and prior coordination, deploying units are not guaranteed immediate replacement of expired munitions at the deployed/TDY location.

8.6.1.1. Locations with an Established DoDAAC: The home station or owning location initiates a transfer of munitions transported via tactical ferry using the "Transfer" action available under the *Aircraft Load Status* menu. The deployed location imports the aircraft and munitions into the gaining DoDAAC through the *Aircraft In Transit* menu. This process transfers the specific aircraft and the assets loaded on it from the home station to the gaining stock record account as stock assets. WSN records are also transferred retaining the original WSN. The MASO will ensure the aircraft transfer action is only used to transfer aircraft munitions moved via tactical ferry. **(T-1)** Units will not use this function to ship or receive (actual or virtual) any munitions assets that are not physically ferried by tactical aircraft. **(T-1)**

8.6.1.1.1. 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.

8.6.1.1.2. Expenditures While 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 8.11.2.2.3**. or **paragraph 8.11.2.3.7**.

8.6.1.2. Locations without an Established DoDAAC: When expendable munitions must be deployed to a contingency location without an established DoDAAC, the deploying unit

will coordinate with the gaining MAJCOM staff to maintain accountability and management during and after transit. **(T-1)**

8.6.1.2.1. The gaining MAJCOM will establish a DoDAAC at the deployed location to maintain 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 8.6.1.1**.

8.6.1.2.2. Units will not use the aircraft transfer function to ship or receive (actual or virtual) any munitions assets that are not physically ferried by tactical aircraft. **(T-1)**

8.6.1.2.3. Units will identify a host DoDAAC to manage assets within the theater, if establishing a DoDAAC is not feasible for operational reasons (time, host restrictions, etc.) **(T-2)** If a host DoDAAC is used, units will load appropriate storage structures and storage locations to manage assets. **(T-2)**

8.6.1.2.4. 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 identify or establish a DoDAAC within theater. In this event, the gaining MAJCOM and theater managers will provide specific instructions to ensure accountability, management, and reporting of these deployed assets in TICMS. **(T-1)**

8.6.1.2.5. Expenditures While In Transit: Whether managed on an in-place DoDAAC, host DoDAAC, or from home station, if munitions are expended in transit, the gaining MAJCOM will ensure procedures are in place to validate receipt and reporting of expenditures in TICMS or to the home station. **(T-1)** Expend the appropriate quantity against the ORG/SHP code as identified in **paragraph 8.11.2.2.3**. or **paragraph 8.11.2.3.7**.

8.6.2. Mobility Air Forces (MAF) Staged or Deployed WRM Countermeasures. Tactical control (TACON) and non-TACON:

8.6.2.1. Accountability for C-5 or C-17 WRM countermeasures remain with the home station MASO until resupply is required when these aircraft are staged at OCONUS locations. **(T-1)**

8.6.2.2. Countermeasures loaded on staged C-5 or C-17 aircraft that require resupply are to be imported at the time of physical asset download, in accordance with **paragraph 8.6.1.1**. Check TICMS *Aircraft In Transit* to determine if the aircraft is available to accept/import into the gaining DoDAAC. If not available, contact the current owning DoDAAC.

8.6.2.3. The aircraft container and associated munitions are only imported by another stock record account when resupply is needed or when the staged aircraft returns to home station. Units should make every effort to load the chaff-flare magazine container on one of the owning unit's assigned tails to ensure Special Purpose Recoverables Authorized Maintenance accountability.

8.6.2.4. 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 in accordance

with **paragraph 8.6.1.1** **(T-2)** The deployed location will coordinate with the originating location to obtain service life data. **(T-1)** The following is not authorized:

8.6.2.4.1. Cross-loading of countermeasures from deploying or redeploying aircraft.

8.6.2.4.2. Holding countermeasures from a deployed aircraft for loading during redeployment.

8.6.3. Non-expendable Training Munitions. Accountability and allocations of deployed non-expendable training munitions (e.g., captive missiles, argon bottles) are to be transferred to the deployed stock record account.

8.6.3.1. Follow the deployed location's MAJCOM, theater, and installation 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.

8.6.3.2. The deployed location and home station MASOs will ensure appropriate coordination prior to the allocation transfer process. **(T-2)**

8.6.3.3. Only deploy essential non-expendable training munitions. Prior to deployment, home station munitions supervision will coordinate with deployed location munitions supervision to validate availability of in-place training munitions for use by the deployed unit. **(T-3)**

8.6.3.4. DoDAAC is Established: When deploying non-expendable training munitions to a location with an established DoDAAC:

8.6.3.4.1. The home station MASO will ensure an ATR is submitted in accordance with **paragraph 8.4.3** when non-expendable munitions assets are tactical ferried and transferred using the aircraft transfer function. **(T-2)**

8.6.3.4.2. The munitions activity will maintain and manage all maintenance records and documentation for deployed CATM assets (i.e., TMRS) at the deployed location. **(T-2)**

8.6.3.4.2.1. Home station munitions supervision will ensure TMRS records are electronically transferred to the deployed location. **(T-2)**

8.6.3.4.2.2. 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)**

8.6.3.4.3. The deployed unit will be responsible to ensure all non-expendable training munitions return to home station upon redeployment. **(T-2)**

8.6.3.5. 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.

8.6.4. Deployment of Custody Account Assets. If custodians require shipment of assets via the transportation activity to an established DoDAAC, assets are to be turned in to the MSA and appropriate shipment documents processed. Shipment documents are forwarded to the gaining MASO.

8.6.4.1. If shipment is to a location with no established DoDAAC, contact the MAJCOM or NAF munitions staff, which will coordinate with the MAJCOM or NAF with operational oversight of the deployment location to establish a DoDAAC in accordance with **paragraph 10.1** or designate an existing host DoDAAC to provide MASO oversight. **(T-2)**

8.6.4.2. Instead of shipment, the MASO may request MAJCOM or NAF (or equivalent) approval to retain deploying assets on custodial account. **Exception**: Various missions that support frequent operations or training missions shorter than 30 calendar days (OSI, para rescue, AFE, etc.) are authorized to maintain assets on home station custody account and do not require MAJCOM or NAF approval.

8.6.4.3. If custodians ship munitions using mobility channels, the MASO must ensure turn-in and shipment of assets. **(T-2)** Shipment documents are forwarded to the gaining MASO designated by the MAJCOM or NAF having operational oversight.

8.6.4.4. 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)**

8.6.4.5. Support individual contingency deployment tasking from an existing custody account when possible. Deploying members must furnish a copy of their orders or other official communication (i.e., official email or memorandum signed by IDO) stating member must deploy with ammunition. **(T-2)**

8.6.4.6. If personnel must hand-carry weapons and munitions, the following procedures must be used:

8.6.4.6.1. The MASO ensures turn-in (if required) or shipment is processed (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 or NAF having operational oversight. The MAJCOM or NAF will establish a DoDAAC in accordance with **paragraph 10.1** or designate an existing DoDAAC to provide MASO oversight. **(T-2)**

8.6.4.6.1.1. Provide a copy of the shipment document to deploying individual.

8.6.4.6.1.2. 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 DAF 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, grade, organization, and home base DSN (social security number will not be used). This documentation will be given to the home station MASO upon return from deployment."

8.6.4.7. Once munitions have been shipped, units must contact the MAJCOM or NAF for replacement procedures. **(T-3)**

8.7. 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; AWP; Unsatisfactory Reports and DRs for TICMS-managed NWRM assets; and/or approved ATR or OOCR.

8.7.1. 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 DAF inventory.

8.7.2. 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 12** for contingency sourcing guidance.

8.7.3. Processing and Supporting Requisitions. The MASO will ensure that requisitions are submitted and managed in accordance with GACP, AFNWC, and SPO coordinated guidance and this DAFMAN. **(T-1)** Prior to processing or supporting requisitions, the MASO will ensure:

8.7.3.1. Required technical data and storage capacity is available. **(T-1)**

8.7.3.2. 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 or high expenditure assets or to fully utilize transportation capacity and resources.

8.7.3.2.1. Requisitioned quantities consider current on-hand balances, validated due-ins, projected current FY expenditures, and approved ATR or 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.

8.7.3.2.2. In accordance with DoDM 5100.76, the owning IM will ensure adequacy of requisition verification procedures for SRC I missiles and rockets. These procedures are to include steps to positively validate authorized requisitions and reject unauthorized requisitions. Procurement contracts must provide for individual item serialization of SRC I assets.

8.7.3.3. A detailed justification will be provided in the TICMS requisition "Notes" field to support unique or specific requirements or when past expenditure history does not support the request.

8.7.3.4. The proper project code and requisitioning priority are used. **(T-1)** Requisitioning priorities are established in **Table 8.3**, "Requisitioning Priorities." PACER AMMO project codes are identified in **Table 8.5**, "Transportation Account Codes (TAC) and PACER AMMO Project Codes."

8.7.3.5. Requisitions in support of the annual DLAR include the applicable FY that the DLAR applies to in "Notes" field of the TICMS requisition. **(T-1)** Example: "FYXX alloc."

8.7.4. Mission Capable (MICAP) Requisitions. MICAPs are authorized only when lack of an asset will cause grounding of a MICAP reportable end item in accordance with the SRD found

in TO 00-20-2. In TICMS, enter "999" in the special requirements code field and establish the required delivery date (RDD) as 7 calendar days from date of entry.

8.7.4.1. MICAP requisitions will be submitted in TICMS. **(T-1)** If TICMS is unavailable, requisitions will be submitted in accordance with Defense Logistics Manual (DLM) 4000.25 Volume 2, *Supply Standards and Procedures*, Chapter 4, "Requisitioning;" and GACP, NAF, or MAJCOM guidance using the "MICAP" link on the GACP CRM.

8.7.4.2. Units submitting MICAP requisitions will contact the GACP via the CRM, attaching all pertinent information (emergency issue request memorandum, etc.), and by telephone as soon as possible after submission. **(T-1)** See **paragraph 1.3** for GACP contact information.

8.7.4.3. 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.

8.7.4.4. 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.

8.7.5. Requisition Follow-Up Support. The GACP will contact the requesting unit if additional information or clarification is needed for a requisition. Munitions Operations personnel may contact the GACP via CRM for requisition follow-up support after utilizing all other available requisition follow-up and research tools as described below.

8.7.5.1. Units will monitor requisitions weekly using the TICMS *Search Requisition* and *Requisition Summary* menus, Integrated Data Environment (IDE)/Global Transportation Network (GTN) Convergence (IGC), and the AFMC TrackerLite. **(T-2)** Additionally, requisitions are to be reconciled weekly to satisfy AWP actions with Munitions Scheduling. **Note**: The AFMC TrackerLite (see **paragraph 1.3.**) provides integrated logistics query tools that can be used to monitor and reconcile requisitions.

8.7.5.2. Sourced Requisitions: Units will follow-up monthly with the "ship from" activity. **(T-2)** For requisitions sourced from 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)**

8.7.5.3. New and Open Requisitions: Units may contact the GACP via CRM to validate and request a status update when requisitions are in new or open status (and not acknowledged) for more than 14 calendar days.

8.7.5.4. Backordered Requisitions: Units will contact the GACP via CRM after the estimated ship date has passed. **(T-2)** The estimated ship date can be found within the details of the requisition by clicking the document number from the *Search Requisition* menu. For CAD/PAD assets not available prior to required installation date, coordinate with PS&D so shelf/service life extensions can be submitted to the applicable IM.

8.7.5.5. Units that need to cancel sourced requisitions must coordinate with GACP via CRM prior to cancelling in TICMS. **(T-1)**

8.7.5.6. The TICMS *Search Requisitions* menu serves as authority to fulfill a requisition when a DODAAC is assigned as the "ship from" DoDAAC. The MASO will ensure this listing is reviewed daily. **(T-1)** If a redistribution order (RDO) request cannot be supported, contact the GACP for approval to deny the RDO via CRM using the RDO Denial option under the Munitions Shipments tab. Units will not cancel a requisition unless approval from the GACP is obtained first. **(T-1)** If the GACP approves the denial, the GACP will add a cancellation tracking event, cancel the requisition, and submit a new requisition, if required.

8.7.5.7. 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.

8.7.5.8. The GACP is authorized to approve, disapprove, cancel or change requisitions based on changing or competing priorities, transportation constraints, worldwide (or theater) availability of assets, etc.

8.7.5.9. When canceling a requisition or unsatisfied RDO, the GACP will notify the unit by entering rationale in the TICMS requisition tracking tab using tracking event code "BQ."

Table 8.3. Requisitioning Priorities.

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 (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	

REQUISITIONING PRIORITIES				
Requisitioning Priority Designator	**01-03** **Notes 1, 2**	**04-08** **Note 3**	**09-15** **Note 4**	**Responsible Agency**
Cycle Segments	**Calendar Days**			

The time schedule stated in this table should be used as a planning tool to coordinate 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, Part II, Chapter 203, Table 203-3, "Application of Transportation Mode/Priorities."

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 TICMS-managed NWRM assets will be "03."

** If the requisition is intended for Europe, 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 Southwest Asia, 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 Europe, 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 Southwest Asia, 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 HC/D 1.3 through 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.

8.7.6. NWRM. An approved allocation in TICMS constitutes verification of a requisition. Verification of NWRM requisitions is accomplished through the annual forecasting and allocation process via AMST and TICMS.

8.7.6.1. Manual release of NWRM requisitions is not required when organizations with an approved allocation for an NWRM asset is loaded in TICMS.

8.7.6.2. NWRM is only requisitioned up to the approved allocated quantity. NWRM requisitions are not increased up to QUP.

8.7.6.3. When requisitioning NWRM assets, consider current on-hand balance, validated due-ins, projected current FY issues and expenditures, and approved ATR or OOCR.

8.7.7. WRM. OCONUS units requisition (call forward) WRM assets only after previously coordinating with the MAJCOM and GACP. **(T-2)** WRM call forward assets are planned and coordinated based upon allocated assets, and available transportation, funding, and storage.

8.7.8. Missiles. Missile allocations are centrally controlled by HAF and published in the DLAR, munitions movement plan (MMP), and AMST. The GACP distributes available air superiority missiles (ASM) based on approved allocations and in coordination with the applicable PT or IPT, MAJCOMs, and NAFs.

8.7.8.1. Units will submit requisitions for ASMs (AIM-9, AIM-120, AGM-88, or ADM-160), to include CATM that are centrally allocated and distributed for aircrew training, when quantities fall below allocated levels. **(T-2)** Units may requisition ASM training assets for other purposes as authorized in accordance with the *Air Force Standard for Non-Expendable Air-Munitions Training*.

8.7.8.2. Units may requisition the missile body section and guidance control section (GCS), as required, to build-up a CATM. If ordered, the MASO will ensure the following remarks are placed in the requisition "Notes" field: "FYXX Alloc CATM New Build." **(T-1)**

8.7.8.3. 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 GCSs will be shipped based on IPT direction. Place the quantity of shipped GCSs, transportation control number (TCN) and CC-F in the "Notes" field (i.e., 4 EA FV000373297503, F). GCSs will be shipped by QUP. **Note:** Units failing to include required data may receive a denial status code of 'CA' with reason for rejection.

8.7.9. TCI (CAD/PAD) Requisitioning.

8.7.9.1. Munitions organizations will meet quarterly with Maintenance Operations flight, PS&D, AFE, and the Flight Service Center to determine MASO requisitioning requirements for the next nine month period by MDS, by tail number, or by the S/N of the next higher assembly. **(T-1)**

8.7.9.1.1. During the quarterly munitions, PS&D, and Flight Service Center meeting, TCI requirements for aircraft scheduled for depot maintenance will 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. PS&D will identify those items that will be requisitioned by the depot maintenance activity. **(T-1)**

8.7.9.1.2. 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)**

8.7.9.2. To facilitate quarterly requisitioning, PS&D 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 in accordance with **Table 8.4**, "OCONUS and CONUS Time Change Requisitioning Schedule." **(T-1)**

8.7.9.3. The MASO will ensure wing TCI requirements are consolidated and are validated by PS&D at quarterly meetings. **(T-1)** The MASO (or designated representative) and PS&D 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.

8.7.9.4. The MASO will ensure submission of quarterly consolidated requisitions in TICMS, based on the quarterly maintenance meeting. **(T-1)** List the applicable tail numbers or S/N of the next higher assembly in the "Notes" field of the TICMS requisition. Submit requisitions to allow sufficient time for surface movement to deliver assets to meet scheduled maintenance. Prior to submitting requisitions, refer to **Table 8.3** for requisitioning priorities and RDD timelines and **Table 8.4** for the OCONUS and CONUS time change requisition schedule.

8.7.9.4.1. The quarterly consolidated requisition determines the authorized stock level to be loaded in TICMS.

8.7.9.4.2. Provide supplemental shipping address when applicable.

8.7.9.4.3. When deployed aircraft will be due time change maintenance during a deployed period, notify the gaining MAJCOM or NAF and MASO of the requisition and applicable tail numbers.

8.7.9.4.4. TCI requisitions not submitted in accordance with **Table 8.3** and **Table 8.4** 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, Part II. Out-of-cycle TCI requisitions may be submitted to the GACP at any time with sufficient justification. Justification will include: memorandum signed by the MXG/CC (or equivalent) and an incident or accident report, inspection record, aircraft transfer records, or other pertinent supporting documentation. Justification for out-of-cycle requisitions to replace TCI affected by CMRS restriction or suspension do not require the commander memorandum, but must reference the CMRS Suspense Number.

Table 8.4. OCONUS and CONUS Time Change Requisitioning Schedule.

OCONUS AND CONUS TIME CHANGE REQUISITIONING SCHEDULE		
Required Month	**Earliest Requisition Date**	**Latest Requisition Date**
OCONUS:		
Jan – Mar	1 Sep	15 Sep
Apr – Jun	1 Dec	15 Dec
Jul – Sep	1 Mar	15 Mar
Oct – Dec	1 Jun	15 Jun
CONUS:		
Jan – Mar	1 Oct	1 Nov
Apr – Jun	1 Jan	1 Feb
Jul – Sep	1 Apr	1 May
Oct – Dec	1 Jul	1 Aug

8.8. Custody Account Management. Note: Custody account management includes procedures to manage consumption issued assets.

8.8.1. Responsibilities.

8.8.1.1. Commanders or civil service (GS/GM) division heads (or equivalent) will, for units that "use" or "possess" munitions, ensure proper operation and custody of munitions issued to the unit's custody accounts. **(T-1)** Additionally, they, or their authorized delegates will:

8.8.1.1.1. Sign and ensure compliance with requirements of the AF Form 68 in accordance with **paragraph 8.8.2**, references in **Table A4.1** and local MASO requirements. **(T-1)** This also includes completion of the current version of the computer based training module titled "Commanders of Non-munitions Organizations that Use Munitions Training" located on the Air Force myLearning platform.

8.8.1.1.2. Appoint account custodians to execute custodial duties on their behalf, or may personally receipt for and manage account munitions. **(T-1)**

8.8.1.1.3. Ensure contractors do not sign the AF Form 68 to appoint or approve munitions custodians. **(T-0)**

8.8.1.1.3.1. In contracted operations, a military officer holding command authority, or federal civilian (GS/GM) division heads will sign the AF Form 68. **(T-1)**

8.8.1.1.3.2. 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)**

8.8.1.1.4. Develop and publish written internal management controls for oversight and compliance with munitions custody account responsibilities. **(T-1)**

8.8.1.1.5. Delegate their authority by memorandum, when they deem necessary, to personnel with operational responsibility for signing munitions account documentation. **(T-2)** Commanders or civil service (GS/GM) division heads (or equivalent) will ensure a copy of the signed delegation memorandum is provided to the MASO before account documentation will be accepted from the delegate. **(T-1)**

8.8.1.1.5.1. 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 complete the current version of the computer based training module titled "Commanders of Non-munitions Organizations that Use Munitions Training" located on the Air Force myLearning platform, and 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)**

8.8.1.1.5.2. The delegation memorandum must be signed by the appropriate commander or civil service division head. **(T-1)** Vice and deputy signatures will not be accepted. The delegation memorandum will include the statements shown in **Figure 8.3**, "Commander or Civilian Division Head Delegation Memorandum Statement."

8.8.1.1.5.3. Delegation of authority does not release the commanders or civilian division heads from pecuniary liability. They will remain responsible for overall custody account management. **(T-1)**

8.8.1.1.6. Ensure DAF owned munitions are not released to agencies or individuals outside the DAF, except as authorized by CCDR authority in accordance with **paragraph 10.4.3**. **(T-1)**

8.8.1.1.7. Initiate a formal CSA with the munitions storage activity when such storage is required or considered in the best interest of the DAF. **(T-2)**

8.8.1.1.8. Ensure personnel requiring access to TICMS submit a TICMS - DD Form 2875 in accordance with **paragraph 14.3.3**. **(T-1)**

8.8.1.2. 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:

8.8.1.2.1. Ensure a "face-to-face" briefing and training are provided to the unit commander (or equivalent), appointed delegates (delegation memorandum statement or G-series), and all account custodians to inform responsible personnel on their applicable account responsibilities. **(T-1)** The AF Form 68, Part II and Part III "Briefing Statements;" **Attachment 4** of this publication; and the *Air Force Munitions Accountability Procedures Guide* (if applicable) is used to provide this training, before signing the AF Form 68. Computer based training modules on the Air Force

myLearning platform provide supplementary training but do not replace this briefing. Collaborative or virtual meeting software may be used to conduct these meetings and training sessions.

8.8.1.2.2. Approve and enforce requirements of the AF Form 68. **(T-1)**

8.8.1.2.3. Ensure customers are provided a listing of munitions key points of contact for normal and after hours support. **(T-3)**

8.8.1.3. Munitions Operations section/element will manage day-to-day activity (e.g., allocations, stock levels, requisitioning, AF Forms 68) of custody accounts on behalf of the MASO. **(T-1)**

Figure 8.3. Commander or 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 _____ (Organization/Shop code), does not relieve me of legal or pecuniary responsibility for the proper custodial management and accountability, in accordance with DAFMAN 21-201, *Munitions Management*, for the munitions maintained on this account."

8.8.1.4. 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:

8.8.1.4.1. Complete the current version of the computer based training module titled "Munitions Custodian Training" located on the Air Force myLearning platform prior to assuming custodian duties. **(T-1)**

8.8.1.4.2. Pick-up and deliver all requested, issued, and turn-in custody munitions to and from the munitions storage area. **(T-2)**

8.8.1.4.3. Ensure unit allocations are not exceeded. **(T-1)**

8.8.1.4.4. 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.

8.8.1.4.5. Submit expenditure requests and retain supporting documentation in accordance with **paragraph 8.11.1**. **(T-1)**

8.8.1.4.6. Maintain packing material to repackage munitions maintained on their account. **(T-2)**

8.8.1.4.7. 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 in accordance with TO 11A-1-60 will develop procedures for disposal of packaging and residue, or provide reimbursement to pay for replacement packaging. **(T-1)**

8.8.1.4.8. Support the development and submission of the unit's annual munitions forecasts in accordance with this DAFMAN; the annual PCAR guidance; and AFMAN 21-209 Volume 1, AFMAN 21-209 Volume 2, or AFMAN 11-212, as applicable for the unit's functional area. **(T-1)**

8.8.1.4.8.1. If the MUFM does not develop the forecast for the unit, the custodian will coordinate with and follow guidance from the MUFM and the MASO as necessary. **(T-1)**   The MASO can assist in ensuring the custodian has the information necessary to properly forecast and justify munitions quantities.

8.8.1.4.8.2. Custodians that forecast quantities exceeding certain thresholds must, prior to submission, ensure the forecast is appropriately justified, validated, and approved by the unit commander, as necessary. **(T-1)** In accordance with AFMAN 21-209 Volume 1, the threshold for ground munitions forecasts is any forecast quantity that exceeds the previous year's expenditure rate by 10 percent or more. AFMAN 21-209 Volume 2 requires justification for forecasted quantities deviating from the previous year's validated requirement by more than 10 percent. Refer to both of these publications for more information.

8.8.1.4.8.3. Custodians must retain all documentation (e.g., signed forecast, training plans, past expenditure reports, all calculations used) associated with generating unit level munitions forecasts in accordance with the RDS. **(T-1)**

8.8.2. 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 may need access to TICMS to manage their accounts. The AF Form 68 may also be used to identify other service or agency personnel authorized to receive and manage other ownership code-designated munitions (see **paragraph 8.17.1**.). The AF Form 68 is prepared and used as follows:

8.8.2.1. Use the AF Form 68 to appoint munitions account custodians. Units will complete and submit the AF Form 68 to the MASO for signature approval. **(T-1)**

8.8.2.1.1. 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)**

8.8.2.1.2. Unit commanders will appoint designated munitions custodians listed in Part II by signing Part III of the AF Form 68. **(T-1)**

8.8.2.1.3. The MASO approves the AF Form 68 by signing Part IV.

8.8.2.2. New AF Forms 68 will be completed using the current published form, as designed, and digital signatures will be used. **(T-1)** Hard copy AF Forms 68 are authorized only when electronic capability and filing does not exist.

8.8.2.3. The AF Form 68 will be used for all accounts established to manage RDT&E and A&S munitions assets in accordance with the exceptions to **paragraph 8.5.1**. **(T-1)**

8.8.2.4. 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)**

8.8.2.5. RegAF, USSF, 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.

8.8.2.6. Individuals will not be added to an AF Form 68 after it is approved by the MASO. **(T-1)**

8.8.2.7. 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, annotate the word "Addendum" in the 'Organization and Shop Code' block of Part I, and file it with the original.

8.8.2.8. Withdrawal actions cannot be undone; to reinstate a withdrawn custodian a new or "addendum" AF Form 68 is submitted. To withdraw a custodian's authorization for any reason, within 24 hours, the unit commander or civilian division head (or equivalent), delegate, or account custodian (as appropriate) will take one of the following actions:

8.8.2.8.1. Option 1: Complete and electronically submit a new AF Form 68 to the MASO for approval. **(T-1)** Once approved, Munitions Operations will email a copy to all account custodians. **(T-1)**

8.8.2.8.2. Option 2: Notify the MASO of withdrawal or reassignment actions. **(T-1)** The MASO will ensure:

8.8.2.8.2.1. The individual's authorization is revoked using the revocation function of the AF Form 68. **(T-1)** For forms without this functionality:

8.8.2.8.2.1.1. The original AF Form 68 is printed to portable document format (PDF) and the withdrawn personnel are "red lined" from the AF Form 68 using the "strikethrough" tool in Adobe ® Acrobat ® Professional.

8.8.2.8.2.1.2. The "red lined" PDF AF Form 68 is saved and filed with the original AF Form 68 in accordance with **Attachment 5**, "Munitions Document Control Procedures."

8.8.2.8.2.2. Munitions Operations emails a copy of any updated form(s) to all remaining account custodians. **(T-1)**

8.8.2.9. The custodian's unit will revalidate the AF Form 68 annually. **(T-1)** If there are no changes required, the unit commander, civilian division head (or equivalent), or commander delegate will enter name and date, and sign in the area titled "UNIT REVALIDATION DATE:" of Part III of the AF Form 68, and return to the MASO for filing. **(T-1)** **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.

8.8.2.10. The Munitions Operations section/element will file and maintain the AF Form 68 in accordance with **Attachment 5**. **(T-1)** Ensure that Inspection and Stockpile Management personnel, SA, and custody account monitors will be granted "read" privileges for the account document folders. **(T-2)**

8.8.3. Custody Account Files. Account files are maintained electronically in accordance with **Attachment 5**. Custodians need not maintain separate files, except as indicated in this manual. If a custodian requires a specific record they are not responsible to maintain, they should request it from the Munitions Operations section/element. **(T-3)**

8.8.4. Custody Account Inventories. Conduct custody account inventories in accordance with **Attachment 3**.

8.8.5. Custody Account Deficiencies. When the MASO determines a custody account is not being managed or maintained properly, to include inventory delinquency, in accordance with this manual, the MASO will:

8.8.5.1. Notify the organizational commander in writing and allot 15 calendar days to correct deficiencies. **(T-1)**

8.8.5.2. Ensure the account is "frozen" if discrepancies are not corrected within 15 calendar days of notification. **(T-1)** Further transactions will not be processed until discrepancies are corrected.

8.8.5.3. 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)**

8.8.5.4. Ensure the account is "unfrozen" when identified discrepancies have been corrected; or direct specific assets be turned in to Munitions Inspection. **(T-1)**

8.8.6. Account Closure:

8.8.6.1. 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 email with justification to the MASO who directs closure of the account and forwards the results to the MUFM.

8.8.6.2. 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 squadron/flight for packing material or guidance on otherwise technically suitable packing material.

8.8.6.3. The MASO will ensure no munitions transactions take place until documentation has been received by Munitions Operations. **(T-1)**

8.9. Receiving Munitions.

8.9.1. General Receipt Procedures. TICMS-managed assets, to include NWRM, are in-checked, receiving inspections performed in accordance with TO 11A-1-10, and picked up on TICMS records. Non-explosive NWRM receiving inspections are accomplished in accordance with the applicable technical data. In combat situations, receiving inspections may be conducted as part of the assembly/production process.

8.9.1.1. The munitions activity will process receipts in TICMS before any other actions are taken with the received assets. **(T-0)** Receive Test and/or Contract munitions in accordance with **paragraph 8.16**.

8.9.1.2. Munitions supervision will ensure all SRC I and II AA&E, and classified AA&E shipments, to include TICMS-managed explosive and non-explosive NWRM assets, are in-checked and picked-up on accountable TICMS record immediately upon receipt to verify seals are intact, detect any signs of damage or tampering, and ensure accountability. **(T-1)** If there are any signs of damage or tampering there must be an immediate inventory in accordance with **Attachment 3** to verify quantities received and to determine extent of any damage or tampering.

8.9.1.3. The munitions activity will receive approved COTS munitions onto the stock record account by processing a *Not from Due* receipt. **(T-1)**

8.9.1.4. The munitions activity will ensure the asset is also received in TMRS, if the received asset is a TMRS tracked item. **(T-2)**

8.9.1.5. Receiving Munitions with RAM: The permittee (unit commander in munitions units) will ensure that recipients have the authority and approved permits to receive RAM before the receipt occurs. **(T-0)** Units will coordinate receipts of munitions containing RAM (e.g., 30MM API with DU) with the IRSO before they occur. **(T-0)** Refer to DAFMAN 40-201.

8.9.2. Verifying Receipts and Documentation. Personnel designated and authorized in writing in accordance with **paragraph 3.4.5** will in-check assets. **(T-1)** In-checking consists of comparing shipping documents with outer container markings (e.g., identity & quantity).

8.9.2.1. Trained and qualified personnel will in-check all inbound assets that require transportation protective service in accordance with DTR 4500.9-R utilizing the DAF Form 4388. **(T-1)** The in-check will be performed jointly by an in-checker and certifier and confirmed by signature on the DAF Form 4388. **(T-1)**

8.9.2.2. During in-check of all TICMS-managed assets, munitions activities will verify the nomenclature/noun, NSN/part number, quantity, and lot number or S/N (as applicable) with outer container markings and data on the shipping document. **(T-1)** In-checkers sign receipt documents in accordance with **Attachment 5** when complete, and when required, coordinate with Munitions Operations personnel for annotation of the words "CLASSIFIED ITEM" or "CLASSIFIED NWRM ITEM" as applicable, in red, bold, capital letters on receipt documents. Additionally, during in-check of NWRM assets, munitions activities will:

8.9.2.2.1. 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)**

8.9.2.2.2. Cross-reference the P/N of the item to the NSN using the appropriate cataloging system (C1100, NIMACS, D043, FLIS, etc.) to ensure proper identification of item resulting from any previous retrofit order actions. **(T-1)**

8.9.2.2.3. Validate item identification by NSN on the NWRM consolidated listing (see **paragraph 1.3**) to ensure status as NWRM-managed item. **(T-1)**

8.9.2.3. NWRM assets will not be inspected for the sole purpose of S/N verification. If there is evidence of tampering, the MASO is notified and designated personnel will physically inspect and verify the package contents. **(T-1)** The container will be opened to retrieve the shipping document and the DD Form 1500 series condition tag.

8.9.2.4. The first 14 digits of the TCN, if available, are used to receive shipments from external DoDAACs (depot, contractor, vendors, etc.) when a DD Form 1348-1A or shipping document number is not generated. When no TCN is available, the requisition document number (if available) is used to in-check assets; otherwise use a locally generated FVXXXX document number.

8.9.2.4.1. Except for items requiring specialized handling equipment, units will open NWRM received from non-DAF units (e.g., DOE) 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)**

8.9.2.4.2. Units that receive NWRM from non-DAF units that require specialized handling equipment will document the DAF Form 4388 as not inspected and will schedule for inspection within 30 calendar days of receipt. **(T-1)**

8.9.3. Receipt Discrepancies. Identify and report any TICMS-managed assets, including COTS, received without sufficient accountability and identity documentation or improper packaging in accordance with the reporting requirements below; also refer to and report NWRM discrepancies in accordance with DAFMAN 20-110. Process receipt discrepancies as follows:

8.9.3.1. When the received NSN/part number, quantity, lot and/or serial number 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. Research may include contacting the shipment originator and/or the GACP for assistance.

8.9.3.2. Incoming ammunition shipments of non-standard items received without sufficient documentation constitute a potential safety hazard to both facilities and personnel. Munitions supervision will be notified prior to accepting these assets. **(T-1)**

8.9.3.3. For incoming ammunition shipments received without sufficient documentation, contact the shipping activity and request the required information or documentation be provided.

8.9.3.4. If attempts to retrieve missing shipping documentation from the shipping activity are unsuccessful, all information must be validated, and an off-line shipping document, DD Form 1348-1A, is prepared to support the receipt process. Stamp or annotate the DD Form 1348-1A, "Shipping Documentation Not Received."

8.9.3.5. For all item or packaging discrepancies attributable to the shipper (military, government, vendors, manufacturer, repair contractor, etc.), the receiving activity will prepare and submit an automated supply discrepancy report (SDR) using the web-based DoD Web SDR (WebSDR) as prescribed by DLM 4000.25 Volume 2, Chapter 17, "Supply Discrepancy Reporting." **Note**: Refer to reporting criteria within DLM 4000.25 Volume 2 regarding SDR submission and response time standards.

8.9.3.5.1. If the DoD WebSDR system is not available, a manual SF 364, *Report of Discrepancy (ROD)*, also referred to as an SDR, is submitted through email to **dlacontactcenter@dla.mil** or contact the customer service help lines at 1-877-352-2255 (1-877-DLA-CALL). See **paragraph 1.3**.

8.9.3.5.2. Access to the DoD WebSDR requires submission of a SAAR available at the Defense Automatic Addressing System home page (see **paragraph 1.3**.).

8.9.3.5.3. DoD WebSDR training can be obtained by login to the WebSDR application and navigating to the WebSDR training slides link.

8.9.3.5.4. SDR Distribution. Refer to DLM 4000.25 Volume 2 for mandatory recipients for SDR submissions, in addition to the following as applicable:

8.9.3.5.4.1. For a shipping (Item) discrepancy, email a copy to the shipping activity, the responsible ALC or Inventory Control Point (ATTN: Appropriate IM obtained from the IDR), the MAJCOM/A4W or equivalent (both if shipper and receiving MAJCOMs are different), and the local MASO.

8.9.3.5.4.2. For packaging discrepancies, a copy is sent to the shipping activity, the GACP (ATTN: Appropriate IM obtained from the IDR), and the MAJCOM or NAF.

8.9.3.6. The DD Form 1149, *Requisition and Invoice/Shipping Document* or DD Form 250, *Material Inspection and Receiving Report* may be used in place of the DD Form 1348-1A for munitions/missile shipments from contract facilities and is acceptable. Units are not required to recreate shipping documents.

8.9.3.7. When shipments are received or delivered by personnel not appointed on an approved list, the local transportation management representatives will be contacted for guidance and or approval in accordance with DAFI 24-602 Volume 2. Refer to **paragraph 8.13.2** for additional guidance for direct vendor shipments and deliveries.

8.9.4. NWRM Receiver Acknowledgements:

8.9.4.1. 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 hours (OCONUS) of receipt. **(T-0)**

8.9.4.2. DAFI 24-602 Volume 2 Report of Shipment (REPSHIP) procedures are not used for TYPE trainers shipped under NOSS.

8.10. Munitions Issues. There are two types of Issues (ISU): consumption and custody.

8.10.1. General Issue Procedures. In addition to specific consumption and custody issues procedures in **paragraph 8.10.2** and **paragraph 8.10.3**, the following general procedures are to be followed:

8.10.1.1. Munitions users will submit issue requests to the munitions organization electronically via TICMS as the preferred method. **(T-3)** The MASO may authorize other methods such as email, verbal or written requests.

8.10.1.2. TICMS-managed NWRM (as with any other munitions item) will not be issued on a DAF Form 1297, *Temporary Issue Receipt*. In all cases, TICMS-managed NWRM

will be either consumption issued with DIFM indicator for install, issued to custody account, or managed on the stock record account.

8.10.1.3. Munitions are issued in QUP or "LITE box" configuration, when possible, to limit creation of "non-standard" packaging not within SPI configuration. Non-standard packaging creates potential hazard classification conflicts as described in TO 11A-1-10.

8.10.1.4. All issue requests will include the following:

8.10.1.4.1. ORG/SHP code.

8.10.1.4.2. Nomenclature or noun.

8.10.1.4.3. NSN (or part number).

8.10.1.4.4. Quantity.

8.10.1.4.5. CAT code.

8.10.1.4.6. The words "CLASSIFIED ITEM" if applicable. Documents associated with NWRM assets will be stamped "CLASSIFIED NWRM ITEM."

8.10.1.4.7. Date and time required.

8.10.1.4.8. Issue type.

8.10.1.4.9. Grounding date (For consumption issue for aircraft time change items).

8.10.1.5. 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 or consumed within 12 hours of issue. If the request is to support a grounded MICAP reportable end item, but is not supportable due to a lack of munitions assets, requisition required items per **paragraph 8.7.4**.

8.10.1.5.1. Munitions supervision determines supportability. If munitions supervision determines the request is supportable based on availability of assets, people, time and resources, no emergency issue approval is required.

8.10.1.5.2. In cases of competing priorities (e.g., semi-annual inventories, unscheduled issue, etc.), justified emergency requests will be approved, in writing, by the group commander. **(T-2)** This written approval must accompany the issue request.

8.10.1.5.3. Emergency issues should not be routine. Munitions supervision is responsible for identifying to the approval authority any recurring administrative, communications, or scheduling issues that result in successive emergency issue requests. When necessary, commanders will address and resolve these avoidable situations.

8.10.2. Consumption Issues. Consumption issues are limited to those assets that will be consumed or installed within 15 calendar days (i.e., DIFM, time change). **Exception**: Shop stock issues, RDT&E activities, SmACC issues, and EOD disposal issues are not bound by the 15 calendar day rule.

8.10.2.1. If the requesting or storing activity cannot satisfy storage, security or safety requirements, the requesting unit will limit consumption issue requests to the amount to be consumed on the day of issue. **(T-1)**

8.10.2.2. 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). If consumption issue is used, control the consumable parts as shop stock.

8.10.2.3. Consumption issues include SmACC, Stockpile Consumption, DIFM, and EOD Disposal:

8.10.2.3.1. Small arms Ammunition Combat Consumption (SmACC). SmACC procedures are used to issue basic/combat loads of 5.56mm and 9mm small arms ammunition to AF personnel (or personnel typically supported through AF-provided service) prior to deploying/forward-deploying within or into an active combat zone, only when forces deploy *directly* into locations with no munitions support or munitions managing activity, or when the deployed location reasonably precludes munitions receipt and management by a gaining DoDAAC for the period of the deployment. SmACC issues relieve the MASO of physical and materiel accountability and liability for those assets, and transfers accountability to the organization user and/or user's chain of command.

8.10.2.3.1.1. The MASO will ensure SmACC issue procedures are NOT used for any of the following:

8.10.2.3.1.1.1. Personnel deploying or forward-deploying into an established location with munitions management support with sufficient processing time for ammunition issue upon arrival. **(T-2)**

8.10.2.3.1.1.2. Non-deployed operations: individuals or units operating from the permanently assigned installation in CONUS or OCONUS. **(T-2)**

8.10.2.3.1.1.3. On-installation operations: includes gate guards, routine base security operations, nuclear weapons custodial duties, training activities, etc. **(T-2)** These operations are only supported from custody accounts established in accordance with **paragraph 8.8**.

8.10.2.3.1.2. The MASO will ensure MAJCOM or NAF munitions staff (or equivalent) approval is obtained in writing before processing any SmACC issue. **(T-1)** The approval must specify the issuing DoDAAC and the time period that SmACC issues are authorized (e.g., month, FY, until authorization is rescinded). The approval remains in effect for the stated period regardless of MASO appointment.

8.10.2.3.1.3. The MASO will ensure SmACC issues are only 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.

8.10.2.3.1.4. The MASO will ensure, before processing a SmACC issue, a copy of the individual's orders is obtained, and that it is maintained with the consumption issue documents in accordance with the RDS. **(T-1)**

8.10.2.3.1.5. The issuing individual (e.g., Munitions Operations personnel or munitions inspector) will ensure the SmACC Issue Acknowledgment Statement in **Figure 8.4** is printed on the back of the issue document (DD 1348-1, AF Form

4331, etc.) and is signed by the receiver before releasing assets. **(T-1)**

8.10.2.3.1.6. 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.

8.10.2.3.2. 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 are processed against ORG/SHP code 002SM. These documents will be signed by munitions personnel authorized to receipt for munitions assets. An AF Form 68 is not required.

8.10.2.3.2.1. 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 5,000 feet is authorized for issue). Increase the remaining allocation to allow the issue of the asset. Allocation increases above the initial QUP are justified using the ATR or OOCR process to issue quantities up to QUP.

Figure 8.4. 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 Form 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 US 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 US military authority or munitions storage area available or if other US military authority or munitions storage area refuses to accept the small arms ammunition. If turned over to a US military authority or storage area, member will receive documentation showing who accepted accountability for the assets to include: Name, grade, 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 Form 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.

8.10.2.3.2.2. If unused pieces and parts remain from a consumption issue and the parts are no longer required, an ORG TIN will be processed in accordance with **paragraph 8.12.2** to inspect and return parts to stock.

8.10.2.3.2.3. Units will ensure enough assets remain available on the stock record account to support CR builds and expenditures. **(T-2)**

8.10.2.3.3. 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 expendability, recoverability, reparability category (ERRC) code "XD" assets are issued and controlled using DIFM procedures. DIFM will not be used for any air-launched/dropped munitions and their associated inert, dummy, or training assets. TICMS *Overdue Returns Report* will be used to monitor DIFM assets to ensure they are returned within 15 calendar days. The 15 calendar day count starts from the date assets were physically received by the customer. **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, USSF, ANG, or AFRC munitions activity to service DIFM activity. This exception does not apply to any disposition instructions provided by the equipment specialist or DDA.

8.10.2.3.3.1. For initial issue requests the DIFM bypass indicator will be used.

8.10.2.3.3.2. All replacement AFE munitions requirements, regardless of ERRC, are consumption issued using DIFM procedures.

8.10.2.3.3.3. Each owning IM or ES with assets managed in TICMS, regardless of organizational assignment, will have an active TICMS account and ensure the TICMS IDR is current. **(T-1)** The owning IM or ES will ensure that all TICMS-managed NWRM items have the time change indicator set to "Y." **(T-1)** Users should notify the GACP via the CRM if the time change indicator for any TICMS-managed NWRM asset is not set to "Y."

8.10.2.3.4. EOD Disposal. Munitions activities will use the consumption issue process for items requiring local disposal of explosive munitions by EOD (emergency or routine).

8.10.2.3.4.1. Use the "default" EOD ORG/SHP code 920RW under CAT code Y only for assets requiring EOD disposal; refer to **paragraph 4.13.7.5**. An AF Form 68 is not used for ORG/SHP code 920RW.

8.10.2.3.4.2. 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 TICMS generated document.

8.10.3. Custody Issues. A custody issue is used to supply an organization with munitions for the current FY period.

8.10.3.1. DoDAACs supporting 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.

8.10.3.2. Secure facilities and adequate storage must be available for all custody issues as required by DoDM-5100.76_DAFMAN 31-101_Volume 2 and DESR 6055.09_DAFMAN 91-201.

8.10.4. Munitions Pick-up Procedures.

8.10.4.1. 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)**

8.10.4.2. The munitions activity will ensure property is signed for and released only after validation that an individual is an appointed representative of the commander. **(T-1)**

8.10.4.3. The receiving individual will verify the property received by checking the NSN/part number, lot number and/or serial number, CC, and quantity before signing for property. **(T-1)**

8.10.4.4. If changes have occurred to documents (quantity, lot number, etc.), the receiving individual will not sign any document and will notify Munitions Operations immediately. **(T-1)**

8.10.4.5. From the time of issue, the custodial (using) organization will remain responsible for the safety, security, and accountability (to include lot number integrity) of munitions until relieved by expenditure or turn-in processing. **(T-1)**

8.10.5. Organizational Refusals. Organizations refusing a previously requested issue of assets, will provide turn-in documentation for the refusal in accordance with **paragraph 8.12**. **(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 email. MASOs should notify commanders when their organizations have excessive refusals within a one year period.

8.10.6. 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 DAF personnel for periods up to 30 calendar days to support disaster relief, humanitarian missions, and major accident responses. Email is acceptable to direct this authority.

8.10.6.1. Written release authority includes:

8.10.6.1.1. Nomenclature or noun.

8.10.6.1.2. NSN.

8.10.6.1.3. Quantity.

8.10.6.1.4. Unit of issue.

8.10.6.1.5. Date to be withdrawn.

8.10.6.1.6. Estimated return date.

8.10.6.1.7. POC, to include: Name, office symbol, and telephone number of individual responsible to ensure assets are returned within 24 hours of notification.

8.10.6.1.8. Justification.

8.10.6.1.9. Location(s) of intended use.

8.10.6.2. 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)** Email is acceptable for these requests.

8.10.6.2.1. The MAJCOM or NAF/A4 (or equivalent) will only approve release of these assets for up to 180 calendar days.

8.10.6.2.2. Requests for more than 180 calendar days will be approved by AF/A4LW.

8.10.7. Supplying Small Arms Ammunition to Units at Deployed Locations.

8.10.7.1. Supply small arms ammunition in accordance with the reporting instructions and line remarks on individual orders. The issuing activity will maintain a copy of the individual's orders with the custody issue documents until assets are turned-in and receipt and/or disposition of the small arms is validated. **(T-1)** Process custody issues in accordance with **paragraph 8.10.3** and process SmACC issues in accordance with **paragraph 8.10.2.3.1**.

8.10.7.2. 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 Form 4331 to document issue of all small arms ammunition to include the following information: 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)**

8.10.7.3. The issuing authority will provide the receiver a copy of the AF Form 4331 and maintain the original AF Form 4331 in accordance with the RDS. **(T-2)** The issuing authority's mailing address, FAX number, and organizational email address will be clearly printed on the AF Form 4331. The MASO will ensure that AF Form 4331 used for SmACC issues are maintained in accordance with the RDS; refer to **Attachment 5**. **(T-1)**

8.10.7.4. The AF Form 4331, in conjunction with transaction history, is used to screen and identify 5.56mm and 9mm small arms ammunition issued to ORG/SHP code 920CC for CMRS. If restricted or suspended SmACC is identified, the issuing MASO will ensure all attempts necessary to locate and notify individuals and/or units are made and documented. **(T-1)**

8.10.7.5. 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)**

8.10.7.6. The supplying unit commander works closely with the base/theater Personnel Support for Contingency Operations office and NAF to include munitions receipt and turn-in checkpoints on in-/out-processing checklists for deploying/redeploying personnel. The supplying unit commander must ensure munitions checkpoints are validated through use of a "stamp" rather than initials or signatures to ensure personnel return issued ammunition prior to out-processing the theater. **(T-2)**

8.11. 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.

8.11.1. Custody Account Expenditures. The consuming organization or activity will provide the MASO with validated, 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 8.8** for custody account management procedures.

8.11.1.1. Custodians will include the following on expenditure requests:

8.11.1.1.1. Nomenclature or noun will be used. **(T-1)**

8.11.1.1.2. NSN/part number. **(T-1)**

8.11.1.1.3. Unit of Issue. **(T-1)**

8.11.1.1.4. Quantity. **(T-1)**

8.11.1.1.5. Document Number. **(T-1)**

8.11.1.1.6. Lot, S/N (as applicable), and CC. **(T-1)** SRC I items will include S/N on the expenditure request. **(T-1)**

8.11.1.1.7. CAT code. **(T-1)**

8.11.1.1.8. Digital signature of custody account custodian or organization commander. **(T-1)**

8.11.1.2. 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.) in accordance with the RDS. **(T-1)**

8.11.1.2.1. Functional communities (security forces, EOD, CE, munitions, etc.) will describe the specific documentation in functional publications that will be maintained to meet this custody account auditability requirement. **(T-1)**

8.11.1.2.2. The MASO does not maintain or file records or documentation to support auditability of custodian and user expenditures. The MASO will ensure the custodian's expenditure requests are maintained, as an accountable source document, to support custody expenditure transactions processed in TICMS. **(T-1)**

8.11.2. Stockpile Expenditures: Used to process expenditures for assets managed directly from the stock record account. This process is not utilized for custody managed assets. Stockpile expenditures are only used to support aircraft munitions and munitions managed internally by the MASO and munitions activity. **Exception**: USSOCOM and AFCENT munitions units supporting non-traditional operations may manage and expend assets from custody accounts with AFSOC or AFCENT approval.

8.11.2.1. 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 are not expended without an approved allocation.

8.11.2.1.1. Personnel performing munitions tasks and operations (e.g., munitions crews, weapons expediters) will process expenditures in TICMS using automated-, direct-, or remote-input methods outlined in **paragraph 8.1.1.3.1**. **(T-1)**

8.11.2.1.2. Munitions activities will ensure munitions assets staged, assembled, and configured for delivery or use remain on the stock record account until physically expended. **(T-1)** Once physically expended, these assets are expended in TICMS against the appropriate CAT code and ORG/SHP code.

8.11.2.1.3. After expenditures from the stock record account are processed, the MASO will ensure these transactions are validated by comparing transaction history or the DTR against the AF Form 2434, AF Form 4331, and/or other documents. **(T-1)** Discrepancies are researched and corrected.

8.11.2.1.4. Expenditures for all TMRS tracked assets are recorded in TMRS.

8.11.2.2. WRM Munitions Expenditures:

8.11.2.2.1. WRM munitions, to include munitions positioned in support of allocations for CAT codes B, F, G, M, X, and Z are not to be expended in peacetime without approval. Peacetime contingency WRM expenditures will be approved by the MAJCOM, or higher. Peacetime, non-contingency WRM expenditure will be approved by AF/A4LW (ground) or AF/A5DW (air munitions).

8.11.2.2.2. Physical assets are designated as WRM (or other category) only after assets are actually expended. Munitions assets are not to be segregated in stock based on the allocated CAT code.

8.11.2.2.3. Munitions expended for a valid WRM, combat, or contingency purpose are processed 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*). These ORG/SHP codes are to be used regardless of original allocated ORG/SHP code, quantity, or CAT code.

8.11.2.2.3.1. 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.

8.11.2.2.3.2. The "WR" designator is reserved for WRM, combat or contingency operations and are not to be used within new or existing ORG/SHP codes unless specifically authorized and approved for use in accordance with **paragraph 8.11.2.2.3** above.

8.11.2.2.4. WRM, combat, or contingency operation ORG/SHP codes need to be established in TICMS prior to processing any expenditures against them.

8.11.2.2.5. 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. If this option is used, the unit must submit an out-of-cycle request to cover the expenditures consumed above their current allocation. **(T-1)**

8.11.2.3. Aircraft Munitions Expenditures: The goal is to process aircraft munitions expenditure in TICMS within one hour of aircraft recovery. Except as noted otherwise in this publication, weapons expediters or designated weapons load crew chiefs will process aircraft expenditures as aircraft recover throughout the flying day, but NLT between aircraft sorties. **(T-2)** Personnel will utilize AIT to the maximum extent possible.

8.11.2.3.1. The one hour goal and the requirement to process expenditures between aircraft sorties do not apply to aircraft gun ammunition and countermeasures. These expenditures are processed only after full gun or magazine download and maintenance processing in accordance with **paragraph 8.11.2.3.5**.

8.11.2.3.2. 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 connectivity on flightline). In this case, munitions and weapons managers collectively decide which expenditure processing method best serves the mission.

8.11.2.3.3. 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 and expenditure accuracy. Weapons expediters reconcile munitions/weapons data, document (as required), and facilitate processing movement and expenditure transactions in TICMS using automated-, direct-, or remote-input methods in accordance with **paragraph 8.1.1.3.1**.

8.11.2.3.4. When automated input is not used, flightline munitions activity and expenditures are documented on an AF Form 2434, or local form, in accordance with AFMAN 21-206; or the AF Form 4331. Weapons expediters will ensure all documentation is turned in to the Munitions Control activity for verification and MASO validation against transaction history. **(T-1)** Munitions Control will route the AF Form 2434 or AF Form 4331 through the work center managing TMRS to update flight hours for TMRS tracked items. **(T-1)**

8.11.2.3.5. Aircraft gun ammunition and countermeasure expenditures are not processed directly from flightline locations. Aircraft gun ammunition and countermeasures are managed as full loads (minus "kickback" rounds) until weapons personnel download the gun/magazines and the expended rounds are processed by maintenance to validate actual expenditures. After processing, the expenditure is processed in TICMS based on the actual count. **Exception**: Weapons expediters supporting special operations forces (SOF), and search and rescue aircraft may process expenditures of gun ammunition or 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.

8.11.2.3.6. The expenditure process will not be used to remove assets from accountable record when aircraft depart or deploy from home station with munitions. Refer to **paragraph 8.6** for deployed munitions management.

8.11.2.3.7. Processing Aircraft Expenditures using AIT: To support munitions expenditures using the TICMS Mobile application, load the ORG/SHP code and munitions CAT code against an aircraft station, against a specific munition on an aircraft station. If the ORG/SHP code and munitions CAT code are not loaded, the transaction will fail to process and the munition will not be expended.

  8.11.2.3.7.1. If AIT is available on the flightline, but temporarily off-line or out of wireless range, the TICMS Mobile application will store the transactions in the outbound queue until a connection is reestablished.

  8.11.2.3.7.2. When operating in a disconnected mode, weapons personnel will synchronize (process by gaining wireless connectivity or docking) all queued outbound transactions, prior to processing movements to/from or expending assets from recovered aircraft. **(T-2)** **Note**: The synchronization process ensures that

transactions are processed in the correct chronological sequence, as they occurred.

8.11.3. Expenditures of FMS, Test, Training, and by MOA/MOU Operations (CAT code N). Munitions allocated as CAT code N for MOA/MOU operations in accordance with **paragraph 10.5.7.2** are to be expended against non-WR ORG/SHP codes created for these specific purposes.

8.11.4. 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 email, to submit their end of FY expenditures to Munitions Operations NLT close of business on 29 September. **(T-1)** All end of FY expenditures must be processed in TICMS prior to 2359 hours, Universal Time Coordinated, on 30 September. Expenditures not processed prior to this cutoff will be processed against new FY allocations and an OOCR processed in accordance with **paragraph 8.4.2** for the quantity expended beyond the cutoff.

8.12. Turn-Ins. All turn-ins refer to assets being returned to the stock record account. There are four types of turn-ins: Organizational TIN (ORG TIN), custody TIN, DIFM TIN, and FOB TIN.

8.12.1. Processing Turn-in Requests. Users will coordinate with the munitions squadron/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. In-check of munitions turn-ins consists of comparing turn-in documents to physical assets, outer container markings (identity & quantity), proper packaging, and safety. All turn-in requests are to include the following:

8.12.1.1. Nomenclature.

8.12.1.2. NSN/part number.

8.12.1.3. Quantity.

8.12.1.4. Unit of Issue.

8.12.1.5. Lot or S/N.

8.12.1.6. CAT code (if applicable).

8.12.1.7. CC (if known).

8.12.1.8. Document number of the original issue (if applicable).

8.12.1.9. Reason for turn-in.

8.12.1.10. In-checker signature, printed name, and date.

8.12.1.11. If applicable, the words "CLASSIFIED ITEM" or "CLASSIFIED NWRM ITEM" in red, bold, capital letters. **(T-0)**

8.12.2. Organizational Turn-in (ORG TIN). Use ORG TIN only when the origin of the assets is known. If the origin of assets is not known, use FOB TIN procedures in **paragraph 8.12.5**. Do not use ORG TIN to correct erroneous expenditure transactions. ORG TINs do not require a special inventory before processing the transaction. Process ORG TIN as follows:

8.12.2.1. In the comments block enter: "ORG TIN" and a brief description (e.g., component TIN, container TIN, static display TIN, or recovered asset TIN).

8.12.2.2. ORG TIN procedures are used for turn-in of:

8.12.2.2.1. Components removed from an AUR when replacement components are not requisitioned.

8.12.2.2.2. Empty containers.

8.12.2.2.3. SDM.

8.12.2.2.4. Recovered stock-listed assets previously adjusted off accountable record when a zero-balance exists. If a stock balance exists, refer to IAD procedures in **paragraph 8.14**. For any recovered items that are non-stock listed, refer to procedures in **paragraph 4.12.13**.

8.12.2.2.5. Assets originally consumption issued but were not consumed (previously known as Expenditure TIN). As applicable, navigate to the original issue and generate the return. Although TICMS creates a custody return order, this is an ORG TIN.

8.12.2.2.6. SmACC ammunition being turned-in when custody and lot integrity has been maintained as follows:

8.12.2.2.6.1. When SmACC is turned in by an individual who was originally issued the small arms ammunition along with the original AF Form 4331 issue document and all case markings match, then lot integrity is assumed. These assets will be inspected and turned-in using ORG TIN procedures, and may be re-issued for custody or SmACC if otherwise serviceable.

8.12.2.2.6.2. Cartridge case markings are not to be used to establish the year of manufacture of small arms ammunition. Cartridge case markings may be used to validate general accuracy of AF Form 4331 lot number information for rounds returned by the individual to whom they were originally issued.

8.12.2.2.6.3. If rounds are received or recovered from amnesty programs or amnesty boxes, or if the ammunition lot number of rounds returned by individuals cannot be validated, utilize FOB TIN procedures in accordance with **paragraph 8.12.5** to pick-up assets in the appropriate CC. These rounds may be accumulated for inspection and turn-in processing once turn-in quantities exceed 100 rounds.

8.12.3. Custody TIN. Used for turn-in of assets from custody accounts.

8.12.4. Due-in-From-Maintenance (DIFM) TIN. Used for turn-in of assets originally issued under DIFM control.

8.12.4.1. Use ORG TIN procedures for turn-in of assets that were issued in a previous FY and no replacement item is required.

8.12.4.2. Process the DIFM TIN using the actual NSN/part number and lot number of the DIFM return asset and the document number the replacement DIFM asset was issued against.

8.12.5. FOB TIN. Used to turn-in DoD stock-listed munitions where the origin of assets cannot be determined.

8.12.5.1. For recovered items that are not stock-listed, refer to procedures in **paragraph 4.12.13**.

8.12.5.2. The MASO reviews all FOB transactions to determine the need for a Special inventory before processing the document. The MASO will sign the document to indicate the review of Special inventory requirements. **(T-1)**

8.13. Munitions Shipments.

8.13.1. Integrated Data Environment/Global Transportation Network/Convergence (IGC). IGC provides in transit visibility of munitions movements through the Cargo Movement Operations System (CMOS).

8.13.1.1. The MASO will ensure appropriate personnel maintain an IGC account to track shipments. **(T-2)**

8.13.1.2. When Internet or technology limitations prevent access, establish communication with the servicing transportation unit in order to gain access to the data to track shipment status.

8.13.2. Authorization to Receipt for Munitions. Before munitions and explosive, including classified items, are released for movement or shipment, agencies or activities that will accept munitions must provide a written and signed listing of individuals authorized to receipt for the items. **(T-1)**

8.13.2.1. The authorization listing includes the name, grade, and security clearance of each authorized individual. Signature specimens are also provided on the list or on an attached signature card with printed name and date of signature. The authorization listing and signature specimens are required regardless of digital signature capability.

8.13.2.2. In the event digital signature capability is lost or post-post (manual) procedures are implemented, obtain signature specimens and actual signatures for all munitions shipments/receipts. Signature specimens are used to validate current shipment documents only. Signature specimens are not required or maintained to validate historical shipment documents. These were validated at the point of the original shipment.

8.13.2.3. When NOSS procedures in TO 11N-45-51, *Transportation of Nuclear Weapons Materiel*, are used to ship or receive classified nuclear weapon TYPE trainers, then signature specimens of receiving DOE or DoD couriers are not required on the pre-coordinated 'Receipt for Classified Nuclear Weapons Materiel' courier letter. The TICMS 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 TICMS stock record account in accordance with **Attachment 5**.

8.13.2.4. The following agencies or activities will provide a listing as follows:

8.13.2.4.1. Munitions supervision/MASO will ensure the local transportation office is provided a listing of personnel authorized to receipt for inbound munitions items. **(T-1)**

8.13.2.4.2. The local transportation office will provide the MASO a listing of personnel authorized to receipt for outbound munitions items. **(T-1)**

8.13.2.4.3. For DAF organic movements, the gaining MASO must ensure the losing MASO is provided a listing of personnel authorized to receipt for inbound munitions. **(T-1)**

8.13.2.4.4. To release shipped munitions directly to a government contract carrier or 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)**

8.13.2.4.4.1. The SPO/PM will be responsible to obtain the list from the vendor or carrier, approve it, and forward the approved list to each appropriate releasing MASO. **(T-1)**

8.13.2.4.4.2. The SPO/PM will update the list as changes occur and re-accomplish annually. **(T-1)**

8.13.3. Processing Shipments. **Note**: As applicable, ensure the words "CLASSIFIED ITEM" or "CLASSIFIED NWRM ITEM" are annotated in red, bold, capital letters on shipping documents.

8.13.3.1. Missiles and Components: Ship missiles and components once QUP is reached, as required. The GACP may approve less than QUP after coordination with the PM. Unserviceable components are to be shipped to depot facilities using priority 02 and CC-F.

8.13.3.2. The activity arranging transport will sign the shipping document. **(T-2)** Transportation personnel will not be required to 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.

8.13.3.3. When assets require shipment for return and repair, use direction and guidance issued by the IM, SPO, and **Table 8.5** to process the shipment.

8.13.3.4. When tasked to ship MICAP and priority 02, shipment of less than QUP is authorized. Turn the documentation over to transportation within 24 hours.

8.13.3.5. An "open requisition" serves as authority to ship assets; the MASO will ensure these are reviewed daily via the *Search Requisitions* menu. If an RDO request cannot be supported, contact the GACP for approval to deny the RDO. Once the GACP approves the denial, the unit will process an RDO denial. **(T-1)**

8.13.3.6. Once the property is released to or scheduled with the servicing transportation unit, update the TICMS in transit record indicating date sent to transportation and estimated ship date. Munitions Operations personnel will update the date departed origin (DDO) when shipments physically depart station (*Search Requisitions* menu; requisition details tab; via action "Ship"). **(T-1)** TMRS users will update the TMRS in transit record (if applicable) for the shipment by inputting the physical departure date. **(T-1)**

8.13.3.7. NWRM Shipment Processing: TICMS-managed NWRM assets will be shipped in TICMS as follows:

8.13.3.7.1. The shipment originator will properly identify, package and mark NWRM in accordance with **paragraph 4.24.3** and **paragraph 8.1.6.4**. **(T-1)** Units will:

8.13.3.7.1.1. Cross-reference the P/N of the item to the NSN using the appropriate cataloging system (C1100, NIMACS, D043, FLIS, etc.) to ensure proper identification of item resulting from any previous retrofit order actions. **(T-1)**

8.13.3.7.1.2. Validate item identification by NSN on the NWRM consolidated listing (see **paragraph 1.3**) to ensure status as NWRM-managed item. **(T-1)**

8.13.3.7.2. On-installation movement of TICMS-managed NWRM that is not shipped in TICMS to another DoDAAC follows procedures in the local Movement Control OI.

8.13.3.7.3. Plan, prepare, and execute shipments for TICMS-managed NWRM in accordance with this manual and DAFI 24-602 Volume 2. File and maintain shipment documentation in accordance with **Attachment 5**.

8.13.3.7.4. Ship NWRM according to the CIIC. Refer to **paragraph 8.13.4.9**..

8.13.3.7.5. TICMS-managed NWRM assets, NWRM TYPE trainers, and non-NWRM TYPE trainers shipped using the NOSS process, are shipped and documented in accordance with shipping procedures in this manual and according to the NOSS. DAFI 24-602 Volume 2 REPSHIP procedures are not used for TYPE trainers shipped under NOSS.

8.13.3.7.5.1. The shipping MASO will ensure the receiving MASO is notified via organizational email account within 2 hours (CONUS) and 8 hours (OCONUS) of shipment execution. **(T-1)**

8.13.3.7.5.2. Once assets are received, the receiving MASO will notify the shipping MASO within the same 2 and 8 hour time frames. **(T-1)**

8.13.3.7.6. NWRM shipment information is documented on the DD Form 1348-1A. In addition to standard entries include the following information on the DD Form 1348-1A:

8.13.3.7.6.1. Shipment originator will provide a printed S/N list with the shipping document. **(T-1)** If S/Ns are printed on the DD Form 1348-1A, a separate listing is not required.

8.13.3.7.6.2. In the event TICMS is not available, process a manual DD Form 1348-1A using post-post procedures in accordance with **Attachment 2** and local post-post procedures.   Use shipment direction from the IM, DDA, GACP, AFNWC/LG, or AFGSC/A4Z as the reason. A manual DD Form 1348-1A will include all applicable data as the automated version, to include SPI data. Once TICMS becomes available, process the shipment transaction immediately.

8.13.3.7.6.3. DOE handling gear shipped with TICMS-managed NWRM and/or non-NWRM TYPE trainers are to be processed in accordance with AFMAN 21-203, *Nuclear Accountability Procedures*.

8.13.3.7.7. DD Form 1149 Requirements. Only use the DD Form 1149 to ship NWRM when a DD Form 1149 and truck manifest is directed for DOE secure ground transportation. In this case:

8.13.3.7.7.1. The shipment originator will complete the DD Form 1149 including block 4 (quantity) under a single TCN. **(T-0)**

8.13.3.7.7.2. The shipment originator will submit the DD Form 1149 to the traffic management activity that will enter the data into CMOS to produce a truck manifest. **(T-0)** The traffic management activity will verify the total quantity on the DD Form 1149 and the truck manifest match for each TCN/requisition number. **(T-0)** The traffic management activity will not accomplish any other shipping and/or transportation documentation. **(T-0)**

8.13.3.7.7.3. The traffic management activity will provide a copy of the completed DD Form 1149 and truck manifest to the shipment originator. **(T-0)**

8.13.3.7.8. TICMS-managed NWRM Shipment Tracking. Track shipments using the IGC website (see **paragraph 1.3**) and in accordance with **paragraph 8.13.1**. This does not apply to NOSS (e.g., TYPE Trainer) shipments.

8.13.3.7.9. Ensure DAF Form 4387 is completed for NWRM shipment in accordance with **paragraph 8.1.6.4** prior to delivery to transportation.

8.13.4. Accounting for Munitions In Transit. Munitions activities will retain accountability of munitions assets placed in an in transit status until the actual DDO. **(T-0)**

8.13.4.1. Storage activities shipping assets to satisfy requisitions are responsible to provide shipment status to the appropriate Source of supply (e.g., GACP) in accordance with DLM 4000.25 Volume 2, Chapter 4.

8.13.4.2. Until a tracking capability is developed within TICMS, ensure all in transit shipments (not originating from or destined for the munitions activity's DoDAAC) are loaded and managed in AF MC2 while stored by the munitions activity. These shipments are not considered "in storage" and should not be receipted in TICMS at transitory locations.

8.13.4.3. TICMS shipments erroneously DDO'd can be returned from an in transit status with MASO approval.

8.13.4.4. Although assets are DDO'd when physically departed station, ownership (responsibility for accountability within logistics records) of material in an in transit status does not transfer until received by the consignee. In the event assets are determined to be lost in shipment, shipping activities, in coordination with and by direction of the GACP, must take necessary action to correct accountable balances. For example, the GACP may require a shipping unit to receipt process assets back to the originating DoDAAC in order to perform an inventory adjustment, to including any related causative research, SDR, ROS or NWRM discrepancy reporting, and IAD package documentation.

8.13.4.5. All in transit records are to be validated weekly.

8.13.4.6. When TICMS is not available at the shipping or receiving installation, the MASO will ensure the servicing MAJCOM or NAF and the GACP are kept apprised of the shipment status via any expedient and accurate means (email, fax, etc.). **(T-1)**

8.13.4.7. Shipments between DAF activities:

8.13.4.7.1. Munitions shipped from one DAF "FV" DoDAAC to another "FV" DoDAAC remain in an in transit status until received by the destination activity.

8.13.4.7.2. Munitions activities will reconcile and document status of all outstanding shipments, by TCN, with the transportation activity. **(T-2)**

8.13.4.7.3. Verify the DDO in TICMS once assets physically depart the installation. For locations not receiving automated updates, process the DDO action manually in TICMS.

8.13.4.7.4. When assets are received in TICMS by the destination munitions activity, assets are no longer in an in transit status and are picked up on the receiving DoDAAC stock record account.

8.13.4.7.5. Munitions activities will be responsible to actively follow-up by reviewing and monitoring the TICMS in transit assets. **(T-2)** If problems are suspected or noted, unit shippers and receivers will initiate communications (e.g., telephone, email, CRM as appropriate) with the origin or destination, MAJCOM, NAF, and GACP as appropriate to identify and resolve problems. **(T-1)**

8.13.4.7.6. In the event the recipient does not receive the material by the RDD, the recipient must follow-up through the transportation activity 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)** If all follow-up and tracer actions are unsuccessful, and positive receipt confirmation/acknowledgment is still not possible, units must submit a CRM to GACP for assistance. **(T-2)** Follow specific guidance for classified and sensitive munitions shipments in accordance with **paragraph 8.13.4.9**.

8.13.4.8. Shipments to Non-DAF Activities: Munitions shipment records to non-DAF activities (e.g., retail/wholesale depots, manufacturer or contract repair facilities, other services or federal agencies) will automatically go to a delivered status in TICMS if the non-DAF activity (external DoDAAC) is not capable of Defense Logistics Management Standards (DLMS) messaging. The exception is for classified or sensitive munitions shipments as outlined below.

8.13.4.9. Classified and Sensitive Munitions Shipments: The loss, theft, unlawful disposition, and/or recovery of classified and sensitive munitions require investigation in accordance with DLM 4000.25 Volume 2. This requires a higher level of oversight to validate that shipment of classified and sensitive munitions are actually received at the intended destination before they are cleared as in transit.

8.13.4.9.1. Receipt validation applies to the following classified and sensitive item categories:

8.13.4.9.1.1. CIIC 1 – Very High Risk (SRC I).

8.13.4.9.1.2. CIIC 2 – High Risk (SRC II).

8.13.4.9.1.3. CIIC 5 – Secret (SRC I).

8.13.4.9.1.4. CIIC 6 – Confidential (SRC I).

8.13.4.9.1.5. CIIC 8 – Confidential (SRC II).

8.13.4.9.1.6. CIIC C – Confidential.

8.13.4.9.1.7. CIIC S – Secret.

8.13.4.9.1.8. CIIC T – Top Secret.

8.13.4.9.2. There are three methods in which receipt validation of classified or sensitive shipments is accomplished and the specific method is determined based on the origin or destination of the shipment: Automated Internal receipt validation; Automated External receipt validation; or Manual GACP receipt validation.

8.13.4.9.2.1. Automated Internal receipt validation of classified and sensitive shipments between DAF DoDAACs. MASOs at installations receiving classified or sensitive munitions from other DAF installations will ensure assets are processed following normal receipt procedures (using the original TICMS generated TCN) to automatically clear in transit records from TICMS. **(T-1)**

8.13.4.9.2.1.1. Personnel receiving these classified and sensitive assets are responsible to verify the shipment in transit record was properly cleared.

8.13.4.9.2.1.2. If the TICMS TCN cannot be used or the TICMS shipment number did not properly clear, units must notify the GACP through the CRM for resolution. **(T-1)** Report the following information: the original TICMS TCN; as applicable, the reason the TICMS TCN cannot be used; the NSN, lot and/or serial number, and quantity; and the full name, organization, and DSN phone number of personnel verifying the physical receipt of assets.

8.13.4.9.2.2. Automated External receipt validation of classified and sensitive shipments between DAF DoDAACs and External DoDAACs. For external DoDAACs capable of DLMS messaging, TICMS will automatically close the in transit record for shipments to the external DoDAAC upon receipt of a DLMS receipt message. Conversely, when processing a receipt from a DLMS capable external DoDAAC using the original TCN, TICMS automatically sends a DLMS receipt message to the external DoDAAC to notify the shipment was received. If unable to use the TCN provided by the external DoDAAC to perform the receipt, units must notify the GACP through the CRM for resolution. **(T-1)** Report the NSN, lot and/or serial number, and quantity, and attach all shipping documentation accompanying the shipment and any applicable coordination (emails, advance shipping notices, etc.).

8.13.4.9.2.3. Manual GACP receipt validation for classified and sensitive shipments. The GACP has developed internal processes to validate receipt of assets and clear the in transit status in TICMS. This method is used for DAF DoDAAC shipments to non-DLMS capable DoDAACs, shipments to external DoDAACs where DLMS messaging failed to close the TICMS in transit record, or for any other reported or identified discrepancy.

8.13.4.9.2.3.1. To validate a receipt and close an in transit record, the GACP requires receipt confirmation. This may come from the shipping organization, coordinating activity, or the receiving organization, and may be in the form of receiver acknowledgement (in writing, via email with digital signature), or other automated means (TICMS, other application) that positively confirms the shipped TCN, NSN, and quantity was physically received, and the date

received.

8.13.4.9.2.3.2. Validation will be performed on all classified and sensitive shipments that exceed the estimated delivery date or go beyond 30 days from the DDO. For assets determined to be legitimately still in transit during validation (diverted shipments, OCONUS shipments, etc.), additional validations will be accomplished every 30 days until closed.

8.13.5. PACER AMMO Project Codes. PACER AMMO is the Air Force program to monitor and track worldwide munitions transportation costs using AFMC managed second destination transportation (SDT) funds in accordance with **paragraph 16.7**. Assign the appropriate PACER AMMO project code and corresponding TAC in accordance with **Table 8.5**. **Note**: The munitions activity assigns the initial TAC based on pre-determined movement criteria; however, the transportation community retains final input based on actual method of transportation.

8.13.6. PACER AMMO Transportation Account Codes (TAC). The shipping activity will annotate the appropriate TAC in the remarks field in TICMS in order to populate the shipping document. **(T-1)** If not present, write the TAC on the physical shipping document delivered to the local transportation activity. **(T-1)** TACs are to be applied as follows:

8.13.6.1. F8UT. Used for peacetime movement of munitions governed by the DLAR.

8.13.6.2. F4UT. Used for movement of conventional munitions to support the USSF. This TAC will also be used to support Rocket Systems Launch Program demilitarization movements.

8.13.6.3. FXUT. 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).

8.13.6.4. F8SW. Used for movements of weapons trainer shipments managed by AFGSC/A4Z.

8.13.6.5. Non-DLAR Shipments: For munitions shipments not governed by the DLAR, the activity directing or requesting the shipment (e.g., MAJCOM, NAF, unit) will provide the shipping activity with an appropriate TAC or identify 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 or requesting activity for shipments not covered by the DLAR.

8.13.7. ANG Munitions Transportation. The shipping activity will annotate the appropriate TAC in the remarks field in TICMS in order to populate the shipping document. **(T-1)** If not present, write the TAC on the physical shipping document 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.

8.13.7.1. ANG TAC F8E0 will be used to fund all ANG shipments from depots and RegAF units to ANG bases/units. ANG shipments between ANG bases will be funded using local O&M funds or other ANG TACs directed by National Guard Bureau, Air

National Guard Logistics, Engineering and Force Protection Directorate, Logistics Readiness Division, Traffic Management and Air Transportation Section (NGB/A4RDT).

8.13.7.2. Munitions shipments directed by the GACP from ANG to RegAF units will use the PACER AMMO TACs and project codes in accordance with **Table 8.5**. **(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.

8.13.7.3. Refer to DTR 4500.9-R, Part II, Attachment V5, "Air Force Transportation Account Codes (TAC)" for additional guidance on conventional munitions shipments to, from, and between ANG units.

Table 8.5. Transportation Account Codes (TAC) and PACER AMMO Project Codes.

TRANSPORTATION ACCOUNT CODES (TAC) AND PACER AMMO PROJECT CODES			
TAC	**PROJECT CODE (PC) (1)(6)**	**USE FOR MOVEMENT OF:**	**CAT CODE**
F8UT / F4UT (7)	121	WRM DLAR assets; STAMP requisitions; ANG use PC 737, TAC: F8E0	G,X,Z
	725	Retrograde excess to MAJCOM requirement; ANG use PC 737, TAC: F8E0	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	A,B,C,D,E,F, M,N,P,S,T
	729	DLAR ADRs; GACP directed disposition; suspended; ANG use PC 737, TAC: F8E0	N/A
	730	DLAR maintenance, modification, TCTO, replacement; ANG use PC 737, TAC: F8E0	N/A
	731	DLAR aging, reliability, and surveillance testing including ANG when directed by IM	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	N/A
	733	CAD/PAD requisitions; ANG use PC 737, TAC: F8E0 (Except ANG, use PC 729 for ADR returns; PC730 for repairable returns)	S
	734	Empty FSC 8140 reusable containers; any condition code including ANG containers to depot; ANG uses PC 737, TAC: F8E0 for containers to ANG units (5)	N/A
	735	DLAR War Reserve Stock for Allies (WRSA) when transportation costs are not covered by WRSA agreement	N/A
	736	Unprogrammed; not applicable to other project code and approved by AF/A4LW or AF/A5DW	N/A
FXUT	JCS 3- or 9-series Project Code	All munitions in support of overseas contingency operations. Cite appropriate JCS 3-series or 9-series project code; assets shipped to the theater on an overseas operating cost TAC use **FXUT** for retrograde/repair.	N/A
F8SW	A4Z	Weapons trainers managed by AFGSC/A4Z	N/A

TRANSPORTATION ACCOUNT CODES (TAC) AND PACER AMMO PROJECT CODES			
TAC	**PROJECT CODE (PC) (1)(6)**	**USE FOR MOVEMENT OF:**	**CAT CODE**
F8E0	737 (4)	DLAR ANG peacetime requested or ANG directed to include MMP to ANG DoDAAC F*6000-F*6599; - ANG to OCONUS ANG (commercial) - Depot to ANG - Direction from disposition authority to use TAC (validate with NGB/A4RDT for authorization)	A,B,C,D,E,F, M,N,P,S,T
F8GG		Any shipment to ANG by organic means	A,B,C,D,E,F, M,N,P,S,T
ANG UNIT O&M FUNDS (2)		ANG DoDAAC F*6000-F*6599; - Serviceable excess to depot - Maintenance returns for Repair - TCTO - Modification - ANG to ANG	A,B,C,D,E,F, M,N,P,S,T
DIRECTING AGENCY PROVIDES (MAJCOM, NAF, UNIT)	BLK (3)(2)	Organic non-DLAR. Directing activity identifies TAC, line of accounting, or directs authorized funding source (MAJCOM, shipping unit)	N/A
O&M (MAJCOM OR WING)		Organic to DLA Disposition Services	N/A
FMS COUNTRY; O&M (MAJCOM OR WING)		Organic FMS; generally arranged by FMS country; PACER AMMO will not be used.	N/A
DoD AGENCY; O&M (MAJCOM OR WING)		Organic to other Services or DoD agencies	N/A
Notes: **1.** All project codes traveling by air (except 726, 730, 733, 3-series and 9-series) require AFMC/A4/10/A4MW approval. Submit airlift requests via the GACP website. For questions call DSN 674-2718/787-3153, or email pacer.ammo@us.af.mil (see **paragraph 1.3**).			

TRANSPORTATION ACCOUNT CODES (TAC) AND PACER AMMO PROJECT CODES			
TAC	**PROJECT CODE (PC)** (1)(6)	**USE FOR MOVEMENT OF:**	**CAT CODE**

2. Funding authorization is provided to the transportation activity to ensure PACER AMMO is not billed.

3. BLK used for organic shipments directed by MAJCOM or GACP when not otherwise authorized. Example: TACP/RACP RDO directs use of project code "BLK."

4. Exception: ANG supporting 9-series JCS project code may use other appropriate TACs as directed.

5. Maximize the use of ISO container space. Defer partial loaded ISO containers to a future retrograde. Plan and coordinate shipment of an ISO container load to mixed destinations with the GACP.

6. PACER AMMO funds are not authorized for shipments to DLA Disposition Services.

7. F4UT is to be used solely for USSF and Rocket Systems Launch Program.

8.13.8. ISO Container Shipments. The side-opening MILVAN container is the preferred container for munitions intermodal movements.

8.13.8.1. Before loading munitions for shipment, prior-to-use inspections will be performed on the containers, to include visual interior and exterior examination for obvious defects.

8.13.8.2. Munitions activities that generate munitions shipments using ISO containers will attach shipping documents 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 in accordance with DTR 4500.9-R.

8.13.8.3. AIT capable units will label container and contents as required. **(T-0)** Labels are placed on the door near the consolidated data plate.

8.13.8.4. Units will ensure all applicable DOT markings are properly affixed. **(T-0)**

8.13.8.5. 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. Reverse the battery to deactivate the tag prior to placing it inside the container. This prevents the container from being tracked as a loaded container in the transportation system. Contact the local transportation office for alternative guidance.

8.13.8.6. Units will ensure ISO containers used in mass munitions shipment procedures, prepared for shipment of munitions, or used for storage of munitions are loaded as "ISO" type containers using CnC management procedures in accordance with **paragraph 8.1.5**. **(T-1)**

8.13.9. FMS Shipments.

8.13.9.1. When assets are authorized for release in accordance with **paragraph 10.5** as an approved FMS case all shipping documents are annotated with "Released in accordance with FMS-CASE XXXX" and attach copies of authorizing correspondence.

8.13.9.2. When an existing acquisition and cross-servicing agreement (ACSA) authorizes the release of FMS assets, and the MAJCOM or NAF/A4 (or equivalent) has approved the

release, annotate all documents with "Released in accordance with ACSA" and attach copies of authorizing correspondence to the shipping documents.

8.13.10. Cancelled Shipments. When a local shipment is processed in TICMS to a DAF DoDAAC, but does not depart the installation (e.g., DDO is not updated), the shipment may be cancelled if necessary. Personnel will not process an RVP for the shipment, but will process a shipment cancellation in accordance with the *Air Force Munitions Accountability Procedures Guide*. **(T-2)** For a local shipment to an external DoDAAC that has not yet departed, personnel will need to submit a CRM to the applicable GACP support cell in order to have it cancelled.

8.13.11. Shipping Munitions with RAM. In accordance with DAFMAN 40-201, munitions supervision or the MASO will 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.

8.13.11.1. Munitions supervision will ensure explosives safety standards of DESR 6055.09_DAFMAN 91-201 are not violated to meet DAFMAN 40-201 storage, transportation, or disposal requirements.

8.13.11.2. The LRS oversees transportation and shipment of RAM to ensure transportation is in accordance with Title 49 Code of Federal Regulations (CFR) Chapter I, Part 171; DTR 4500.9-R, Part II, Chapters 204 and 208; DAFMAN 24-210, *Packaging of Hazardous Materials*; Air Force Joint Instruction (AFJI) 23-504, *Radioactive Commodities in the Department of Defense Supply System*; Air Force Joint Manual (AFJMAN) 23-209, *Storage and Handling of Hazardous Materials*; AFMAN 24-604; International Air Transport Association Dangerous Goods Regulations; DAFMAN 40-201; and this DAFMAN.

8.13.11.3. Disposition of explosive RAM materiel is conducted in accordance with **Chapter 4**.

8.14. Inventory Adjustment Procedures. When custody account or stock record account discrepancies are discovered that cannot be reconciled, the MASO ensures an inventory adjustment is processed to resolve the discrepancies. **(T-0)** The TICMS Cycle Counting process contains the method for requesting, approving, and performing adjustments to accountable balances, either through established recurring counts or through targeted cycle counts. The MASO also will ensure manual record processing (manual adjust) procedures are not used in lieu of inventory adjustment procedures without specific direction and authority. **(T-0)** Process an inventory adjustment using the following procedures:

8.14.1. Perform Causative Research. Causative research is required on any inventory discrepancies (gains or losses) found. Additionally, for TICMS-managed NWRM assets:

8.14.1.1. All inventory adjustments to NWRM accountable records as a result of causative research must have an ROS accomplished in accordance with **paragraph 8.15** and be approved at the flag officer or senior executive service level regardless of dollar value. **(T-1)**

8.14.1.2. The MASO will forward all unresolved TICMS-managed NWRM inventory discrepancies (gain or loss) to the AF Sustainment Center NTCC for IM approval prior to adjustment. **(T-1)**

8.14.1.2.1. Research must be completed within 30 calendar days of the inventory close-out date. Units will ensure causative research is included with the NWRM discrepancy template (DAFMAN 20-110), ROS if required in accordance with **paragraph 8.15**, and the IAD package. **(T-1)**

8.14.1.2.2. The MASO will ensure all unresolved NWRM discrepancies are reported in accordance with DoDM 5100.76, and DoDM-5100.76_DAFMAN 31-101_Volume 2.

8.14.1.3. 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 an ROS, explaining the cause of the discrepancy, and outlining the appropriate correction actions. **(T-1)**

8.14.2. Review for Theft, Negligence, or Inappropriate Use. No AA&E loss will be attributed to an accountability or inventory discrepancy if determined through investigation, that the loss was the result of theft, negligence, or inappropriate use. The MASO must ensure any adjustment involving an actual loss is evaluated against the reporting criteria of DoDM-5100.76_DAFMAN 31-101_Volume 2.

8.14.3. 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, and the MASO must ensure thorough research is conducted to determine the source of the discrepancy, 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.

8.14.4. Investigating and Researching Overage Discrepancies. When a discrepancy involves finding more assets in stock than are on accountable records, conduct thorough research to determine the cause of the discrepancy. Before processing the IAD package, consider the following conditions to determine the proper process for the IAD package:

8.14.4.1. Assets previously adjusted from accountable records which are later recovered, but have a zero balance in base stock, are picked up on record using ORG TIN procedures in accordance with **paragraph 8.12.2**. In this case, the MASO ensures mandatory documents outlined in **paragraph 8.14.5** and the applicable transaction history showing the completed ORG TIN to correct the account balance are added to the original IAD package. **(T-1)**

8.14.4.2. Assets discovered that are not on record, have an unknown origin, and have a zero balance in base stock, are picked up on record using FOB TIN criteria listed in **paragraph 8.12.5**. In this case, the MASO ensures mandatory documents outlined in **paragraph 8.14.5** are included in the IAD package, as well as applicable transaction history showing that the FOB TIN was processed to correct the account balance. **(T-1)** For NWRM, an ROS is also mandatory in accordance with **paragraph 8.15.1.1**.

8.14.4.3. If discrepancy items do not meet either of the above criteria, an IAD is processed to place items on record. Whether processing an ORG TIN, FOB TIN, or an IAD to place

items onto accountable record, the MASO must ensure all IAD packages are supported in the same manner required to support adjustment of assets off of accountable record. **(T-1)**

8.14.5. The Inventory Adjustment Document (IAD) Package. The Munitions Operations section/element notifies the MASO of the discrepancy and prepares the IAD package for review and approval. An IAD that requires an ROS for relief of accountability will be certified by the MASO and approved by the MASO appointing authority. An IAD that does not require an ROS will be certified by the NCOIC of Munitions Operations (or equivalent) and approved by the MASO. The MASO will not delegate authority to approve inventory adjustments. **(T-1)** If the MASO is not available, in accordance with **paragraph 3.6.1.5** the MASO's immediate commander may approve IADs that do not require an ROS; otherwise, the MASO appointing authority will approve. **(T-1)** A complete IAD package includes:

8.14.5.1. A memorandum endorsed by the MASO and munitions supervision providing a concise description of the IAD package. Example: The description could indicate that an inventory was performed (if necessary), research was conducted, and a statement describing any evidence found indicating that a loss resulted from negligence, fraud, or theft. At a minimum, the memorandum should identify the item NSN and/or part number, nomenclature and/or noun, lot and/or serial number, quantity (excess or short), condition code, any associated custody or consumption account number, total dollar value, and the structure/location.

8.14.5.2. IAD Supporting Documentation: Attach the following documents to the memorandum:

8.14.5.2.1. **(Post-processing)** TICMS *Inventory Adjustment List* showing the completed IAD action; or, for recovered/discovered assets processed in accordance with **paragraph 8.14.4.1**. or **paragraph 8.14.4.2**, the applicable transaction history that shows the completed turn-in/receipt.

8.14.5.2.2. Inventory Count Sheets.

8.14.5.2.3. Memorandum from MASO (base stock), commander (custody), or a TICMS SAN that describes the corrective actions taken to prevent recurrence. This may be addressed in the main memorandum for base stock adjustments as appropriate.

8.14.5.2.4. If applicable, include the following documents in the IAD package:

8.14.5.2.4.1. Transaction history record(s), acquired through investigation and research, that supports decision to adjust accountable balances.

8.14.5.2.4.2. DD Form 200, *Financial Liability Investigation of Property Loss.*

8.14.5.2.4.3. AFTO Form 102, *Munitions Inspection Document*, or signed accountable document.

8.14.5.2.4.4. DD Form 114, *Military Pay Order*.

8.14.5.2.4.5. DD Form 362, *Statement of Charges/Cash Collection Voucher*.

8.14.5.2.4.6. DD Form 1131, *Cash Collection Voucher*.

8.14.5.2.4.7. DD Form 361, *Transportation Discrepancy Report (TDR)*.

8.14.5.2.4.8. DD Form 1348-1A.

8.14.5.2.4.9. SF 364, *Report of Discrepancy (ROD)*, or WebSDR equivalent.

8.14.5.2.4.10. A discrepancy investigation statement with copies of erroneous documents which could not be processed as an RVP.

8.14.5.2.4.11. Aircraft mishap report or a memorandum signed by the MXG or OG commander as authority for relief.

8.14.5.2.4.12. AF Form 1168, *Statement of Suspect/Witness/Complaint*, (when a loss is reportable in accordance with DoDM 5100.76).

8.14.5.2.4.13. 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).

8.14.6. IAD Package Review. Munitions Operations personnel will brief the MASO on the IAD package. **(T-2)** The MASO will ensure the IAD package includes sufficient justification and forward the IAD package to munitions supervision. **(T-2)**

8.14.6.1. Munitions supervision will review and evaluate the IAD package to determine if flight processes and operating instructions require revision. **(T-2)**

8.14.6.2. After concerns are resolved, munitions supervision will sign the IAD package and forward back to the MASO. **(T-2)**

8.14.7. IAD Package Approval. Depending on the IAD situation, the MASO or MASO appointing authority will approve the IAD package indicating they:

8.14.7.1. Are aware of the discrepancies reflected in the IAD package. **(T-1)**

8.14.7.2. Certify no evidence of neglect, theft or fraud exists. **(T-1)**

8.14.7.3. Approval of actions taken to resolve the discrepancy and prevent recurrence. **(T-1)**

8.14.7.4. Concur with and approve the IAD package. **(T-1)**

8.14.7.4.1. If the MASO or MASO appointing authority does not approve the IAD package, Munitions Operations will take the necessary action to resolve any issues. **(T-1)**

8.14.7.4.2. Once the IAD package is approved, and after the MASO approves the adjustment request in TICMS, Munitions Operations personnel will submit the adjustment via the TICMS cycle count workbench to complete the actual adjustment. **(T-1)** Munitions Operations will then attach the *Inventory Adjustment List* (or equivalent) to the IAD package. **(T-1)**

8.14.7.4.3. At ANG bases/units, the MASO (or designated representative) will forward all approved IAD packages to the USP&FO or Assistant USP&FO for signature. **(T-1)**

8.14.8. IAD Package Filing. Munitions Operations personnel will electronically file the final IAD package in accordance with **Attachment 5**. **(T-1)**

8.15. Reports of Survey (ROS) (Financial Liability Investigation) Procedures. Refer to DoD 7000.14-R, *Department of Defense Financial Management Regulation (DoD FMR)* Volume 12, Chapter 7, "Financial Liability for Government Property Lost, Damaged, Destroyed, or Stolen;"

DAFMAN 23-122, *Materiel Management Procedures*; DAFMAN 20-110; and this manual for ROS processing format, procedures, timelines, and approval levels. IAD actions may proceed with initiation of an ROS (receipt of ROS number), pending all other requirements are satisfied. Once an IAD is processed and a cycle count is closed in TICMS, the inventory adjustment package may remain open pending final approval of the ROS. Additionally:

8.15.1. An ROS is required for all adjustments to accountable records resulting in a qualifying loss (per criteria established in this manual) when causative research is unable to resolve the discrepancy. Additionally, for TICMS-managed NWRM:

8.15.1.1. The MASO will ensure an ROS is initiated within 24 hours in accordance with DAFMAN 23-122 for all adjustments to NWRM accountable records resulting in a gain or loss when causative research is unable to explain the cause of the discrepancy.

8.15.1.2. Refer to DAFMAN 20-110 for NWRM discrepancy reporting requirements.

8.15.2. Mandatory ROS Criteria. Whether or not a loss meets other 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:

8.15.2.1. CIIC 1 – Very High Risk (SRC I).

8.15.2.2. CIIC 5 – Secret (SRC I).

8.15.2.3. CIIC 6 – Confidential (SRC I).

8.15.2.4. CIIC 2 – High Risk (SRC II).

8.15.2.5. CIIC 8 – Confidential (SRC II).

8.15.2.6. CIIC T – Top Secret (SRC II).

8.15.2.7. CIIC S – Secret (SRC III).

8.15.2.8. CIIC C – Confidential (SRC IV).

8.15.2.9. In addition to mandatory ROS criteria, the MASO must coordinate with the commander to ensure an ROS is initiated for all adjustments to balances of stock and custody account assets unless the adjustment meets one of the following conditions:

8.15.2.9.1. Stock Record Account Assets: One-time loss of less than 200 items whose total value is $1,000 or less. **(T-1)**

8.15.2.9.2. Custody Accounts: One-time loss of CIIC 3 (moderate risk) munitions of 20 or fewer items whose total value is $200 or less. **(T-1)**

8.15.2.9.3. 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)**

8.15.3. One-Time Losses. As used in the instances above, a "one-time loss" means each incident is to be treated (reported and resolved) individually. For example, months or weeks of losses cannot be consolidated and justified under a single document. On the other hand, a "one-time loss" does not mean to automatically initiate an 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 may be grounds for either freezing the custody account or initiating an ROS.

8.15.4. Small arms Ammunition Combat Consumption (SmACC) Issues. An IAD or ROS is not required for SmACC issues when processed in accordance with **paragraph 8.10.2.3.1**. These assets are considered "consumed" when issued. If assets are subsequently returned, process an appropriate turn-in in accordance with **paragraph 8.12**.

8.15.5. Combat Losses/Aircraft Accidents. An ROS will not be submitted for losses resulting from aircraft accidents and property lost during combat operations. The MASO uses the aircraft mishap report or a memorandum signed by the OG or MXG commander (or equivalent) as authority for inventory adjustment. The MASO will ensure a copy of the report or memorandum is filed with the inventory adjustment document. **(T-1)**

8.15.6. 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 an ROS.

8.15.6.1. 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.

8.15.6.2. Payment in Lieu of ROS: The organizational commander of the account may allow the responsible individual to pay for the loss in lieu of an ROS. In this case, the commander will provide the MASO with one of the financial forms listed in **paragraph 8.14.5.2.4** to support the inventory adjustment. **(T-2)** This does not relieve the commander from evaluating the account and establishing procedures to prevent future losses.

8.15.7. Use of the ROS. The completed ROS is used to support 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.

8.15.7.1. Once an ROS number has been assigned, the certifier (MASO) and the approver (MASO appointment authority) are authorized to sign the inventory adjustment memorandum. This provides written approval to process the inventory adjustment.

8.15.7.2. 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. This includes a copy of the finalized ROS as applicable, as well as supporting documentation that indicates the corrective action was applied in the system to resolve the balance discrepancy. This package will complete the audit trail through documents identified in **paragraph 8.14.5.2** to support the inventory adjustment.

8.15.8. 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 will be liable for damage or destruction until relieved of accountability. **(T-1)**

8.16. Test and Contract Munitions Management.

8.16.1. General Guidance. Munitions assets received in support of research and development (R&D) tests, to include non-DAF owned munitions assets, will be managed on the stock record account, issued, and controlled by procedures in this DAFMAN and AFMAN 23-230, *Maintaining Air Force DoD Activity Address Codes (DoDAAC)*. Accountability, safety, and security of DoD owned and non-DoD owned R&D assets in the physical possession of DAF activities are enhanced by management in TICMS. Units supporting RDT&E activities with non-DoD or foreign munitions and explosives will ensure storage is approved in accordance with directives stated in **paragraph 4.12.2.1**. **(T-0)**

8.16.1.1. AFMC/A4/10/A4M will serve as the guidance approval authority for the accountability of Laboratory Developed Explosive test samples. AFMC/A4/10/A4M will develop and coordinate procedures supporting 96th Test Group test operations with the host unit MXG commander (or equivalent) and the host MAJCOM munitions staff.

8.16.1.2. 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 responsible for the RDT&E munitions assets. When in the possession of DAF activities, manage these assets in TICMS in the same manner as other DoD-owned munitions, unless otherwise specified within this section. **Note**: While the SPO may acquire assets outside of normal procurement where these assets are primarily intended for use by a particular program, DAF owns all assets procured by DAF funds. Therefore, AF/A5DW may direct assets to higher/urgent priorities. Where such action may disrupt planned test efforts, AF/A5DW will coordinate with Air Force Test and Evaluation Directorate (AF/TE) to determine test priorities and impacts.

8.16.1.2.1. The responsible SPO and/or RTO must coordinate with the owning MAJCOM munitions staff and local MASO, prior to shipping SPO/RTO owned assets to the munitions unit. **(T-1)** This coordination is required to ensure proper munitions management and effective munitions support.

8.16.1.2.2. When properly coordinated, munitions received by the munitions unit in support of RDT&E will be picked up on the stock record account in TICMS within 5 duty days after receipt. **(T-1)** The MASO will ensure the MAJCOM is immediately contacted if assets are received without prior coordination. **(T-2)**

8.16.1.2.3. Control and management of SPO/RTO/lead development test organization (LDTO) program munitions assets rest exclusively with these SPO/RTO/LDTO officials. Therefore, the SPO/RTO/LDTO will ensure the MASO is provided with current and accurate support documentation in the form of contract purchase order, GPC purchase order, MIPR, DD Form 1149, DD Form 1348-1A, DD Form 250 or other suitable documentation that can establish DAF ownership. **(T-1)** The MASO will ensure this documentation is maintained for management and audit purposes. **(T-1)** **Note**: The SPO/RTO/LDTO will coordinate with AF/A5DW for any requested changes to the programed or contracted munitions delivery schedules.

8.16.1.2.4. 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.

8.16.1.2.5. During procurement of R&D assets, the SPO/RTO will request technical data, safety data sheet (SDS), interim hazard classification (IHC), chemical constituency data, and disposal data for these assets. **(T-1)** The SPO/RTO must provide this information and related data to the TPM/PM, Operations and International Law Directorate, Office of The Judge Advocate General (AF/JAO), and the MASO at the receiving and storing activity prior to shipping the assets. **(T-1)** **Note**: Munitions items, weapons, or weapon systems acquired through RDT&E processes, either from new acquisition or modification, must be coordinated through the installation legal office to AF/JAO for compliance with AFI 51-401, *The Law of War* to ensure a weapons legal review has been performed as early as possible, prior to assets entering the active inventory.

8.16.1.2.5.1. R&D 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)**

8.16.1.2.5.2. R&D munitions received without a final or interim hazard classification (or equivalent) will be segregated and treated as HC/D 1.1L unless provisions outlined in DESR 6055.09_DAFMAN 91-201 allow for on-installation management under a locally assigned hazard classification. **(T-1)** However, no items may be offered for transportation from the installation or development location until the necessary DoD, DOT, or DOE hazard classification is assigned.

8.16.1.3. The MASO must ensure levels are loaded for RDT&E assets in TICMS. **(T-1)** The SPO and/or RTO authorize loading or adjusting RDT&E levels in TICMS 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 Annual MASO Custody Account Inventory for assets issued to custody. Applicable test directive, test program plan, contract purchase order, GPC purchase order, MIPR, or active AFMC job order number will be maintained by the MASO for audit purposes. **(T-1)**

8.16.1.3.1. All SPO/RTO munitions assets assigned TICMS stock numbers (TSN) must include an appropriately assigned CIIC. Installation resource protection managers may be able to help if the appropriate CIIC is not readily determined.

8.16.1.3.2. Upon completion of an R&D test project, the SPO/RTO will coordinate with the MASO to turn in DAF owned assets remaining on the test accounts. **(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.

8.16.1.3.2.1. 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

instructions. **(T-1)** Assets purchased by specific programs outside of normal allocation process must include a funding line to pay for transportation as program procured assets are not covered under SDT requirements.

8.16.1.3.2.2. If these test assets are serviceable and the SPO/RTO no longer requires the assets for test purposes, the MASO will ensure they are reported as serviceable excess via the automated serviceable excess program on the GACP website in accordance with **paragraph 4.12.9**. **(T-1)**

8.16.1.3.2.3. If test assets are unserviceable for general operational or training use in accordance with 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 in accordance with **paragraph 4.12.15**. **(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.

8.16.1.3.2.4. 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.

8.16.1.3.3. If an unsafe situation develops with test munitions, appropriate authorities, in coordination with EOD, may approve the destruction of a munitions or explosive item that constitutes an immediate danger to human life or property in accordance with Level 1 disposition procedures of **paragraph 4.12**. 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.

8.16.2. Forecasting for Test and Contract Munitions. Annually, the SPO/RTO/LDTO must forecast for test munitions for which there is a suitable stock listed asset available. **(T-1)**

8.16.2.1. For unscheduled tests, the SPO/RTO will submit OOCR to the MASO for review. **(T-1)** If the MASO cannot provide an allocation for the OOCR, the MASO forwards the request to the MAJCOM MUFM for review and resolution.

8.16.2.2. If the MUFM cannot provide an allocation, the MUFM will then forward the request to the Air Staff functional office for resolution. **(T-1)**

8.16.2.3. Test organizations must forecast for all serviceable TICMS-managed munitions and components (fins, impulse cartridges, etc.) needed to support test project requirements involving other munitions. **(T-1)** Preliminary or interim TO guidance must be provided in accordance with TO 00-5-3, *AF Technical Order Life Cycle Management*, and DAFI 63-101/20-101.

8.16.2.4. 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/A5DW (air munitions). **(T-1)**

8.17. Ownership Code and Management (Other Activity or Agency Owned Munitions). In accordance with DoDM 4140.01 Volume 11, the DoD component that has physical custody of materiel in storage will maintain balances of that inventory in its APSR, regardless of which DoD

component owns the materiel. **(T-0)** TICMS provides ownership code functionality to assist management of other service or agency owned munitions held in DAF munitions activity possession. This functionality requires added focus to ensure proper accounting for both DAF and non-DAF owned munitions managed on the stock record account, as well as from munitions custody accounts. The MASO should continuously monitor for ownership code changes and ensure all personnel involved understand the implications of manipulating the ownership of munitions assets. Munitions personnel will only process ownership code changes under the concurrence and oversight of the MASO. **(T-1) Note**: The term "physical custody" is equated to the service component managing the key and lock to the facility, either by host-status or MOA/MOU/inter-service support agreement. Example: If the host service grants key/lock control and sole access to a visiting unit or DoD agency, that visiting unit has physical custody and accounts for their assets in their APSR. The term "materiel in storage" refers to items dedicated to store at a particular location. Do not confuse this section with in transit materiel that remains within the transportation system. Manage all in transit shipments temporarily stored (not originating from, or consigned to the DoDAAC) in accordance with **paragraph 8.13.4.2**.

8.17.1. Units will manage all munitions owned by other DoD components or agencies through application of the appropriate numeric code listed in **Table 8.7**. **(T-0)** Munitions activities maintaining physical custody of such items must take action and coordinate with owning organizations to establish these assets on accountable record within TICMS. **(T-0)** The storing DAF unit has the option to manage non-DAF assets from the stockpile or custody account, but the proper ownership code is always applied. However, consideration should be given as to not unnecessarily apply the same management controls for other service or agency owned assets that apply to DAF inventory. For example, it is not necessary to mandate expenditure processes if this does not provide any value for expenditure reporting or allocation management. Instead of requiring expenditure processing, other processes may be implemented to remove these items from accountable record if the process is documented and fully auditable. The methods to remove other service or agency assets from accountable record should be precoordinated and determined with the owning organization and documented through applicable agreements. The goal is to maintain safety, security, and in-storage balances required by DoDM 4140.01 Volume 11, while also ensuring streamlined processes for effective interoperability for operating services or agencies.

8.17.1.1. If non-DAF munitions are managed via custody account, use the ORG/SHP codes as designated in **Table 8.6** for all supported organizations.

8.17.1.1.1. Allocation forecasting and management is not necessary. Ensure that the "bypass allowance" option is set to "Yes" and applied to the ORG/SHP.

8.17.1.1.2. The storing unit may assign TICMS custodian roles to the agreed upon personnel (with DD Form 2875) from the owning service or agency to manage and allow visibility of the inventory in TICMS. Eligible DoD CAC holders may self-register for an Air Force Portal ID and account in order to submit the DD Form 2875 access request to TICMS.

8.17.1.1.3. Units may use an AF Form 68 or sister-service equivalent, CSA, or a memorandum from the service/agency organization as the source document to determine custodian role assignment to the ORG/SHP, and for authorization to physically receipt for the service/agency assets. An AF Form 68 is not mandatory.

Table 8.6. ORG/SHP Codes for Other DoD Services, Components, and Agencies.

ORG/SHP CODES FOR OTHER DOD SERVICES, COMPONENTS, AND AGENCIES				
AGENCY	**ORG CODE**	**SHOP CODE**	**USING MAJCOM**	**FUNCTIONAL USER CODE**
US Army	991	AA-AZ	AR	K1
US Navy	992	NA-NZ	NY	K2
US Marine Corps	995	MA-MZ	MC	K3
FMS-Foreign	996	FA-FZ	0X	K4
Contractor/Other	997	CA-CZ	CT	K5

8.17.1.2. A local CSA is required unless a more formal agreement is established. Munitions activities are strongly encouraged to seek formalized MOAs, MOUs or inter-service support agreements to establish responsibilities between the involved organizations. Recommended information to consider for inclusion in these formal agreements, beyond the information contained in **paragraph 6.2.6**, are:

8.17.1.2.1. Physical access procedures and scheduling requirements.

8.17.1.2.2. Accepted storage and maintenance standards and practices.

8.17.1.2.3. Activity responsible for serviceability determination: inspection; maintenance; restricted/suspended status (may require review of service-specific reporting systems).

8.17.1.2.4. Inventory responsibilities, and procedures for correcting balances and notifying owning activities. Inventory processes and inventory frequencies will be in accordance with those specified in this DAFMAN, DoDM 4140.01 Volume 11, and DoDM 5100.76.

8.17.1.2.5. Procedures for removal from APSR accountable records, i.e., expenditure directly from custody account, or turn-in and shipment to designated DoDAAC for service expenditure processing, etc.

8.17.1.2.6. Statement that funding for any procurement, distribution, transportation, or shipment of these assets is the responsibility of the supported service or agency.

8.17.2. Munitions activities will utilize the GACP CRM or contact the appropriate GACP Support Cell when conflicts with technical data exist or technical data is lacking the required information to properly store, maintain or classify condition of non-DAF assets. **(T-1)**

8.17.3. The DAF munitions activity having physical custody will have overall responsibility for reporting the condition of munitions under their management. **(T-0)** Units must coordinate with the owning organization to ensure applicable service-specific restriction/suspension actions are communicated amongst all parties. **(T-1)** Inspection and maintenance responsibilities addressed in service agreements will also be coordinated and incorporated into munitions activity maintenance schedules.

8.17.4. As necessary, MAJCOMs will publish command supplements addressing RDT&E, Joint or FMS programs, or other unique requirements to provide additional guidance that supports accountability, auditability and financial reporting objectives. **(T-1)**

Table 8.7. Department of Defense Ownership Codes.

DEPARTMENT OF DEFENSE OWNERSHIP CODES		
CODE	TITLE	EXPLANATION
1	ARMY	Stocks held on inventory control records of a non-Army item manager but owned by Army.
2	DEFENSE LOGISTICS AGENCY	Stocks held on inventory control records of a non-DLA item manager but owned by DLA.
3	OTHERS	Stocks held on inventory control records of a Service/agency item manager but owned by an agency outside of DoD.
4	MARINE CORPS (See Note)	Stocks held on inventory control records of a non-Marine Corps item manager but owned by Marine Corps. Only Marine Corps Ground Munitions are managed as ownership code 4. See ownership code 5 for Marine Corps Air Munitions.
5	NAVY (See Note)	Stocks held on inventory control records of a non-Navy item manager but owned by Navy. Includes Marine Corps Air Munitions.
6	AIR FORCE	Stocks held on inventory control records of a non-DAF item manager but owned by DAF.
7	OTHER DOD	Stocks held on inventory control records of a Military Service/Defense Threat Reduction Agency (DTRA) DLA item manager but owned by a DoD agency other than a Military Service/DTRA or DLA.
8	GRANT AID	Stocks held on inventory control records of a Service/agency item manager but owned by grant aid.
9	OTHER ITEM MANAGER	Stocks held on inventory control records of a Service/agency item manager but owned by another item manager within that same Service/agency.
0	SPECIAL OPERATIONS FORCES	Stocks held on inventory control record of a non-Special Operations Forces item manager but owned by Special Operations Forces.
Note: Marine Corps ground munitions are identified by a cognizant code (COG) "0T" and managed as ownership code 4. Marine Corps air munitions are assigned a COG other than "0T" and are managed under Navy ownership code 5. The applicable cognizant code may be found on shipping records, such as the DD Form 1348-1A, as part of the distribution code in record positions 55-56.		

Chapter 9

HEADQUARTERS MUNITIONS STAFF AND CENTRALIZED MUNITIONS MANAGEMENT

9.1. Introduction. Lead Command designations outlined in DAFPD 10-9 apply to weapons systems management and sustainment activities. Lead Commands develop implementation strategies and procedures, and coordinate with implementing commands to establish and sustain life cycle management processes for their respective systems and activities.

9.1.1. 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.

9.1.2. 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 product support management functions of the applicable divisions under AFLCMC/EB, and information is shared with the MAJCOM or NAF.

9.1.3. Lead MAJCOMs and the GACP provide staff support covering duty hours of both Lead and supported commands or NAFs.

9.1.4. Lead MAJCOMs and the applicable AFLCMC/EB divisions coordinate technical support and provide guidance on issues beyond unit capabilities through the TO waiver process, technical data assistance requests, and reachback to supported agencies.

9.2. Lead MAJCOM Munitions Staff (or equivalent). A MAJCOM that establishes responsibility for advocacy for systems and activities, and clarifies responsibilities for other stakeholders (using commands, implementing commands, and other organizations that possess or are responsible for a portion of a weapon systems, non-weapon system, or activity).

9.2.1. Air Combat Command, Director of Logistics, Engineering and Force Protection, Munitions Division (ACC/A4W) will represent all stakeholders for designated conventional munitions technical and system management issues. Additionally, ACC/A4W as the Combat Air Forces (CAF) lead MAJCOM will execute other lead MAJCOM responsibilities to include:

9.2.1.1. 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 Air Force Personnel Center, Force Generation and Readiness Division, Force Generation Scheduling Branch (AFPC/DPMWS) to develop a sourcing plan.

9.2.1.2. Planning and execution of munitions AIT and IT projects. In this capacity, ACC will be the munitions lead for requirements, design, development, and program funding (excluding funding for NGB and AFRC) for approved IT solutions. All other MAJCOMs are responsible for the training of personnel and maintenance of the IT resources in their command.

9.2.1.3. MAJCOMs, direct reporting units and field operating agencies will ensure units migrate from legacy handheld terminal devices to new multi-use, integrated tablets during routine technical refresh cycles for all munitions activities. **(T-1)** All future device

procurements will utilize the Air Force IT Commodity Council contract vehicle(s) to purchase tablets using a Windows®-based operating system to ensure compliance, supportability and consistency across all munitions operations.

9.2.2. As the MAF lead MAJCOM, AMC will coordinate with and represent all stakeholders for designated systems and activities. Additionally, per DoDD 5100.03, *Support of the Headquarters of Combatant and Subordinate Unified Commands*, the Secretary of the Air Force is designated the Combatant Command Support Agent. **(T-0)** These responsibilities are executed through AMC via host installation support for Combatant Command/J4 validated requirements, codified in AFMAN 21-209 Volume 2 and GMAT tables.

9.2.3. As the SOF lead MAJCOM, AFSOC will coordinate with and represent all stakeholders for designated systems and activities.

9.2.4. As the lead MAJCOM for aviation support equipment, AFMC will coordinate with and represent all stakeholders for all aviation support equipment, test set, and MMHE management issues. Additionally, as an implementing command, AFMC will coordinate with munitions lead MAJCOMs and interface with all stakeholders on material management and munitions system sustainment issues.

9.2.5. Air Force Global Strike Command, Director of Logistics and Engineering, ICBM and Helicopter Maintenance Division (AFGSC/A4B), Munitions Maintenance Division (AFGSC/A4W), and AFGSC/A4Z will represent all stakeholders for designated conventional munitions and weapons technical and system management issues.

9.2.6. In representing stakeholders for munitions and equipment management issues, lead MAJCOMs will:

9.2.6.1. Collect and consolidate inputs, and vote as OPR at working group meetings and Allowance Source reviews for munitions support equipment.

9.2.6.2. Assess, identify, prioritize, monitor, and advocate for all equipment requirements and authorizations to sustain mission support and direct beddown of new equipment.

9.2.6.3. Coordinate equipment RDOs and AF Form 601, *Authorization Change Request*.

9.2.7. In addition to the lead MAJCOM responsibilities outlined in DAFPD 10-9 and AFMAN 21-200 for conventional munitions system and sustainment management functions, lead MAJCOMs provide reachback support to supported commands, NAFs, or units for traditional MAJCOM functions. In this role, lead MAJCOMs will:

9.2.7.1. Coordinate with HAF, MAJCOMs, GACP, NAF and wing/group staff functions, to execute munitions management responsibilities.

9.2.7.2. Coordinate with supported commands, NAFs, and wing/group to provide site activation task force (SATAF) support as needed.

9.2.7.3. Establish contact procedures for after hour support.

9.2.7.4. Provide operational oversight of PGM and Automated Test Systems to maintain this equipment in the highest possible state of readiness.

9.2.7.5. Identify sustainment and supportability limitations and problems to the appropriate SPO, PT or IPT, IM, ES, and to the product improvement working group (PIWG).

9.2.7.6. Advocate for programming actions associated with strategic infrastructure improvement activities to include SATAF, site surveys, weapon system beddown, and mission changes.

9.2.7.7. Ensure MFMs participate as voting members and make up the board of advisors at worldwide munitions conferences, utilization and training workshops (U&TW), and AFCOMAC curriculum reviews.

9.2.7.8. 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 all ordered enduring and emergent taskings.

9.2.7.9. Initiate or coordinate on munitions mission essential tasks for assigned munitions units to identify resource requirements and capabilities in order to execute Deliberate and Crisis Action Planning and Execution Segments (DCAPES) postured UTCs; and advocate and justify personnel, equipment, and resources to meet assigned missions.

9.2.7.10. Manage and coordinate manpower actions with affected supported commands to include:

9.2.7.10.1. Manning assistance requests.

9.2.7.10.2. Enroute training for personnel between permanent assignments.

9.2.7.11. Coordinate on munitions system sustainment upgrades and modifications, and configuration management actions.

9.2.7.12. Direct and monitor special inspections for munitions assets and one-time inspections for equipment.

9.2.7.13. Appoint MAJCOM SA in accordance with **paragraph 14.3.2** to administer assigned users within the command.

9.2.7.14. Assist the TICMS FMO, when requested, to develop and evaluate requirements and to test and validate software.

9.2.7.15. Coordinate emergency destruction of materiel (EDM) training requirements with supported/component MAJCOMs when requested.

9.2.7.16. Coordinate with the MAJCOM Surgeon General/Bioenvironmental Engineering office (SGPB) during review of documents and reports related to RAM management, security, environmental quality, safety and occupational health. The local bioenvironmental engineering office is the default IRSO for Air Force 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.

9.2.7.17. Review the results of wing semi-annual NWRM inventories. Forward results to the Air Force Sustainment Center, 635th Supply Chain Operations Wing, Nuclear

Weapons-Related Materiel (NWRM) Transaction Control Center (635 SCOW/NTCC), the AFMC NWRM inventory OPR, within 30 calendar days of inventory closeout.

9.2.7.18. Provide AFMC NWRM POC copies of MASO certificate of transfer when changes are made (see **paragraph 1.3**.).

9.2.7.19. Assess unit compliance with NWRM discrepancy reporting procedures in accordance with DAFMAN 20-110.

9.2.7.20. Advocate for, and provide support and training for responsible MUFM roles within the command staff in order to facilitate munitions requirements forecasting and allocation management processes.

9.2.7.20.1. Be cognizant of other functional areas within the command structure that generate munitions requirements, and when necessary, seek attention and assistance from appropriate levels to ensure individuals are appointed to fulfill those MUFM responsibilities.

9.2.7.20.2. Establish and implement a training program, using existing policy, training guides, and any command specific guidance, that will enhance the MUFM's understanding of the importance of the role, the specific responsibilities, and the resources available. Aside from initial training, determine the frequency required for any recurring training requirement; however, this should be reevaluated annually, prior to the beginning of the forecasting cycle.

9.3. Component and Supported Command. In addition to roles and responsibilities outlined in AFMAN 21-200, supported command munitions staff responsibilities include:

9.3.1. Theater/mission specific activities, CCDR specific objectives, taskings, and representing the COMAFFOR in joint service working groups.

9.3.2. Organize, train, and equip (OTE) functions.

9.3.3. Strategic level Theater Security Cooperation, allied logistics coordination and support, and functional expertise.

9.3.4. Initiate, draft, and review theater or command unique agreements and directive guidance.

9.3.5. Coordinate on changes made during UTC reviews and posture UTCs in DCAPES. The Air Staff functional manager has final authority for UTC changes, additions, or deletions.

9.3.6. Coordinate on facility construction, modification or improvement projects, including host nation funded projects.

9.3.7. Command level or unique maintenance directives.

9.3.8. Development of designed operational capability (DOC) statements in accordance with AFI 10-201, *Force Readiness Reporting*.

9.3.9. PEC 28030 Programming: The MFM will:

9.3.9.1. Coordinate 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.

9.3.9.2. In coordination with the MAJCOM PEM, assist and advise units in the development and submission of the PEC 28030 budget requirements and advocate requirements through the budget process.

9.3.9.3. Consolidate MAJCOM WRM munitions budget requirements. Review unit inputs for accuracy, adequacy, and completeness; consolidate and submit the budget to the MAJCOM PEM and FM.

9.3.9.4. Coordinate with the wing Budget Officer, MAJCOM FM, and PEM to distribute WRM munitions funding to bases and advise unit commanders on appropriate use of PEC 28030 funding.

9.3.9.5. Monitor expenditure of funds to fulfill WRM munitions preservation requirements.

9.3.9.6. Validate unit unfunded or un-programmed requirements.

9.3.10. Coordinate theater deployments and contingency support; assistance requests for manning, materiel and equipment; and asset or personnel availability.

9.3.11. Monitor and assess force readiness reporting within the Defense Readiness Reporting System.

9.3.12. Coordinate on Command UCML.

9.3.13. Review the results of wing semi-annual NWRM inventories. Forward results to the AFMC NWRM inventory OPR (635 SCOW/NTCC) within 30 calendar days of inventory closeout.

9.3.14. Provide AFMC NWRM POC copies of MASO certificate of transfer when changes are made (see **paragraph 1.3**.).

9.3.15. Initiating geographic or theater threat assessments to identify the need for EDM plans and/or capabilities. Instructions for establishing EDM capabilities can be found in TO 11A-1-42, *General Instructions for Emergency Destruction of Munitions (EDM)*.

9.3.15.1. OCONUS MAJCOMs direct units to establish and implement EDM plans and/or capabilities when merited by threat assessments and/or supported OPLANs.

9.3.15.2. 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.

9.3.16. Provide for MUFM advocacy, support, and training in accordance with **paragraph 9.2.7.20** and its sub-paragraphs.

9.3.17. Appoint MAJCOM SA in accordance with **paragraph 14.3.2** to administer assigned users within the command.

9.3.18. Coordinate with MAJCOM/SGPB for RAM management in accordance with **paragraph 9.2.7.16**.

9.3.19. Assess unit compliance with NWRM discrepancy reporting procedures in accordance with DAFMAN 20-110.

9.4. Numbered Air Force (NAF). In addition to responsibilities outlined in AFMAN 21-200, the NAF munitions division (or equivalent) will perform the following key responsibilities for assigned or 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.

9.4.1. 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.

9.4.2. Review munitions availability and allocation forecasts to develop a call-forward and retrograde schedule in coordination with the GACP considering mission planning, storage capacity, and munitions requirements. Ensure finalized lists are submitted to GACP by required suspense to meet JMC planning deadlines.

9.4.3. Coordinate with gaining forces to validate requirements, store and preposition materiel, execute deployment, re-deployment or follow-on movement activities, to include preparation and activation of deployment locations.

9.4.4. Oversee subordinate base stock levels consistent with infrastructure capabilities, approved allocations, and command positioning objectives.

9.4.5. Execute theater positioning objectives, to include munitions beddown and distribution, in coordination with GACP.

9.4.6. Perform as the theater WRM commodity manager for munitions. Work with bases and activities authorized WRM munitions, including tactical missiles and CAT code B mobility munitions, to load WRM authorizations and levels.

9.4.7. Develop and coordinate publication of the munitions WCDO once the Logistics Feasibility Analysis Capability (LOGFAC) files are completed, as applicable.

9.4.8. Manage and resolve maintenance supportability and integration issues, including:

9.4.8.1. Explosives Site Plan, inventory management, stockpile storage, inspection, maintenance, delivery, and reporting functions.

9.4.8.2. Munitions vehicle and equipment availability, and facility NEW constraints.

9.4.9. Formulate and implement logistics policy and plans for joint theater munitions operations.

9.4.10. 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.

9.4.11. Operate the TACP/RACP in support of CCDR objectives.

9.4.11.1. Monitor use rates and availability of munitions resources to determining sustainment and re-supply capability.

9.4.11.2. Identify, coordinate and monitor munitions logistics requirements to sustain deployed forces.

9.4.11.3. Coordinate, review, and update NAF/A1 theater reporting instructions applicable to munitions assets.

9.4.11.4. Provide the air operations center all necessary munitions support for ATO development and execution.

9.4.11.5. Monitor TICMS operational levels and address processing limitations to maintain capability to account for theater munitions stocks.

9.4.11.6. Request re-supplies and redistribution of theater munitions to maximize throughput, containerization, and in transit visibility capabilities.

9.4.11.7. Assist A3 staff in building and managing the time phased force and deployment data (TPFDD) ensuring logistic supportability for munitions, re-supply and sustainment.

> 9.4.11.7.1. Coordinate with GACP to source tasking locations for OPLAN TPFDD execution.

> 9.4.11.7.2. Notify appropriate agencies in accordance with **paragraph 12.2** when making notional munitions sourcing requests for STAMP or APF assets.

9.4.12. Oversee the theater's Air Force owned intermodal (ISO, MILVAN, etc.) container assets in accordance with **paragraph 4.4**.

9.4.13. Establish and manage theater tactical air munitions rapid response package (TARRP). When a TARRP is established, the NAF coordinates on unit DOC statements for these missions in accordance with AFI 10-201.

9.4.14. Identify, develop, and submit the WRM 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 PEM for inclusion into the program objective memorandum (POM) process.

9.4.15. As necessary, provide for MUFM advocacy, support, and training in accordance with **paragraph 9.2.7.20** and its sub-paragraphs.

9.5. Air Force Materiel Command (AFMC). In addition to roles and responsibilities outlined in AFMAN 21-200, AFMC oversees operations of the GACP, the AFLCMC Munitions Division (AFLCMC/EBH), and the AFLCMC Weapons Superiority Division (AFLCMC/EBU). Maintains, equips, and staffs the GACP with appropriate personnel. Additionally AFMC/A4/10/A4M will:

9.5.1. Develop and implement GAP strategy and policy. Manage the PACER AMMO program.

> 9.5.1.1. Host activity of the GAP working group.

> 9.5.1.2. Coordinate with AF/A4LW and AF/A5DW to integrate MAJCOM munitions based on Air Force priorities and develop the MMP.

> 9.5.1.3. Develop MMP funding requirements and advocate requirements through the 635 SCOW Second Destination Transportation/Centrally Managed Allotment program manager.

9.5.1.4. Provide PACER AMMO program status to the GAP working group.

9.5.1.5. Track all munitions movements by TAC, project code and command code.

9.5.1.6. Advise MAJCOMs and Logistics Complexes of funds allocation and which MMP movements are executable.

9.5.2. Have primary responsibility for munitions product assurance in accordance with provisions of **paragraph 10.8**.

9.5.3. Develops test set, MMHE, and common and peculiar aviation support equipment requirements.

9.5.4. Provide support for logistics, engineering, and RDT&E, technical sustainment, product assurance, and life cycle sustainment to support all MAJCOMs.

9.5.5. In coordination with the applicable lead MAJCOM for munitions and weapons systems, advocate for equipment funding requests and POM submissions received from product group managers. 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 Allowance Source.

9.5.6. Provides guidance to AFMC IMs and ES for management of IDR for TICMS-managed assets in accordance with **paragraph 10.8.1.2**.

9.5.7. In accordance with DAFMAN 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 DAF munitions items with RAM are identified in accordance with Title 10 CFR Chapter I, or Title 40 CFR Part 261, et seq.

9.5.8. Advocate for, justify, and defend PEC 28031F funding requirements through the AFMC Enterprise Support Panel for the APF Program and the USAF Munitions ISO Container Program.

9.6. Air Logistics Complex (ALC), or Applicable AFLCMC Office. In coordination with the other appropriate agencies, the ALC or AFLCMC Office will:

9.6.1. Manage and maintain worldwide visibility of the munitions stockpile. Take action to place all munitions items indicative data in TICMS.

9.6.2. Have worldwide responsibility for inventory management of munitions assets.

9.6.3. Establish processes to review munitions inspection requirements on a recurring basis for assets managed by the ALC in accordance with **paragraph 10.8.3.2**.

9.6.3.1. 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), customer response module tickets, rapid response team activity, suspension and restriction activity, and any other data relevant to asset reliability.

9.6.3.2. The ALC or AFLCMC Office will brief lead MAJCOMs on the status of surveillance evaluations annually during the applicable PIWG.

9.6.3.3. In addition to establishing an inspection interval review process, evaluate and respond to MAJCOM requests to change inspection requirements outlined in TOs and manuals. MAJCOM request for changes will be submitted in accordance with **paragraph 10.8.5**.

9.6.4. Plan for time-phased munitions sourcing and movements to support the execution of OPLANs.

9.6.5. Inspect munitions items suspected as unserviceable or defective and order suspension, disposition or release actions.

9.6.6. Provide logistics support, management, and sourcing for FMS cases in accordance with **paragraph 10.5**.

9.6.7. Develop CRC upon request.

9.6.8. Load basic reparability data in the TICMS IDR.

9.6.9. Provide management oversight of reusable munitions containers.

9.6.9.1. Code all FSC 8140 reusable containers with ERRC T (XD2) when the authority for disposition rests with the GACP. Validate ERRC annually based on requirements.

9.6.9.2. Identify accountable containers in the TICMS IDR file and update accordingly.

9.6.9.3. Update the Reparable Item Movement Control System to determine the "ship to" address.

9.6.10. Identify possible candidates (NSNs) of obsolete munitions items. The GACP will seek coordination from the lead MAJCOMs and functional users before disposition actions can be initiated.

9.6.11. Advise AFMC/A4/10/A4M and munitions lead MAJCOMs on MMHE sustainment issues and concerns that affect long term availability and usability.

9.6.12. Ensure management of government furnished equipment (GFE)/materiel (GFM) related to munitions systems in the possession of contractors at government or contractor owned facilities is in accordance with DAFMAN 23-119, *Government Furnished Property*.

9.6.12.1. Develop processes to retain DAF ownership for all DAF owned munitions and missiles shipped to contractor locations for repair, warranty, modification, or loan. These munitions/missile assets will be maintained (loaded or input) on TICMS accountable records.

9.6.12.2. 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 will be maintained on TICMS accountable records.

9.6.12.3. Ensure validation of shipments received at contractor/vendor locations when the munitions or missile assets are expected to be consumed or expended as part of the contract activity. Once receipt is validated, the shipment is closed in TICMS, and these munitions/missile assets are no longer tracked.

9.6.12.4. The designated munitions or missile SPO will report GFE/GFM assets in contractor or vendor possession to the GACP and TICMS FMO using the contractor possessed munitions (CPM) application. **(T-1)** The CPM is used to update TICMS assets tables and enable Chief Financial Officer (CFO) report submission.

9.6.12.5. The CPM Application: The CPM application is used to provide near-term visibility of contractor possessed assets within TICMS as the DAF munitions 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.

9.6.12.5.1. The CPM application and process will be used by program teams, system program offices, program managers, AFMC/A4/10/A4M, GACP, and the TICMS FMO to manage, collect, validate, and report contractor possessed munitions. Refer to AFMCMAN 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.

9.6.12.5.2. Program teams will upload or re-validate records at a minimum of every 30 calendar days. **(T-1)** If records have not been updated within 90 calendar days, the program OPR will receive an email 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.

9.7. Air Force Life Cycle Management Center (AFLCMC), Armament Directorate (AFLCMC/EB). AFLCMC/EB is the MASO appointing authority for APF munitions accounts. Through oversight of multiple divisions, AFLCMC/EB establishes, integrates, and executes Integrated Life Cycle Management in accordance with DAFI 63-101/20-101. The product support management functions of the applicable divisions under AFLCMC/EB include:

9.7.1. Reviewing and acting upon discrepancy report submissions.

9.7.2. Managing munitions TOs for DAF and FMS customers.

9.7.3. Coordinating sustainment of munitions test and support equipment.

9.7.4. Coordinating support equipment requisitions in priority established by the lead MAJCOM.

9.7.5. Performing munitions and missile system program management functions.

9.7.6. Managing munitions and related support equipment TCTO and system modifications.

9.7.7. Developing and executing financial plans necessary to meet war-fighter sustainment requirements.

9.7.8. Performing munitions cataloging functions.

9.7.9. Managing the IHC program.

9.7.10. Developing munitions system security classification guidance.

9.7.11. Supporting development of munitions acquisition programs consistent with warfighter requirements.

9.8. AFLCMC, Armament Directorate, Munitions Division (AFLCMC/EBH) - GACP, Hill AFB. The GACP executes product support management (PSM) and supply chain management (SCM) for DAF munitions assets. The GACP adopts and employs proven SCM processes that exploit global command and control and 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, and is responsible to oversee supply chain processes, technology, and resources to deliver end-to-end warfighter support. The GACP is the global WRM manager for Class V (munitions). The GACP utilizes, manages, and conducts analysis of munitions data to implement key responsibilities for enterprise-wide conventional munitions and stockpile management policies. Additionally, the GACP will:

9.8.1. Establish procedures and functions to maintain critical data, such as the standard munitions complete round dictionary (CRD), DoDAAC/Organization details, explosives safety information, IDR, or any other indicative information. **(T-1)**

9.8.2. Collaborate directly with assigned AFNWC/LG or AFGSC/A4Z IM/ES on SCM activities related to TICMS-managed NWRM assets. **(T-1)** Each IM/ES over TICMS-managed assets will maintain an active TICMS account and will be responsible to update the TICMS IDR and supporting data managed within TICMS. **(T-1)** Coordinate with owning IM or ES to ensure that all TICMS-managed NWRM items have the time change indicator set to "Y."

9.8.3. Develop and coordinate the annual PCAR memorandum and instructions with AF/A5DW; Air Force Test and Evaluation Directorate, Policy and Programs Division (AF/TEP); AF/A4LW; ACC/A3TW; AFMC, Directorate of Logistics, Civil Engineering, Force Protection, and Nuclear Integration, Maintenance Division, Munitions and Missiles Branch (AFMC/A4/10/A4MW); AFSFC/S4WL; AFCEC/CXD; and all affected divisions within AFLCMC/EB prior to release to MAJCOMs. **(T-1)** Once coordinated, release to MAJCOM/A4W (or equivalent) and other functional offices of primary responsibility.

9.8.4. Centrally consolidate forecasts, allocate, and distribute or position munitions worldwide and submit forecasts for programming, budgeting and funding to support these processes. **(T-1)**

9.8.5. Optimize and allocate stockpiles in collaboration with AFMC/A4/10/A4M, AF/A4LW and AF/A5DW. **(T-1)** The GACP will:

9.8.5.1. Assess allocations and analyze worldwide stockpiles, considering current balances, projected expenditures, outstanding shipments and requisitions, and expected procurement activities. **(T-1)**

9.8.5.2. Develop plans (as necessary) to support munitions re-supply efforts. **(T-1)** Provide copies of final plans to affected storage, transportation and executing commands.

9.8.5.3. Coordinate munitions positioning with effected MAJCOMs, NAF, AFRC, and NGB to meet validated worldwide requirements. **(T-1)**

9.8.5.4. Provide quarterly status reports to MAJCOMs and AF/A4LW on all munitions movements. **(T-1)**

9.8.6. Maintain secure and non-secure communications capabilities with DAF and theater crisis action teams. **(T-1)**

9.8.7. Produce, publish and disseminate the DLAR. **(T-1)**

9.8.8. Annually during the DLAR process, consolidate previously reported worldwide excess munitions and coordinate retrograde strategies and actions with the Air Staff, MAJCOMs, NAFs, units, and other agencies (if applicable). **(T-1)**

9.8.9. Annually, develop and submit the DAF conventional munitions stratification report in accordance with DoDM 4140.01 Volume 10, *DoD Supply Chain Materiel Management Procedures*: *Supply Chain Reporting and Metrics*. Additionally, participate in required reviews outlined in DoD 4140.01 Volume 10 to identify potential cross-leveling opportunities.

9.8.10. Develop and submit a shipment requirements forecast to AFMC/A4/10/A4MW and MAJCOM A4R or equivalent NLT two weeks after the GAP working group convenes. **(T-1)**

9.8.11. Submit SDT forecasts to support movement of project codes 727 and 737 to AFMC/A4/10/A4MW. **(T-1)**

9.8.12. Establish Locally Assigned Ammunition Reporting Code numbers. **(T-1)**

9.8.13. Build and publish the MMP. **(T-1)** The GACP will:

9.8.13.1. Use distribution plans to identify transportation fund requirements. **(T-1)** Coordinate call-forward, realignment, and retrograde plans for transportation and manage effective and efficient use of transportation funds. Identify all movement requirements, including test and training, WRM movements that support allocations, retrograde, inter-command, scheduled APF reconstitution, etc.

9.8.13.2. Develop sourcing options to execute the MMP during peacetime, and strategies to support re-supply of combat units during contingency operations. **(T-1)**

9.8.13.3. Generate, publish, and communicate enterprise-wide requisition and RDOs, providing base level detail. **(T-1)** For assets being shipped from CONUS depots, the GACP will process documents for shipments from Army depots and forward to JMC for sourcing. **(T-1)**

9.8.13.4. Based on available funding and movement priorities, include/exclude theater serviceable excess into the annual MMP. **(T-1)**

9.8.14. Manage a serviceable excess disposition request program assisting units with reporting excess munitions at their locations. **(T-1)**

9.8.15. Oversee the operation of the CONUS and OCONUS cells (AFCENT, USAFE, and PACAF). These cells will:

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

9.8.15.2. Process, support, and manage all unit requisitions and follow-up inquiries. **(T-1)**

9.8.15.3. Source distribution including serviceable excess in AMST to meet allocation positioning objectives and priorities regardless of MAJCOM assignment. **(T-1)**

MAJCOMs (including NGB and AFRC) will not direct intra-command distribution of serviceable excess without prior coordination and concurrence of the GACP.

9.8.15.4. Be well versed in the OPLANs and the requirements to meet those OPLANs within each respective cell. **(T-1)**

9.8.15.5. Notify applicable MAJCOM or NAF when a retrograde mission is available and provide deadlines for retrograde list submission.

9.8.16. Execute contingency munitions distribution. The GACP will:

9.8.16.1. In concert with NAF, translate CCDR weapons requirements into munitions component requirements. **(T-1)**

9.8.16.2. Develop sourcing options to fill TPFDD requirements. **(T-1)**

9.8.16.3. Upon TPFDD validation, provide documents to Joint Munitions Command for CONUS-Flex shipments from Army depots. **(T-1)**

9.8.16.4. For shipments from DAF units, direct redistribution. **(T-1)**

9.8.16.5. Monitor and report shipment status. **(T-1)**

9.8.16.6. When requested or sourced to meet operational contingency requirements, augment in-place MAJCOM or NAF staffs to perform GACP TICMS functions. **(T-1)**

9.8.17. Coordinate on Base Closure/Unit Deactivations: When notified through the CRM of a base closure or unit deactivation, the GACP will coordinate with the MAJCOM and unit for continued support of allocated mission essential assets required to support operations, security, readiness and training prior to actual base closing. **(T-1)**

9.8.17.1. 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).

9.8.17.2. 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.

9.8.17.3. Ensure all consumption inventory functions have cleared, that no asset or component records are reflecting on the account, and that the DoDAAC is set to inactive status.

9.8.18. Manage, implement, and execute various management programs. **(T-1)** The GACP will:

9.8.18.1. Designate executing agents responsible for APF, STAMP, ISO, COTS, and CONUS depot storage programs. **(T-1)**

9.8.18.2. Control and manage the STAMP and APF munitions accounts and execute these programs in accordance with **Chapter 16**. **(T-1)**

9.8.18.3. Appoint the USAF Munitions ISO Container Program Container Control Officer (CCO). **(T-1)**

9.8.19. Provide management information for the mandatory P-series documents that various Planning, Programming, Budgeting and Execution (PPBE) system activities use. **(T-1)**

9.8.20. Be the lead ALC for developing depot level automated munitions systems. **(T-1)** GACP will also:

9.8.20.1. Act as the central focal point for collecting, compiling, and distributing munitions capability statuses. **(T-1)** 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.

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

9.8.20.3. Collect, aggregate, and control automated munitions systems and the Requirements Management System database. **(T-1)**

9.8.20.4. Maintain munitions knowledge management websites. **(T-1)**

9.8.20.5. Maintain an annual schedule of events, working groups, and conferences on the GACP website. **(T-1)**

9.8.21. Maintain a MRRT to support, respond to, and investigate munitions incidents, malfunctions, and accidents worldwide anytime an incident occurs. **(T-1)** This team is made up of experts (engineers, ES, PM and safety personnel) from the conventional weapons and munitions programs and is able to respond within 24 to 48 hours to assist in determining the cause of a failure.

9.8.22. Manage the CMRS System. **(T-1)** Coordinate CMRS suspensions with RAMS 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.

9.8.23. Support OPLAN/CONPLAN development by the NAF or MAJCOMs. **(T-1)**

9.8.23.1. Respond to NAF or MAJCOM inquiries and requests for information, as appropriate, for munitions inventory, availability, positioning, production schedules/rates, availability, and sourcing timelines and data.

9.8.23.2. When requested, assist NAF or MAJCOM logistics planners in the development TPFDD for assets included in APF or STAMP UTCs.

9.8.24. Manage demilitarization program for assigned munitions. **(T-1)**

9.8.24.1. The DDA, in coordination with program managers and DLA, will establish demilitarization requirements for MPPEH, MDEH, and MDAS.

9.8.24.2. Provide guidance to DAF 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 DDA for consolidation for future reference/release.

9.8.24.3. The DDA, in coordination with contracting officer and program managers, will provide disposition instructions for government furnished product disposition requests. **(T-1)**

9.8.25. Provide recommendations and guidance to the DDA in response to ADRs. **(T-1)**

9.8.26. Host the Air-to-Ground PIWG, combining in-person and virtual venues to encourage maximum attendance. **(T-2)**

9.8.27. Evaluate and approve or disapprove requests for munitions system management of COTS munitions, and remove COTS packages from the GACP website when assets become centrally procured and managed. **(T-2)**

9.8.28. Interface with DLA for DLA managed items. **(T-2)**

9.8.29. Forecast procurement, demilitarization, and storage requirements with the SMCA. **(T-1)**

9.8.30. Enable and initiate the CFO reporting process by:

9.8.30.1. Locking all transactions for the quarter and collecting the asset posture and universe of transactions. **(T-2)**

9.8.30.2. Performing data analysis. **(T-2)**

9.8.30.3. Updating the TICMS CFO spreadsheet to account for asset cross-leveling, new acquisition, and transfers to US Army for disposal (B5A account), and ensuring asset valuations by condition code are appropriately cross-walked to the proper general ledger account code in accordance with DoD 7000.14-R Volume 4, *Accounting Policy*. **(T-0)**

9.8.30.4. Performing data quality checks and assessing metric as variance greater than 3.0 percent between the TICMS stated end balance and transactional calculated balance. **(T-2)**

9.8.30.5. Developing and maintaining TICMS scripts to automatically generate CFO report data. **(T-1)** Run and archive the CFO report scripts on the first calendar day after the end of the fiscal quarter. Archive all analysis data and spreadsheets by fiscal year and quarter, to include:

9.8.30.5.1. Universe of transactions.

9.8.30.5.2. Asset posture data.

9.8.30.5.3. CFO Data by Appropriation (3011 and 3020).

9.8.30.6. Submitting copy to Assistant Secretary of the Air Force for Financial Management and Comptroller (SAF/FM) for Defense Accounting and Finance System reporting, with courtesy copy to AF/A4LW. **(T-2)**

9.8.31. Develop supply chain metrics to monitor and review DAF conventional munitions readiness and sustainment support performance in accordance with DoDM 4140.01 Volume 10. **(T-0)**

9.9. AFLCMC, Armament Directorate, Air Superiority Division (AFLCMC/EBU), Robins AFB. AFLCMC/EBU executes PSM and SCM for DAF small and medium caliber ammunition, munitions, and missiles. AFLCMC/EBU adopts and employs proven SCM processes, has integrated management of wholesale (i.e., depot) and retail (i.e., MAJCOM, base level) munitions supply chain activities, and is responsible to oversee supply chain processes, technology, and resources to deliver end-to-end warfighter support. AFLCMC/EBU 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. AFLCMC/EBU will:

9.9.1. Develop plans to ensure total munitions requirements are met and distributed according to the PCAR memorandum, based on HAF guidance or combat demands from affected theaters. **(T-1)** The following will be taken into consideration; current balances, projected expenditures, outstanding shipments and requisitions, and expected procurement and repair activities from DoD contractor facilities.

9.9.2. Maintain configuration management for AUR munitions (e.g., tactical missiles, etc.), and provide a maintenance tracking system for the weapons life cycle. **(T-1)**

9.9.3. Maintain and manage AF catalog data, to include DODIC, tonnage, and pricing, for AIM-9, AIM-120, AGM-88, ADM-160, small and medium caliber ammunition, gun, launcher, and bomb rack items. **(T-1)** **Note**: The BRU-61 system is managed under AFLCMC/EBH.

9.9.4. Provide TOs and data, supply support, test equipment, training, and training devices. **(T-1)**

9.9.5. Coordinate with GACP, AF/A4LW, and AF/A5DW to publish and distribute instructions and guidance to implement and execute annual forecasting, allocation, and requisitioning procedures. **(T-1)**

9.9.6. Host the Air-to-Air PIWG, combining in-person and virtual venues to encourage maximum attendance. **(T-1)**

9.9.7. 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.

9.9.8. Generate a serviceable excess plan for ASMs and components. **(T-1)**

9.9.9. Provide missile type for new CRCs to GACP. **(T-1)**

9.9.10. Provide ASM input on depot level automated munitions information for analysis of the weapons systems, and provide for the sustainment and maintenance of RAMS and TMRS. **(T-1)**

9.9.11. Validate accuracy and technical content of the CRD and ASM component related data elements maintained by GACP. **(T-1)** Provide new missile configurations to the CRD manager as soon as the identity of a proposed weapon becomes known.

9.9.12. Increase readiness posture as required during contingencies. **(T-1)** AFLCMC/EBU controls critical air-to-air missile stocks, which does not include AGM assets managed by GACP during peacetime and provides direct munitions logistics command and control resources to HAF in wartime and during contingencies. AFLCMC/EBU will:

9.9.12.1. Develop and maintain written procedures to provide missile support during crises, emergencies and contingencies. **(T-1)**

9.9.12.2. Conduct investigations or accident responses for all managed munitions/missile systems as required. **(T-1)**

9.9.13. Provide lead MAJCOMs with standards for storing, handling, observing and inspecting AIM and AGM tactical missiles, miniature air-launched decoys (MALD), and related components. **(T-1)** AFLCMC/EBU will:

9.9.13.1. Direct actions and provide inspection procedures for suspected defective missiles and components and publish TCTOs to resolve potential problems. **(T-1)**

9.9.13.2. Establish and maintain a depot repair and disposition program for AIM and AGM assigned missiles, MALD, and related components. **(T-1)**

9.9.14. Maintain the capability to respond to and investigate ASM problems worldwide. **(T-1)** AFLCMC/EBU will:

9.9.14.1. Support DAF units worldwide, and maintain the capability to deploy personnel to investigate, troubleshoot, and resolve problems. **(T-1)**

9.9.14.2. Maintain 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. **(T-1)**

9.9.15. Be the focal point for managing FMS customer requests for small and medium caliber ammunition, missiles, TOs, guns, and launchers. **(T-1)**

9.10. AFLCMC, Armament Directorate, Munitions Division, Munitions Operations and Readiness Branch (AFLCMC/EBHM), Theater Integrated Combat Munitions System (TICMS) Functional Management Office (FMO) (AFLCMC/EBHMC). The TICMS FMO resides within the GACP and is responsible to manage all TICMS configuration, enhancements, and sustainment through functional review board (FRB), technical review board (TRB), and configuration control board (CCB) processes; and will confer with munitions lead MAJCOMs and AFMC/A4/10/A4MW to develop agreement and priorities for submission of future TICMS requirements before submission to AF/A4LW. **(T-1)** Additionally, the TICMS FMO will:

9.10.1. Act as the functional OPR for development of automated munitions accounting systems. **(T-1)**

9.10.1.1. Develop interfaces between the APSR and supporting munitions IT systems to achieve seamless, joint communications within the munitions community and external government and non-government trading partners.

9.10.1.2. Perform or assist in integrated systems and operational testing of software.

9.10.1.3. In collaboration with the munitions lead MAJCOMs, test automated munitions systems.

9.10.2. Plan, program and budget for automated follow on systems for all levels of TICMS. **(T-1)**

9.10.3. Prepare and submit TICMS system acquisition and programming documentation outlining TICMS program requirements. **(T-1)** The TICMS FMO will:

9.10.3.1. Coordinate system acquisition and programming documentation, and any changes, with AFMC/A4/10/A4MW before getting approval from AF program executive office and the service acquisition executive. **(T-2)**

9.10.3.2. Obtain approval from the authorizing official at the appropriate levels to operate TICMS. **(T-1)**

9.10.4. Prepare, coordinate, approve and distribute the TICMS program management plan and any needed attachments. **(T-1)**

9.10.5. Establish procedures to develop, maintain, and control life cycle documentation. **(T-1)**

9.10.6. Provide contracting support for purchasing hardware, development and data center equipment, licenses, contract labor, and enhancements to TICMS. **(T-1)** This includes:

9.10.6.1. Planning, integrating, and ordering hardware, and TICMS FMO data center hardware requirements and software licenses.

9.10.6.2. Establishing and maintaining configuration, deployment, and release delivery schedules.

9.10.7. Program for and provide technical support and personnel to implement TICMS at all levels, including field implementation, subject matter experts, CRM, and computer programmers for all software configuration. **(T-1)** Centrally control and affect TICMS registrations for connectivity and coordinate with affected agencies to develop a mutually satisfactory implementation schedule.

9.10.8. Triage CRM and trouble ticket submissions to determine severity and priorities of system problems and develop metrics derived from these submissions. **(T-1)**

9.10.8.1. Problems affecting safety or accountability are prioritized before all other problems.

9.10.8.2. When a CRM submission is received, the TICMS FMO will review and validate the problem, and determine if the issue requires remediation or correction, and how the issue should be resolved. **(T-1)**

9.10.8.3. If a CRM is received for a known problem, a solution description is returned to the customer referencing the applicable TICMS CRM, SAN, or other supporting information.

9.10.8.4. Before responding to or returning a CRM to the customer, the TICMS FMO will validate the problem and identify the TICMS solution to ensure other system changes have not invalidated the planned solution. **(T-1)**

9.10.9. Manage, conduct and report security testing, user testing, and pre-deployment testing as outlined in the TICMS development and configuration plan. **(T-1)** The TICMS FMO will:

9.10.9.1. Establish and chair a test planning working group and direct its activities. **(T-1)**

9.10.9.2. Test systems integration and field operations. **(T-1)**

9.10.10. Integrate TICMS into one complete munitions system utilizing and enhancing commercially developed software as specified by HAF directions and objectives. **(T-1)**

9.10.11. Initiate, coordinate, facilitate, and maintain data system MOA, software interface control documents, and interface requirements specifications to support TICMS data exchange using Defense Logistics Management Standards (DLMS) messaging; communications

standards, configuration control, or program synchronization with external government and non-government data systems. **(T-1)**

9.10.12. The TICMS FMO information system security manager (ISSM) has overall responsibility for TICMS security management programs. An appointed ISSM may be a non-government person (e.g., contractor) when working under the direction and oversight of a lead government ISSM. The TICMS FMO will develop, coordinate, implement, and maintain a system security plan in accordance with Office of Management and Budget (OMB) Circular No. A-130, *Managing Information as a Strategic Resource*, and DoDI 8500.01, *Cybersecurity*. The TICMS system security plan will address applicable Federal Information System Controls Audit Manual (FISCAM) requirements.

9.10.13. Maintain cybersecurity compliance in accordance with AFI 17-101, *Risk Management Framework (RMF) for Air Force Information Technology (IT)*, DoDI 8500.01, and DoDI 8510.01, *Risk Management Framework for DoD Systems*. **(T-0)**

9.10.14. Prepare and maintain a schedule of all actions required to maintain the authorization to operate. **(T-0)**

9.10.15. Establish automated configuration management procedures, which implements systematic identification, change control, and status accounting of the system. **(T-1)**

9.10.16. Chair the TICMS CCB to assure that changes to TICMS programs, database structures, and hosting configurations are authorized, tested, implemented and documented. **(T-1)**

9.10.17. Manage and execute program budget submissions, contract requirements, and funds execution in accordance with Air Force Deputy Chief of Staff for Logistics, Engineering and Force Protection, Director of Resource Integration (AF/A4P) and AFMC, Directorate of Logistics, Civil Engineering, Force Protection, and Nuclear Integration, Systems Integration Division (AFMC/A4/10/A4N) information technology portfolio manager guidance. **(T-1)** This includes cost identification, planning, programming, execution, resolution of funding disconnects, and tracking of approved spend plans. The TICMS FMO will report status of planned activities in terms of cost, schedule, and technical performance. **(T-1)**

9.10.18. Coordinate system release schedules, and the appropriate system planning and management document with AF/A4LW for review. **(T-1)** These documents identify key system improvements, deficiencies, and problems corrected by the release.

9.10.19. Quarterly, chair a meeting with AF/A4LW and MAJCOMs as required to present overall TICMS status, system or host down time trends, system deficiencies and CRM summary, release or upgrade schedules, and any critical issues. **(T-1)**

9.10.20. Maintain the TICMS user recertification documentation in accordance with **paragraph 14.3.6** and the RDS for each DAF DoDAAC. **(T-1)**

9.10.21. Publish local policies, plans, and procedures documentation (with regard to TICMS application cybersecurity, security safeguards, posture, monitoring, and reviews) to the Enterprise Mission Assurance Support System and the Information Technology Investment Portfolio System. **(T-1)**

9.11. Munitions User Functional Managers (MUFM). Each functional community with munitions requirements (e.g., security forces, operations, civil engineer, 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 functional user codes posted on the GACP website. MUFM responsibilities include:

9.11.1. Being knowledgeable of appropriate requirements forecasting documents to derive requirements for their functional areas, which may include:

9.11.1.1. AFMAN 11-212 for aircrew derived munitions requirements.

9.11.1.2. AFMAN 21-209 Volume 1 and GMAT for ground munitions on the GACP website.

9.11.1.3. AFMAN 21-209 Volume 2 and GMAT for demolition munitions on the GACP website.

9.11.1.4. *Air Force Standard for Non-Expendable Air-Munitions Training*.

9.11.1.5. Requirements forecasts may also be derived from planning documents (e.g., OPLAN/CONPLAN), past expenditure history, UCMLs, test, training, or beddown plans.

9.11.2. Complete review of the USAF MUFM Training Guide located on the Air Force Conventional Munitions SharePoint® site, and completion of the current version of the computer based training module titled "Munitions User Functional Manager Training" located on the Air Force myLearning platform.

9.11.3. Following guidance published in the annual PCAR memorandum published by the GACP.

9.11.4. Being familiar with and understanding munitions requirements CAT codes defined in the annual PCAR memorandum, Requirements Codes.

9.11.5. Maintaining access to and being knowledgeable of the AMST FAM.

9.12. 9th Munitions Squadron, Air Force Combat Ammunition Center (AFCOMAC). AFCOMAC is an Air Force level training center administered by 9 MUNS, Beale AFB, CA.

9.12.1. AFCOMAC Courses. The AFCOMAC program consists of two separate courses. The Combat Ammunition Planning and Production (CAPP) course and the Senior Officers Orientation (SOO) course. Additional courses and any modifications will be coordinated and approved by ACC/A4W and AF/A4LW.

9.12.1.1. Combat Ammunition Planning and Production (CAPP) course: AFCOMAC provides combat-oriented instruction in BSP and ESP development and large-scale conventional munitions production using mass assembly techniques.

9.12.1.1.1. 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 tactics, techniques, and procedures included in AFTTP 3-4.21V2 as well as combat lessons learned and expeditionary Air Force operational concepts.

9.12.1.1.2. AFCOMAC is a formal school and is required for skill level award in accordance with the 2W0XX CFETP.

9.12.1.2. Senior Officers Orientation (SOO) course: The SOO course is a two day program that provides combat munitions management orientation to majors (O-4 and civilian equivalent) and above in large scale munitions employment planning and production operations, and includes participation in the IRON FLAG exercise.

9.12.2. Due to the isolated learning environment provided by the IRON FLAG exercise, lost tools/objects from 9 MUNS composite tool kits and mobility packages are reported and coordinated through 9th Munitions Squadron, Munitions Supervision (9 MUNS/MXW) only. No further reporting required.

9.12.3. To maintain integrity of the AFCOMAC mission, personnel assigned to 9 MUNS will not be tasked with TDY or contingency without prior approval/coordination with either ACC/A4W or AF/A4LW.

9.12.4. In coordination with AFCOMAC board of advisors, ACC/A4W will provide staff oversight of the courses conducted by the 9 MUNS to maintain program responsiveness to current and long range munitions logistics needs.

9.12.5. AFCOMAC will:

9.12.5.1. Propose changes to AFTTP 3-4.21V2 that improves combat munitions production in the Air Force. **(T-1)** 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.

9.12.5.2. Maintain IRON FLAG test bed analysis program for current and new or improved munitions, MMHE and computer-based programs. **(T-1)** Interface with MMHE Focal Point (see **paragraph 1.3**) on related issues, including munitions LME items. AFCOMAC will:

9.12.5.2.1. Evaluate and test pre-production MMHE and munitions LME and provide input to AFMC/A4/10/A4M and AFLCMC, Automated Test Systems Division (AFLCMC/WNA) (test sets); AFLCMC, Support Equipment and Vehicles Division (AFLCMC/WNZ) (MMHE); and the MMHE Focal Point, as applicable. **(T-1)**

9.12.5.2.2. 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 provide input to AFMC/A4/10/A4M, AFLCMC/WNA, AFLCMC/WNZ, and the MMHE Focal Point, as applicable. **(T-1)**

9.12.5.2.3. Present status of evaluations, recommendations and user comments at the MMHE PIWG. **(T-1)**

9.12.5.2.4. Review MMHE Focal Point priorities and provide input to the munitions lead MAJCOMs and AFMC/A4/10/A4MW. **(T-1)**

9.12.5.3. Evaluate and recommend doctrinal and procedural proposals to improve combat ammunition production to the board of advisors, and assist the munitions lead MAJCOMs in the review of any AFTO Form 22 pertaining to TO 11-1-38, *Positioning and Tie-Down Procedures Non-nuclear Munitions*, and TO 11A-1-63. **(T-1)**

9.12.5.4. Measure, collect, analyze, and distribute times recorded to accomplish munitions tasks. **(T-1)** Any member of the board of advisors may identify specific tasks to measure during IRON FLAG exercises. Munitions task data collected during AFCOMAC courses and the IRON FLAG exercise can be utilized as baseline data to support Munitions Assessment Logistics Composite Model Tool simulations.

9.12.5.5. Maintain student/class production database and provide updated information to munitions supervision, unit commander, and the board of advisors. **(T-1)**

9.12.5.6. Manage the faculty development program (teaching internship) to train and certify advisors in accordance with Community College of the Air Force (CCAF) accreditation requirements. **(T-1)**

9.12.5.7. Manage the CCAF affiliation program. **(T-1)** Update basic course attendees and advisor CCAF records, and submit the CCAF Affiliate School Annual Report after the approval from maintenance supervision and commander.

9.12.5.8. Oversee management of student training allocations. **(T-1)** See **paragraph 9.12.10** and **paragraph 9.12.11**.

9.12.5.9. Maintain a student database on all course graduates and submit this report to the board of advisors during the curriculum review. **(T-1)**

9.12.5.10. 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, AFTTPs and more. **(T-1)** This site is also used to foster career field-wide collaboration.

9.12.6. AFCOMAC Board of Advisors. The board of advisors is comprised of all MAJCOM and ARC functional managers and the CFM. Associate members are chief enlisted managers from GACP, AFCENT, 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 will:

9.12.6.1. Schedule and host an annual curriculum review to evaluate content and balance of classroom academics and the practical exercise scenario. **(T-3)**

9.12.6.2. Present curriculum review results and course status at senior munitions managers conferences. **(T-3)**

9.12.6.3. Select specific tasks to measure during IRON FLAG exercises. **(T-3)** Any board member may identify tasks to measure.

9.12.7. Organizational Structure. AFCOMAC organization, structure, and unit level responsibilities are outlined in applicable ACC and unit supplements or instructions.

9.12.7.1. 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.

9.12.7.2. AFCOMAC is not required to maintain a flightline delivery function except when students establish this function in conjunction with a class practical exercise.

9.12.8. Wing Munitions Support. AFCOMAC will provide base level munitions support to the 9th Reconnaissance Wing and other base users. **(T-2)**

9.12.8.1. Participation in wing-level operational exercises and inspections is limited to that assistance required by munitions supply customers.

9.12.8.2. 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 will participate in management and functional type inspections. **(T-2)** All possible means are used to avoid disrupting AFCOMAC classes.

9.12.9. AFCOMAC Student Munitions.

9.12.9.1. AFCOMAC will manage AFCOMAC student munitions as CC-B. **(T-2)** Use "For AFCOMAC Training Use Only" unless a more restrictive CC applies in accordance with TO 11A-1-10. Use of DD Form 1500 series tags to identify CC-B student munitions is not required. If assets are shipped all required condition tags are applied.

9.12.9.2. Munitions are not barrier bagged, desiccant is not used, and hermetically sealed containers are not inspected. For that reason, any items requiring such packaging must be considered to have expired shelf or service life.

9.12.9.3. 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.

9.12.9.4. To maintain a safe training environment, when possible, assemble student munitions with dummy boosters to interrupt the explosive train.

9.12.10. AFCOMAC CAPP Student Allocations and Scheduling. Manage as follows:

9.12.10.1. Schedule AFCOMAC training requirements using the AFCOMAC Scheduling SharePoint® site (see **paragraph 1.3**.).

9.12.10.2. Each AFCOMAC CAPP course is broken into two training periods. Training period 1 consists of classes -001, -002, -003, and -004. Training period 2 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).

9.12.10.3. The 9 MUNS manages the AFCOMAC Scheduling SharePoint® site and requests training line numbers.

9.12.10.4. AFCOMAC will establish Air Force student quotas (allocations) and load them onto the SharePoint® Scheduling site NLT 30 June of each year for training period 1. **(T-1)**

9.12.10.5. AFCOMAC will load quotas in Oracle® Training Application (OTA) and update OTA for basic course graduates. **(T-1)**

9.12.10.6. AFCOMAC CAPP "by grade" scheduling is as follows:

9.12.10.6.1. Staff Sergeant (SSgt): Allocation of seats and scheduling is done by 9 MUNS. The following criteria is to be considered and used:

9.12.10.6.1.1. Time in upgrade training.

9.12.10.6.1.2. Short-Tour assignments (e.g., Korea).

9.12.10.6.1.3. Date of rank.

9.12.10.6.2. 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.

9.12.10.6.3. Chief and Senior Master Sergeant (CMSgt/SMSgt): Chief and SMSgt scheduling is based on date of last attendance. 9 MUNS schedules and notifies the MFMs and all individuals of required attendance dates.

9.12.10.6.4. Company grade officers: Allocations will be distributed to each MAJCOM by the ACC munitions maintenance officer functional manager.

9.12.11. Student Scheduling Responsibilities.

9.12.11.1. 9 MUNS (AFCOMAC) will:

9.12.11.1.1. Prior to the start of each FY, provide MFMs a complete class schedule with projected allocations for each class. **(T-2)**

9.12.11.1.2. Incorporate the SSgt schedule and build the remaining class positions in the AFCOMAC Scheduling SharePoint® site for the current training period. **(T-2)**

9.12.11.1.3. At the mid-point of each FY, provide MFMs with the projected number of personnel who will exceed their 24-month time in upgrade training requirement at FY end. **(T-2)** These personnel are considered "surpluses" and form a pool for the MFMs to fill unforeseen vacancies.

9.12.11.1.4. Continually assess availability of funds and billeting, and increase class size as appropriate to accommodate and dissolve the surplus. **(T-2)** Surplus personnel who cannot be scheduled in a given FY are prioritized for AFCOMAC CAPP attendance in the next FY.

9.12.11.1.5. Review and process all students marked in AFCOMAC Scheduling SharePoint® site as "Unable to Attend" through the responsible MAJCOM. **(T-2)** Coordinate with MAJCOMs when they are unable to fill a seat within their respective commands.

9.12.11.1.6. Load allocations in OTA. **(T-2)**

9.12.11.2. MAJCOM functional managers, or designee, will:

9.12.11.2.1. 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 are identified as a no-fill against the MAJCOM allocated that seat.

9.12.11.2.2. 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.

9.12.11.2.3. NGB and AFRC will be responsible for ANG and 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 training line numbers for their students.

9.12.11.3. Unit commanders and munitions supervision will ensure:

9.12.11.3.1. The unit training manager updates the AFCOMAC Scheduling SharePoint® site as soon as the names are loaded, and validates training attendance. **(T-2)**

9.12.11.3.2. The training manager submits requests to the MAJCOM munitions staff with justification to cancel or reschedule any AFCOMAC seat. **(T-2)**

9.12.11.3.3. Cancel and reschedule notifications are updated on the AFCOMAC Scheduling SharePoint® site NLT 60 calendar days before the class start date. **(T-2)**

9.12.11.4. Unit training managers will validate the AFCOMAC SharePoint® site at least once a month for their effected personnel. **(T-2)**

Chapter 10

MUNITIONS MANAGEMENT

10.1. Managing the Munitions DoDAAC.

10.1.1. AFMC/A4/10/A4MW is the focal point for managing DAF munitions DoDAACs in accordance with **paragraph 10.1.4**.

10.1.2. 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 department.

10.1.3. ANG and AFR units may establish a DoDAAC at any installation where the ANG or AFR maintains an active munitions mission.

10.1.3.1. When operating as a tenant organization, and a separate DoDAAC is not already established, ANG and AFR units will advise the host unit of the intent to establish a separate DoDAAC prior to the submission of the DoDAAC request.

10.1.3.2. 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.

10.1.3.3. Munitions assets managed on separate ANG, AFR, USSF, 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. These OIs must also address management factors such as compatibility group, hazard classification/division, CIIC, and NEWQD in relation to facility or location explosives site plan limitations, as well as consolidated reporting procedures for safety, security, and fire-fighting purposes.

10.1.4. Establishing a DoDAAC. Lead MAJCOMs, ARC, and NAFs will request establishment, change, or deletion of a DoDAAC. Lead MAJCOMs, ARC, and NAFs will:

10.1.4.1. Submit requests on-line through the DoDAAC Web Management System (see **paragraph 1.3**.). Select "Request DoDAAC," "Change DoDAAC," or "Delete DoDAAC" (as applicable).

10.1.4.2. Maintain accuracy of DoDAAC information by updating TICMS or other applicable systems and coordinating changes with the DoDAAC monitor identified in the DoDAAC Web Management System. After DoDAAC has been established, changed or deleted, submit the information to the TICMS FMO via CRM.

10.1.4.3. Classify the request appropriately if a location is controlled or classified. Lead MAJCOMs, ARC, and NAFs will publish controlled addresses with "controlled" as the clear text address, and maintain a classified list of their controlled DoDAACs. Provide this listing to AF/A4LW, AF/A5DW, and the GACP whenever updates are accomplished.

10.2. Munitions Reports.

10.2.1. TICMS is the DAF's munitions accounting and reporting system and the source for reporting munitions asset data.

10.2.2. Manual reporting of munitions data in any format is discouraged. TICMS provides worldwide visibility of DAF munitions assets and will be used at every level.

10.2.3. AF/A5DW 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 TICMS.

10.2.4. Theater planners, MAJCOMs, NAFs, and units develop tailored and unique build sequences for prioritizing CR munitions data to facilitate combat planning and forecasting.

10.3. TICMS-Managed Materiel.

10.3.1. Managers at all levels will ensure items meeting the definition of AFPD 21-2, *Munitions* and AFMAN 21-200 are managed using TICMS for the purpose of accountability, reporting, requisitioning, transportation, inventory control, and maintaining related IDR. **(T-1)**

10.3.1.1. Items will not be managed in TICMS or by the MASO for local operational or functional convenience.

10.3.1.2. If there is a question whether an item is managed in TICMS, contact the GACP via the CRM.

10.3.1.3. AF/A4LW makes final determinations on non-explosive and inert items, or may designate other items or assets to be managed in TICMS to meet operational or supply chain requirements.

10.3.2. Any item considered for TICMS management by an IM or system manager must obtain approval by the appropriate functional manager below:

10.3.2.1. AF/A4LW for air-munitions, strategic missile components, NWRM, associated munitions/ explosive assets, and specific designated equipment items.

10.3.2.2. AFSFC/S4WL for ground munitions.

10.3.2.3. AFCEC/CXD for explosive demolition materials.

10.3.3. The FSC and stock number of an item in themselves do not determine the system of supply management 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.

10.3.4. Annually, 30 calendar days prior to the end of year stockpile reconciliation closeout, the GACP will access the Air Force Supply Central Database Discoverer application to perform query operations from the legacy supply system to determine if munitions managed assets are on Base Supply records. **(T-1)**

10.3.4.1. To gain access to the Air Force Supply Central Database Discoverer application, submit a DD Form 2875 to 75 LRS/LGRM.

10.3.4.2. If munitions assets are identified or suspected to be on supply system 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.

10.3.5. Annually, 30 calendar days prior to the end of year stockpile reconciliation closeout, the GACP will perform query operations in TICMS or AMST to determine if supply managed assets are on DAF munitions accountable records. **(T-1)** 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. **(T-1)**

10.4. Release of DAF Owned Munitions. DAF owned ammunition or explosive items are not to be released to agencies or individuals outside the DAF without specific approval. The various methods that constitute approval are as follows:

10.4.1. Munitions may be released to foreign entities through processes established by Defense Security Cooperation Agency (DSCA), in accordance with DSCA Manual 5105.38-M.

10.4.2. Combatant commands may direct release of service munitions in accordance with Chairman of the Joint Chiefs of Staff (CJCS) instruction (CJCSI) 4110.01F, *Joint Materiel Priorities and Allocation*.

10.4.2.1. If redistribution of munitions is requested or required during joint operations (exercise or contingency), the MAJCOM or NAF TACP/RACP establishes and coordinates requirements with AF/A5DW (air-munitions) or AF/A4LW (ground munitions).

10.4.2.2. If a priority conflict exists between services, the Joint Materiel Priorities and Allocations Board (JMPAB) has final resolution authority. In this case, the GACP will inform the shipping unit to annotate shipping documents with "Released in accordance with JMPAB Direction" and to attach copies of authorizing correspondence to the documents. **(T-1)**

10.4.3. Contingency or Crisis Response. A properly staffed and issued CCDR order (Fragmentary Order, Execute Order, etc.) that constitutes directive authority for logistics and/or directs lateral support of common user logistics assets to personnel outside the DAF, as prescribed in Joint Publication (JP) 4-0, *Joint Logistics*, may take precedence over guidance in this manual, and may constitute release approval.

10.4.3.1. During contingency or crisis responses, when such orders are implemented, MAJCOMs must provide unit-level guidance to ensure proper application of CCDR objectives and intent. MAJCOMs will also inform AF/A4LW when CCDR orders are implemented, with details of the support provided to other agencies.

10.4.3.2. AF/A4LW will coordinate with the GACP and AF/A5DW, as appropriate, to determine if replacement-in-kind or reimbursement actions are required.

10.4.4. Munitions Inter-Service Release Procedures. Military services may request support from other services in order to alleviate temporary stock shortages and/or logistics considerations. The following applies to requests for DAF munitions release to other services.

10.4.4.1. MAJCOMs will coordinate munitions inter-service release requests through the appropriate GACP Cell to determine supportability and any replacement or reimbursement requirements, etc. For agencies performing contracted DAF functions (i.e., EOD, SFS, range clearing etc.), MAJCOMs will ensure the appropriate MUFM validates munitions requirements prior to submission to the GACP.

10.4.4.1.1. When applicable, munitions units will forward requests received at the unit level to the appropriate MAJCOM. **(T-1)**

10.4.4.1.2. Requests should include all necessary details, to include correspondence indicating acknowledgement from the requesting service's chain of command.

10.4.4.2. If determined to be supportable, the GACP Cell, through coordination with the GACP Stockpile Management section, will forward the request to the applicable approval office below with an approval recommendation and any other guidance for MAJCOM or unit-level reimbursement or replacement procedures.

10.4.4.3. AF/A5DW is the approval authority for inter-service release of air munitions.

10.4.4.4. AF/A4LW is the approval authority for inter-service release of ground munitions.

10.4.4.5. Air Force Special Operations Command (AFSOC), Logistics, Engineering, and Force Protection Directorate (AFSOC/A4) is the approval authority for release of SOF unique major force program (MFP)-11 air and ground munitions to agencies outside the DAF or non-AFSOC Air Force units.

10.4.4.6. The GACP Cell will forward the requesting MAJCOM with approval or disapproval decision. The GACP Stockpile Management section is responsible for recording and tracking reimbursement or replacement actions.

10.4.5. Custody Delegation. Other service or DoD agency personnel that are appropriately delegated in accordance with custody account management procedures (**paragraph 8.8**) are not restricted from receiving munitions under the prohibition stated in **paragraph 10.4**.

10.4.6. Other DoD military service owned munitions are accounted for on accountable records by appropriate ownership code (when supported by IT) or ORG/SHP code when an DAF munitions activity physically stores for another service. These munitions are maintained and released in accordance with established agreements between service activities.

10.4.7. Foreign Military Sales (FMS), as described in **paragraph 10.5**.

10.4.8. Acquisition and Cross-Servicing Agreement (ACSA). DoD components are authorized to acquire, and in some cases to provide, logistic support, supplies, and services directly from or to eligible countries and international organizations. ACSA provides two distinct legal authorities: acquisition-only authority, and cross-servicing agreement authority (which includes both an acquisition and transfer authority). Units may contact local or MAJCOM ACSA manager for more information.

10.5. Foreign Military Sales (FMS) - Responsibilities for Munitions.

10.5.1. The FMS program is a form of security assistance authorized by the Arms Export Control Act, as amended, and a fundamental tool of US foreign policy. The DSCA manages the program per DSCA Manual 5105.38-M under the authority of DoDD 5105.65, *Defense Security Cooperation Agency (DSCA)*. The DSCA website (see **paragraph 1.3**) provides direction to DoD components and combatant commands on FMS policy and publications for security assistance and compliance with the Arms Export Control Act.

10.5.2. The DAF implements security assistance programs in accordance with AFMAN 16-101, *Security Cooperation (SC) and Security Assistance (SA) Management*, under the direction of Deputy Under Secretary of the Air Force for International Affairs (SAF/IA).

10.5.3. Air Force Security Assistance and Cooperation Directorate (AFSAC-D) provides centralized planning, development, coordination, and administration of FMS cases, and assigns FMS Case Managers.

10.5.4. The FMS case manager coordinates all activities associated with the FMS case between numerous agencies including Assistant Secretary of the Air Force for Financial Management and Comptroller (Budget) (SAF/FMB) concerning agreement, method, and date of reimbursement (if any). FMS case managers will include costs for shipment to return FMS munitions to the owning country for disposal in the cost and reimbursement structures, process, and agreements with FMS customers. **(T-1)**

10.5.5. Air Force Deputy Chief of Staff for Logistics, Engineering and Force Protection (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 partners.

10.5.6. 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.

10.5.6.1. Conventional munitions will not be released to foreign entities outside the DAF without AF/A4LW coordination and AF/A5DW approval. Activities working potential FMS issues should contact AF/A5DW as early in the process as possible to minimize delays or to address other issues that may impact the approval process.

10.5.6.1.1. The GACP is the focal point for gathering all FMS requests for release from current munitions stocks.

10.5.6.1.2. The GACP Stockpile section is authorized to release non-PGM assets from current stock that are above 130-percent supportable.

10.5.6.1.3. The GACP Stockpile section will compile all other requests and forward for approval to AF/A4LW for ground-munitions or AF/A5DW for air-munitions. **(T-1)**

10.5.6.2. Requests that originate at the service or agency level, will be coordinated by AF/A5DW (air-munitions) or AF/A4LW (ground munitions).

10.5.7. The GACP will respond to direction from AF/A4LW or AF/A5DW, through AFMC/A4/10/A4MW as necessary, to source munitions for release or shipment in support of approved FMS cases. **(T-1)**

10.5.7.1. 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 in accordance with **paragraph 8.13.9**.

10.5.7.2. 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.

10.5.8. 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 include the need for disposal or redistribution) to a foreign government or international organization within their AOR.

10.5.8.1. 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.

10.5.8.2. When a current ACSA or other formal agreement has been previously coordinated and approved for munitions, follow the direction provided in the agreement.

10.5.9. 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 DAFMAN 16-201). **(T-1)**

10.5.9.1. Requests or proposals to release classified or controlled unclassified munitions, technical data, or information should be referred to the MAJCOM FDO.

10.5.9.2. When requests or proposals exceed MAJCOM FDO delegated authority, the MAJCOM FDO coordinates requests with the Deputy Under Secretary of the Air Force for International Affairs; Policy and Programs Directorate, Foreign Disclosure and Technology Transfer Division (SAF/IAPD).

10.6. Disposition of Munitions.

10.6.1. 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 CFR, Part 266, Subpart M).

10.6.2. ALC PTs or IPTs will conduct an annual stockpile analysis to identify serviceable excess assets following requirements determination through the NCAA process. **(T-1)** Disposition of serviceable excess assets is determined during the DLAR processes and prioritized for movement in the annual MMP.

10.6.3. The PT or IPT will coordinate redistribution via a RDO of excess serviceable items to satisfy worldwide requirements. **(T-1)** These RDOs are coordinated with the lead MAJCOM, supported command, or NAF.

10.6.4. The PT or IPT will receive and process ADRs in TICMS. **(T-1)**

10.6.4.1. PT or IPT will establish a central ADR processing function to fully considered alternative uses of reported munitions before forwarding to the DDA. **(T-1)**

10.6.4.2. Processing function personnel should be experienced in munitions manufacture, use, storage, transportation, inspection, accountability, and stockpile management.

10.6.4.3. The DDA will provide disposition instructions within 60 calendar days after receipt of an ADR. **(T-1)**

10.6.4.4. The DDA will maintain a record of all ADRs in accordance with the RDS to provide details of individual evaluations upon request. **(T-1)**

10.6.5. The single DAF DDA office resides in the GACP. The SMCA is the DoD DDA.

10.6.5.1. As defined in the MR, DDAs are the only officials authorized to identify military munitions items as WMM.

10.6.5.2. Hazardous munitions items designated by EOD as Level 1 or Level 2 do not require DDA approval prior to emergency disposal.

10.6.5.3. Munitions found off base and declared "Routine" and have an unknown storage history, or are rendered or declared safe by EOD, will be evaluated from a storage and transportation aspect by the DDA for disposition determination.

10.6.5.4. Appropriate production lot suspension or restriction actions must be assessed or initiated by the PT or IPT through the appropriate ES or PM after disposal actions/decisions.

10.6.5.5. The PT or IPT will take prompt action to advise users that the lot has been restricted or suspended in CMRS. **(T-1)**

10.6.6. The 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. These requirements include:

10.6.6.1. Documentation of the expected level of explosive residue and other munitions constituents remaining on used or demilitarized military munitions (e.g., cartridge casings).

10.6.6.2. 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.

10.7. Commercial Off-The-Shelf (COTS) Munitions.

10.7.1. COTS munitions purchases are to meet unique, non-recurring, short-term (less than one year) or immediate requirements for items that are currently unavailable for requisition through normal DAF distribution channels. Approved COTS munitions maintained longer than one year from approval date, require annual revalidation. **Note**: Ammunition and explosives are DoD controlled commodities, and, except for bird/wildlife aircraft strike hazard (BASH) program munitions, are prohibited for purchase using the GPC in accordance with DAFI 64-117, *Government Purchase Card Program*.

10.7.1.1. Long-term Munitions Requirements: The COTS process is not established to support long-term munitions requirements. Units identify long-term munitions requirements through the MAJCOM or NAF MUFM to the Air Staff functional user agency. The Air Staff functional (using) agency will develop and submit a capability production document to the appropriate ALC for long-term procurement, sustainment strategies, cataloging, and management.

10.7.1.2. COTS Munitions Approval. Units will not purchase or use COTS munitions until final written approval is obtained from the GACP COTS munitions program manager (CMPM). **(T-0)** The approval process ensures the legality of COTS munitions, as well as the safety and health of personnel and asset accountability, in support of operational requirements. This process does not preclude the use of other rapid acquisition programs that, in support of conflict or imminent contingency operations, fulfill urgent or emergent operational needs in order to overcome unforeseen threats, achieve mission success, or reduce the risk of casualties, as established by and pursuant to DoDD 5000.71, *Rapid*

Fulfillment of Combatant Commander Urgent Operational Needs and Other Quick Action Requirements. **Exception**: AFMC/A4/10/A4M develops, coordinates, and publishes COTS guidance for AFMC RDT&E agencies. AFMC/A4/10/A4M guidance will apply to all DAF organizations that support AFMC RDT&E activities regardless of host unit or MAJCOM.

10.7.1.2.1. COTS Coordination and Approval Procedures: Obtaining approval to purchase COTS munitions follows a five step process that includes:

10.7.1.2.1.1. Installation level COTS coordination in accordance with **paragraph 10.7.1.3**.

10.7.1.2.1.2. Munitions system management review and determination in accordance with **paragraph 10.7.1.4**.

10.7.1.2.1.3. Safety certification by the Non-Nuclear Munitions Safety Board (NNMSB) in accordance with DAFI 91-205, *Non-Nuclear Munitions Safety Board*. See **paragraph 10.7.1.5**.

10.7.1.2.1.4. Assignment of a hazard classification in accordance with TO 11A-1-47, *Department of Defense Ammunition and Explosives Hazard Classification Procedures*, in accordance with **paragraph 10.7.1.6**.. The requesting unit will submit the IHC requests via the GACP website. **(T-1)**

10.7.1.2.1.5. Final Approval by GACP/CMPM in accordance with **paragraph 10.7.1.7**.

10.7.1.3. Installation Level COTS Coordination Procedures: The "requesting unit" is the organizational unit where the intended users are assigned. The requesting unit is responsible to develop and staff the coordination package through the local MASO, environmental office, bioenvironmental engineering office, weapons or explosives safety, EOD, transportation, and group commander, for installation commander concurrence. **(T-1)** The requesting unit will also provide the coordination package to their servicing legal office. **(T-1)** The servicing legal office coordinates a request for legal review with AF/JAO. Requesting units further coordinate the COTS package as follows:

10.7.1.3.1. The MASO is typically the first coordinator, and should only concur on a COTS package when the requested item (or a suitable like item) is not Air Force stock listed, and there is no previously approved COTS package for a like item. Prior to submission to the MASO, the requesting unit will develop the COTS package which includes the following indicative data record type information on the manufacturer's letterhead:

10.7.1.3.1.1. Item nomenclature. **(T-1)**

10.7.1.3.1.2. Part Number (P/N). **(T-1)**

10.7.1.3.1.3. Manufacturer or prime contractor. **(T-1)**

10.7.1.3.1.4. Vendor. **(T-1)**

10.7.1.3.1.5. National stock number (if assigned). **(T-1)** Unique contractor P/Ns or product codes are allowed for IHC.

10.7.1.3.1.6. Weapon or gun system with which the COTS munitions are associated. **(T-1)**

10.7.1.3.1.7. Next higher assembly with which the item is used. **(T-1)**

10.7.1.3.1.8. Size of unpackaged item. **(T-1)**

10.7.1.3.1.9. Weight of unpackaged item. **(T-1)**

10.7.1.3.1.10. Explosive composition as listed on SDS. **(T-1)**

10.7.1.3.1.11. Net explosive weight (NEW). **(T-1)**

10.7.1.3.1.12. Physical description of item. **(T-1)**

10.7.1.3.1.13. Functional description of item. **(T-1)**

10.7.1.3.1.14. Description of fuze safety features, if applicable. **(T-1)**

10.7.1.3.1.15. Quantity requested. **(T-1)**

10.7.1.3.1.16. Price per item. **(T-1)**

10.7.1.3.1.17. Manufacturer's procedures for storage and handling. **(T-1)**

10.7.1.3.1.18. Manufacturer's demilitarization and disposition instructions. **(T-1)**

10.7.1.3.1.19. 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)**

10.7.1.3.1.20. Authorizing directive (e.g., AFI, official email, memorandum). **(T-1)**

10.7.1.3.1.21. Copy of all drawings to include packaging and container configuration data. **(T-1)**

10.7.1.3.1.22. Details of all testing accomplished (e.g., environmental, safety, qualifications, sensitivity). **(T-1)**

10.7.1.3.1.23. Detailed summary of changes to specifications relative to no-fire, all fire, and resistance values, and any other pertinent changes. **(T-1)**

10.7.1.3.1.24. For small arms, the package also includes:

10.7.1.3.1.24.1. Muzzle velocity. **(T-1)**

10.7.1.3.1.24.2. Chamber pressure. **(T-1)**

10.7.1.3.1.24.3. Primer type, charge composition, and charge weight. **(T-1)**

10.7.1.3.1.24.4. Propellant type, charge composition, and charge weight. **(T-1)**

10.7.1.3.1.24.5. Projectile weight, type, and size (e.g., 9mm, 12 gauge). **(T-1)**

10.7.1.3.1.24.6. Statement from the manufacturer that the ammunition meets Sporting Arms and Ammunition Manufactures Institute standards. **(T-1)**

10.7.1.3.2. Environmental and bioenvironmental engineering offices (or equivalent) will review the COTS munitions SDS 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.

10.7.1.3.3. Weapons or explosives safety office (or equivalent) will review 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 in accordance with DESR 6055.09_DAFMAN 91-201, DAFI 91-202, DAFI 91-205, TO 11A-1-47, TO 11A-1-60, manufacturer procedures, and this publication. **(T-1)** When COTS munitions are disapproved for munitions system management, the requesting unit must locally contract for COTS asset disposition or include disposition procedures and/or arrangements in the user's purchase agreement. **(T-1)**

10.7.1.3.4. 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)**

10.7.1.3.5. Transportation office will validate and identify whether:

10.7.1.3.5.1. Requested COTS munitions can be shipped to and from the installation via commercial and/or military carriers in accordance with TO 11A-1-47. **(T-1)**

10.7.1.3.5.2. COTS munitions required for deployment meet packaging requirements identified in DAFI 24-602 Volume 2 and can be processed in accordance with AFMAN 24-604. **(T-1)**

10.7.1.3.5.3. Additional restrictions or DOT approvals are required for shipment of COTS munitions with an IHC. **(T-0)**

10.7.1.3.6. The installation legal office will coordinate with AF/JAO, through appropriate functional legal channels, to determine if the COTS munitions request requires a law of war weapons review in accordance with AFI 51-401. **(T-1)**

10.7.1.3.7. Group commander (requesting unit) will review the COTS request and approve or disapprove based on the requirement justification and package content in accordance with this manual. **(T-1)**

10.7.1.3.8. Installation commander will concur or non-concur with the COTS request and data package. **(T-1)** The requesting unit or MASO (or designated representative) will inform the installation commander on the cradle-to-grave responsibilities the installation commander will assume if COTS munitions request is not approved for munitions system management. **(T-1)**

10.7.1.3.9. After installation commander concurrence, the MASO submits the COTS request package to the MAJCOM functional user agency (e.g., MUFM) and AFSFC/S4WL for review and concurrence of the COTS request; and to the munitions lead MAJCOM munitions staff for review and concurrence that the COTS munitions are appropriate for munitions system management.

10.7.1.3.10. The MASO submits the COTS package (with MAJCOM correspondence) to the GACP CMPM through the GACP website for coordination and final approval.

Note: Units at locations with no MASO may be granted access to the GACP website on a case by case basis.

10.7.1.4. Munitions System Management Determination: This review determines whether to incorporate the requested COTS item into centralized munitions system management processes. This determination is not consequential to the approval or disapproval of a COTS package, but it does affect who will assume cradle-to-grave management responsibilities for the item, as well as future budgeting and procurement decisions.

10.7.1.4.1. The PM who would assume life cycle management responsibility determines if the COTS munitions will become a munitions system managed item. This determination is based on the ability to assign an existing (like item) TO, obtain SPIs, account for items through TICMS, and provide disposition for unserviceable and excess items, as well as budgeting and procurement requirements.

10.7.1.4.1.1. Once munitions items become 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 contact SAF/FMB Policy and Fiscal Control office when making these decisions.

10.7.1.4.1.2. When the PM has approved a waiver for local purchase of centrally procured items, use customer funds for initial and follow-on procurement.

10.7.1.4.2. If the PM determines requested munitions are not manageable within the munitions system, the request may proceed for IHC and NNMSB safety certification. If the COTS package attains final approval with a negative determination for munition system management, commanders over the requesting/using unit will assume full cradle-to-grave responsibility for the items. **(T-1)**

10.7.1.5. NNMSB Certification. COTS munitions request data packages will be reviewed by GACP CMPM for completeness to provide the NNMSB with sufficient information to certify COTS munitions for DAF use. If additional data is required, NNMSB member(s) will coordinate through GACP CMPM.

10.7.1.6. Hazard Classification includes assigning a HC/D, compatibility group, UN number, and explosive weight. An interim or final HC must be assigned prior to placing munitions into operational service.

10.7.1.6.1. The requesting unit submits interim HC (IHC) requests through the GACP website.

10.7.1.6.2. In accordance with TO 11A-1-47, a DAF hazard classifier may issue an IHC 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 HC.

10.7.1.6.3. The CMPM will return COTS munitions packages disapproved for IHC or final HC to the requesting unit. **(T-1)** Units will ensure COTS munitions with expired IHC are not issued or used until revalidated or final HC is approved. **(T-1)**

10.7.1.7. Final approval of the COTS munitions package is the responsibility of the GACP CMPM. The CMPM prepares a written approval memorandum for distribution to the

requesting unit, and posts the approved package and all supporting documentation to the GACP website.

10.7.2. Local Management of COTS Munitions.

10.7.2.1. Upon final approval, the MASO will ensure a CRM is submitted to request a TICMS stock number (TSN) for each approved item. **(T-1)**

10.7.2.2. Requesting units will ensure vendor or contractor ordered munitions have the delivery destination set to the installation munitions activity ("FV" account). **(T-1)** If COTS munitions are delivered directly to the requesting or using unit, those personnel will turn the items over to the munitions activity. **(T-1)**

10.7.2.3. The MASO will ensure COTS munitions are received onto the stock record account using *Not from Due* receipt procedures, inspected, and issued to a valid custody account prior to use. **(T-1)**

10.7.2.4. COTS Levels. The MASO will ensure CAT code S stock levels are loaded in TICMS for approved COTS munitions. **(T-1)** The MASO will maintain copies of all approval documents to support loading or adjusting TICMS stock levels and validating purchase and use of COTS munitions. **(T-2)**

10.7.2.5. COTS Local 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 will publish local safety instructions in accordance with DESR 6055.09_DAFMAN 91-201. **(T-1)** Instructions will be approved though munitions supervision, the environmental office, EOD, and the weapons or explosives safety office prior to purchasing the munitions.

10.7.2.6. Unauthorized COTS. Units will ensure COTS assets that are on-hand without approval are reported to the MASO and the GACP CMPM. **(T-1)** Units will immediately discontinue use, and if required, submit a COTS request package for approval in accordance with **paragraph 10.7.1.2**. **(T-1)**

10.7.2.7. Disposition of COTS Munitions.

10.7.2.7.1. The MASO will request disposition using the ADR process for munitions fully approved and purchased through COTS procedures, and determined to be munitions system managed assets. **(T-1)** Approved COTS munitions are initially assigned a TSN which is confined to management only in TICMS. When local disposal is not available, the DDA will need to coordinate with JMC to ensure cataloging and munitions characterization is complete prior to shipment for disposal.

10.7.2.7.2. Commanders will have cradle-to-grave responsibility for all approved COTS munitions that were not determined as munitions system managed items, and any unauthorized COTS munitions that were purchased or acquired locally that have not been approved through the COTS approval process. **(T-1)** This includes all procurement or use not involving the munitions activity, and the final disposition of malfunctions, residue, or excess of such items. The munitions activity will not accept, store, or request disposition for: COTS munitions that have not been approved through

the COTS process; or approved and issued COTS munitions that have been determined through the COTS process as not designated for munitions system management. **(T-1)**

10.7.2.8. Bird/Wildlife Aircraft Strike Hazard (BASH) Munitions. In addition to COTS approval procedures in this section, see DAFI 64-117 and DAFI 91-212, *Bird/Wildlife Aircraft Strike Hazard (BASH) Management Program* for guidance on purchases, and specific centrally managed and COTS pyrotechnics that may be authorized.

10.7.2.9. Air Force Shooting Program: Refer to DAFI 34-114, *Fitness, Sports, and World Class Athlete Program.*

10.8. Conventional Munitions Product Assurance Management.

10.8.1. 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.

10.8.1.1. All higher headquarters and management activities with units that use conventional munitions items will have product assurance duties, to include:

10.8.1.1.1. Assisting and providing guidance to subordinate organizations to establish product assurance programs according to **paragraph 4.1** 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.

10.8.1.1.2. Screening safety and accident investigation reports to refer any munitions issues to the appropriate ALC and PT.

10.8.1.1.3. Developing procedures to monitor and survey the condition of munitions in use and in storage.

10.8.1.1.4. Evaluating the skill and qualification of personnel who conduct product assurance duties and to identify requirements to the CFM and AETC during the U&TW.

10.8.1.1.5. 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 performance criteria.

10.8.1.1.6. 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.

10.8.1.1.7. Participate in forums and working groups to resolve product assurance problems.

10.8.1.1.8. Assess the effectiveness of munitions product assurance programs during unit level surveillance visits.

10.8.1.2. AFMC will have the primary responsibility for munitions product assurance to include:

10.8.1.2.1. Ensuring resource allocation to support product assurance commensurate with the importance of high quality and reliable munitions.

10.8.1.2.2. 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.

10.8.1.2.3. 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.

10.8.1.2.4. Ensuring surveillance is maintained over DAF munitions stored by other Services. This includes ensuring the storing service is properly using allocated funds to store, inspect and maintain munitions.

10.8.1.2.5. Conducting surveillance visits to other Services' storage sites containing DAF 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. The 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 DAF stockpile stored at other services' sites.

10.8.1.2.6. Publishing supplemental policy and guidance related to PSM for TICMS-managed DAF munitions.

10.8.2. Product Design.

10.8.2.1. Design Considerations.

10.8.2.1.1. Product assurance for conventional munitions begins during the conceptual phase of the acquisition process and be continued throughout the life cycle of the item.

10.8.2.1.2. 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.

10.8.2.1.3. 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.

10.8.2.1.4. 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 and HERO protection. Design criteria must also include environmental protection issues for consideration during daily use and for disposal purposes.

10.8.2.1.5. Accurate configuration control of the items must be maintained. Changing identity of an item after modifications or TCTO changes promotes configuration control.

10.8.2.1.6. Maintain accurate configuration control of the item engineering design throughout the munitions item life cycle.

10.8.2.1.7. During design phase, consideration must be given to the future need to demilitarize and/or dispose of the item and, where possible, materials are selected that make this process easier. Lean towards reclamation potential as much as possible.

10.8.2.1.7.1. AFMC implements design for demilitarization (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.

10.8.2.1.7.2. Military service material developers will follow guidance and best management practices provided by SMCA, to influence ammunition design in order to facilitate DEMIL operations. **(T-1)** The goal is to increase resource recovery and recycling, reduce execution cost, minimize reuse and/or disposal costs, and enhance safety and environmental compliance.

10.8.2.1.7.3. Provide representatives from both the acquisition and DEMIL functional areas to participate in the DFD program.

10.8.2.1.8. Provide Technical Data packages for newly fielded conventional ammunitions and components to allow characterization and development of DEMIL plans and technologies.

10.8.2.2. Initial service life and shelf life dates for munitions are based on design, manufacturing processes, materials and performance testing.

10.8.3. Product Assurance Principles and Procedures.

10.8.3.1. Product Assurance Reporting.

10.8.3.1.1. All munitions squadrons, flights, sections, elements, and munitions-using organizations will have key product assurance responsibilities to formally report any and all conditions that could lead to injury or prevent a munitions item from functioning properly. **(T-1)** Reporting methods are outlined in **paragraph 4.1.1.3**.

10.8.3.1.2. Munitions-Managing Organizations will:

10.8.3.1.2.1. Report to munitions-using organizations by official email anytime munitions items are placed into a suspended or restricted status. **(T-1)**

10.8.3.1.2.2. 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)**

10.8.3.1.2.3. 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)**

10.8.3.2. Munitions Inspections and Surveillance.

10.8.3.2.1. Munitions activities and munitions-using organizations will perform required inspections in accordance with **paragraph 4.1.1** and **paragraph 4.1.2**. **(T-1)**

10.8.3.2.2. Munitions-managing organizations (e.g., system program offices, GACP) will:

10.8.3.2.2.1. Issue special and one-time inspection guidance and procedures as required. **(T-1)**

10.8.3.2.2.2. Implement or oversee product assurance responsibilities for munitions items managed by other services. **(T-1)**

10.8.3.3. 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 the team are provided in **paragraph 4.1.1.4** (also see **paragraph 1.3**.).

10.8.3.4. Testing. Most munitions are "one-shot" devices. Reliability for "one-shot" devices with time-dependent failure characteristics cannot be measured absolutely. Therefore, assumptions are made on reliability and useful life based on observing the performance of representative samples.

10.8.3.4.1. 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. **(T-1)** Also include sufficient assets in procurement for explosives safety and disposal testing.

10.8.3.4.2. Use munitions test information and all available historical data (ADR, PQDR, Inspection History, etc.) to periodically update munitions performance and reliability data and revise munitions inspection and surveillance intervals in appropriate technical data.

10.8.3.4.3. Product Development Testing. Comprehensive documentation of item performance during product development testing is essential to long-term product assurance.

10.8.3.4.3.1. Incorporate explosive HC test data and detailed performance data in munitions surveillance plans.

10.8.3.4.3.2. Capture and incorporate lot acceptance test data in surveillance plans.

10.8.3.4.4. 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.

10.8.3.4.4.1. Perform failure analysis testing if necessary to isolate causes of munitions failures and to determine if problem is widespread.

10.8.3.4.4.2. 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.

10.8.3.4.4.3. 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.

10.8.3.5. Reliability Assessment and Product Deficiencies.

10.8.3.5.1. Product Assurance Standards.

10.8.3.5.1.1. Munitions-using and munitions-managing organizations establish performance and reliability standards during item development. Document the performance standards in mission needs statements and capability production document as well as surveillance test plans.

10.8.3.5.1.2. 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.

10.8.3.5.2. Product Assessment.

10.8.3.5.2.1. Munitions-management organizations (e.g., SPOs, GACP) gather munitions performance information from all available sources in reaching a product reliability assessment.

10.8.3.5.2.2. Compile information from munitions inspections conducted by both munitions-using and managing organizations.

10.8.3.5.2.3. Receive and conduct reviews of performance reports from operational evaluations of combat weapon systems.

10.8.3.5.2.4. 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.

10.8.3.5.2.5. 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.

10.8.3.5.3. Product Analysis.

10.8.3.5.3.1. Use actual test data when available for reliability determination and service life prediction.

10.8.3.5.3.2. Long range service 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.

10.8.3.5.3.3. If product performance (range, accuracy, lethality, etc.) has changed, notify the using commands and the Joint Munitions Effectiveness Manuals group to make them aware of the current performance levels.

10.8.3.5.4. Product Deficiency. When munitions are reported (through any means) to the IPT as deficient through inspection, testing, failure or any other means, a number of actions become possible.

10.8.3.5.4.1. Item(s), S/N(s), or lot number(s) restriction or suspension.

10.8.3.5.4.1.1. 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 or suspected deficiency.

10.8.3.5.4.1.2. Restrict an item when it does not conform to all specifications but is still serviceable for certain applications.

10.8.3.5.4.1.3. 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.

10.8.3.5.4.2. Warranty Action.

10.8.3.5.4.2.1. If a deficient item was procured with a manufacturer's warranty, invoke the warranty.

10.8.3.5.4.2.2. Notify appropriate program management personnel of warranty conditions and expiration dates.

10.8.3.5.4.3. Accept deficiency - adjust service life. Occasionally the munitions-using and managing organizations reach an 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.

10.8.3.5.4.3.1. If appropriate, adjust the service life of the item or the use restriction code.

10.8.3.5.4.3.2. If the deficiency changes the performance of a system, update all appropriate technical manuals with the correct information.

10.8.3.5.4.4. Initiate product improvement program. The decision to correct an item deficiency is jointly reached by the munitions-using and managing organizations.

10.8.3.5.4.5. Dispose or retire an item. Munitions items that have reached the end of their service life, as well as those of questionable reliability, are retired from the inventory.

10.8.4. Additional Product Assurance Responsibilities.

10.8.4.1. Munitions Lead MAJCOMs. All munitions items have a designated lead MAJCOM. ACC and AFGSC are the lead MAJCOMs for most munitions items; however, AFSOC and AMC may assume specific lead MAJCOM responsibilities for munitions due to operational test and evaluation requirements for emerging systems and unique SOF or MAF requirements. All munitions lead MAJCOMs will:

10.8.4.1.1. Closely work munitions concerns with the managing organization until resolved.

10.8.4.1.2. Identify to the GACP, munitions items that are obsolete so disposition actions can be initiated.

10.8.4.2. Munitions/Missile PIWGs may be conducted to improve product reliability and maintainability. Recommended PIWG membership composition includes the single manager(s), system support manager(s), lead MAJCOM representative, and a representative from each using command.

10.8.5. Requests to Modify Inspection Interval Requirements.

10.8.5.1. Requests to change inspection/surveillance intervals for munitions items may result in TO changes based on validated engineering analysis. These requests are submitted to the munitions lead MAJCOM. These requests do not apply to items under warranty.

10.8.5.2. Requests will include the NSN/part number; however, will not include individual lot numbers or local storage or handling conditions.

10.8.5.3. Requests will include lead MAJCOM coordinated data and justification to increase or decrease inspection or surveillance requirements. 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.

10.8.5.4. Once coordinated by the lead MAJCOM munitions staff, the lead MAJCOM forwards the request to the TO equipment specialist. The program office will respond to the request back through the lead MAJCOM.

10.8.5.5. The above procedures do not preclude Air Staff or lead MAJCOM from requesting broad management analysis or review of munitions items, or an item series, based on prevailing field conditions. All requests should be supported by field level data and information.

Chapter 11

WAR RESERVE MATERIEL (WRM) MUNITIONS

11.1. 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 demands WRM munitions to be stored or moved quickly to critical areas. WRM munitions are prepositioned at operating bases, dispersed in areas of responsibility, placed aboard APF vessels, and stored at selected units and depots for surface or air deployment.

   11.1.1. Refer to **Attachment 1** for definitions of the WMP Volume 1 through Volume 5, LOGFAC, WCDO, NCAA, and DLAR.

   11.1.2. Refer to **paragraph 4.6** for instructions and guidance on classifying information used, controlled, or produced from manual or automated munitions systems.

11.2. Positioning Objectives. The MAJCOM or NAF will provide units with WRM munitions positioning objectives using the WCDO for wartime requirements. In addition, the most recent NCAA CTR prepositioning objective for each theater will be used. For OCONUS commands (e.g., USAFE-AFAFRICA, PACAF, and AFCENT) this is the CTR Starter Stock. For other commands this is the CTR for all theaters supported.

11.3. War Consumables Distribution Objective (WCDO).

   11.3.1. 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.

   11.3.2. For all WRM commodities, including munitions, the WCDO serves as the theater positioning objectives for each stock record account.

   11.3.3. The WCDO provides authorizations for starter stock munitions to support OPLAN execution.

   11.3.4. Operations, munitions, plans, and intelligence functions cooperate to produce the theater WCDO.

      11.3.4.1. The NCAA establishes munitions requirements. AF/A5DW provides NCAA theater requirement interface file to the LOGFAC SPO for inclusion into LOGFAC. The MAJCOM or NAF logistic planners, in coordination with Operations, distribute the NCAA CTR to build the theater WCDO.

      11.3.4.2. MAJCOM or 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.

   11.3.5. Munitions WRM distribution and realignment is performed through the GAP process in accordance with **Chapter 16**.

11.4. WRM Munitions Financial Accounting. In addition to guidance below, refer to **paragraph 3.6.3.4** and **paragraph 9.3.9** for guidance and procedures for developing, submitting, and managing the PEC 28030 WRM munitions O&M budget.

11.4.1. The PEC 28030 identifies only those WRM munitions O&M costs supporting preservation and sustainment of the WRM munitions stockpile.

11.4.2. Develop the PEC 28030 WRM munitions O&M budget in accordance with DAF, MAJCOM, and installation FM policy and guidance.

11.4.2.1. MAJCOM munitions staffs/PEC 28030 PEM collaborate with MAJCOM A4P to identify and communicate appropriate cost elements, budget development, and submission procedures. MAJCOMs will communicate specific budget procedures to units annually through FM channels.

11.4.2.2. Units are to seek installation, MFM, and PEC 28030 PEM guidance; justify all costs related to PE 28030 expenses; and obtain approval by the unit commander for all costs (as applicable).

11.4.2.3. After WRM funds are allocated to units, the PEC 28030 MFM/PEM closely monitor fund expenditure to ensure fulfillment of WRM munitions maintenance, storage and inspection requirements.

11.4.2.4. The MAJCOM MFM/PEM notifies munitions unit MASOs and resource advisors of PEC 28030 funding disbursement.

11.4.3. In general, when not funded by other PEs, and when conducted in accordance with FM guidelines, allowable costs associated with PEC 28030 include all costs to store, inspect, maintain and reconstitute the WRM munitions stockpile. These costs include: maintenance, reconditioning and reconstitution (organic/contract); maintenance, reconditioning and reconstitution supplies; storage and facility upkeep (stanchions, placards, shelving, segregation, fusible links, etc.); and preservation and administration of the WRM munitions stockpile which includes daily operating support, personnel travel and transportation, training, equipment (to include computer hardware/software), and administrative/janitorial services and supplies. Also included as allowable PEC 28030 costs are any of the above costs associated with WRM support obtained through support agreements.

11.4.4. Units that maintain WRM stocks and other non-WRM categories of munitions (e.g., peacetime training, RDT&E) will establish separate financial accounts to program and manage O&M funds and expenses related to each account. **(T-1)**

11.4.5. Excluded from PEC 28030 allowable costs include:

11.4.5.1. Any costs appropriately funded through another PE (SDT funded by PE 28542, etc.). Seek FM guidance to determine the appropriate PE.

11.4.5.2. Facility maintenance and repair costs, military construction, security, procurement of munitions, purchase of mobility equipment, logistics transportation, and any activities or costs unrelated to preservation and sustainment of the munitions WRM stockpile.

11.4.5.3. Maintenance and repair of non-WRM assets (tools, trailers, equipment, supplies, etc.).

11.4.5.4. Costs for conferences, meetings, schools, visits, negotiations and site surveys or other travel not in direct support of WRM management.

11.4.5.5. Office furniture and individual equipment not in direct support of WRM management.

11.4.5.6. Mobility/deployment equipment; tie-down straps, pallet couplers, deployable dunnage, deployment containers, etc.

11.4.6. Unfunded WRM Requirements.

11.4.6.1. If un-programmed WRM requirements occur during the FY, base functional agencies identify them to the WRM munitions manager along with full justification for presentation to the WRM executive review board or facility review board.

11.4.6.2. If existing base funds cannot absorb the new requirement, the WRM executive review board or facility review board prioritizes the requirement and forwards to the MAJCOM financial management board (FMB) who in turn forwards to the MAJCOM munitions staff for validation.

11.4.6.3. The base budget for the FY includes any unfunded requirements that extend into the next FY. When possible, include in the budget adjustment provisions for any unfunded requirements identified after budget submittal.

11.4.6.4. Units identify all unfunded or un-programmed WRM requirements for funding consideration. The MAJCOM MFM helps units develop their inputs when necessary and represents or defends munitions requirements at MAJCOM level during the FMB scrubbing process.

11.5. Planning Logistics Support.

11.5.1. All US Air Force war or contingency plans 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.

11.5.2. 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.

11.5.3. 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.

11.5.4. The NAF will coordinate with the GACP and CAF/MAF lead MAJCOMs (ACC and AMC) to plan logistics support requirements.

11.5.5. MAJCOMs and CMAs (e.g., GACP) provide logistics support at and below wing or base level for assigned units.

11.5.6. Tenants coordinate support requirements with hosts before publishing any plan that commits host resources.

11.5.7. 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 support agreement. Munitions units should consider the following when reviewing:

11.5.7.1. 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.

11.5.7.2. Management of munitions assets required by sister-services and not stock listed in TICMS.

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

11.5.8. OCONUS commands (i.e., USAFE-AFAFRICA, 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.

11.5.9. NAFs help unified commands assess reserve stocks of involved allies to identify potential US Air Force support requirements.

11.5.10. MAJCOMs and NAFs assist AFRC and ANG-gained units to compute requirements, store and preposition materiel, and prepare for activation and deployment, as appropriate.

11.5.11. 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 prepositioning in WMP-4 which would increase the consumable storage requirements.

11.5.12. The SMCA operates in accordance with DoDI 5160.68, *Single Manager for Conventional Ammunition*, and plays a major role in the munitions re-supply of DAF units. A significant amount of munitions are stored in CONUS Army depots. The GACP maintains oversight and surveillance of DAF munitions stored in CONUS depot stock.

11.6. Logistics Planning for Munitions Movement.

11.6.1. When unable to store WRM munitions at or near the employment base, the MAJCOM or 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 or NAF develops detailed plans and establishes MOU as necessary to facilitate movement of stocks when they are needed at wartime operating locations.

11.6.2. 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.

11.6.3. The MAJCOM or NAF TACP/RACP and GACP optimize prepositioning at planned operating bases given sortie production requirements, threat and storage and transportation capabilities.

11.6.4. The MAJCOM or NAF TACP/RACP and GACP track munitions requirements and distribution. They initiate munitions movements not already covered by tactical movement.

The MAJCOM or NAF TACP/RACP serve as consolidated command points of contact with inter-theater and intra-theater support organizations.

11.7. MAJCOM Command Overflow.

11.7.1. 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.

11.7.2. Once NAFs and lead MAJCOMs determine these shortfalls, they submit them to GACP for sourcing.

11.7.3. The GACP will:

11.7.3.1. Source theater shortfall requirements, assure TPFDD transportation support, and publish an approved Air Force support plan for each MAJCOM/theater OPLAN. **(T-1)** Redistribution or realignment of AFRC or ANG assets is coordinated with AFRC or NGB.

11.7.3.2. Coordinate support plans with the affected MAJCOMs and NAFs. **(T-1)**

11.7.3.3. Satisfy the planned requirements of the MAJCOM and NAF as far as possible, including worldwide redistribution and asset realignment, and delivery of substitute munitions when preferred assets are not available. **(T-1)**

11.7.3.4. Reflect the following for command overflow shipments:

11.7.3.4.1. Receiving DoDAAC. **(T-1)**

11.7.3.4.2. Shipping DoDAAC (when possible). **(T-1)**

11.7.3.4.3. Sequence of execution. **(T-1)**

11.7.3.4.4. Required delivery date (RDD). **(T-1)**

11.7.3.4.5. Port of embarkation (POE). **(T-1)**

11.7.3.4.6. Port of debarkation (POD). **(T-1)**

11.7.3.4.7. Type of movement (air, surface, unit move or deployment). **(T-1)**

11.7.3.5. Develop support plans to support theater time-phased munitions requirements. **(T-1)** These requirements come from the wartime aircraft activity 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.

11.7.4. 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 or NAF TACP/RACP calls forward an item into the operational theater, the executing activity accordingly reduces the command overflow.

11.8. Munitions Call-forward.

11.8.1. GACP will coordinate requisitions with the USA JMC to meet MAJCOM RDDs. **(T-1)**

11.8.2. JMC in-turn will submit the requisition to SMCA, SDDC and Military Sealift Command (MSC) as required for movement to meet RDD.

11.9. Standard Air Munitions Package (STAMP).

11.9.1. 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 12.2** for sourcing procedures.

11.9.2. 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.

11.9.3. 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 12.2** for sourcing procedures.

11.10. War Reserve Stocks for Allies (WRSA).

11.10.1. 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.

11.10.2. Agencies controlling WRSA and MOU stocks use these guidelines when developing joint operating instructions with allied nations.

11.10.3. 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.

11.10.3.1. Manage the WRSA inventory as other Air Force WRM munitions.

11.10.3.2. Apply the same security measures to WRSA authorizations, levels, quantities and other parameters as one would to WRM.

11.10.3.3. Keep WRSA at authorized and approved levels.

11.10.3.4. Identify shortfalls to the NAF, MAJCOM, and GACP for resolution.

11.10.3.5. WRSA stock is segregated from the Air Force stockpile whenever storage space is available. If munitions are comingled, WRSA stock will be appropriately identified.

11.10.3.6. Never use WRSA assets to satisfy other requirements (e.g., RDO, training) without HAF and GACP approval. Report to the owning MAJCOM or NAF any action initiated at the local level that changes the identity or serviceability of WRSA assets.

11.10.3.7. When the GACP directs the MAJCOM or 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:

11.10.3.7.1. Munitions excluded by the MAJCOM or NAF TACP/RACP, or GACP will not be released without AF/A4LW and AF/A5DW approval.

11.10.3.7.2. The dollar value imposed by congressional authority for assets assigned to WRSA cannot be exceeded.

11.10.3.7.3. Release of WRSA assets will be terminated when the assigned dollar value is reached. Additional release authority must be obtained before additional requirements are processed for FMS in accordance with **paragraph 10.5**.

11.10.3.8. When WRSA release notification is received from the appropriate authority, assets can be either transferred in-mass or selectively based on allied ATO shortfalls.

11.10.3.9. 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.

11.10.3.10. Proper authority may direct munitions accounts to release munitions other than WRSA under a follow-on MOU to support allied shortfalls.

11.10.3.11. Release or Transfer Procedures. On receiving a RDO for WRSA or MOU release, affected bases prepare two sets of DD Form 1348-1A in accordance with DAFI 23-101, AFH 23-123 Volume 1, *Materiel Management Handbook Volume One, Materiel Management Reference Information*, and AFH 23-123 Volume 2, Part 2, *Integrated Logistics System-Supply (ILS-S), 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:

11.10.3.11.1. Set One:

11.10.3.11.1.1. Copies numbers 1 and 6: Retained by the distribution point (shipper).

11.10.3.11.1.2. Copies numbers 2 and 3: Placed inside the number 1 shipping container for each requisition.

11.10.3.11.1.3. Copy number 4: Placed inside the packing list envelope attached to the outside of the number 1 container for each requisition.

11.10.3.11.1.4. Copy number 5: Sent to the receiving country military assistance program address code (MAPAC) address located in the military assistance program address directory (MAPAD) (see **paragraph 1.3**.). Ensure the correct type address code, in accordance with DLM 4000.25 Volume 6*, Logistics Systems Interoperability Support Services*, Chapter 3, "Military Assistance Program Address Directory," is used for proper document distribution and shipment of material.

11.10.3.11.2. Set Two:

11.10.3.11.2.1. Notice of availability required. Mail six copies to the country MAPAC address located in the MAPAD, and select the appropriate type address code per DLM 4000.25 Volume 6, Chapter 3 as the recipient of the notice of availability.

11.10.3.11.2.2. Notice of availability not required. Mail six copies to the country MAPAC address located in the MAPAD, and select the appropriate type address code per DLM 4000.25 Volume 6, Chapter 3 as the recipient of DD Form 1348-

1A.

11.11. Peacetime Use of WRM Munitions.

11.11.1. WRM munitions are only used to attain and sustain operational objectives in scenarios authorized in the Secretary of Defense Guidance for Employment of Forces, and the Joint Strategic Campaign Plan scenarios. In order to support those objectives, preservation of all WRM assets must be a primary consideration. This is particularly true for high-dollar, high-demand, limited-availability tactical missiles and other precision weapons.

11.11.2. The processes for determining the total munitions requirement, allocation distribution, and prepositioning objectives allow for management of a global stockpile, where requirements can only be supported through effective management of all resources. Many times, especially with a constrained budget, not all requirements will be sufficiently supported.

11.11.2.1. In cases where WRM assets are limited and world-wide quantities do not satisfy all requirements, assets are allocated and positioned in accordance with priorities established by the Air Staff. For any contingency or crises that may arise, WRM munitions could be redistributed to support a completely different theater of operations.

11.11.2.2. The majority of munitions are centrally procured, and budgetary and acquisition authorities preclude unit level reimbursement for munitions expended or unnecessarily damaged. Therefore, any expenditures or assets made unserviceable through its use will not be immediately replaced.

11.11.3. Only when WRM allocated on-hand balances would not put combatant command priorities in jeopardy should munitions be considered for uses other than to support the intended theater requirement. This peacetime use may include expenditure of the item, munitions maintenance or weapons load crew training or familiarization, aircrew power-off or power-on familiarization, captive flight in support of exercise or training, etc.

11.11.4. The using units will request peacetime use of WRM munitions from the appropriate approval authority in accordance with CJCSI 4310.01F, *Logistics Planning Guidance for Pre-Positioned War Reserve Materiel*. **(T-0)** Using/requesting units will prepare, sign, and forward the request through both MAJCOM/A3T and A4W (or equivalent) offices, to arrive at the appropriate approval authority designated in this publication (AF/A5DW for air munitions, AF/A4LW for ground munitions) not later than thirty (30) duty days prior to the intended use date. **(T-1)** If the request could potentially result in unavailability of WRM assets, and/or negatively affect WRM levels, the request must also be coordinated with the affected geographic combatant command. Blanket, extended period, or recurring requests will not be approved.

11.11.4.1. The using/requesting unit will coordinate the request with the supporting MASO, and include the following:

11.11.4.1.1. The types and quantities of WRM munitions to be used.

11.11.4.1.2. The duration and scope of use, e.g., local exercise, training or familiarization, expending or non-expending, etc. If planning to expend, the requesting unit must have or obtain a supporting training allocation. **(T-1)** The MASO will ensure the appropriate category code is used, as applicable. **(T-1)**

11.11.4.1.3. Rationale. Explain in detail the reason WRM must be used in lieu of any other available resources or methods. Include any mitigation planned to offset additional safety and operational risks incurred by using WRM assets. The rationale must be commensurate with the real or potential impact to the combatant command requirement that is affected.

11.11.4.1.4. Reconstitution plan and timeline. Provide an assessment of time, manpower and costs to procure material, repair, recover, refurbish, inspect, test, repackage, restore, and in general return WRM munitions to storage in serviceable condition.

11.11.4.2. AF/A5DW or AF/A4LW will evaluate the request with the support of the GACP, approve or disapprove, and coordinate with the joint staff as necessary.

11.11.4.3. Within thirty (30) days of completing the training or exercise, and every 30 days after, the using/requesting unit will provide the approval authority with the status of the reconstitution plan. **(T-1)**

Chapter 12

MUNITIONS CONTINGENCY SOURCING

12.1. Purpose. This chapter outlines contingency munitions sourcing for Air Force activities and establishes a standard munitions report. The munitions reporting process provides the CJCS, CCDRs, and Air Force activities the ability to monitor critical munitions items, affecting warfighting capabilities during contingencies, emergencies, or exercises. Air Force Deputy Chief of Staff for Air Force Futures (AF/A5/7) evaluates and accepts munitions supportability risk and is the AF decision authority for positioning all munitions assets. In addition, the reported information is used in support of JMPAB considerations. AF/A4LW and AF/A5DW represent the Air Force on the munitions JMPAB.

12.2. Contingency Munitions Sourcing Process. The munitions allocation process described in **paragraph 15.3** is a peacetime prepositioning process. Once contingency sourcing begins, all munitions balances are available to support contingency operations.

12.2.1. The MAJCOM or NAF TACP/RACP maintain authority and control for directing intra-theater or intra-command munitions movements to support operations. The MAJCOM or NAF directs units for these movements through official SIPRNET, email, or secure fax.

12.2.2. TICMS RDOs are initiated by the GACP upon specific direction from the MAJCOM or NAF requiring the move.

12.2.3. When operational contingency requirements exceed theater availability or cannot be satisfied with munitions in the operational theater, the MAJCOM or NAF requests contingency sourcing to the GACP. The following process outlines contingency munitions requests:

12.2.3.1. 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/A5DW. Utilize WMP-1, Logistics Supplement planning factors when developing plans that source STAMP.

12.2.3.2. The MAJCOM or NAF TACP/RACP identifies and requests sourcing of munitions to meet operational contingency requirements to the GACP via official SIPRNET, email or secure fax. Provide the following information:

12.2.3.2.1. Type of munitions or munitions components required by NSN.

12.2.3.2.2. Quantity required.

12.2.3.2.3. "Ship to" location/DoDAAC.

12.2.3.2.4. Required in-place date.

12.2.3.3. The GACP will coordinate all sourcing requests for STAMP and constrained munitions assets in short supply to meet operational contingency requirements, and provide availability and sourcing options to AF/A5DW and AF/A4LW. **(T-1)**

12.2.3.4. AF/A5DW will provide approval or disapproval decision with AF/A4LW concurrence as appropriate. **Note**: In the event AF/A5DW (or AF/A5/7) chain of command becomes unavailable or incapacitated, the sourcing decision authority will reside with Air

Force Materiel Command, Directorate of Logistics, Civil Engineering, Force Protection, and Nuclear Integration (AFMC/A4/10) until AF/A5/7 chain of command is restored.

12.2.3.5. The GACP will notify the requesting MAJCOM/NAF TACP/RACP of availability and approval/disapproval for TPFDD action. **(T-1)**

12.2.4. Munitions Contingency Reporting Procedures. AF/A4LW or AF/A5DW 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 or 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/A5DW.

12.2.4.1. 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 or NAF. Consolidated reports (with attached supporting spreadsheets) are due to GACP NLT 0900Z daily. GACP will consolidate and forward MUREPs to AF/A4LW and AF/A5DW NLT 1500Z daily or as directed. **(T-1)** Reports are numbered sequentially and cover the 24 hours immediately preceding the cutoff time.

12.2.4.2. Report Transfer: MUREP reports will be classified SECRET. The MAJCOM and NAF reports are submitted to the GACP via official classified email via the SIPRNET to the GACP: **usaf.hill.aflcmc.mbx.gacp@mail.smil.mil**. If classified email is not available, submit reports via secure fax or secure telephone to DSN: 777-2666 by line item. See **paragraph 1.3**.

12.2.4.3. See the GACP SIPRNET website for a MUREP Report template with specific instructions and formatting requirements. See **paragraph 1.3**.

Chapter 13

STRATEGIC MANAGEMENT FUNCTIONS

13.1. Headquarters Air Force (HAF).

13.1.1. AF/A4LW and AF/A5DW will:

13.1.1.1. Identify WRM munitions positioning strategies to include depot, command, theater, STAMP, and APF storage objectives.

13.1.1.2. 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 MAJCOMs coordinate with supported commands to provide a total force perspective.

13.1.1.3. Develop GAP policy.

13.1.1.4. Assess Air Force capability to meet program objectives.

13.1.1.5. Approve any MAJCOM or NAF recommended adjustments to the MMP priorities.

13.1.1.6. Approve all uses of project code 736 (Unprogrammed), and notify AFMC/A4/10/A4MW for tracking purposes.

13.2. Headquarters Air Force Materiel Command (AFMC). In addition to requirements of **Chapter 9**, AFMC will:

13.2.1. Oversee the GACP to include maintaining, equipping, and staffing organizational elements and functions with appropriate personnel.

13.2.2. Advocate, justify, and defend funding requirements for ship service contracts and for maintenance, test, surveillance, inspection and rotation of assets in the APF program through the budgeting process in accordance with **paragraph 16.3.5**.

13.2.3. Serve as the Servicing MAJCOM for USSF in regards to munitions management responsibilities.

13.2.4. Develop and implement GAP strategy. Manage the PACER AMMO program.

13.2.4.1. Coordinate with AF/A4LW and AF/A5DW to integrate MAJCOM munitions movements based on Air Force priorities and develop the MMP.

13.2.4.2. Cost out MMP funding requirements and advocate requirements through the 635 SCOW Second Destination Transportation/Centrally Managed Allotment program manager.

13.2.4.3. Advise MAJCOMs and Centers of funds allocation on which MMP movements are executable.

13.2.4.4. Provide PACER AMMO program status for the GAP working group.

13.2.4.5. Track all munitions movements by TAC, project code and command code.

13.2.5. Be the focal point for assigning and approving DAF munitions DoDAACs.

13.2.6. Be the primary responsible agent for munitions product assurance programs.

13.3. AFMC Air Logistics Complexes (ALC). In addition to requirements of **Chapter 9**, ALCs will:

13.3.1. Receive, collect, and analyze munitions deficiencies and discrepancies reported by field units and MAJCOMs.

13.3.2. Analyze TICMS 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 is used in conjunction with engineering analysis to make determinations on inspection and surveillance intervals, product life cycle sustainment, maintenance, and storage requirements.

13.4. AFLCMC, Armament Directorate, Munitions Division (AFLCMC/EBH) - GACP, Hill AFB. In addition to requirements of **Chapter 9**, the GACP will:

13.4.1. Implement, execute, and advise AF/A4LW on the impacts of the following strategic activities:

13.4.1.1. APF and STAMP operations. **(T-1)**

13.4.1.2. Maintenance of the CRD, IDR, or other essential IDR information. **(T-1)**

13.4.1.3. Development and sustainment of depot level automated IT in accordance with DAF information system management policy. **(T-1)**

13.4.1.4. Coordination with AF/A5DW and AF/A4LW to publish guidance implementing annual forecasting, allocation, and requisitioning procedures. **(T-1)**

13.4.1.5. Evaluation of serviceable/repairable (non-ISO) excess containers annually prior to the MMP working group to capitalize on transportation opportunities. **(T-1)**

13.4.1.6. Providing MMP status reports to AF/A4LW and AFMC/A4/10/A4MW when requested. **(T-1)**

13.4.1.7. Representing the Air Force as the executive committee for the Joint Ordnance Commanders Group through the SMCA. **(T-1)**

13.4.1.8. Activation of the GACP crisis action team to respond rapidly with munitions logistic support during crisis, emergency, or wartime operations. **(T-1)** The GACP will:

13.4.1.8.1. Develop and maintain written procedures to provide munitions support during crises, emergencies, and contingencies. **(T-1)**

13.4.1.8.2. Re-supply combat units, as directed. **(T-1)**

13.4.1.8.3. Sustain the APF management team. **(T-1)**

13.4.1.9. USAF Munitions ISO Container Program and status. **(T-1)**

13.4.2. Execute worldwide munitions positioning objectives directed by AF/A4LW and AF/A5DW to satisfy theater contingency requirements. **(T-1)** The GACP will:

13.4.2.1. Manage the munitions logistics inventory. **(T-1)** The GACP may cross command lines to manage the DAF munitions stockpile. The GACP coordinates action with NAFs, MAJCOMs, AFRC and NGB as appropriate.

13.4.2.2. Respond to MAJCOM or NAF TACP/RACP and lead MAJCOM requests for munitions to support contingency operations. **(T-1)** Requests for ASM assets during contingencies go to AFLCMC/EBU.

13.4.2.3. Recommend preferred sourcing options to AF/A4LW. **(T-1)** AF/A5DW approves all sourcing of assets in short supply.

13.4.3. Execute and maintain the Air Force MUREP based on AF/A5DW directed Air Force priority-build sequence. **(T-1)**

13.4.4. Mandate support of priority 1 requisitioning as necessary during wartime. **(T-1)**

13.4.5. Coordinate concurrence to remove assets from the DAF inventory once they have been identified as obsolete by the munitions lead MAJCOM. **(T-1)** OPRs for concurrence are: AF/A5DW for air-munitions; AFCEC/CXD for EOD munitions; and AFSFC/S4WL for ground munitions.

13.4.6. Program, manage, and execute PEC 28031F, WRM 3400 appropriation funding in support of Air Force positioning strategies and objectives in accordance with **paragraph 16.3**.

13.4.7. For peacetime movement or discharge of APF assets, initiate coordination of off-tether requests through the MAJCOM TACP to the COCOM.

13.5. AFLCMC, Armament Directorate, Weapons Superiority Division (AFLCMC/EBU), Robins AFB. In addition to the requirements of **paragraph 9.9**., AFLCMC/EBU will:

13.5.1. Activate the ASM crisis action team to respond rapidly with munitions logistic support during crisis, emergency or wartime operations. **(T-1)**

13.5.2. Develop and maintain written procedures to provide support during crises, emergencies, and contingencies. **(T-1)**

13.5.3. Collaborate in execution of the worldwide ASM munitions positioning objectives, or as directed by AF/A4LW, to satisfy NAF and MAJCOM contingency requirements. **(T-1)**

13.5.4. Manage the ASM logistics inventory. **(T-1)** During contingencies, AFLCMC/EBU may cross command lines to manage the DAF ASM stockpile and will coordinate actions with NAFs, MAJCOMs, AFRC, and NGB as appropriate. **(T-1)** Additionally, AFLCMC/EBU will:

13.5.4.1. Mandate support of priority 1 requisitions as necessary during wartime. **(T-1)**

13.5.4.2. Take action in response to requests for ASM to support and resupply combat units during contingency operations; or as directed. **(T-1)**

13.5.4.3. Recommend preferred sourcing options to AF/A4LW. **(T-1)** AF/A5DW approves all sourcing of assets in short supply.

13.5.4.4. Provide daily MUREP reporting inputs to the GACP based on AF/A5DW directed Air Force priority build sequence. **(T-1)**

13.6. Air Force Operational Test and Evaluation Center (AFOTEC) – Kirtland AFB. AFOTEC serves as the Department of the Air Force's Operational Test Agency. AFOTEC evaluates the capability of systems to meet warfighter needs by planning, executing, and reporting independent operational assessments, tests, and evaluations. Air Force Mission Directive (AFMD)

14, *Air Force Operational Test and Evaluation Center (AFOTEC)* establishes and states the mission, command, and responsibilities for AFOTEC.

13.6.1. Although a Direct Reporting Unit, AFOTEC has many of the same administrative and organizational responsibilities as other Air Force MAJCOMs.

13.6.2. AFOTEC delivers combat capability through operational test. Operational test is the final test of a system before being used operationally by warfighters.

13.6.3. AFOTEC, Requirements Division (AFOTEC/A5R) serves as the focal point for forecast submissions to support operational test munitions requirements.

Chapter 14

INFORMATION TECHNOLOGY (IT) PROGRAM MANAGEMENT

14.1. IT Governance and Requirement Process.

14.1.1. The IT requirements process involves all centrally managed information systems used by the munitions communities to include: TICMS, IMDS/G081, AIT such as the MIT, and any other system used in connection with munitions materiel management processes.

14.1.2. 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 appropriate IT governance board for prioritization, approval, and funding in accordance with the enterprise logistics governance structure.

14.1.3. The IT requirements process provides a means to:

14.1.3.1. 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 TICMS FMO will confer with munitions lead MAJCOMs and AFMC/A4/10/A4MW to develop agreement and priorities for submission of future TICMS requirements before submission to AF/A4LW. **(T-1) Note**: In this paragraph, the term "requirements" describes new changes and enhancements. It does not include repairs for CRMs or daily TICMS management activity.

14.1.3.2. Improve cross-flow of information on IT solutions currently in use, test, or development.

14.1.3.3. 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.

14.1.3.4. Develop fielding plans for IT solutions recommended for DAF wide implementation (to include training and funding requirements).

14.1.3.5. Establishment of work priorities for TICMS FMO and approves software configuration changes to TICMS.

14.1.4. All IT requirements are staffed, coordinated, prioritized, and approved through a governance process.

14.1.4.1. AF/A4LW is the munitions functional community conduit to the IT governance process. Munitions IT requirements are coordinated and staffed through the lead MAJCOM to AF/A4LW.

14.1.4.2. Any IT solution presented for DAF approval must be sponsored by a lead MAJCOM or AF/A4LW to be put forward to the governance board.

14.1.4.3. All submissions for new IT requirements, concepts, or solutions must demonstrate a valid need supported by metrics or test data to support the proposal.

14.1.4.4. The TICMS FMO will develop and present cost estimation, implementation review, and results of any technical evaluations they perform on recommended solutions to comply with system architecture, security, safety, and interoperability standards. **(T-1)**

14.2. TICMS - System Management.

14.2.1. TICMS Functional Overview. TICMS supports DAF combat and support units, GACP, and various munitions training units/centers. The objective of TICMS is to improve 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 (JCS). **Note**: TICMS Training environments are only used to train personnel, support exercise data, and assess personnel proficiency. They are not to be used to manage physical property of any kind, from any source, or for any purpose.

14.2.2. Contingencies and Alternate States/Modes of Operation. TICMS is a cloud-hosted application, accessible via the AF Portal environment. TICMS leverages a "disconnected-client" capability through a mobile application, known as TICMS Mobile, that allows continued operations in a temporary, disconnected state where wireless or cellular connectivity may be hampered or non-existent. However, all TICMS operations require access and connectivity to the Internet; therefore, by design, there is no "degraded" or "alternate" mode of TICMS operations. 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)."

14.2.3. TICMS - System Security. TICMS is a controlled unclassified system in accordance with DoDI 8510.01, and is categorized as a National Security System in accordance with National Institute of Standards and Technology (NIST) 800-59, *Guideline for Identifying an Information System as a National Security System.* The data and information handled by the TICMS application is classified at the CUI level. Refer to **paragraph 4.6.3**., **Table 4.1**, and **Table 4.2** for specific security classification requirements for munitions information.

14.2.4. Automatic Identification Technology (AIT). TICMS is tasked to identify, enhance, and implement approved AIT to improve munitions data collection, improve data reliability and timelines, and streamline munitions maintenance processes. These processes include, but are not limited to, the use of labeling and scanning of bar-codes, radio frequency identification technology, and wireless and cellular mobile devices to provide data collection at the points of maintenance as events occur.

14.3. TICMS - System Administration (SA). TICMS is completely role-based with all role assignments being made solely from within the application by authorized system administrators (SA). There is no third party user role or group management process. Roles have been developed functionally to support all business requirements at all three tiers of TICMS users; strategic (HAF/GACP/FMO), MAJCOM, and base-level. Depending upon their level of authorization, the SA has the ability to add, change, or deactivate users within the system only at their level or below. Based on an approved DD Form 2875, the SA assigns roles relative to the authorized organization (DoDAAC or ORG/SHP codes). Base-level user roles are specific to and function only within the assigned organization. Strategic and MAJCOM roles are hierarchical and generally have visibility of, and may perform only administrative functions at the base or DoDAAC level.

14.3.1. TICMS Application System Administrator (ASA). The TICMS ASA is responsible for the overall functional administration of the TICMS application software and database residing on the Air Force Cloud One framework.

14.3.1.1. The ASA acts as an intermediary for Air Force Cloud One and TICMS functional users. Example: If a database recovery is required, the ASA utilizes elevated permissions granted by Air Force Cloud One. 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 (strategic, MAJCOM, and base level) TICMS application software residing on the Air Force Cloud One and accessed via the Air Force Portal.

14.3.1.2. Appointing the TICMS ASA. The TICMS FMO will appoint ASAs in writing. **(T-1)** The appointed ASAs are authorized to grant privileged, strategic, and field-level roles within the application to authorized TICMS users, and additional access and privileges to the instance environments hosting the TICMS application.

14.3.1.2.1. The ASA appointments are validated annually. The TICMS FMO will follow Air Force Cloud One onboarding procedures when requesting privileged accounts within Cloud One. **(T-1)** ASAs must include a completed DD Form 2875, signed Cloud Computing Environment Service Center Rules of Behavior, and evidence of industry certification meeting the appropriate level of training according to the DoD cyber workforce framework, as defined by DoDD 8140.01, *Cyberspace Workforce Management*. **(T-0)** This role enables the TICMS FMO to control and configure aspects related to the application environment, including configuration, database administration, and deployments.

14.3.1.2.2. TICMS ASAs are also granted privileged roles within the TICMS application, in addition to the hosting environment, allowing the ability to grant or delete privileges to appointed MAJCOM and base level SAs.

14.3.1.3. TICMS Account managers administer user accounts, and do not have elevated ASA privileges that allow functional administration of the TICMS application software or database. Account managers include certain roles assigned at the HAF/GACP/FMO, MAJCOM or DoDAAC level.

14.3.2. MAJCOM SA. The MAJCOM A4W (or equivalent) will appoint a primary and alternate MAJCOM TICMS SA in writing to include name, grade, DoDAAC, unit, office symbol, DSN phone number, portal login ID, and security clearance.

14.3.2.1. When applying for TICMS access, appointed SAs must submit the appointment memorandum with their completed SAAR as a single pdf file. **(T-1)** Annotate "MAJCOM SA" in the comments field to facilitate account provisioning.

14.3.2.2. When a primary or alternate MAJCOM SA is relieved of his/her duties, a new appointment memorandum is accomplished identifying the successor and references the superseded memorandum.

14.3.2.3. MAJCOM SAs will administer users within the MAJCOM administrative DoDAACs, assist in administration of base level users as necessary, and participate in the annual TICMS user recertification. **(T-1)**

14.3.3. TICMS Access Instructions. For all levels, TICMS access is granted using the DD Form 2875, *System Authorization Access Request (SAAR)* along with credentials retrieved from the user's Air Force Portal account profile and DoD CAC. All personnel must complete DoD information assurance (IA) training prior to being granted access to TICMS, and annually thereafter. **(T-0)** The completed SAAR is submitted during the initial registration or the existing user access request process, and in addition to IA training and security clearance information, identifies the authorized roles in which administrators assign within TICMS.

14.3.3.1. System Authorization Access Requests. Two different SAAR templates are available at the GACP website (*TICMS Information* pages are available with AF Portal access, but do not require a GACP user account). Both templates include a mandatory standardized TICMS Rules of Behavior agreement.

14.3.3.1.1. Base-level users will utilize the DoDAAC Level DD Form 2875 Template. **(T-1)**

14.3.3.1.2. HAF/GACP/FMO and MAJCOM users will utilize the Strategic Level DD Form 2875 Template. **(T-1)**

14.3.3.1.3. Certain limited HAF/GACP/FMO users requiring elevated, privileged roles must use the Privileged Level DD Form 2875 Template that contains a Privileged Role Rules of Behavior agreement. **(T-1)** Contact the TICMS FMO for this template and specific instructions for completing it (see **paragraph 1.3**.).

14.3.3.1.4. Users requesting access or role assignment will not alter or use an altered DD Form 2875 that allows circumvention of security features designed to lock appropriate sections or fields of the form by digital signature. **(T-0)** This allows manipulation of user information after signatures and approvals are obtained. Approvers and administrators at all levels will not authorize access based on information on such modified forms. **(T-0)**

14.3.3.1.5. The assignment of all TICMS roles, at all levels, must be in compliance with TICMS SoD rules. See **paragraph 14.4**.

14.3.3.2. Procedures. All users use the following procedures to request access to TICMS:

14.3.3.2.1. The requestor completes the "Type of Request" section and all fields through Part I.

14.3.3.2.2. The local supervisor or government sponsor of the requestor verifies the data in Part I, completes Part II up to and signing the supervisor endorsement. The supervisor or government sponsor ensures the appropriate DoDAAC, ORG/SHP, and TICMS user roles are annotated, and the roles adhere to SoD rules (see **paragraph 14.3.5** and **paragraph 14.4**.). If necessary, consult the SA, MASO, or an FMO Account Manager for any questions, particularly regarding multiple roles, before coordinating the SAAR for signatures.

14.3.3.2.3. The unit security manager validates the user's background investigation and security clearance data, and completes and signs Part III.

14.3.3.2.4. An appointed Cyber Security Liaison, IA representative, Information Systems Security Officer (ISSO), or other designee validates the user's security clearance is adequate for the requested Information System, and that the user's IA training date is accurate and current. This action is documented by completing the ISSO endorsement in Part II.

14.3.3.2.4.1. The SA may be appointed to perform this function. Contact the wing cybersecurity office for any local appointing criteria or training required in order to be appointed and function in this capacity. Otherwise, appointed by the unit commander, the designee should have a basic awareness of the cybersecurity framework as outlined in AFI 17-130, *Cybersecurity Program Management*, and must have the access and ability to confirm IA training completion, as well as ability to properly assess the security clearance for applicability to the requested system. **(T-3)**

14.3.3.2.4.2. If authorized to complete this section, SAs will not sign their own SAAR. **(T-1)**

14.3.3.2.5. The appropriate approver completes the information owner endorsement in Part II.

14.3.3.2.5.1. For base-level users, the MASO is the information owner for the DoDAAC, and will authorize access for users within his or her DoDAAC. **(T-0)**

14.3.3.2.5.2. MASOs will not sign their own SAAR. **(T-0)** As the MASO is the accountable officer for the DoDAAC, the information owner to authorize the MASO role in TICMS is the FMO. Leave the information owner endorsement blank. Action taken by the FMO to review and approve access within TICMS is logged and constitutes information owner signature.

14.3.3.2.5.3. For HAF/GACP/FMO and MAJCOM users, leave the information owner endorsement blank. As there is no MASO associated at DoDAACs above the base level, the FMO is designated as the information owner. Action taken by the FMO to review and approve access within TICMS is logged and constitutes information owner signature.

14.3.3.2.5.4. Users requesting privileged role access, and having received the appropriate template and instructions from the FMO will coordinate the SAAR for final signature in accordance with the instructions given. **(T-1)**

14.3.3.2.6. Once the last required signature is obtained, the SAAR is forwarded to the SA. The SA compiles any additional documentation (MASO certificate of transfer, commander authorization for conflicting roles, etc.) into a single portable document format (pdf) file, performs final SoD rule validation, files a copy in the unit electronic records, and returns the finalized SAAR to the requesting user.

14.3.3.2.7. New users submit the completed SAAR using the TICMS registration page (see **paragraph 1.3**.). Existing users requesting changes to their assigned roles submit the SAAR within the TICMS application under the *Access/Request Access* menu. Users will fill out all applicable fields, ensuring all information (including appropriate .mil or .gov email address) is accurate. **(T-1)**

14.3.3.2.7.1. MASOs must submit the certificate of transfer with the completed SAAR as a single pdf file. **(T-1)**

14.3.3.2.7.2. MASOs will annotate "MASO" in the comments field to facilitate account provisioning. **(T-1)**

14.3.3.2.8. An SA at the appropriate level monitors requests via the *User Management/User Requests* menu, reviews the SAAR for completeness and compliance with SoD rules, and either accepts or rejects the submission. If accepted, the SA will then assign the appropriate roles according to the SAAR, and delete any other roles for the identified DoDAAC from the user's profile. **(T-1)** The SA should be aware that a user may maintain roles in different DoDAACs.

14.3.3.2.8.1. Base-level users, other than MASO, are administered by an SA within the DoDAAC. MASO administration is performed by an FMO Account Manager.

14.3.3.2.8.2. MAJCOM or NAF users requesting a MAJCOM role are administered by an existing SA assigned to the MAJCOM DoDAAC, or, if no SA is assigned, by an FMO Account Manager. MAJCOM SAs are administered by an FMO Account Manager.

14.3.3.2.8.3. Users at HAF/GACP/FMO are administered by an FMO Account Manager. **Note**: TICMS registration errors are to be reported to the local SA or supervisor first, with follow-on action to the GACP CRM system, if necessary.

14.3.3.3. TICMS access for foreign nationals (FN) and local nationals (LN). TICMS is categorized as a National Security System, and currently system access is NOT authorized for FN or LN personnel. The exception is for foreign nationals that have received a favorable Military Service Suitability Determination and a favorable National Security Determination, and who have subsequently entered into a military service. Commanders will apply background investigation and adjudication provisions in accordance with DoDM 5200.02_DAFMAN 16-1405, *Department of the Air Force Personnel Security Program.* **(T-0)** SAs will control TICMS access in accordance with DoDM 8140.03, *Cyberspace Workforce Qualification and Management Program*, and AFMAN 17-1301, *Computer Security (COMPUSEC).* **(T-0)**

14.3.4. TICMS Training access. Systematically, user profiles created in the production TICMS environment will be moved into the training environment, typically within five duty days. Once this provisioning occurs, users can access the TICMS Training environment (see **paragraph 1.3**.). Registering separately for a TICMS training account is not necessary. Application of SoD rules within the TICMS Training environment is not required.

14.3.5. TICMS Account Management.

14.3.5.1. All user roles within TICMS are supported with a corresponding SAAR approved by the MASO responsible for the DoDAAC, or by other designated information owner (for strategic and MAJCOM role users), in accordance with SoD policy. The SA will ensure the user's most current SAAR is accessible and readable from the TICMS application, as well as maintained in unit electronic records management files. **(T-1)**

14.3.5.2. MASOs, SAs, and supervisors at every level will ensure adherence to SoD rules. **(T-1)** SoD rules apply within DoDAAC boundaries. This means a base level user having

access within one or more DoDAACs may be assigned roles that otherwise may be restricted or conflicting, but because TICMS does not permit external transactions to affect the DoDAAC, there is no conflict when prohibitive roles are separated by DoDAAC. The same holds true for custodial accounts within a DoDAAC.

14.3.5.2.1. Because of the need to maintain SoD within the DoDAAC, the MASO will ensure a new SAAR is accomplished when any role modification is required, and that all roles associated with the DoDAAC being assigned to the user are identified on that form. **(T-1)**

14.3.5.2.2. For users requiring access within multiple DoDAACs, one SAAR is required for each DoDAAC. The exception is for DoDAACs where the MASO or information owner is the same person. The MASO or information owner may approve a SAAR containing multiple DoDAACs for which he or she is responsible. This exception is limited to a single user per form, and the roles must be clearly associated with the appropriate DoDAACs.

14.3.5.2.3. Munitions supervision and MASOs will not allow flipping of user roles as a means to skirt SoD policy. **(T-1)** Doing so circumvents system controls and places the MASO and the unit at risk for fraudulent transaction activity and audit failure.

14.3.5.3. User accounts and roles are administered by SAs within the applicable DoDAAC. SAs may add or delete roles, or disable or enable assigned roles using effective start or end dates. If a role is no longer required or is not authorized, it should be deleted as opposed to being disabled with an ending date. Deleting unnecessary roles from user account profiles aids in role management and recertification processes.

14.3.5.4. SAs are no longer required to routinely review user accounts for inactivity. An internal TICMS control triggers an algorithm at user login and compares the system date with the user's last login to determine compliance with inactivity disablement rules specified by AFMAN 17-1301.

14.3.5.4.1. A user that has exceeded 30 days of inactivity is automatically prevented from accessing the system until a self-reactivation process is successfully performed. Instead of allowing access, the systems sends notification to the user's registered email address with instructions for authenticating and regaining access to TICMS. **Note**: An administrator may change the user's registered email address to a current .mil or .gov address in order to receive the self-reactivation email.

14.3.5.4.2. The TICMS FMO performs testing of this control at specified intervals.

14.3.5.5. User accounts are never removed; they reside within TICMS indefinitely. Accounts, however, may be deactivated manually by any SA, making the user account completely inactive. The user will not be able to login, nor will the user receive any self-reactivation notice. When attempting to login, a deactivated user will be directed to the access request page to resubmit for access.

14.3.5.5.1. The SA will deactivate accounts for users who separate or retire from service, or otherwise will no longer require TICMS access in performance of duties. **(T-2)** Otherwise, deactivating a user account should only be done when directed by the organizational commander, civilian division head, munitions supervision, MASO,

or security manager, when determined user access should be removed for cause (remedial training required, failure to follow required processes, criminal activity, unprofessional conduct, questionable integrity, etc.). Do not deactivate accounts for normal permanent change of station or temporary duty processing. **Note**: User activity on a government system may be terminated for any reason (suspected or otherwise) if the possibility exists that intentional or unintentional acts may cause harm to the application, data, associated hardware, or software.

14.3.5.5.2. When notified, SAs will deactivate user accounts for cause immediately, but will accomplish other routine deactivation actions within 48 hours. **(T-1)**

14.3.5.5.3. Units should coordinate with previous organizations for gained users they intend to reactivate in order to fully understand the circumstances for deactivation.

14.3.5.6. Permanent Change of Station. SAs will conduct permanent change of station processing by deleting or disabling roles associated with the losing DoDAAC. **(T-1)** At least one role must remain (TICMS will not allow deletion of every role). Users may pre-coordinate a SAAR for TICMS access with the gaining DoDAAC with delayed effective start dates; however, granting advance access is at the gaining MASO's discretion. Upon arrival at the new duty location, the user may complete access requests for required roles at the new DoDAAC. The losing SA should then remove any remaining roles associated with the losing DoDAAC.

14.3.5.7. Temporary Duty. Users scheduled for deployment or temporary duty that require the user to have TICMS access at the temporary DoDAAC will coordinate a SAAR for the gaining MASO's approval, regardless of duration. **(T-1)** The gaining MASO will ensure an SA applies effective dates to the gaining DoDAAC user roles that correspond with the period of deployment or temporary duty, and deletes the roles at termination. **(T-2)** The home station MASO may require SAs to temporarily disable roles (using effective end dates) of users deployed or on temporary duty status, and re-enable the roles upon return.

14.3.5.8. MASOs will ensure TICMS - DD Form 2875 (SAAR) processing is included on organizational level in- and out-processing checklists to ensure access and user roles are assigned, deleted, enabled, or disabled as appropriate when personnel arrive or depart the organization. **(T-3)**

14.3.6. TICMS User Recertification: Annually, during the month of March, an SA at every level (e.g., GACP/FMO, MAJCOM, and local DoDAAC) will validate all active and inactive TICMS user access credentials and assigned roles against their applicable DoDAAC(s). **(T-1)** The FMO will validate strategic and privileged role users (FV0001 and FV0016 assigned users, database administrators), to include existing system framework role types. **(T-1)** This certification process begins on or about 1 March with the FMO establishing and distributing a user recertification listing of all active and inactive users, by DoDAAC, with specific data elements as identified in an established standard operating procedure. This list will be used by the FMO to validate all TICMS users have been recertified. The recertification must be completed no later than 31 March. SAs at each level will validate and recertify access credentials by:

14.3.6.1. Receiving and reviewing the FMO-provided user recertification listing for their appropriate DoDAAC(s). **(T-1)** The reviewing SA will annotate his/her name, validation

of SAAR, and any corrective actions as necessary, on each user record of this listing. Use only the listing provided; no other user-generated or external reports will be accepted by the FMO. **(T-1)**

14.3.6.1.1. The SA performing the user recertification may recertify other SAs and the MASO; however, if changes are required to those roles, those actions must be elevated to a higher level administrator.

14.3.6.1.2. The SA performing the user recertification cannot self-recertify. Either the MASO or another administrator at an equivalent or higher level will perform and document the recertification of this SA.

14.3.6.2. Validating that all active users with an assigned user role still require access within the applicable organization, and comparing the assigned role(s) to the most current approved SAAR. **(T-1)**

14.3.6.2.1. This validation also consists of evaluating compliance with TICMS SoD policy. SAs will bring to the attention of the MASO all issues requiring SoD resolution. **(T-1)** Munitions supervision, MASOs, and SAs will ensure restricted combinations are resolved immediately. **(T-1)** Other resolution may be in the form of recertifying conflicting role combinations previously approved by the commander, indicating the condition still exists as well as the need for the individual(s) to continue to possess conflicting roles.

14.3.6.2.2. The current approved SAAR is validated for authenticity to ensure no data can be edited with the existing digital signatures. For any form found to have any security alterations, SAs will temporarily disable the associated user roles until the SAAR is re-accomplished using the appropriate form. **(T-1)**

14.3.6.2.3. The SA will ensure all user SAARs include the required TICMS Rules of Behavior. **(T-1)** The FMO will ensure all privileged role SAARs contain the TICMS Privileged Role Rules of Behavior agreement. **(T-1)** Both agreements, contained in the Optional Information section of Part II, are accomplished in conjunction with completion of the SAAR, and remain valid as long as the SAAR is valid.

14.3.6.2.4. SAAR Currency. Through this recertification process, the SAAR remains valid unless otherwise determined a new SAAR is required (changes to roles, altered or corrupted form, expiration of contract, etc.).

14.3.6.2.4.1. Contracted personnel may only perform under valid contracts; therefore, any change to contract number or effective contract dates is a reason to invalidate the SAAR. A new SAAR must be re-accomplished, as necessary.

14.3.6.2.4.2. A change in MASO, information owner, or any other valid coordinating or approving individual is not a reason to re-accomplish the SAAR.

14.3.6.2.4.3. An IA training date that appears to have expired is not a reason to re-accomplish the SAAR.

14.3.6.3. Taking action to disable access for users that either no longer require access or require a new SAAR. **(T-1)** Individual roles may be deleted as required, or disabled by applying an effective end date that matches or precedes the current date and time. If an individual cannot be recertified, the SA will deactivate the user. **(T-1)** Do not deactivate

accounts for normal permanent change of station or temporary duty processing. See **paragraph 14.3.5**.

14.3.6.3.1. When unauthorized or inappropriate access for any user is identified, the SA must establish the period of time the user had such access to the system, and perform a review of any transactions performed to ensure no malicious or fraudulent activity occurred. **(T-1)**

14.3.6.3.2. If malicious or fraudulent activity is suspected, notify the MASO or munitions supervision for further review.

14.3.6.4. Documenting the Annual TICMS User Recertification. **(T-1)** SAs will sign a memorandum to document the recertification. **(T-1)** The SA will annotate actions taken for individual users in the user recertification listing, and include the listing as an attachment to the signed recertification memorandum. **(T-1)**

14.3.6.4.1. The memorandum must certify that:

14.3.6.4.1.1. The complete list of active and inactive users has been reviewed.

14.3.6.4.1.2. All active users have been validated to still require access and their applicable SAAR is current, authentic, and valid.

14.3.6.4.1.3. All user roles are compliant with current SoD policy.

14.3.6.4.1.4. Any users found to have inappropriate or unauthorized access (in whole or by individual role) have been either disabled or deactivated. Also, document that a review of transactions was accomplished for the period of time the users had such access; and that either no fraudulent or malicious activity was noted, or actions were taken to adequately resolve accountability concerns resulting from suspected fraudulent or malicious activity.

14.3.6.4.2. When required, obtain and include as attachment, signed correspondence for all recertification actions taken by higher level administrators to document situations where the SA cannot perform such actions (changing other SA or MASO role). This also includes recertification documentation for the SA that performs the DoDAAC level recertification.

14.3.6.5. Filing the record. The local SA will file the annual recertification memorandum in accordance with **Attachment 5**, in the "Miscellaneous" folder. **(T-1)** Also, the SA will forward a copy of the recertification memorandum to the TICMS FMO as follows:

14.3.6.5.1. Save an electronic copy of the recertification memorandum using file naming format: "YYYY_FV####_Recertification_Memorandum." **(T-1)**

14.3.6.5.2. Email the copy to the TICMS FMO with "User Recertification Memorandum FV####" as the email subject line (see **paragraph 1.3**). **(T-1)**

14.3.6.6. To maintain the integrity of the enterprise-wide recertification process, the MASO or munitions supervision must ensure the actions noted by the SA have been processed in TICMS for each individual and role as identified in the recertification memorandum. **(T-1)**

14.3.6.7. The FMO will consolidate all recertification records and validate all users on the user recertification listing have been reviewed, and initiate follow-up action as necessary. **(T-1)** Additionally, the FMO will pull random samples to validate actions annotated in unit documentation are consistent with user profiles in TICMS. **(T-1)** **Note**: The TICMS FMO is the AF/A4 designated repository for the worldwide TICMS User Recertification records, and will maintain a copy of each DoDAAC's documentation in accordance with the RDS. **(T-1)**

14.4. Munitions Segregation of Duty (SoD).

14.4.1. Federal Internal Control Standards describes the need for SoD rules within the DoD. Establishing a methodology for SoD helps to prevent fraud, waste, and abuse by enforcing the requirement to separate the principles of authority, custody, and accounting within the organizational structure. This includes separating the responsibilities for authorizing, processing and recording, and reviewing transactions, along with, handling related assets so that no single person handles all key aspects of a transaction. See **paragraph 3.6.4.1** for additional considerations for control measures that may be necessary at the operational level.

14.4.2. Based on Federal Information System Controls Audit Manual (FISCAM) requirements, SoD requirements provide internal controls and assurance that management has identified, reviewed, and mitigated risks of incompatible duties across accountable munitions processes and operating procedures.

14.4.3. In conjunction with the established policy, TICMS internal controls aide administrators and managers in assigning and auditing of user roles that support SoD policy by providing for enterprise system monitoring, flagging and automated notifications of conflicting/restricted roles, identification of frequent role changes, handling of management approval and override workflows, etc.

14.4.4. MASOs (in coordination with munitions supervision), commanders (or other role approval authorities), SAs, and information owners, at all levels, will ensure SoD rules are applied within the munitions organization processes and procedures as outlined in this manual, and **Table 14.1**., **Table 14.2**., **Table 14.3**., **Table 14.4**, and **Table 14.5**. **(T-1)** Additionally, when reviewing multiple-role requests, approvers and SAs must consider ALL roles being assigned to an individual. **(T-1)** Combining more than two roles can result in undetected, elevated risks, even though individual role pairs may not appear to be in conflict. Therefore, where a user's request consists of conflicting roles, or where a potentially increased risk from multiple roles exists, the commander will approve those roles before they are granted to the user in TICMS. **(T-1)** **Note**: Commanders are the role approval authority for conflicting roles in a typical DoDAAC-level unit. Per standard operating procedures established by the GACP, other role approval authorities may be designated for strategic or privileged role users.

14.4.4.1. It is important for the commander to understand the risks involved in approving conflicting roles. Commanders may sign group approval letters; however, each user will be listed by name with all roles being assigned so that variations in multiple roles on individual SAARs are not overlooked. **(T-1)** Individual authorization letters are the preferred method.

14.4.4.2. Users should combine the commander approval letter for multiple or conflicting roles with the completed SAAR in a single portable document format (pdf) file. This

supports the TICMS registration and SAAR upload process, as well as maintains all required authorizations in a single file for filing purposes.

14.4.5. MAJCOM munitions staffs can assist small and unique organizations in achieving SoD compliance in several ways. Optional considerations include: addressing manning shortfalls and advocating for authorized (or funding) manpower positions; providing suggestions for dispersal of specific TICMS roles outside of the traditional munitions activity; and MAJCOM munitions staff personnel assuming an administrative role within a DoDAAC to alleviate restrictions for minimally manned units. For example, a MAJCOM munitions staff may coordinate with the MASO and elect to assume a DoDAAC System Administrator role in order to manage access and roles permissions for a 3 to 4 person organization.

Table 14.1. Munitions Segregation of Duty Matrix - Chart A.

Munitions Segregation of Duty Matrix -Chart A (1)(2)(5)(9) — See **Table 14.5** for applicable notes, matrix legend and application	Org Commander (Custody)	Custodian	Commander	DODAAC Supervision	Controller (8)	ConvMX	DODAAC System Admin	Equipment Maintenance	Expediter (8)	Inspector	Line Delivery	MASO	Manual Adjust (7)	Muns Operations	Precision Guided Munitions	Receiver	Storage Handler	MAJCOM Supervision	MAJCOM System Admin	Field Facing FMO (4)	Tier1 Helpdesk (4)	Tier2 Helpdesk (4)	FMO Admin (4)
Org Commander (Custody)		R		R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	P	P	P
Custodian	R		R	R	R	C	R	R	C	R	R	R	R	R	C	R	R	R	R	R	P	P	P
Commander		R																R	R	R	P	P	P
DODAAC Supervision	R	R								R		R	R	R						R	P	P	P
Controller (8)	R	R				C	R		R	C		R	C	C	C			R	R	R	P	P	P
ConvMX	R	C			C		R		R	C		R	R	R				R	R	R	P	P	P
DODAAC System Admin	R	R			R	R			R	R	R	R	C	C	R	R	R			R	P	P	P
Equipment Maintenance	R	R					R		R	C		R	C	C				R	R	R	P	P	P
Expediter (8)	R	C			R	R	R	R		R	R	R	R	R	R	R	R	R	R	R	P	P	P
Inspector	R	R		R	C	C	R	C	R		C	R	R	R	C	R		R	R	R	P	P	P
Line Delivery	R	R					R		R	C		R	R	R				R	R	R	P	P	P
MASO	R	R		R	R	R	R	R	R	R	R		R	R	R	R	R	R	R	R	P	P	P
Manual Adjust (7)	R	R		R	C	R	C	C	R	R	R	R			R	C	C	R	R	R	P	P	P
Muns Operations	R	R		R	C	R	C	C	R	R	R	R	R		R	C	C	R	R	R	P	P	P
Precision Guided Munitions	R	C			C		R		R	C		R	R	R				R	R	R	P	P	P
Receiver	R	R					R			R	R	R	C	C				R	R	R	P	P	P
Storage Handler	R	R					R			R		R	C	C				R	R	R	P	P	P
MAJCOM Supervision	R	R	R		R	R		R	R	R	R	R	R	R	R	R	R			R	P	P	P
MAJCOM System Admin	R	R	R		R	R		R	R	R	R	R	R	R	R	R	R	R		R	P	P	P
Field Facing FMO (4)	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R		P	P	P
Tier1 Helpdesk (4)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		P	P
Tier2 Helpdesk (4)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		P
FMO Admin (4)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	

Table 14.2. Munitions Segregation of Duty Matrix - Chart B.

Munitions Segregation of Duty Matrix - Chart B (1)(2)(5)(9) See Table 14.5 for applicable notes, matrix legend and application	USAF Admin (4)	ADR Manager (10)	CRD Manager	DDA (10)	Equipment Specialist (10)	FIAR-MAC	GACP Stockpile Manager	ICP Cell	AFCENT Cell	APF Cell (3)	PACAF Cell	STAMP Cell	CONUS Cell	CAD/PAD Cell	USAFE Cell	Operational Planner Read Only (10)	Inventory Manager	Item Manager (10)	Strategic Planner (10)	Test Manager (10)	Engineer (10)	DODC Value Chain Admin (6)	Instance Admin Role (4)
Org Commander (Custody)	P	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	D	P
Custodian	P	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	D	P
Commander	P	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	D	P
DODAAC Supervision	P	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	D	P
Controller (8)	P	R	R	R	R	R	R	R	R	F	R	R	R	R	R	R	R	R	R	R	R	D	P
ConvMX	P	R	R	R	R	R	R	R	R	F	R	R	R	R	R	R	R	R	R	R	R	D	P
DODAAC System Admin	P	R	R	R	R	R	R	R	R	F	R		R	R	R		R	R	R	R	R	D	P
Equipment Maintenance	P	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	D	P
Expediter (8)	P	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	D	P
Inspector	P	R	R	R	R	R	R	R	R	F	R	R	R	R	R	R	R	R	R	R	R	D	P
Line Delivery	P	R	R	R	R	R	R	R	R	F	R	R	R	R	R	R	R	R	R	R	R	D	P
MASO	P	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	D	P
Manual Adjust (7)	P	R	R	R	R	R	R	R	R	F	R	R	R	R	R	R	R	R	R	R	R	D	P
Muns Operations	P	R	R	R	R	R	R	R	R	F	R	R	R	R	R	R	R	R	R	R	R	D	P
Precision Guided Munitions	P	R	R	R	R	R	R	R	R	F	R	R	R	R	R	R	R	R	R	R	R	D	P
Receiver	P	R	R	R	R	R	R	R	R	F	R	R	R	R	R	R	R	R	R	R	R	D	P
Storage Handler	P	R	R	R	R	R	R	R	R	F	R	R	R	R	R	R	R	R	R	R	R	D	P
MAJCOM Supervision	P	R	R	R	R	R	R	R	R	R	R	R	R	R	R		R	R	R	R	R	D	P
MAJCOM System Admin	P	R	R	R	R	R	R	R	R	R	R	R	R	R	R		R	R	R	R	R	D	P
Field Facing FMO (4)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		P	P	P	P	P	D	P
Tier1 Helpdesk (4)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		P	P	P	P	P	D	P
Tier2 Helpdesk (4)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		P	P	P	P	P	D	P
FMO Admin (4)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		P	P	P	P	P	D	P

Table 14.3. Munitions Segregation of Duty Matrix - Chart C.

Munitions Segregation of Duty Matrix - Chart C (1)(2)(5)(9) See Table 14.5 for applicable notes, matrix legend and application	Org Commander (Custody)	Custodian	Commander	DODAAC Supervision	Controller (8)	ConvMX	DODAAC System Admin	Equipment Maintenance	Expediter (8)	Inspector	Line Delivery	MASO	Manual Adjust (7)	Muns Operations	Precision Guided Munitions	Receiver	Storage Handler	MAJCOM Supervision	MAJCOM System Admin	Field Facing FMO (4)	Tier1 Helpdesk (4)	Tier2 Helpdesk (4)	FMO Admin (4)
USAF Admin (4)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
ADR Manager (10)	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	P	P	P	P
CRD Manager	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	P	P	P	P
DDA (10)	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	P	P	P	P
Equipment Specialist (10)	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	P	P	P	P
FIAR-MAC	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	P	P	P	P
GACP Stockpile Manager	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	P	P	P	P
ICP Cell	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	P	P	P	P
AFCENT Cell	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	P	P	P	P
APF Cell (3)	R	R	R	R	F	F	F	R	R	F	F	R	F	F	F	F	F	R	R	P	P	P	P
PACAF Cell	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	P	P	P	P
STAMP Cell	R	R	R	R	R	R		R	R	R	R	R	R	R	R	R	R	R	R	P	P	P	P
CONUS Cell	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	P	P	P	P
CAD/PAD Cell	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	P	P	P	P
USAFE Cell	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	P	P	P	P
Operational Planner Read Only (10)	R	R	R	R	R	R		R	R	R	R	R	R	R	R	R	R						
Inventory Manager	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	P	P	P	P
Item Manager (10)	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	P	P	P	P
Strategic Planner (10)	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	P	P	P	P
Test Manager (10)	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	P	P	P	P
Engineer (10)	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	P	P	P	P
DODC Value Chain Manager (6)	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D
Instance Admin Role (4)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

Table 14.4. Munitions Segregation of Duty Matrix - Chart D.

Munitions Segregation of Duty Matrix - Chart D (1)(2)(5)(9) See Table 14.5 for applicable notes, matrix legend and application	USAF Admin (4)	ADR Manager (10)	CRD Manager	DDA (10)	Equipment Specialist (10)	FIAR-MAC	GACP Stockpile Manager	ICP Cell	AFCENT Cell	APF Cell (3)	PACAF Cell	STAMP Cell	CONUS Cell	CAD/PAD Cell	USAFE Cell	Operational Planner Read Only (10)	Inventory Manager	Item Manager (10)	Strategic Planner (10)	Test Manager (10)	Engineer (10)	DODC Value Chain Admin (6)	Instance Admin Role (4)
USAF Admin (4)		P	P	P	P	P	P	P	P	P	P	P	P	P	P		P	P	P	P	P	D	P
ADR Manager (10)	P		R	G	G	R	R	R	R	R	R	R	R	R	R		R	R	R	R	R	D	P
CRD Manager	P	R		G	R	R	G	G	R	R	R	R	R	R	R		G	R	G	R	R	D	P
DDA (10)	P	G	G		G	R	G	R	R	R	R	R	R	R	R		G	G	G	R	R	D	P
Equipment Specialist (10)	P	G	R	G		R	R	R	R	R	R	R	R	R	R		R	R	G	R	R	D	P
FIAR-MAC	P	R	R	R	R		G	G	R	R	R	R	R	R	R		G	R	G	R	R	D	P
GACP Stockpile Manager	P	R	G	G	R	G		G	R	R	R	R	R	R	R		G	R	G	G	R	D	P
ICP Cell	P	R	G	R	R	G	G										R	R	R	R	R	D	P
AFCENT Cell	P	R	R	R	R	R	R										R	R	R	R	R	D	P
APF Cell (3)	P	R	R	R	R	R	R										R	R	R	R	R	D	P
PACAF Cell	P	R	R	R	R	R	R										R	R	R	R	R	D	P
STAMP Cell	P	R	R	R	R	R	R										R	R	R	R	R	D	P
CONUS Cell	P	R	R	R	R	R	R										R	R	R	R	R	D	P
CAD/PAD Cell	P	R	R	R	R	R	R										R	R	R	R	R	D	P
USAFE Cell	P	R	R	R	R	R	R										R	R	R	R	R	D	P
Operational Planner Read Only (10)																						D	P
Inventory Manager	P	R	G	G	R	G	G	R	R	R	R	R	R	R	R			R	G	R	R	D	P
Item Manager (10)	P	R	R	G	R	R	R	R	R	R	R	R	R	R	R		R		G	R	R	D	P
Strategic Planner (10)	P	R	G	G	G	G	G	R	R	R	R	R	R	R	R		G	G		G	R	D	P
Test Manager (10)	P	R	R	R	R	R	G	R	R	R	R	R	R	R	R		R	R	G		R	D	P
Engineer (10)	P	R	R	R	R	R	R	R	R	R	R	R	R	R	R		R	R	R	R		D	P
DODC Value Chain Manager (6)	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D		P
Instance Admin Role (4)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	

Table 14.5. Munitions Segregation of Duty Matrix - Notes and Legend.

			MUNITIONS SEGREGATION OF DUTY MATRIX - NOTES AND LEGEND	
Note:	**Matrix Legend:**	**Description:**	**Application:**	**Approved by:**
1	R	Restricted Role Combination	MASOs and administrators will not grant any restricted role combination to a single user. **(T-1)** The unit should consider all options available in order to meet mission requirements without violating SoD rules. This includes potential use of qualified, disinterested individuals when available. For small and unique units that cannot comply with SoD rules, contact the MAJCOM for guidance.	In accordance with Tier waiver approval system
2	C	Conflicting Role Combination	Commanders will approve conflicting role combinations denoted by "C" in the matrix. **(T-1)** The combination of conflicting roles requires a review and determination from munitions supervision that: (1) considers whether another qualified person(s) can function in one of the roles to eliminate the conflict; (2) if approved, ensures adequate supervision oversight is in place to reduce risks associated with any conflicting roles assigned to a single individual; and (3) if approved, implements periodic reviews of conflicting role assignments with the intent to establish a permanent resolution.	Local commander
3	F	Afloat Pre-positioning Fleet (APF) Cell Combination	Combinations identified with an "F" may be associated *only* with field-level roles within the specific APF DoDAACs managed by the APF Cell (FV0019 through FV2023). SoD still applies between field-level roles within each APF DoDAAC.	GACP designated approver
4	P	Privileged Role Combination	Privileged roles are able to perform system administration duties such as provision users, and modify TICMS role permissions and memberships, and are subject to increased system activity monitoring. Requires signed Privileged User Rules of Behavior agreement, and SAAR completed and approved in accordance with FMO Standard Operating Procedures.	GACP designated approver
5	G	GACP/ Strategic-Level Role Combination	Combinations identified with a "G" are associated with strategic roles pertaining only to users within AFLCMC/EBH and AFLCMC/EBU, where the combination of roles presents a level of risk that *may* be accepted. These roles require review and determination from GACP leadership that: (1) considers whether another qualified person(s) can function in one of the roles to eliminate the conflict; (2) if approved, ensures adequate supervision oversight is in place to reduce risks associated with any conflicting roles assigned to a single individual; and (3) if approved, implements periodic reviews of conflicting role assignments with the intent to establish a permanent resolution.	GACP designated approver
6	D	Database Role	Administrative system framework roles established internal to the operation of the TICMS database. Users cannot be assigned these roles. They appear on this matrix only for identification purposes.	N/A

**MUNITIONS SEGREGATION OF DUTY MATRIX - NOTES AND LEGEND**

Note:	Matrix Legend:	Description:	Application:	Approved by:
7	N/A	Manual Adjust Role	The Manual Adjust role is a limited role that provides the user the ability to change the state of inventory lines when they become locked and all other actions prohibited. The role is to be issued only as last resort to manually adjust inventory or change state of inventory. Access to this role is limited to one person per DoDAAC and that person must be qualified for and be assigned the Muns Operations role. Access is granted by a strategic role at GACP/FMO. When authorized, the duration of the role is to be set at 10 days.	MASO signed memo to GACP/ FMO
8	N/A	Controller versus Expediter	The Controller role has all required aircraft operations functions the Expediter role has, plus additional capabilities to manage facilities, work orders, etc. For this reason, the combination of these two roles is a restricted combination.	N/A
9	N/A	Multiple Roles	Consider ALL roles being assigned. Even though a combination of multiple roles may not drive any "C," "G" or "R" between them, adding a single role could create a conflicting or restricted combination with any other, and should be addressed or resolved in accordance with Note 1, Note 2, or Note 5 in this table.	N/A
10	N/A	Equivalent Roles	Applies to equivalent role types across multiple Inventory Control Points. For example, the DDA role is further delineated by DoDAAC, as in DDA (FV0001) and DDA (FV0016). The roles are otherwise identical, and SoD is applied in the same manner to both.	N/A

Chapter 15

MUNITIONS REQUIREMENTS, ALLOCATIONS AND BUY-BUDGET PROCESS

15.1. 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/A5DW. The process depicted in **Figure 15.1**, "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 15.1. Conventional Munitions Requirements Process.
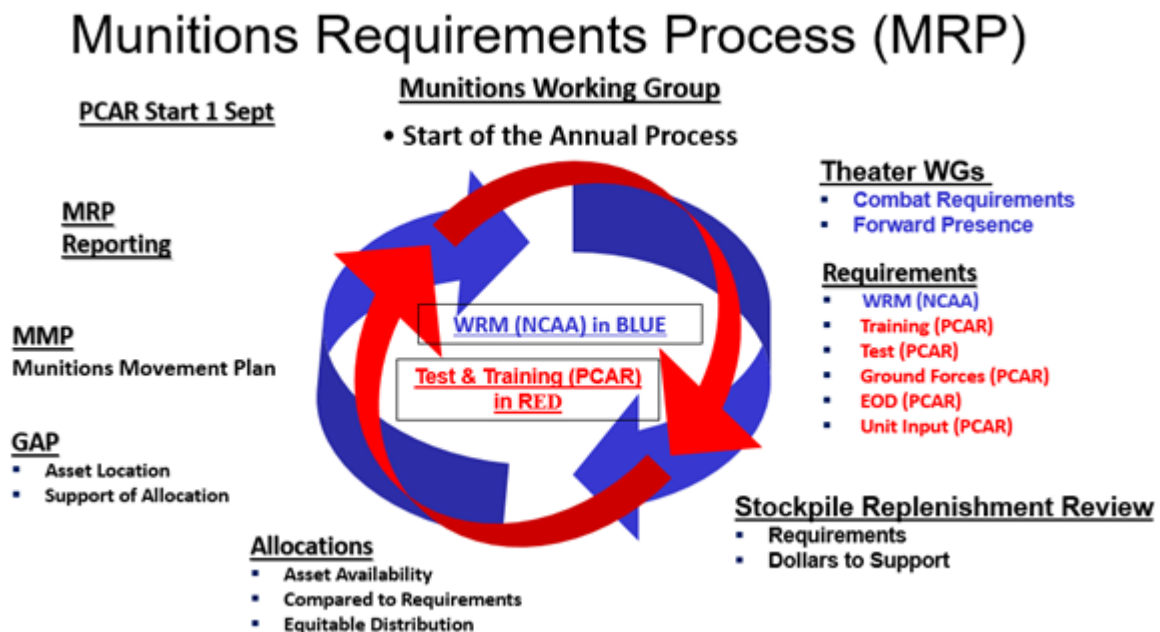
15.1.1. Munitions Working Group (MWG). The purpose of the MWG is to educate the munitions requirements stakeholders on the process, update stakeholders on current status of munitions and aircraft racks, adapters and pylons, use accurate munitions and weapons effects data in analysis, and understand relevant changes to theater operations plans. Topics include:

15.1.1.1. Briefings on munitions in production/development, focused on employment issues and the operational impact of logistics supportability.

15.1.1.2. Weapons System Evaluation Program (WSEP) reviews.

15.1.1.3. 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.

15.1.2. Theater Working Group (TWG) meetings. The TWG meetings are an extension of the MWG during which AF/A5DW NCAA branch visits NAFs as dictated by National Defense Strategy, Guidance for the Development of the Force, 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 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 rates.

15.2. 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:

15.2.1. Munitions requirements are derived from AFMAN 11-212; AFMAN 21-209 Volume 1 and AFMAN 21-209 Volume 2, and their associated GMAT tables on the GACP website; the *Air Force Standard for Non-Expendable Air-Munitions Training,* the UCML, test plans, expenditure history, beddown plans, and the PCAR memorandum. Munitions requirements categories are defined in the PCAR memorandum.

15.2.2. The GACP initiates the process in coordination with AF/A5DW and AF/A4LW by providing the annual requirements forecast instructions to MAJCOM munitions staffs not later than 15 August. The forecast instruction memorandum notification is emailed to MAJCOM and NAF MUFMs and munitions staffs, and content posted to the GACP website.

15.2.3. MAJCOM or NAF A4 munitions staffs will distribute requirements forecast instructions to the MUFMs and the MASOs. MUFMs will consolidate and validate munitions requirements and develop the consolidated forecast according to **paragraph 8.3.1.2**. **(T-1)**

15.2.4. Requirements for ejector cartridges must be factored into the forecast.

15.2.5. Requirements of air-to-ground munitions for aircrew and ground crew training are determined in accordance with AFMAN 11-212. ACC/A3TW, AFMC, and AFSOC submit ready aircrew program requirements to the GACP and AF/A5DW annually.

15.2.6. 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.

15.2.7. AF/A5DW, AFSFC/S4WL, and AFCEC/CXD co-chair and the GACP hosts the munitions requirements working group. Air Staff reviews and discusses forecast data with MAJCOM and NAF MUFMs, adjusts as necessary, before approving worldwide munitions requirements.

15.2.7.1. MAJCOM and NAF MUFMs provide requirements forecast changes with adjustments and rationale at the conclusion of the requirements review.

15.2.7.2. Any disputes regarding changes made to the forecast are sent to AF/A5DW, AFSFC/S4WL, and AFCEC/CXD. The Air Staff will resolve any open issues and validate final munitions requirements changes.

15.3. Munitions Allocation Process. AF/A5DW, AF/A4LW, AFSFC/S4WL, 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.

15.3.1. The GACP will release an Air Staff coordinated agenda for the allocation working group. **(T-1)** Air Staff will provide the parameters for stockpile optimization for inclusion with the agenda.

15.3.1.1. Ten duty days before the allocation working group, the GACP provides the MAJCOM and NAF MUFMs with information relative to inventory availability and other issues.

15.3.1.2. Attendees are limited to those activities invited by the allocation working group memorandum (e.g., host, chair, co-chairs, MAJCOM or NAF munitions staff).

15.3.2. The Munitions Allocation Working Group.

15.3.2.1. AF/A5DW, AFSFC/S4WL, 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.

15.3.2.2. AF/A5DW, AFSFC/S4WL, and AFCEC/CXD decide allocations.

15.3.2.3. MAJCOM/NAF representatives will observe, advocate interests, and support other MAJCOMs.

15.3.3. The GACP records the allocation decisions in the initial DLAR and provides it to the MAJCOM/NAF munitions staffs, AF/A5DW, AFSFC/S4WL, and AFCEC/CXD NLT two weeks after the working group.

15.3.4. MAJCOMs and NAFs will use an initial DLAR to prepare prior to the GAP working group convening.

15.3.5. 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 MUFMs. MUFMs will finalize theater/command positioning decisions in AMST prior to the GAP working group convening. **(T-1)**

15.3.6. For tenant units, the 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.

15.4. Allocation Increase or Addition Requests. Requests for allocation increases or additions are prepared and coordinated in accordance with **paragraph 8.4.2** and **paragraph 8.4.3**.

15.5. Buy-Budget Process. The munitions stockpile replenishment review (SRR) addresses procurement of conventional ground, air-to-ground, demolition and EOD munitions, 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 PPBE system.

15.5.1. The GACP hosts and AF/A5DW; Air Force Deputy Chief of Staff for Plans and Programs, Air Force Planning Directorate, Combat Forces Division (AF/A8XC); SAF/AQPW; AF/A4SO; AFSFC/S4WL; and AFCEC/CXD co-chair the SRR in March to facilitate preparation of budget estimate submission/program budget review justification documentation for procurement of ammunition, Air Force (appropriation 3011), munitions and related equipment (budget program 3500).

15.5.1.1. Prior to the SRR, the GACP and other affected AFMC product centers will prepare a 'Buy Book' of budget exhibits and provide an advance copy to assist SRR co-chairs in determining munitions and associated equipment funding priorities. **(T-1)**

15.5.1.2. During the SRR:

15.5.1.2.1. The GACP will present procurement recommendations based on forecasted requirements, inventory analysis, prior procurement action and industrial production capabilities. **(T-1)**

15.5.1.2.2. SAF/AQPW will analyze procurement data and recommend the best use of funds.

15.5.1.2.3. The PEM establishes the final funding priorities based on all information provided.

15.5.1.3. After the SRR:

15.5.1.3.1. The GACP will prepare and distribute formal minutes of the proceedings, and ship Buy Books and other classified materials to requesting SRR participants. **(T-1)**

15.5.1.3.2. SAF/AQPW will issue specific guidance and instructions to the ALC and product centers for the budget estimate submission in a budget call memorandum.

15.5.2. All agencies responsible for P-series budget exhibits will submit documents to SAF/AQPW based on funding priorities established at the SRR in accordance with the budget call memorandum. **(T-1)**

15.5.3. SAF/AQPW will publish and distribute the final budget submission document.

15.6. 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).

15.6.1. 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, and Congress.

15.6.2. Expenditure procedures are outlined in **paragraph 8.11**.

Chapter 16

GLOBAL ASSET POSITIONING (GAP)

16.1. Program Scope. GAP integrates five munitions 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 provide for operational swing-stock positioning by theaters and CONUS.

16.2. The Global Asset Positioning (GAP) Working Group. AF/A4LW sponsors, and the GACP hosts the GAP working group. This working group establishes positioning goals and objectives for the DAF, resolves issues of mutual concern, and develops a munitions positioning strategy for near- and mid-term munitions components for WRM, test, and training.

16.2.1. SPO participation is critical to acquisition support of GAP decisions. SPOs must publish production quantities and delivery dates to AF/A5DW, munitions lead MAJCOMs, GACP, and AFLCMC/EBU as necessary. **(T-1)**

16.2.2. 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, ISO containers, STAMP, operational in-place theater stocks, CONUS stocks, test and training, delivery schedules of additional assets (legacy and new).

16.2.3. The GACP will consolidate, publish and track action items and lessons learned from each cycle, and provide status and related information to participants throughout the year and prior to the start of each working group. **(T-1)**

16.3. Afloat Prepositioning Fleet (APF) Management.

16.3.1. General. The Air Force APF prepositions forward-based munitions cargo in support of CCDRs.

16.3.1.1. 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 according to JCS direction and priorities.

16.3.1.2. The APF is manned and maintained by civilian mariner crews contracted through the MSC. Vessels require permissive off-loading with adequate terminal and port facilities, either afloat or ashore, to discharge explosive cargo.

16.3.1.3. 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.

16.3.2. APF Contingency Discharge Operations.

16.3.2.1. 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.

16.3.2.2. If an APF vessel is approved and tasked for contingency discharge and apportioned to a theater (see **Figure 16.1** "APF Contingency Sourcing Process"), in

coordination with the GACP crisis action team and the receiving MAJCOM and/or NAF, the appointed APF MASO will direct the APF Cell to process shipments in TICMS to the ultimate consignee DoDAAC for each APF container planned for discharge. **(T-1)** The APF Cell may also direct any required forward distribution of container contents as necessary.

16.3.2.3. 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. **(T-2)**

16.3.2.4. If utilizing the MAJCOM/NAF DoDAAC, upon completion of theater APF discharge and distribution operations, the APF management team and the MAJCOM/NAF munitions staff will reconcile assets remaining on the MAJCOM/NAF DoDAAC. Once reconciled, the APF management team, in coordination with the NAF, will transfer remaining APF assets back to the APF vessel DoDAAC.

Figure 16.1. APF Contingency Sourcing Process.

APF Contingency Sourcing Process
WARTIME OPLAN / NOTIONAL CONTINGENCY
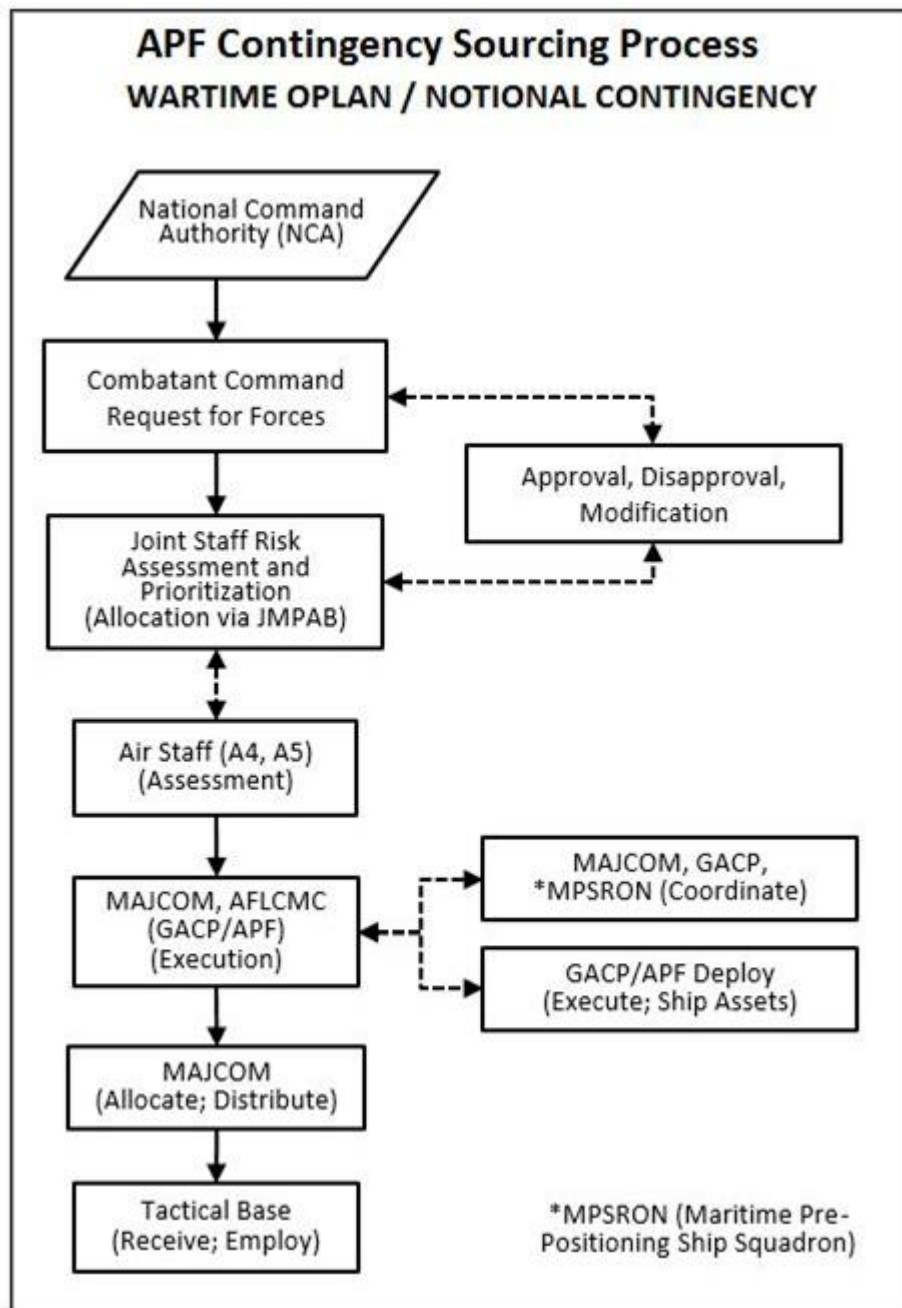
16.3.3. APF Peacetime Discharge Operations.

16.3.3.1. 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.

Figure 16.2. APF Peacetime Sourcing Process.

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┌─────────────────────────────────────────────────────────────────────┐
│  APF Peacetime Sourcing/Movement Process                            │
│     PEACETIME CALL FWD/RETROGRADE/POSITIONING                       │
│                                                                     │
│     ╱ID of requirement driving╲                                    │
│    ╱ movement (theater, APF    ╲                                   │
│    ╲ Mgmt Team, etc)          ╱                                    │
│      ╲──────────────────────╱                                      │
│                 │                                                   │
│                 ▼                                                   │
│    ┌─────────────────────────┐      ┌──────────────────────────┐   │
│    │ GACP/APF Mgmt Team      │◄─ ─ ─│                          │   │
│    │ Initiate / Forward      │      │ Approval, Disapproval,   │   │
│    │ Request                 │      │ Modification             │   │
│    └─────────────────────────┘      └──────────────────────────┘   │
│                 │▲                              ▲                   │
│                 ▼                               ┊                   │
│    ┌─────────────────────────┐                  ┊                  │
│    │ Air Staff (A4, A5)      │◄─ ─ ─ ─ ─ ─ ─ ─ ─┘                  │
│    │ (Assessment)            │                                     │
│    └─────────────────────────┘                                     │
│                 │                                                   │
│                 ▼                                                   │
│    ┌──────────────────┐          ┌──────────────────────────┐      │
│    │ MAJCOM           │◄─ ─ ─ ─ ►│ Coordinate Off-Thether   │      │
│    │ (Concurrence)    │          │ with Combatant           │      │
│    └──────────────────┘          │ Command                  │      │
│                 │                 └──────────────────────────┘      │
│                 ▼                            ▲                      │
│    ┌──────────────────┐          ┌──────────────────────────┐      │
│    │ GACP/APF         │◄─ ─ ─ ─ ►│ MAJCOM, GACP, MSC,       │      │
│    │ Send Movement    │          │ Operational Fleet,       │      │
│    │ Request to *MPSRON│         │ *MPSRON (Coordinate)     │      │
│    └──────────────────┘          └──────────────────────────┘      │
│                 │                                                   │
│                 ▼                                                   │
│    ┌──────────────────┐                                            │
│    │ Operational Fleet│                                            │
│    │ Release Movement │                                            │
│    │ Order            │                                            │
│    └──────────────────┘                                            │
│                 │                                                   │
│                 ▼                                                   │
│    ┌──────────────────┐          *MPSRON (Maritime Pre-           │
│    │ Vessel Moves     │          Positioning Ship Squadron)       │
│    └──────────────────┘                                            │
└─────────────────────────────────────────────────────────────────────┘
```

16.3.3.2. Peacetime discharge of selected APF assets is done only after coordination with AF/A4LW, AF/A5DW, and the effected theater logistics/munitions planners (see **Figure 16.2**, "APF Peacetime Sourcing Process").

16.3.3.3. 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.

16.3.4. APF Apportionment.

16.3.4.1. During peacetime, apportioned APF vessels are under the operational control of the theater commander in whose area of responsibility the ships are located. However, the

munitions cargo is not under that operational control and resides as global swing-stock. Because of this global nature, peacetime movement of APF vessels must be coordinated with AF/A4LW, AF/A5DW, the GACP, APF management team, effected theater logistics/munitions planners, Operational Fleet, and MSC (see **Figure 16.2**.).

16.3.4.2. For contingency and crisis action planning, the Global Force Management Implementation Guidance apportions the APF vessels as forces. However, the cargo is not apportioned and resides as global swing-stock. Therefore, one or more vessels may be tasked in the OPLAN TPFDD as necessary to meet theater commander requirements.

16.3.4.2.1. 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.

16.3.4.2.2. 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.

16.3.4.2.3. During execution, actual commitment of the APF to theater commanders is in accordance with 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 National Command Authority approval. The JMPAB decides user priority if more than one OPLAN is executed simultaneously.

16.3.5. APF Program Responsibilities. Operational and maintenance activities of the Air Force APF program in support of port and theater operations are performed in accordance with **Chapter 9** and this chapter. In addition to the following responsibilities, see **Table 16.1**, "APF and ISO Container Funds and Program Management" for alignment of APF PPBE responsibility.

Table 16.1. APF and ISO Container Funds and Program Management.

APF AND ISO CONTAINER FUNDS AND PROGRAM MANAGEMENT				
Description	Execution Activity	APPN/BA	OAC/ OBAN	PEC
Program Element Manager (PEM)	AF/A4P	3400/02	47HN	28031F
Approve Vessel Service Contract Requirements	AFMC/A4/10			
Functional Area Manager	AFMC/A4/10/A4M			
Program Management (PM)	AFLCMC/EBHM			
Resource Advisor	AFLCMC/EBHF			
Develop Vessel Service Contract Requirements	AFLCMC/EBHM			
Develop Container (MILVAN) Procurement and Sustainment Requirements	AFLCMC/EBHM			
APF and ISO Container Operations and Management	AFLCMC/EBHM			

16.3.5.1. Department of the Navy: The Department of the Navy operates the MSC as the US Navy DoD component to USTRANSCOM.

16.3.5.2. MSC: MSC manages the USAF Preposition Program vessels. MSC acquires vessel service contracts 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 to pay on-going vessel operating costs.

16.3.5.3. Department of the Army (DA): DA operates the SDDC as the US Army DoD component to USTRANSCOM and is the DoD SMCA.

16.3.5.4. 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. Serves as the DoD single manager for the DoD master lease contract and provides leasing services for DoD components through the Army Intermodal Distribution and Platform Management Office (AIDPMO).

16.3.5.5. AIDPMO: Single manager of the Army leasing program and serves as the authorized ordering authority for all DA and other Services when requested for intermodal equipment obtained under SDDC contract.

16.3.5.6. Department of the Air Force: Through SAF/FM, distributes funding to MAJCOMs in support of US Government, Office of Secretary of Defense, and DAF priorities and objectives.

16.3.5.7. 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 CFM approves additions, deletions, and changes to APF UTCs.

16.3.5.8. Air Force Materiel Command, Financial Management (AFMC/FM): Receive and distribute APF vessel and operations funds, and MILVAN procurement funds to AFLCMC.

16.3.5.9. AFMC/A4/10: Through the Maintenance Division (AFMC/A4/10/A4M), will:

16.3.5.9.1. Advocate, justify, and defend PEC 28031F funding requirements, through the AFMC Logistics and Sustainment Panel, for APF vessel service contracts, MILVAN procurement, and APF operations funds for maintenance, test, surveillance, inspection, and rotation of munitions assets in the APF program through the POM and PPBE process.

16.3.5.9.2. Support the AF/A4P PEM for APF PEC 28031F, WRM appropriation 3400 funding in support of APF positioning strategies and objectives.

16.3.5.9.3. Coordinate on APF UTC additions, changes, and deletions.

16.3.5.10. AFMC/A4/10/A4RT will facilitate support to lease munitions MILVANs in accordance with DAF transportation guidance.

16.3.5.11. AFLCMC/EB, through the Munitions Division (AFLCMC/EBH), will:

16.3.5.11.1. Execute PM duties and PPBE activities for APF vessel service contracts, APF operations, MILVAN procurement contracts, and MILVAN sustainment. **(T-0)**

16.3.5.11.2. Develop deliverables to support PPBE processes and perform resource advisor duties for all associated APF element of expense investment codes. **(T-1)**

16.3.5.11.3. Coordinate and submit APF and MILVAN program planning and budget requirements forecasts, spend plans, and execution issues with the APF Functional Area Manager within AFMC/A4/10/A4M and AFLCMC chain of command to justify APF maintenance, test, surveillance, inspection, and asset rotation. **(T-1)**

16.3.5.11.4. Interface with theater planners to develop and coordinate proposed changes to vessel loads. **(T-1)**

16.3.5.11.5. Develop APF vessel service contract technical requirements and submit to Military Sealift Command, Sealift Program Office (MSC/PM5) through AFMC/A4/10/A4M. **(T-1)**

16.3.5.11.6. Coordinate with AFMC/A4/10/A4M, AF/A4LW, and AF/A5DW to integrate MAJCOM munitions movements into APF operations consistent with the programmed budget and DAF priorities. **(T-1)**

16.3.5.11.7. Deploy the APF management team and associated port management team(s) to SPOD to manage munitions offload sequence and priorities, and reconcile assets remaining on the APF vessels. **(T-1)**

16.3.5.11.8. Develop, maintain, and distribute APF Battlebooks containing individual vessel characteristics, stow plans, inventory data, and recommended downloading procedures. **(T-1)**

16.3.5.11.9. Develop and coordinate additions, deletions, and changes to APF UTCs with AFMC/A4/10/A4MW, the affected MAJCOM(s), and the 2W0X1 CFM. **(T-1)**

16.3.5.11.10. Coordinate with the 2W0X1 CFM to identify peacetime or contingency personnel requirements to AFPC, and to request inter-command TDY/deployment support to perform maintenance, inspection, and asset rotation for the APF program. **(T-1)**

16.3.5.11.11. Screen APF munitions inspection requirements to perform all required inspections during vessel reconstitution/refreshes. **(T-1)** The APF program is exempt from developing a master inspection schedule.

16.3.5.11.12. Screen munitions assets loaded aboard APF vessels for compliance with CMRS for munitions restricted or suspended and TCTO actions. **(T-1)** Track TCTOs affecting the APF stockpile and accomplish required TCTO actions during vessel refresh/reconstitution. Notify recipients of APF assets of pending TCTO actions prior to transfer or shipment. Notify AF/A4LW, AFMC/A4/10/A4MW, affected MAJCOMs and NAFs, and the vessel captain immediately of any suspended/restricted munitions assets aboard APF vessels.

16.3.5.11.13. Produce required TICMS and other management reports prior to vessel refresh, reconstitution, or discharge. **(T-1)** The APF is exempt from maintaining the recurring reports listed in **paragraph A2.2**.

16.3.5.11.14. Coordinate load planning, port operations, maintenance, inspection and rotation activities. **(T-1)**

16.3.5.11.15. Perform and document a physical inventory of munitions assets aboard each vessel. **(T-1)**

16.3.5.11.16. Maintain accurate inventory, location, and periodic inspection data in TMRS for applicable munitions aboard each vessel. **(T-1)** TMRS monthly status update reports are automatically sent to the RAMS program office in accordance with TO 21M-1-101.

16.3.5.11.17. Distribute inventory record copies and provide original and first copy of inventory to the ship custodian. **(T-1)** The GACP will maintain the second copy. **(T-1)**

16.3.5.11.18. Establish, coordinate, and conduct training for APF port handling operations with designated or tasked augmentation forces (ARC or RegAF), as required. **(T-1)**

16.3.5.12. Deployable APF Port Teams. These teams manage and monitor loading and unloading of munitions during contingencies or peacetime operations. Teams maintain accurate cargo manifests, and monitor asset handling, stowage, and serviceability. RegAF deployment/augmentation force support for APF operations may be established through official tasking, requests for forces, or through MAJCOM supported volunteer/tasked support.

16.3.5.13. Supported commands and NAFs: develop theater distribution plans; coordinate host nation support to expedite cargo operations, minimize port congestion, and move the forward echelon out of the seaports; and provide assistance to MSC, SDDC, AFLCMC/EBH, and APF port teams as required.

16.4. ISO Container Program Management.

16.4.1. General. The Air Force munitions ISO container program procures and sustains ISO containers (MILVANs) to meet global munitions distribution logistics demands in support of CCDRs requirements.

16.4.1.1. The munitions ISO program is managed by AFLCMC/EBHM.

16.4.1.2. The munitions ISO program enables global munitions logistics and deployment flexibility by reducing early airlift requirements, and allows for rapid movement swing-stock of critical munitions assets from one region to another according to JCS direction and priorities. All munitions moved by surface (rail, vessel, and most trucking) require ISO containers that are certified to IMDG and CSC inspection standards.

16.4.1.3. Certified ISO containers are critical to CCDR's, supported command's, and NAF's ability to expedite cargo operations at theater seaports, minimize seaport congestion, and rapidly move munitions assets forward once vessels are discharged.

16.4.2. Munitions ISO Program Responsibilities. Operational and maintenance activities of the Air Force munitions ISO container program are performed in accordance with **Chapter 9**, this chapter, and DAFI 24-602 Volume 2. See **Table 16.1**, "APF and ISO Container Funds and Program Management" for alignment of ISO container program PPBE responsibilities.

16.5. STAMP Management.

16.5.1. STAMP includes WRM munitions and may include limited aircraft mission equipment for airlift to meet immediate requirements in any theater of operations.

16.5.2. AF/A5DW will:

16.5.2.1. Provide STAMP requirements to the GACP annually and publish in the NCAA.

16.5.2.2. Provide STAMP allocations to the GACP Stockpile office prior to the annual allocations conference.

16.5.2.3. Validate and notify the GACP on requirements for notional STAMP taskings.

16.5.3. The GACP STAMP PM will:

16.5.3.1. Verify notional tasking requirements. **(T-1)**

16.5.3.2. Activate the GACP crisis action team upon notification or warning order for potential STAMP tasking. **(T-1)**

16.5.3.3. Execute validated installation deployment readiness cell/deployment control center STAMP taskings and reporting procedures in accordance with AFMC WMP-1.

16.5.3.4. Coordinate with logistics planners at Air Terminal Operations Center, Hill AFB to develop load planning options. (T-1)

16.5.3.5. Coordinate with the installation deployment readiness cell/deployment control center for development of preliminary and final load plans and hazardous cargo aircraft clearance request worksheets, as required, for submission in accordance with AFI 10-403.

16.5.3.6. Provide situation report (SITREP) to GACP Munitions Division and stockpile management branch by end of shift. (T-3)

16.5.3.7. Notify AFSOC of actions affecting SOF packages and notify ACC of actions affecting combat search and rescue (CSAR) forces packages. **(T-1)**

16.5.3.8. Notify AFLCMC/EBU when STAMP packages that contain air superiority munitions are tasked and moved. **(T-1)**

16.5.3.9. Serve as the POC for UTC and deployment information. **(T-1)**

16.5.3.10. Via official email, direct the 649 MUNS to prepare packages for shipment. **(T-1)** Send tasking direction for 649 MUNS to:

16.5.3.10.1. 75 ABW Hill AFB UT. 75th Air Base Wing Commander (75 ABW/CC); 75th Air Base Wing Command Post (75 ABW/CP); 75th Logistics Readiness Squadron Commander (75 LRS/CC); and 75 LRS workflow email addresses (see **paragraph 1.3**.).

16.5.3.10.2. 649 MUNS Hill AFB UT. 649th Munitions Squadron Commander (649 MUNS/CC) and 649th Munitions Squadron, Munitions Supervision (649 MUNS/MXW) email addresses (see **paragraph 1.3**.).

16.5.3.10.3. HAF. AF/A4LW workflow and AF/A5DW workflow email addresses (see **paragraph 1.3**.).

16.5.3.10.4. AFMC Wright-Patterson AFB OH. AFMC Maintenance Division, and Munitions and Missiles Branch workflow email addresses (see **paragraph 1.3**.).

16.5.3.11. Submit the classified STAMP quarterly report to AF/A4LW, AF/A5DW, AFMC/A4/10/A4MW, lead MAJCOM, and MAJCOM/NAF munitions staff (or equivalent) organizational SIPRNET email addresses NLT the 15th of the month following each quarter (e.g., 15 Oct, 15 Jan, 15 Apr, 15 Jul) (see **paragraph 1.3**). **(T-1)**

16.5.3.12. Manage STAMP assets at the allocation level up to QUP. **(T-1)**

16.5.3.13. Assist units in requisition sourcing and follow-up for STAMP assets, and coordinate with sources of supply to fill requisitions. **(T-1)**

16.5.3.13.1. Take necessary coordination and actions to replenish STAMP assets after tasking. **(T-1)** This effort takes priority over all other prepositioned assets for units with Force/Activity Designator II-09 or lower unless otherwise directed by HAF.

16.5.3.13.2. Notify AF/A4LW, AF/A5DW, and AFMC/A4/10/A4MW if tasked/sourced STAMP assets cannot be replaced or suitable substitutes are not available to replenish STAMP. **(T-1)**

16.5.3.14. Act as the STAMP pilot unit, and input, maintain, and update UTC data in the Logistics Module (LOGMOD) system. **(T-1)**

16.5.3.14.1. All GACP personnel assigned to the STAMP PM will maintain access to DCAPES. **(T-1)**

16.5.3.14.2. Review all STAMP UTCs and mission capability statements in accordance with DAFMAN 10-406, *Unit Type Code Management*. Coordinate all additions, updates, and deletions with AFMC/A4/10/A4MW, AF/A4LW, and AF/A5DW.

16.5.3.14.3. Coordinate Logistics Force Packaging System (LOGFOR) validations with AFMC/A4/10/A4MW and AFMC, Directorate of Logistics, Civil Engineering, Force Protection, and Nuclear Integration, Logistics Readiness Division (AFMC/A4/10/A4R).

16.5.3.14.4. Direct the 649 MUNS to physically build new or revised UTCs for LOGFOR configuration updates.

16.5.3.14.5. Facilitate Logistics Planning System (LOGPLAN) training for subordinate units as required.

16.5.3.14.6. Load all STAMP UTCs with correlating CRCs in TICMS.

16.5.3.14.6.1. Manage all STAMP CRCs.

16.5.3.14.6.2. Create, update, or deactivate CRCs to match required capability requirements.

16.5.3.14.6.3. Coordinate updates with the GACP, stockpile management section.

16.5.3.15. Coordinate with AF/A4LW, AF/A5DW, ACC/A3TW (CSAR) and AFSOC, Logistics, Engineering, and Force Protection Directorate, Maintenance Division, Support Systems Branch (AFSOC/A4MS) to review STAMP upcoming FY requirements. **(T-1)**

16.5.3.15.1. Provide finalized STAMP requirements to the GACP, stockpile management allocations section NLT 14 calendar days prior to the annual allocations conference.

16.5.3.15.2. Review upcoming FY beddown requirements prior to the annual allocations conference.

16.5.3.15.3. Advise and coordinate recommended changes through AF/A4LW and AF/A5DW.

16.5.3.15.4. Once upcoming FY allocations are released; flow-down allocations to STAMP within AMST.

16.5.3.16. Notify the GACP stockpile management supervision when CMRS or TCTO actions negatively impact the STAMP asset posture. **(T-1)**

16.5.3.17. Notify 75th Logistics Readiness Squadron, Deployment and Distribution Flight (75 LRS/LGRD) of any WCDO posting or changes. **(T-1)**

16.5.4. The 649 MUNS will:

16.5.4.1. Develop base plans to effectively support STAMP operations. **(T-1)**

16.5.4.2. Maintain the stockpile in rapidly deployable configuration and in compliance with DoD directed wood packaging material (WPM) and International Standards for Phytosanitary Measures (ISPM) 15 guidance. **(T-0)**

16.5.4.3. Oversee the effective and efficient management of respective STAMP munitions assets, to include:

16.5.4.3.1. Monitoring shelf/service life dates in accordance with **paragraph 6.3.2.2**. **(T-1)**

16.5.4.3.2. Notifying the GACP STAMP PM of problems affecting deployments or of any significant events occur. **(T-1)**

16.5.4.3.3. Requisitioning, receiving, storing, securing, handling, accounting, reporting, maintaining, inspecting, updating TICMS, assembling, palletizing, and out-loading. **(T-1)**

16.5.4.3.4. Submitting unit requisitions and follow-ups in accordance with **paragraph 6.4.7** and **paragraph 8.7**. The 649 MUNS will:

16.5.4.3.4.1. Source all STAMP requisitions in TICMS to MAJCOM Code "0S" (STAMP) using DoDAAC: FV2304. **(T-1)**

16.5.4.3.4.2. Notify the GACP STAMP PM of requisition requirements, upon receipt of replacement assets, and of assets requiring rotation via email (see **paragraph 1.3**). **(T-1)** Notification includes: NSN, lot, CC, quantity, and shelf life expiration date of each asset.

16.5.4.3.4.3. Perform lot selection on all STAMP "0S" requisitions to comply with ISPM 15 WPM and ensure newest lots are selected for shelf life sustainment. **(T-1)** Annotate the "Source to DoDAAC" and "Lot" selection in the remarks block in TICMS prior to forwarding the requisition to the IM.

16.5.4.3.4.4. Ensure project code "121" is included on all STAMP requisitions. **(T-1)** Use **Table 8.5** to determine project codes for shipments from STAMP units for retrograde or to repair facilities.

16.5.4.4. Consider addressing in plans, the need and capability to receive replacement assets during out-load operations.

16.5.4.5. Submit a capability report to GACP STAMP PM by the last duty day of each month for other than CC-A assets that includes: NSN, CC and reason, and Quantity. For CC-E and CC-G assets, include the AWP/awaiting maintenance (AWM) JCN and the estimated completion date. **(T-1)**

16.5.4.6. Submit a shortfall report to GACP STAMP PM by the last duty day of each month that includes: CRC, number of packages affected, and the LIMFACs. **(T-1)**

16.5.4.7. Ensure effective STAMP deployment operations. **(T-1)** The 649 MUNS will:

16.5.4.7.1. 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. The 649 MUNS will provide subsequent SITREPs every six hours (or as directed) until mission objectives are met. **(T-1)** Submit reports to the GACP STAMP PM via SIPRNET email to: **505CBSS.Stamp@afmc.smil.mil** (see **paragraph 1.3**.).

16.5.4.7.2. Use DD Form 1149, DD Form 1348-1A, or Deployable Mobility Execution System/LOGMOD deployment document as the shipping document. Authorized transportation representatives will sign the "Document Control" copy of the shipment document. **(T-1)**

16.5.4.7.3. Apply AFMAN 24-604, Chapter 3 procedures when deploying STAMP packages.

16.5.4.7.4. Coordinate with the IDO and hazardous cargo area transportation personnel to meet explosives safety standards before moving packages to the hot cargo pad for aircraft loading operations. **(T-1)**

16.5.4.7.5. Ensure the Combat Plans NCOIC and Assistant NCOIC have active SIPRNET email accounts. **(T-1)**

16.5.4.7.6. Manage pallet configuration Logistics Detail within LOGPLAN in accordance with AFI 10-401.

16.5.4.7.7. 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.

16.5.4.7.8. Physically build new or revised UTCs for configuration updates NLT 30 days after direction/notification by the GACP STAMP PM. **(T-1)** The 649 MUNS will ensure unit LOGPLAN is updated once physical UTCs are built. **(T-1)**

16.5.4.7.9. Provide GACP with material list report and photos of built pallets (front/side views of each pallet required) via email (see **paragraph 1.3**). **(T-1)**

16.6. 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:

16.6.1. Retail stocks assigned to CONUS base accounts.

16.6.2. Retail stocks at AFMC depots or facilities (i.e., STAMP).

16.6.3. Wholesale stocks at Army ammunition plants and depots. The SMCA manages these Army depots. Most DAF CONUS-stored assets are at these SMCA-managed locations.

16.7. 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.

16.7.1. AFMC/A4/10/A4MW coordinates with the MAJCOM (CONUS) and NAF (OCONUS) munitions staffs and is responsible for monitoring and tracking the transportation funding process for all DAF munitions movements. This includes CONUS port handling and inland transportation, and OCONUS sea and air costs. OCONUS inland transportation surface (truck/rail) movements are not paid by PACER AMMO project codes.

16.7.2. 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.

16.7.2.1. MAJCOMs (CONUS) and MAJCOM/NAFs (OCONUS) determine which munitions to request for call forward and retrograde based on their allocations and theater operational plans.

16.7.2.2. 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.

16.7.3. 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 between CONUS locations and OCONUS ports of entry or debarkation, to include OCONUS port handling. OCONUS inland transportation is not paid by PACER AMMO project codes.

16.7.4. 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:

16.7.4.1. Forecasted short tons, by command or organization (to include scheduled APF reconstitution) for each project code.

16.7.4.2. Project codes 729-736 movements as the average of the previous 3 years MMP submissions.

16.7.4.3. All ANG forecasted movements under project code 737.

16.7.5. The MAJCOMs, NAFs, NGB and GACP must be active participants in the PACER AMMO process. GACP with AF/A5DW 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/A5DW approval.

16.7.5.1. PACER AMMO will provide the focus to justify and advocate funding to preposition the worldwide munitions stockpile in accordance with the GAP and MMP. **(T-1)**

16.7.5.2. The MMP will be costed out by AFMC/A4/10/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 are notified of approved MMP moves.

TOM D. MILLER, Lieutenant General, USAF
DCS/Logistics, Engineering and Force Protection

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

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10 USC § 2692

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TO 11A-1-10, *Air Force Munitions Surveillance Program and Serviceability Procedures*

TO 11A-1-53, *General Instructions for Ammunitions Color Coding, Identification of Empty and Inert Loaded Ammunition Items and Components, and Assignment of Version Numbers to Training and Dummy Ammunition Items*

TO 11A-1-42, *General Instructions for Emergency Destruction of Munitions (EDM)*

TO 11A-1-47, *Department of Defense Ammunitions and Explosives Hazard Classification Procedures*

TO 11A-1-60, *General Instructions - Inspection of Reusable Munitions Containers and Scrap Material Generated From Items Exposed To, or Containing Explosives*

TO 11A-1-61-1, *Storage and Outloading Instructions for Conventional Ammunition (Igloo, Magazine, Military Van, Truckloading, and Carloading)*

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Prescribed Forms

AF Form 68, *Munitions Authorization Record*

AF Form 191, *Ammunition Disposition Request*

AF Form 4331, *Munitions Transaction Sheet*

Adopted Forms

DD Form 114, *Military Pay Order*

DD Form 200, *Financial Liability Investigation of Property Loss*

DD Form 250, *Material Inspection and Receiving Report*

DD Form 361, *Transportation Discrepancy Report (TDR)*

DD Form 362, *Statement of Charges/Cash Collection Voucher* (form cancelled)

DD Form 1131, *Cash Collection Voucher*

DD Form 1149, *Requisition and Invoice/Shipping Document*

DD Form 1348-1A, *Issue Release/Receipt Document*

DD Form 1574, *Serviceable Tag - Materiel*

DD Form 1574-1, *Serviceable Label - Materiel*

DD Form 1575, *Suspended Tag - Materiel*

DD Form 1575-1, *Suspended Label - Materiel*

DD Form 1576, *Test/Modification Tag - Materiel*

DD Form 1576-1, *Test/Modification Label - Materiel*

DD Form 1577, *Unserviceable (Condemned) Tag - Materiel*

DD Form 1577-1, *Unserviceable (Condemned) Label - Materiel*

DD Form 1577-2, *Unserviceable (Reparable) Tag - Materiel*

DD Form 1577-3, *Unserviceable (Reparable) Label - Materiel*

DD Form 1911, *Materiel Courier Receipt*

DD Form 2282, *Reinspection Decal Convention for Safe Containers*

DD Form 2760, *Qualification to Possess Firearms or Ammunition*

DD Form 2875, *System Authorization Access Request (SAAR)*

DAF Form 623A, *On-The-Job Training Record - Continuation Sheet*

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DAF Form 1297, *Temporary Issue Receipt*

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DAF Form 4388, *Inbound Transportation Protective Service Materiel Worksheet*

AF Form 601, *Authorization Change Request*

AF Form 1168, *Statement of Suspect/Witness/Complaint*

AF Form 2047, *Explosives Facility License*

AF Form 2407, *Weekly/Daily Flying Schedule Coordination*

AF Form 2409, *Generation Sequence Action Schedule*

AF Form 2434, *Munitions Configuration and Expenditure Document*

AFTO Form 22, *Technical Manual (TM) Change Recommendation and Reply*

AFTO Form 95, *Significant Historical Data*

AFTO Form 102, *Munitions Inspection Document*

AFTO Form 223, *Time Change Requirements Forecast*

AFTO Form 350, *Reparable Item Processing Tag*

AFTO Form 375, *Selected Support Equipment Repair Cost Estimate*

DA Form 2404, *Equipment Inspection and Maintenance Worksheet*

Abbreviations and Acronyms

A&S—Aging and Surveillance

AA&E—Arms, Ammunition, and Explosives

ACC—Air Combat Command

ACSA—Acquisition Cross-Servicing Agreement

ADR—Ammunition Disposition Request

AEDA—Ammunition, Explosives, Dangerous Articles

AETC—Air Education and Training Command

AF—Air Force

AFCEC—Air Force Civil Engineer Center

AFCENT—US Air Forces Central

AFCOMAC—Air Force Combat Ammunition Center

AFE—Aircrew Flight Equipment

AFFORGEN—Air Force Force Generation Model

AFGSC—Air Force Global Strike Command

AFI—Air Force Instruction

AFLCMC—Air Force Life Cycle Management Center

AFMAN—Air Force Manual

AFMC—Air Force Materiel Command

AF MC2—Air Force Munitions Command and Control

AFNWC—Air Force Nuclear Weapons Center

AFOTEC—Air Force Operational Test and Evaluation Center

AFPC—Air Force Personnel Center

AFQTP—Air Force Qualification Training Package

AFR—Air Force Reserve

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

AFSAC-D—Air Force Security Assistance and Cooperation Directorate

AFSC—Air Force Specialty Code

AFSEC—Air Force Safety Center

AFSFC—Air Force Security Forces Center

AFSOC—Air Force Special Operations Command

AFTTP—Air Force Tactics, Techniques, and Procedures

AGM—Air-to-Ground Missile

AIDPMO—Army Intermodal Distribution and Platform Management Office

AIM—Air Intercept Missile

AIT—Automatic Identification Technology

ALA—Ammunition Loading Assembly

ALC—Air Logistics Complex

ALS—Ammunition Loading System

AMA—Acceleration Monitoring Assembly

AMC—Air Mobility Command

AMD—Acceleration Monitoring Device

AMST—Agile Munitions Support Tool

ANG—Air National Guard

AOR—Area of Responsibility

APF—Afloat Prepositioning Fleet

API—Armor Piercing Incendiary

APO—Accountable Property Officer

APSR—Accountable Property System of Record

ARC—Air Reserve Component

ARCNET—Air Reserve Component Network

ASA—Application System Administrator

ASM—Air Superiority Missile

ATO—Air Tasking Order

ATR—Allocation Transfer Request

ATSO—Ability To Survive and Operate

AUR—All Up Round

AWM—Awaiting Maintenance

AWP—Awaiting Parts

BASH—Bird/Wildlife Aircraft Strike Hazard

BSCM—Business Support and Container Management

BSP—Base Support Plan

CAC—Common Access Card

CAD—Cartridge Actuated Device

CADS—Containerized Ammunition Distribution System

CAF—Combat Air Forces

CAGE—Commercial and Government Entity (Code)

CAPP—Combat Ammunition Planning and Production

CAT—Category (code)

CATM—Captive Air Training Missile

CBRN—Chemical, Biological, Radiological, and Nuclear

CC—Condition Code

CCAF—Community College of the Air Force

CCB—Configuration Control Board

CCDR—Combatant Commander

CCMEC—Combined Captured Materiel Exploitation Center

CCO—Container Control Officer

CEA—Captured Enemy Ammunition

CFETP—Career Field Education and Training Plan

CFM—Career Field Manager

CFO—Chief Financial Officer

CFR—Code of Federal Regulations

CIIC—Controlled Inventory Item Code

CJCS—Chairman of the Joint Chiefs of Staff

CMA—Centralized Management Activity

CMBRE—Common Munitions Built-in-Test Reprogrammable Equipment

CMCL—Core Munitions Configuration List

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—Contracting Officer Representative

COTS—Commercial Off-the-Shelf

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

CUI—Controlled Unclassified Information

CWM—Chemical Warfare Material

DA—Department of the Army

DAC—Defense Ammunition Center

DAF—Department of the Air Force

DAFI—Department of the Air Force Instruction

DAFMAN—Department of the Air Force Manual

DATM—Dummy Air Training Missile

DCAPES—Deliberate and Crisis Action Planning and Execution Segments

DCS—Deputy Chief of Staff

DDA—Designated Disposition Authority

DDESB—DoD Explosives Safety Board

DDO—Date Departed Origin

DEMIL—Demilitarization

DFD—Design for Demilitarization

DIFM—Due-in-From-Maintenance

DLA—Defense Logistics Agency

DLADS—Defense Logistics Agency Disposition Services

DLAR—Detailed Logistics Allocation Report

DLMS—Defense Logistics Management Standards

Doc—Document

DOC—Designed Operational Capability

DoD—Department of Defense

DoDAAC—Department of Defense Activity Address Code

DODIC—Department of Defense Identification Code

DOE—Department of Energy

DOLI—Date of Last Inventory

DOM—Date of Manufacture

DOT—Department of Transportation

DPAS M&U—Defense Property Accountability System, Maintenance and Utilization (module)

DSCA—Defense Security Cooperation Agency

DTR—Defense Transportation Regulations or Daily Transaction Report

DTRA—Defense Threat Reduction Agency

DU—Depleted Uranium

EDM—Emergency Destruction of Material

EMS—Equipment Maintenance Squadron

EOD—Explosive Ordnance Disposal

EPA—Environmental Protection Agency

ERM—Electronic Records Management

ERRC—Expendability, Recoverability, Reparability, Category (code)

ES—Equipment Specialist

ESP—Expeditionary Site Plan

ETA—Electronic Transportation Acquisition

EXP—Expenditure

FAM—Forecast and Allocations Module

FDO—Foreign Disclosure Office

FISCAM—Federal Information System Controls Audit Manual

FLIS—Federal Logistics Information System

FM—Financial Management

FMB—Financial Management Board

FMO—Functional Management Office

FMS—Foreign Military Sales

FN—Foreign National

FOB—Found on Base

FRB—Functional Review Board

FRD—Formerly Restricted Data

FSC—Federal Stock Class

FTD—Field Training Detachment

FY—Fiscal Year

GACP—Global Ammunition Control Point

GAP—Global Asset Positioning

GCS—Guidance Control Section

GCSS-AF—Global Combat Support System - Air Force

GFE—Government Furnished Equipment

GFM—Government Furnished Materiel

GMAT—Ground Munitions Authorization Tables

GMLTS—Guided Missile Launcher Test Set

GPC—Government Purchase Card

GSU—Geographically Separated Unit

HAF—Headquarters Air Force

HAZCOM—Hazardous Communication

HC—Hazard Classification

HC/D—Hazard Class/Division

HERO—Hazards of Electromagnetic Radiation to Ordnance

IA—Information Assurance

IAD—Inventory Adjustment Document

ICBM—Intercontinental Ballistic Missile

ID—Identification

IDO—Installation Deployment Officer

IDR—Indicative Data Record

IDS—Intrusion Detection System

IEMP—Installation Emergency Management Plan

IGC—Integrated Data Environment (IDE)/Global Transportation Network (GTN) Convergence

IHC—Interim Hazard Classification

ILS-S—Integrated Logistics Support - System

INV—Inventory (package)

IM—Item Manager

IMDG—International Maritime Dangerous Goods

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

ISSO—Information Systems Security Officer

ISU—Issue (transaction or document)

IT—Information Technology

IUID—Item Unique Identification

JA—Judge Advocate

JCM—Joint Container Management

JCMEC—Joint Captured Materiel Exploitation Center

JCN—Job Control Number

JCS—Joint Chiefs of Staff

JMC—Joint Munitions Command

JMPAB—Joint Material Priorities and Allocations Board

LALS—Linkless Ammunition Loading System

LAN—Local Area Network

LDTO—Lead Development Test Organization

LIMFAC—Limiting Factor

LME—Locally Manufactured Equipment

LN—Local National

LOGFAC—Logistics Feasibility Analysis Capability

LOGFOR—Logistics Force Packaging System

LOGMOD—Logistics Module

LOGPLAN—Logistics Planning System

LP—Lesson Plan

LRS—Logistics Readiness Squadron

MA—Munitions Academics

MAF—Mobility Air Forces

MAJCOM—Major Command

MALD—Miniature Air-Launched Decoy

MAPAC—Military Assistance Program Address Code

MAPAD—Military Assistance Program Address Directory

MASO—Munitions Accountable Systems Officer

MBA—Missile Body Assembly

MDAS—Material Documented As Safe

MDEH—Material Documented as an Explosive Hazard

MDR—Materiel Deficiency Report

MDS—Mission Design Series

MFM—Major Command Functional Manager

MFP—Major Force Program

MHE—Materiel Handling Equipment

MICAP—Mission Capable

MICT—Management Internal Control Toolset

MILVAN—Military Intermodal Container

MIPR—Military Interdepartmental Purchase Request

MIS—Maintenance Information System

MIT—Munitions Integrated Tablet

MMHE—Munitions Materiel Handling Equipment

MMP—Munitions Movement Plan

MOA—Memorandum of Agreement

MOU—Memorandum of Understanding

MPPEH—Material Potentially Presenting an Explosive Hazard

MPSRON—Maritime Pre-Positioning Ship Squadron

MR—Munitions Rule

MRP—Munitions Requirements Process

MRPP—Manual Record Processing Package

MRT—Munitions Readiness Training

MRRT—Munitions Rapid Response Team

MSA—Munitions Storage Area

MSC—Military Sealift Command

MSEM—Munitions Support Equipment Maintenance

MSP—Master Storage Plan

MSRC—Master Subsidiary Relationship Code

MSRG—Master Subsidiary Relationship Group

MTM—Major Command (MAJCOM) Training Matrix

MTT—Mobile Training Team

MUFM—Munitions User Functional Manager

MUNS—Munitions Squadron

MUREP—Munitions Report

MWG—Munitions Working Group

MXG—Maintenance Group

MXS—Maintenance Squadron

NAF—Numbered Air Force

NCAA—Non-nuclear Consumables Annual Analysis

NCOIC—Noncommissioned Officer in Charge

NEW—Net Explosive Weight

NEWQD—Net Explosive Weight Quantity Distance

NGB—National Guard Bureau

NIMACS—Nuclear Inventory Management and Cataloging System

NIPRNET—Non-Secure Internet Protocol Router Network

NLT—No Later Than

NNMSB—Non-Nuclear Munitions Safety Board

NOSS—Nuclear Ordnance Shipping Schedule

NSN—National Stock Number

NWRM—Nuclear Weapons-Related Materiel

NTCC—Nuclear Weapons-Related Materiel (NWRM) Transaction Control Cell

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

OG—Operations Group

OI—Operating Instruction

OMB—Office of Management and Budget

OOCR—Out-of-Cycle Request

OPLAN—Operation Plan

OPORD—Operation Order

OPR—Office of Primary Responsibility

ORG/SHP—Organization/Shop (code)

ORG TIN—Organizational Turn-in

OSI—Office of Special Investigations

OTE—Organize, Train, and Equip

OTA—Oracle® Training Application

P/N—Part Number

PACAF—Pacific Air Forces

PAD—Propellant Actuated Device

PC—Project Code

PCAR—Peacetime Conventional Ammunition Requirements

PDF—Portable Document Format

PDS—Personnel Data System

PE—Program Element

PEC—Program Element Code

PEM—Program Element Manager

PGM—Precision Guided Munitions

PIC—Positive Inventory Control

PIWG—Product Improvement Working Group

PKI—Public Key Infrastructure

PM—Program Manager

POC—Point of Contact

POD—Port of Debarkation

POE—Port of Embarkation

POI—Plan of Instruction

POM—Program Objective Memorandum

PPBE—Planning, Programming, Budgeting and Execution

PQDR—Product Quality Deficiency Report

PRSO—Permit Radiation Safety Officer

PS&D—Maintenance Plans, Scheduling and Documentation (wing/group)

PSM—Product Support Management

PT—Product Team

PTO—Paperwork Transaction Only

QA—Quality Assurance

QC—Quality Control

QUP—Quantity Unit Pack

R&D—Research and Development

RACP—Regional Ammunition Control Point

RAM—Radioactive Materials

RAMS—Reliability Asset Monitoring System

RCRA—Resource Conservation and Recovery Act

RCS—Reports Control Symbol

RD—Restricted Data

RDD—Required Delivery Date

RDO—Redistribution Order

RDS—Records Disposition Schedule

RDT&E—Research, Development, Test, and Evaluation

REC—Receipt

RegAF—Regular Air Force

REMIS—Reliability and Maintainability Information System

REPSHIP—Report of Shipment

RFID—Radio Frequency Identification

RICS—Radioisotope Committee Secretariat

ROS—Report of Survey

RTO—Responsible Test Officer

RVP—Reverse Post

SA—System Administrator/Administration

SAAR—Supplemental Allocation Authorization Request or System Authorization Access Request

SAN—System Advisory Notice

SATAF—Site Activation Task Force

SCM—Supply Chain Management

SDB—Small Diameter Bomb

SDDC—Surface Deployment and Distribution Command

SDM—Static Display Munitions

SDR—Supply Discrepancy Report

SDS—Safety Data Sheet

SDT—Second Destination Transportation

SE—Support Equipment

SEI—Special Experience Identifier

SFS—Security Forces Squadron

SGO—Sortie Generation Operations

SHP—Shipment

SIPRNET—Secure Internet Protocol Router Network

SIR—Semi-Annual Inventory Report

SITREP—Situation Report

SmACC—Small arms Ammunition Combat Consumption

SMCA—Single Manager for Conventional Ammunition

SMI—Storage Monitoring Inspection

S/N—Serial Number

SoD—Segregation of Duty

SOF—Special Operations Forces

SOO—Senior Officers Orientation

SPI—Special Packaging Instruction

SPO—System Program Office

SPOD—Sea Port of Debarkation

SRC—Security Risk Category

SRD—Standard Reporting Designator

SRR—Stockpile Replenishment Review

STAMP—Standard Air Munitions Package

TAC—Transportation Account Codes

TACP—Theater Ammunition Control Point

TACON—Tactical Control

TARRP—Tactical Air Munitions Rapid Response Package

TAV—Total Asset Visibility

TCI—Time Change Item

TCN—Transportation Control Number

TCTO—Time Compliance Technical Order

TDY—Temporary Duty

TER—Triple Ejection Rack

TICMS—Theater Integrated Combat Munitions System

TIN—Turn-in

TMRS—Tactical Munitions Reporting System

TO—Technical Order

TPFDD—Time-Phased Force and Deployment Data

TPM—Test Program Manager

TP—Transportation Priority

TPS—Transportation Protective Service

TRB—Technical Review Board

TSN—TICMS Stock Number

TTU—Thermal Treatment Unit

TWG—Theater Working Group

U&TW—Utilization and Training Workshop

UALS—Universal Ammunition Loading System

UCML—Unit Committed Munitions List

UII—Unique Item Identification

UN—United Nations

URL—Uniform Resource Locator

USA—United States Army

USAF—United States Air Force

USAFE—United States Air Forces in Europe

USAFE-AFAFRICA—United States Air Forces in Europe-Air Forces Africa

USP&FO—United States Property and Fiscal Officer

USSF—United States Space Force

USSOCOM—United States Special Operations Command

USTRANSCOM—US Transportation Command

UTC—Unit Type Code

UXO—Unexploded Explosive Ordnance

VTH—Validated Transaction History

WAN—Wide Area Network

WCDO—War Consumables Distribution Objective

WebSDR—Web Supply Discrepancy Report

WMM—Waste Military Munitions

WMP—War and Mobilization Plan

WPM—Wood Packaging Materiel

WR-ALC—Warner Robins - Air Logistics Complex

WRM—War Reserve Materiel

WRMM—War Reserve Materiel Manager

WRSA—War Reserve Stocks for Allies

WSEP—Weapons System Evaluation Program

WSN—Weapon Stock Number

Office Symbols

ACC/A3TW—Air Combat Command (ACC), Director of Operations, Flight Operations Division, Weapons and Tactics Branch

ACC/A4W—ACC, Director of Logistics, Engineering and Force Protection, Munitions Division

ACC/A4WC—ACC, Director of Logistics, Engineering and Force Protection, Munitions Division, Conventional Munitions Branch

AF/A1LG—Air Force Deputy Chief of Staff (DCS) for Manpower, Personnel and Services, Air Force General Officer Management Office

AF/A4—Air Force DCS for Logistics, Engineering and Force Protection

AF/A4L—Air Force DCS for Logistics, Engineering and Force Protection, Director of Logistics

AF/A4LW—Air Force DCS for Logistics, Engineering and Force Protection, Director of Logistics; Nuclear Weapons, Missiles, and Munitions Division

AF/A4P—Air Force DCS for Logistics, Engineering and Force Protection, Director of Resource Integration

AF/A4S—Air Force DCS for Logistics, Engineering and Force Protection, Security Forces Directorate

AF/A4SO—Air Force DCS for Logistics, Engineering and Force Protection, Air Force Security Forces Directorate, Operations and Training Division

AF/A5/7—Air Force DCS for Air Force Futures

AF/A5DW—Air Force DCS for Air Force Futures, Operational Capability Requirements Directorate, Global Munition Posture Functional Integration Team

AF/A8XC—Air Force DCS for Plans and Programs, Air Force Planning Directorate, Combat Forces Division

AF/A10—Air Force DCS for Strategic Deterrence and Nuclear Integration

AF/JAO—Operations and International Law Directorate, Office of The Judge Advocate General

AF/TE—Air Force Test and Evaluation Directorate

AF/TEP—Air Force Test and Evaluation Directorate, Policy and Programs Division

AFCEC/CXD—Air Force Civil Engineer Center, Explosive Ordnance Disposal Division

AFGSC/A4B—Air Force Global Strike Command, ICBM and Helicopter Maintenance Division

AFGSC/A4W—Air Force Global Strike Command, Munitions Maintenance Division

AFGSC/A4Z—Air Force Global Strike Command, Nuclear Stockpile Division

AFLCMC/EB—Air Force Life Cycle Management Center (AFLCMC), Armament Directorate

AFLCMC/EBH—AFLCMC, Armament Directorate, Munitions Division

AFLCMC/EBHF—AFLCMC, Armament Directorate, Munitions Division, Financial Management (FM)

AFLCMC/EBHJ—AFLCMC, Armament Directorate, Munitions Division, CAD/PAD—Joint Program Office

AFLCMC/EBHM—AFLCMC, Armament Directorate, Munitions Division, Munitions Operations and Readiness Branch

AFLCMC/EBHMC—AFLCMC, Armament Directorate, Munitions Division, Munitions Operations and Readiness Branch, Theater Integrated Combat Munitions System (TICMS) Functional Management Office (FMO)

AFLCMC/EBU—AFLCMC, Armament Directorate, Weapons Superiority Division

AFLCMC/WNA—AFLCMC, Automated Test Systems Division

AFLCMC/WNZ—AFLCMC, Support Equipment and Vehicles Division

AFMC/A4/10—Air Force Materiel Command (AFMC), Directorate of Logistics, Civil Engineering, Force Protection, and Nuclear Integration

AFMC/A4/10/A4M—AFMC, Directorate of Logistics, Civil Engineering, Force Protection, and Nuclear Integration, Maintenance Division

AFMC/A4/10/A4MW—AFMC, Directorate of Logistics, Civil Engineering, Force Protection, and Nuclear Integration, Maintenance Division, Munitions and Missiles Branch

AFMC/A4/10/A4N—AFMC, Directorate of Logistics, Civil Engineering, Force Protection, and Nuclear Integration, Systems Integration Division

AFMC/A4/10/A4R—AFMC, Directorate of Logistics, Civil Engineering, Force Protection, and Nuclear Integration, Logistics Readiness Division

AFMC/A4/10/A4RT—AFMC, Directorate of Logistics, Civil Engineering, Force Protection, and Nuclear Integration, Logistics Readiness Division, Transportation and Packaging Policy Branch

AFMC/FM—Air Force Materiel Command, Financial Management

AFNWC—Air Force Nuclear Weapons Center

AFNWC/LG—Air Force Nuclear Weapons Center, Logistics Directorate

AFOTEC/A5R—Air Force Operational Test and Evaluation Center, Requirements Division

AFPC/DPMWS—Air Force Personnel Center, Force Generation and Readiness Division, Force Generation Scheduling Branch

AFSAC-D—Air Force Security Assistance and Cooperation Directorate

AFSEC/SEW—AFSEC, Air Force Weapons Safety Branch

AFSFC/S4WL—Air Force Security Forces Center, Weapons and Ammunition Management Division, Ammunition Requirements Branch

AFSOC/A4—Air Force Special Operations Command (AFSOC), Logistics, Engineering, and Force Protection Directorate

AFSOC/A4MS—AFSOC, Logistics, Engineering, and Force Protection Directorate, Maintenance Division, Support Systems Branch

CCMEC—Combined Captured Materiel Exploitation Center

JCMEC—Joint Captured Materiel Exploitation Center

MSC/PM5—Military Sealift Command, Sealift Program Office

NGB/A4RDT—National Guard Bureau, Air National Guard Logistics, Engineering and Force Protection Directorate, Logistics Readiness Division, Traffic Management and Air Transportation Section

SAF/AQPW—Assistant Secretary of the Air Force for Acquisition, Global Power Programs Directorate, Weapons Division

SAF/FM—Assistant Secretary of the Air Force for Financial Management and Comptroller

SAF/FMB—Assistant Secretary of the Air Force for Financial Management and Comptroller (Budget)

SAF/IA—Deputy Under Secretary of the Air Force for International Affairs

SAF/IAPD—Deputy Under Secretary of the Air Force for International Affairs; Policy and Programs Directorate, Foreign Disclosure and Technology Transfer Division

SAF/PA—Air Force Directorate of Public Affairs

USP&FO—United States Property and Fiscal Officer

9 MUNS/MXW—9th Munitions Squadron, Munitions Supervision

75 ABW/CC—75th Air Base Wing Commander

75 ABW/CP—75th Air Base Wing Command Post

75 LRS/CC—75th Logistics Readiness Squadron Commander

75 LRS/LGRD—75th Logistics Readiness Squadron, Deployment and Distribution Flight

75 LRS/LGRM—75th Logistics Readiness Squadron, Materiel Management Flight

635 SCOW/NTCC—Air Force Sustainment Center, 635th Supply Chain Operations Wing, Nuclear Weapons-Related Materiel (NWRM) Transaction Control Center

649 MUNS/CC—649th Munitions Squadron Commander

649 MUNS/MXW—649th Munitions Squadron, Munitions Supervision

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.

Automatic Identification Technology (AIT)—A broad term given to a host of technologies used to help machines identify objects. AIT is often coupled with automatic data capture to identify items, capture information about them, and input that data into a database without manual entry. Technologies that fall under the AIT include bar codes, smart cards, voice recognition, some biometric technologies (e.g., retinal scans), optical character recognition, radio frequency identification, and item-unique identification.

Base Support Plan (BSP)—Primarily developed for main operating bases or collocated operating bases with a permanent AF presence. BSPs are prepared in two parts:

BSP Part I. The BSP Part I identifies resources and capabilities at a forward operating location 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)

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—A document that addresses the production elements specific to a single increment of an acquisition program. This document must be validated and approved before a Milestone C decision review. The refinement of performance attributes and key performance parameters is the most significant difference between the capability development document and capability production document. The capability production document format is contained in CJCSM 3170.01.

Centralized Management Activity (CMA)—Organizations with a specialized clear goal and scope associated with a DAF-wide mission capability that provides functional support reachback to lead MAJCOMs, supported commands, NAFs, field operating agencies and direct reporting units and activities that comprise a workload that are centrally located and performed by an organization to eliminate redundant capabilities across the DAF.

Chemical Warfare Material (CWM)—Items generally configured as a munition 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—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. Collocated operating bases are not US bases.

Complete Round Dictionary (CRD)—A listing of complete round weapon codes and the associated components (by quantity) necessary to assemble a given weapon.

Complete Round Weapon Code (CRWC)—5 Digit code utilized to generically identify complete rounds. Example: BL2CM.

Component 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 COMAFFOR 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.

Container ID—An identification name assigned to a logical or virtual container representation in the Theater Integrated Combat Munitions System's container-in-container management system.

Contractor Possessed Munitions (CPM) module—Application developed to provide a short-term solution to mitigate loss of reporting and visibility when DAF 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 DAFMAN, the terms "munition" and "munitions" refer 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, non-toxic, 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.

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.

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.

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—A subdivision of the Air Force, directly subordinate to the Chief of Staff, USAF. A direct reporting unit 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.

EOD Response Specialist—DoD personnel who have graduated the Naval School Explosive Ordnance Disposal, Basic Course, and hold an appropriate grade/skill relationship in a current EOD position. EOD personnel are 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.

Equipment Specialist (ES)—An individual who collects, analyzes, interprets, and develops specialized data about specific pieces of equipment and/or systems. Provides information and advisory service to other functions involved in the design, test, production, procurement, supply, operation, repair, or disposal of equipment. This advice includes, but is not limited to, issues concerning interchangeability and substitutability of NSNs, repair concepts, ERRC coding, and reliability. Assists an acquisition team during the development/production phase of a system/equipment. Responsible for the technical management of a system, subsystem, or commodity during the sustainment phase of a program. Maintains documentation supporting factors, including those based on initial provisioning data, applications, and any other file-maintained data. Makes decisions for technical orders and AFTO Forms 22, *Technical Manual (TM) Change Recommendation and Reply*.

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).

Expenditure Per Sortie Factor—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.

FB—First two positions of the DoDAAC designating a supply system account assigned by DoD.

Field Operating Agency—A subdivision of the Air Force, directly subordinate to a Headquarters Air Force functional manager. A field operating agency 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.

Freeze/Frozen—Action taken to restrict transactions or movement of assets, either systematically by the initiation of a system controlled or manual inventory, or programmatically by manually instituting controls, particularly when custody management fails to comply with mandated or directed requirements.

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 stock record munitions account assigned by DoD. "F" indicates USAF and "V" indicates munitions.

Host Unit—The organization designated by the host major command or HAF to furnish support to a tenant unit.

Implementing Command—Implementing commands provide support for requirements formulation and phasing, continuous capability and technology planning, and development of acquisition and product support strategies. Implementing commands collaborate with lead commands and program managers; they collect, validate, and maintain current requirements, priorities and funding data by system, for all elements of depot activation. Implementing commands establish a central repository for depot activation requirements data, to include associated rationale and impacts. Through coordination with the lead command, implementing commands establish and sustain life cycle management processes for their respective systems and activities.

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 CBRN 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 Manager (IM)—An individual within the organization of an inventory control point or other such organization assigned management responsibility for one or more specific items of materiel. Tracks and manages depot delivery schedules, requisitions, and out-of-cycle requests. Performs cataloging actions for new assets and provides recommendations for serviceable excess assets in support of the program manager.

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.

Lead MAJCOM—A type of MAJCOM that consolidates responsibilities for a particular function in a single MAJCOM, supporting system or activity stakeholders (using commands, implementing commands, and other organizations that possess or are responsible for a portion of a weapon system, non-weapon system, or activity). Synonymous with "lead command."

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, malposition of forces or material, extreme climatic conditions, etc.

Locally Manufactured Equipment (LME)—Equipment manufactured locally that has been coordinated, approved, managed, and inspected in accordance with DAFI 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 AF Occupational Safety and Health and DESR 6055.09_DAFMAN 91-201 explosives safety 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.

Logistics Feasibility Analysis Capability (LOGFAC)—Logistics system used by Air Staff and operational MAJCOMs. LOGFAC outputs affect all DAF 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.

Maintenance Cyber Discipline—A focus on daily cyber hygiene activities which requires continuous attention in order to mitigate daily threats by creating a culture of cyber awareness, discipline, and strict compliance.

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 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 Potentially Presenting an Explosive Hazard (MPPEH)—Material owned or controlled by the DoD that, before 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: military munitions and military munitions-related materials, including wholly inert components (e.g., fins, launch tubes, containers, packaging material), that are to be used or reused for their intended purpose and are within the DoD-established munitions management system; non-munitions-related material, and munitions debris that are solid metal fragments that do not realistically present an explosive hazard; and other items that may present explosion hazards (e.g., gasoline cans and compressed gas cylinders) that are not munitions or munitions-related material but may present an explosion hazard.

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.

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.

Munitions Accountable Systems Officer (MASO)—The Accountable Property Officer (APO) as defined in DoDI 5000.64_DAFI 23-111, *Accountability and Management of DoD Equipment and Other Accountable Property*, for all assets managed within the Theater Integrated Combat Munitions System.

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, facilities, pads, and operating locations controlled by and operated under the responsibility of munitions supervision and the MASO, where conventional munitions may be stored, assembled or maintained. MSA may include any

facilities/structures used for conventional munitions functions within a weapons storage area or other GSUs/locations.

Non-nuclear Consumables Annual Analysis (NCAA)—The official US Air Force document that serves as the basis for air munitions WRM planning and programming for 7 consecutive fiscal years approved forces. The NCAA is an analytical process designed to quantitatively identify the most effective mix of conventional air munitions to be programmed for procurement and maintained in the worldwide WRM stockpile. Documents the calculations, assumptions and methodologies used to computing conventional air munitions theater requirements. Identifies by MAJCOM totals, the near-term primary munitions requirements and out year planning levels. Theaters threat models, WMP-5 sorties, theater expenditure per sortie factor, 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/A5DW 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 System. The Joint Mission Analysis System generated requirements are provided to AF/A5DW 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. 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. (DTR 4500.9-R).

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. (DTR 4500.9-R)

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, 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, 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 Program Action Directive annexes and throughout this manual.

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—Designated area(s) to which noncombatants of the United States Government's responsibility and commercial vehicles and materiel may be evacuated during a domestic or other valid emergency.

Secure Holding—Assistance provided by an installation to a carrier's vehicle transporting sensitive or classified cargo that arrives after hours or provided at the discretion of an installation commander to a vehicle in transit when no emergency exists.

Service Life—The length of time an item can remain in an operating configuration or in actual usage.

Shelf Life—The length of time an item can remain in storage under prescribed packaging and storage conditions.

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 2,000 lbs.

Sortie Rate—The number of times per day an aircraft type can be flown.

Stakeholder—Stakeholders are lead commands/lead agents, using commands, implementing commands, and other organizations that possess or are responsible for a portion of a weapon system, non-weapon system, or activity.

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 munitions/missile system for a specific period under combat operating conditions.

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; industrial plant equipment (i.e., bench grinders, table saws); vehicular SE (i.e., snow plow attachments); test, measurement, and diagnostics equipment; 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 or wartime. Such plans are quite common between host nations and US forces and require coordination in accordance with DoDI 5530.03, *International Agreements*.

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.

Theater—The geographical area outside the continental United States for which a commander of a unified or specified command has been assigned military responsibility.

Theater Integrated Combat Munitions System (TICMS)—DAF's Accountable Property System of Record (APSR) for the management of conventional munitions. TICMS provides a global view of assets under the physical control of the DAF.

Time—**Phased Force and Deployment Data (TPFDD)**—The computer-supported database 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.

Unit Committed Munitions List (UCML)—A list that identifies munitions required by a unit to support war plans (primary munitions) and contingency operations (support munitions)

Unit Type Code (UTC)—A five character, alphanumeric code that uniquely identifies each type unit of the Armed Forces.

War and Mobilization Plan (WMP)—The Air Force War and Mobilization Plan is the supporting plan to the Joint Strategic Capabilities Plan. 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. Involves 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 Joint Strategic Capabilities Plan.
WMP-4—Wartime Aircraft Activity; 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—Expendable items directly related and necessary to a weapon system or combat support activity. Example: Auxiliary fuel tanks, pylons, petroleum, oil, lubricants, chaff, aircraft guns and gun barrels, air munitions, subsistence, and related flight expendables, racks, adapters, and launchers.

War Consumables Distribution Objective (WCDO)—A document providing WRM prepositioning requirements for selected war consumables for support of the wartime activities.

Weapon Stock Number (WSN)—A unique identifier generated by TICMS. 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). Off-line processing operations are used as an interim measure when TICMS system operation is disrupted, and allows continued support during periods of computer downtime. The MASO or munitions supervision will be responsible for initiating post-post procedures and recovering in accordance with MAJCOM or NAF guidance and the procedures below. **(T-1)** Units will notify their MAJCOM when their TICMS system operational downtime exceeds 24 hours. **(T-2)** These procedures are only used when TICMS is off-line and not available to munitions users to process TICMS transactions. However, TICMS post-post procedures should also be used during training or exercises to practice off-line processing. **Note**: With the exception of maintaining certain electronic/printed reports, there is no intent for units to follow TICMS post-post procedures on a day-to-day basis.

A2.2. The following reports will be maintained electronically, ensuring the report date is captured, and generated at the specified interval:

A2.2.1. *Total Asset Inquiry Report* – Weekly. **(T-1)**

A2.2.2. *Asset Balance Report - by Organization (DoDAAC)* – Weekly. **(T-1)**

A2.2.3. *Periodic Inspection Management* – Weekly. **(T-1)**

A2.2.4. *Custody Account Listing Report* – Weekly. **(T-1)**

A2.2.5. *Allocation Summary Report* – Monthly. **(T-1)**

A2.2.6. *Overdue Returns Report* – Weekly. **(T-1)**

A2.3. The Munitions Operations Section/Element. Munitions Operations is the central document control collection point during TICMS downtime.

A2.4. Receipts. During post-post operations:

A2.4.1. Munitions Operations will:

A2.4.1.1. In-check incoming shipments against receipt documentation to verify accuracy of the NSN/part number, quantity, CC, TCN, lot, and/or S/N against shipping documentation. **(T-1)**

A2.4.1.2. Update the *Asset Balance Report* with a goal of processing within one hour. **(T-1)**

A2.4.1.3. Review requisition book to determine if assets received were backordered and should be issued to a specific custody account. **(T-1)**

A2.4.1.4. Conduct quality control (QC) of documents for filing in the permanent document files and file document into post-post files. **(T-1)**

A2.4.2. Munitions inspectors will:

A2.4.2.1. Conduct receiving inspections within 30-calendar days. **(T-1)**

A2.4.2.2. Contact Munitions Operations about any quantity discrepancy and forward a copy of the AFTO Form 102. **(T-1)**

A2.4.2.3. Forward the "Document Control" copy of the receipt document to Munitions Operations. **(T-1)**

A2.5. Shipments. During post-post operations:

A2.5.1. Munitions Operations will:

A2.5.1.1. Review the *Asset Balance Report* and *Allocation Summary Report* to verify availability upon receipt of disposition or redistribution instructions from higher headquarters. **(T-1)**

A2.5.1.2. Coordinate with Inspection to select lot or S/N of items to ship. **(T-1)**

A2.5.1.3. Change *Asset Balance Report* and *Total Asset Inquiry Report* to reflect items as pending shipment. **(T-1)**

A2.5.1.4. Create manual shipping documents (DD Form 1348-1A) in four copies. **(T-1)**

A2.5.1.5. Stamp original copies of shipping documents "DOCUMENT CONTROL." **(T-1)** If shipment is an ADR, annotate the ADR number from TICMS on shipment documents. Forward documents for scheduling.

A2.5.1.6. For Priority 02 shipments, prepare assets at the earliest opportunity.

A2.5.1.7. File documents in post-post files. **(T-1)**

A2.5.2. Munitions inspectors will:

A2.5.2.1. Perform shipping inspections on assets to be shipped. **(T-1)** Sign documents and forward to Munitions Operations or the flight shipment function.

A2.5.2.2. Provide a copy of shipping documents to the LRS Deployment and Distribution flight for booking. **(T-1)** Hand-carry Priority 02 shipments to the Deployment and Distribution flight.

A2.5.2.3. Place the original document in an awaiting shipment folder in the Munitions Operations section/element or responsible shipment function. **(T-1)**

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. **(T-1)**

A2.5.2.5. Upon validation that the munitions offered for shipment match the shipping document(s), accept from an authorized transportation representative, a signed copy of the shipping document that acknowledges receipt of munitions by that representative. **(T-1)**

A2.5.2.6. Update the *Asset Balance Report* and *Total Asset Inquiry Report* to reflect items have departed station. **(T-1)**

A2.6. Issues. During post-post operations:

A2.6.1. Munitions Operations will:

A2.6.1.1. Receive the original copy of issue requests from initiators. **(T-1)**

A2.6.1.2. Coordinate with inspectors to select lot or S/N of item being issued.

A2.6.1.3. Log and assign document number from post-post issue log. **(T-1)**

A2.6.1.4. Change on-hand quantity on the *Custody Account Listing Report*, *Total Asset Inquiry Report*, and *Allocation Summary Report*. **(T-1)**

A2.6.1.5. Change the *Asset Balance Report* to reflect issue. **(T-1)**

A2.6.1.6. Use the custodian generated issue request as the post-post issue document and forward to applicable agencies. **(T-1)**

A2.6.2. Munitions Stockpile Management will:

A2.6.2.1. Pull items from storage and deliver to Inspection. **(T-1)**

A2.6.2.2. Restore excess items and courtesy store issued items as required. **(T-1)**

A2.6.3. Munitions Inspection will:

A2.6.3.1. Schedule pre-issue inspections. **(T-1)**

A2.6.3.2. Perform pre-issue inspection, verify AF Form 68 before releasing assets, and have the custodian sign for the assets. **(T-1)**

A2.6.3.3. Forward a copy of the issue document to Munitions Operations. **(T-1)**

A2.6.4. Munitions Operations will file document in post-post files. **(T-1)**

A2.7. Component Replacement/Base Stock Repair Issues. During post-post operations:

A2.7.1. The Requesting element will:

A2.7.1.1. Provide Munitions Operations with information on required item such as NSN/part number, noun, quantity and assigned JCN. **(T-1)**

A2.7.1.2. Annotate S/Ns (if applicable) and ensure personnel sign consumption issue documents to receipt for items. **(T-1)**

A2.7.2. Munitions Operations will:

A2.7.2.1. Review all munitions requests for on-hand availability using the *Asset Balance Report*. **(T-1)** If assets are not available, refer to **paragraph 8.7** for requisition requirements.

A2.7.2.2. Log and assign document numbers from the post-post issue log. **(T-1)**

A2.7.2.3. Change the on-hand quantity on *Asset Balance Report*, *Total Asset Inquiry Report*, and *Allocation Summary Report*. **(T-1)**

A2.7.2.4. Use element requests (email) as the issue document. **(T-1)**

A2.7.2.5. File documents in post-post files. **(T-1)**

A2.8. CR Assembly/Disassembly. During post-post operations:

A2.8.1. Production element will annotate component information on AF Form 4331 (CR Build Listing) and forward to Munitions Operations. **(T-1)**

A2.8.2. Munitions Operations will:

A2.8.2.1. Annotate *Asset Balance Report* to reflect increases/decreases. **(T-1) Note**: It is recommended to annotate the abbreviated CRWC adjacent to the affected NSNs.

A2.8.2.2. File documents in post-post files. **(T-1)**

A2.9. Custody Munitions Expenditures. During post-post operations, Munitions Operations will:

A2.9.1. Review expenditure requests for completeness and authorization. **(T-1)**

A2.9.2. Annotate *Total Asset Inquiry Report*, *Allocation Summary Report*, and *Custody Account Listing Report* with expenditure and decrease on-hand quantities. **(T-1)**

A2.9.3. File documents in post-post files. **(T-1)**

A2.10. Flightline Expenditures. During post-post operations:

A2.10.1. Munitions Control will:

A2.10.1.1. Communicate with the weapons expediter regarding movements and expenditures. **(T-1)**

A2.10.1.2. Log expenditures on AF Form 4331. **(T-1)**

A2.10.1.3. Verify expenditures with AF Form 2434, adjust quantities, and initial changes. **(T-1)**

A2.10.1.4. Submit AF Form 4331 and AF Form 2434 to Munitions Operations for validation and processing. **(T-1)**

A2.10.2. Weapons expediter will:

A2.10.2.1. Communicate all movements, loading/unloading, and expenditures to Munitions Control. **(T-1)**

A2.10.2.2. Document aircraft configuration and expenditures using AF Form 2434. **(T-1)** Forward to Munitions Control periodically and between aircraft sorties.

A2.10.3. Conventional Maintenance will:

A2.10.3.1. Log expenditures on AF Form 4331 for chaff, flare, and 20mm as they are processed and reconciled. **(T-1)**

A2.10.3.2. Submit AF Form 4331 to Munitions Operations for consolidation and processing. **(T-1)**

A2.10.4. Munitions Operations will:

A2.10.4.1. Annotate expenditures in the post-post log. **(T-1)**

A2.10.4.2. Change *Asset Balance Report*, *Total Asset Inquiry Report*, *Allocation Summary Report*, temporary WSN cross-reference log (if maintained), and CR build listing (if maintained). **(T-1)**

A2.10.4.3. File documents in post-post files. **(T-1)**

A2.11. Munitions Turn-In (Custody/CAD/PAD). During post-post operations:

A2.11.1. Munitions Operations will:

A2.11.1.1. Receive turn-in request documents from initiators. **(T-1)**

A2.11.1.2. Review turn-in requests for completeness and accuracy. **(T-1)** If item is a DIFM return, annotate the date item was returned on the *Overdue Returns Report*. If item is custody, update the *Custody Account Listing Report*.

A2.11.1.3. Forward documents to the Munitions Inspection section/element. **(T-1)**

A2.11.2. Munitions Inspection will:

A2.11.2.1. In-check and sign/date turn-in request documents and provide a copy to the custodian. **(T-1)**

A2.11.2.2. Complete the inspection on returned munitions and forward documents to the Munitions Operations section/element. **(T-2)**

A2.11.3. Munitions Operations will:

A2.11.3.1. Log the turn-in request in the post-post turn-in log. **(T-1)**

A2.11.3.2. Change the *Asset Balance Report*, *Total Asset Inquiry Report*, and *Allocation Summary Report*. **(T-1)**

A2.11.3.3. File documents in post-post files. **(T-1)**

A2.12. Base Stock Munitions Turn-In. During post-post operations:

A2.12.1. Munitions inspectors will:

A2.12.1.1. Complete AFTO Forms 102. **(T-1)**

A2.12.1.2. Annotate "Organizational Turn-in" 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. **(T-2)**

A2.12.1.3. Annotate "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. **(T-1)**

A2.12.1.4. Forward a copy of the AFTO Form 102 to Munitions Operations. **(T-1)**

A2.12.2. The MASO has the final decision on whether to process FOB in post-post mode or after post-post recovery is completed.

A2.12.3. Munitions Operations will:

A2.12.3.1. Log the AFTO Form 102 in the post-post turn-in log. **(T-1)**

A2.12.3.2. Change information on the *Asset Balance Report* and *Total Asset Inquiry Report*. **(T-1)**

A2.12.3.3. File documents in post-post files. **(T-1)**

A2.13. Requisitions. When TICMS is unavailable, units submit requisitions in accordance with DLM 4000.25, Chapter 4; and GACP, NAF, or MAJCOM guidance (see **paragraph 8.7**.).

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 TICMS records to match the current physical location and status of assets when TICMS 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. Munitions supervision or the MASO establishes a recovery team.

A2.14.2. Complete and process post-post documents in TICMS prior to returning to normal TICMS 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 Form 4331 in TICMS. Cross-reference TICMS produced WSN with the AF Form 4331 WSN. Verify all transactions were processed correctly by using *Complete Round Buildup Report* and/or *Component Usage Report*.

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 TICMS and attach issue requests to the Document Control copy of the TICMS generated issue documents. There is no need to obtain signatures from the inspector or custodian on TICMS produced post-post issue documents. Forward a copy of TICMS produced post-post issue documents to custodians for their records.

A2.14.2.5. Expenditures. Process expenditures in TICMS and annotate "PROCESSED" in the top margin of the AF Form 4331.

A2.14.2.6. Shipments. Process shipments in TICMS, stamp "DOCUMENT CONTROL" on the original copy, and attach post-post copy to the TICMS 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. The MASO will direct a special inventory of all affected assets or 100-percent inventory. **(T-1)**

Attachment 3

CYCLE COUNT (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 TICMS. **(T-0)**

A3.1.2. Inventory count team members and team chiefs will not process count reconciliations into TICMS, unless it is through the TICMS Mobile application. **(T-0)** No person on the count team will have access to in-system quantity information, either printed, computerized, or otherwise. **(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 TICMS) will not conduct counts/recounts for the duration of any inventory they are reconciling. **(T-0)**

A3.1.5. There are two main methods of cycle counting (conducting an inventory). The preferred method is a system process using the MIT via the TICMS Mobile application. The other method is a system process using system-generated, printed count sheets. Both methods result in reconciliation with application of the date of last inventory (DOLI).

A3.1.5.1. The MIT Cycle Count leverages a system generated count that can be distributed and downloaded across multiple MITs for count teams to conduct line specific counting, with or without Internet connectivity, and with or without bar code scan functionality (once bar code labeling is completed within the DoDAAC, this method will greatly improve the efficiency of the counting process). The MIT user/count team will not have access to in-system quantities. When a quantity is entered and saved on the MIT, the system automatically reconciles lines with matching quantities while queuing non-matching lines for recount or other resolution. Two individuals performing the count digitally sign for the completion of counted items using CAC and PKI technology. The inventory reconciler monitors progress of the counting process through the cycle count workbench, and assigns recounts as necessary.

A3.1.5.2. Printed count sheet method also uses the system generated count, but the inventory reconciler may print the system-generated count sheets and physically distribute to count teams. The count team will not have access to in-system quantities. Upon counting and legibly entering a quantity for all lines, two individuals performing the count manually sign and return the count sheets to an inventory reconciler. The reconciler inputs the quantities into the system through the cycle count work bench, and the system reconciles lines with matching quantities while queuing non-matching lines for recount or other resolution.

A3.1.5.3. Producing digitized versions of count sheets is no longer necessary or accepted, as potential exists for error or omission of data. The MIT Cycle Count method provides the portability but maintains data integrity with minimum human input.

A3.1.5.4. Any method of inventory that uses manually generated count sheets, or that does not provide in-system reconciliations and application of a DOLI, is not an acceptable

method. MASOs will not use inventory methods that are external to TICMS in-system counting without approval from the MAJCOM. **(T-1)**

A3.1.6. FY Stockpile Count Option. TICMS incorporates count plan options as a means to provide flexibility to units, but also ensure minimum stockpile count requirements are achieved. Count plan options specify the type and number of count plans established for each DoDAAC over a FY. For example, the semi-annual plan establishes the traditional makeup of two 100-percent counts and ten 10-percent counts.

A3.1.6.1. MASOs must make an election prior to conducting the first count in the FY. **(T-1)** The elected plan remains the active plan throughout the FY, and can only be changed locally at the start of a new FY.

A3.1.6.2. Any plan option available in TICMS may be elected, unless it is otherwise restricted, e.g., the Annual plan which requires MAJCOM approval.

A3.2. Inventory Responsibilities.

A3.2.1. MASO. The MASO will:

A3.2.1.1. Appoint an NWRM inventory officer, as applicable. **(T-1)**

A3.2.1.2. Brief the verifying individual(s) on responsibilities for conducting inventories for TICMS-managed NWRM assets. **(T-1)**

A3.2.1.3. Brief the audit officer on their responsibilities for conducting the audit of TICMS-managed NWRM prior to the start of the NWRM audit. **(T-1)** Use DAFMAN 20-110, Attachment 2 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. Ensure inventory teams are provided adequate resources 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. Ensure augmentation and training requirements are identified 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 in accordance with **paragraph A3.3**. **(T-1)**

A3.2.1.7. Ensure inventory dates are published in available base media such as bulletins, email 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 section chief/element NCOIC. During stock record account inventories, the Munitions Operations section chief/element NCOIC (or MASO) will:

A3.2.2.1. Establish a document cut-off date/time for processing documents/movements prior to generating an inventory in TICMS. **(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. Prior to the inventory, develop, sign and date an inventory memorandum, that includes the following:

A3.2.2.3.1. Expected method and 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 section/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. **(T-1)** Munitions Operations section chief/element NCOIC will document any personnel changes/replacements during the inventory period. **(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 provides 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 civilian in the grade of GS-9 or higher and must have materiel management experience. **(T-1)** The MASO cannot be appointed as the inventory officer. The inventory officer will:

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 TICMS inventory count sheets along with the individuals conducting the actual counts. **(T-0)**

A3.2.4. Verifying Individual. The verifying individual is appointed in accordance with **paragraph 3.1.4** for NWRM assets inventoried during semi-annual inventories. The verifying individual will:

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 in accordance with **paragraph A3.4.8.5**. **(T-1)**

A3.2.5. Inventory Team Chief. During stock record account inventories, the inventory team chief will:

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 only the MIT via the TICMS Mobile application, or TICMS generated 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 either apply digital CAC/PKI signature within the TICMS Mobile application, or legibly print name, date, and sign each count sheet. **(T-1)**

A3.2.5.5. Deliver any TICMS generated count sheets and the stockpile discrepancy list to the Munitions Operations section/element immediately after counts are completed. **(T-1)**

A3.2.6. Inventory Team Members. During stock record account inventories, the inventory team members will:

A3.2.6.1. Notify team chief of all discrepancies or safety concerns. **(T-1)**

A3.2.6.2. Physically count each inventory line and apply the counts within the TICMS Mobile application, or legibly document inventory counts on TICMS generated count sheets. **(T-1)** Two count team members will either apply digital CAC/PKI signature within the TICMS Mobile application, or legibly print name, date, and sign each count sheet, immediately after the count is conducted. **(T-1)**

A3.2.6.3. Return any signed TICMS generated 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 will:

A3.2.7.1. Select and generate appropriate inventory in TICMS and (optionally) print TICMS generated count sheets. **(T-1)**

A3.2.7.2. Assign structures and provide applicable TICMS generated count sheets to the appropriate inventory team chiefs. **(T-1)**

A3.2.7.3. As necessary, 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 TICMS records. **(T-1)**

A3.2.7.4. 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)**

A3.2.7.5. Notify the MASO of discrepancies found by inventory count teams. **(T-1)** Using the cycle count workbench, the reconciler will monitor the progression of the counting process, assigning recounts as necessary, and initiating discrepancy research and submitting inventory lines to the MASO for consideration for adjustment, as necessary. **(T-1)**

A3.2.7.6. 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)**

A3.2.7.7. Compile inventory package upon completion of the inventory, to include all documented discrepancies and provide to the MASO. **(T-1)** The inventory reconciler will ensure the following is 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 section chief/element NCOIC memorandum with all information required by **paragraph A3.2.2.3**. **(T-1)**

A3.2.7.7.3. All inventory count sheets. **(T-1)**

A3.2.7.7.4. Discrepancy memorandum. **(T-1)**

A3.2.7.7.5. Notice of Inventory Complete. **(T-1)** This is a memorandum certifying all inventory line items have been reconciled for each inventory serial number. Annotate any lines that were removed from the count and the reason.

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-0)**

A3.3. General Inventory Procedures.

A3.3.1. Utilize TICMS inventory procedures and system generated products (as applicable).

A3.3.2. The MASO will ensure requests to waiver inventory months (any change that results in a stock record account inventory interval greater than six calendar months) are submitted through the chain of command to the appropriate waiver tier authority in accordance with DAFMAN 90-161. **(T-2)** The MASO will also ensure stockpile inventory waiver requests are submitted NLT 45 calendar days prior to the first day of the mandated inventory month, and state the impact on the unit or other supporting rationale. **(T-2)**

A3.3.3. During inventories, minimize account transactions by only processing emergency requests submitted in writing and approved by the group commander (or equivalent).

A3.3.4. The account or specific assets being inventoried should be frozen before conducting physical counts.

A3.3.5. The MASO will ensure inventories are performed and recorded utilizing only the MIT via the TICMS Mobile application, or TICMS generated inventory count sheets. **(T-1)** Automated cycle counting (scan) or direct-input cycle counting (no scan) with the TICMS Mobile application are the preferred methods of inventory where printed count sheets are not required and other digitized count sheets are not acceptable.

A3.3.5.1. If required, the inventory reconciler will print TICMS generated count sheets and provide to the appropriate count team chief. **(T-1)** Only the assigned inventory reconciler(s) will process the quantities returned from the count sheets into the cycle count workbench for reconciliation. **(T-1)** Count teams will not use any direct-input methods other than through the TICMS Mobile application to process and record munitions inventories. **(T-1)**

A3.3.5.2. The MASO will ensure all changes, marks, or amendments to a count sheet, for any reason, are 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.).

A3.3.6. Except for special and partial counts (percentage inventories), inventory team members will document all assets (wall-to-wall) in each structure in the count plan or on the count sheet for the stock record account being inventoried, including all ADRs and outbound munitions in the munitions storage area and transportation holding areas. **(T-1)** Assets found in a wall-to-wall inventory that are not on record will be documented on a blank ledger sheet for consolidation and further research. The MASO will ensure the following data is validated and recorded for any count:

A3.3.6.1. NSN/part number. **(T-1)**

A3.3.6.2. Lot number or S/N (when serial controlled). **(T-1)**

A3.3.6.3. CC. **(T-1)**

A3.3.6.4. Quantity. **(T-1)**

A3.3.6.5. Location. **(T-1)**

A3.3.7. The inventory reconciler will update the TICMS cycle count workbench upon return of inventory count sheets. **(T-1)** If inventory count discrepancies exist, the reconciler will review and compare the inputted quantities to the count sheets to verify they were entered accurately. **(T-1)**

A3.3.7.1. If an input error is found, it may be corrected by the reconciler alone via the recount process, with no physical count necessary. The reconciler will annotate the recount sheet, or in the inventory results memorandum, that the particular inventory line count was corrected due to an erroneous reconciler input. **(T-1)**

A3.3.7.2. If inventory count discrepancies still exist, the reconciler will generate inventory recounts. **(T-1)**

A3.3.8. If a physical recount is required, a completely different count team will conduct the inventory recount. **(T-0)**

A3.3.9. Only open containers, to include "LITE" boxes, when:

A3.3.9.1. Evidence of pilferage or forced entry exists.

A3.3.9.2. Quantity and other identification data on the container appear illegible.

A3.3.9.3. Assets require S/N validation.

A3.3.9.4. An unresolved inventory discrepancy requires performance of a quantity verification.

A3.3.10. MIS Reconciliation of lot or serially controlled inventory items (excluding NWRM or SRC I, II, or III missiles and rockets). Counts for serial or lot controlled inventory, where the serial or lot number cannot be visually verified due to installation, may be satisfied by a reconciliation process only if MIS data records are maintained for the item or items and all of the following apply:

A3.3.10.1. The MIS record contains a date commensurate with the cycle count date.

A3.3.10.2. The MIS record indicates quantity (for lot items) and the installed location or end-item serial number, e.g., launch facility, warehouse facility, launcher serial number, aircraft tail number, etc.

A3.3.10.3. Count team members will provide the MIS record to the inventory reconciler for filing in the appropriate inventory package. **(T-1)**

A3.4. Stock Record Account Inventories. There are three types of stock record account inventories: Stockpile-Full-Count (Annual, Semi-annual, Tri-Annual, and Quarterly); Stockpile-Partial-Count (percentage counts; Perpetual 25-percent, Monthly 10-percent); and Special Count (targeted counts, or Change of MASO inventory if not performed in conjunction with a full count). These inventories validate the physical inventory control process and accuracy of accountable records by reconciling NSN/part number, quantity, lot number, S/N (when serial controlled), CC, and location. The composition of cycle count plans is determined through the *FY Stockpile Plan Option*. For stock record account inventories, the MASO will ensure:

A3.4.1. All required DoDAAC stock inventories are initiated and performed using the TICMS Cycle Count process. **(T-0)** **Note**: The MASO may initiate special inventories at their discretion.

A3.4.2. Stock record account inventories include:

A3.4.2.1. All stock record account assets (serviceable and unserviceable). **(T-1)**

A3.4.2.2. All CR or WSN assets. **(T-1)**

A3.4.2.3. NWRM. **(T-1)** Refer to **paragraph A3.4.8.4** for NWRM inventory procedures.

A3.4.2.4. All outbound assets. **(T-1)**

A3.4.2.5. Other ownership coded assets (not on custody account). **(T-0)**

A3.4.2.6. SRC I, II, and III Missiles and Rockets. **(T-0)** Munitions activities storing these SRC I, II, or III assets on the stock record account (e.g., post, camp, base, station, installation) will conduct a 100-percent inventory no less than semi-annually by serial number, in accordance with DoDM 5100.76. **(T-0)** Depots, to include units specifically authorized to conduct an annual inventory, will perform this 100-percent inventory annually. **(T-0)**

A3.4.3. The following items are reconciled and validated *at least* semi-annually, in March and September when units conduct semi-annual, quarterly, or perpetual inventories; or during the annual inventory if authorized. **(T-1)** For units on the tri-annual cycle, reconcile during each full count inventory, or semi-annually in March and September. The MASO will ensure the following are reconciled and validated as specified above:

A3.4.3.1. All CC-E and CC-G assets in the stockpile have outstanding AWM/AWP work orders assigned to them. **(T-1)**

A3.4.3.2. ADR records against CC tags. **(T-2)**

A3.4.3.3. TICMS and TMRS records by NSN/part number, quantity, and CC. **(T-1)** Use the *Asset Balance Report* along with TMRS database records count for AURs and unassembled components reports by NSN/part number. Document differences to system balances and CCs. The MASO will ensure the validated TMRS or TICMS listings are

submitted to munitions supervision for review prior to filing. **(T-2)** **Note**: A missing materiel management aggregation code (two alpha characters assigned to end of certain NSNs) in either system is not considered a reconciliation error.

A3.4.3.4. CAT code S levels for empty accountable munitions containers/packaging maintained on base stock. **(T-2)**

A3.4.3.5. ISO container quantities, condition and location against JCM records as required. **(T-1)**

A3.4.4. Stockpile-Full-Count (wall-to-wall) Annual, Semi-annual, Tri-Annual, and Quarterly Inventories are conducted as appropriate. **(T-1)**

A3.4.4.1. Annual Inventory: Munitions activities may conduct one complete annual wall-to-wall inventory in either March or September for assets (except for NWRM) stored at collocated operating bases, remote/alternate storage locations, or in depot accounts. This allowance, in lieu of semi-annual or other inventories, is to be based on the static nature of a stockpile; not for convenience or for assets courtesy stored away from the host DoDAAC. MAJCOMs will identify activities authorized to conduct annual inventories in writing.

A3.4.4.2. Semi-Annual Inventory: The MASO will ensure all semi-annual inventories (including dynamic semi-annual) are initiated and conducted in March and September, unless otherwise authorized in this manual. **(T-2)**

A3.4.4.2.1. If the inventory month is waived or a semi-annual inventory is conducted out of cycle for any reason, units will make every attempt to conduct the next semi-annual inventory in March or September, without exceeding a six month lapse between consecutive inventories. This may require conducting an inventory earlier rather than later.

A3.4.4.2.2. NWRM assets inventoried during semi-annual inventories will include a visual verification by both the inventory officer and verifying individual. **(T-1)**

A3.4.4.3. Tri-Annual Inventory: The tri-annual inventory consists of three 100-percent counts at four month intervals. There are no required monthly stockpile counts. Due to the four month cycle, it is not possible to align the inventory to both March and September; however, the preferred schedule is January, May, and September for end of FY stockpile validation to support next FY stratification, cross-leveling, and other stockpile reporting processes.

A3.4.4.4. Quarterly Inventory: The quarterly inventory plan requires four 100-percent counts on a three month interval, with no required monthly counts. Authorized months for the quarterly plan are December, March, June, and September.

A3.4.5. Stockpile-Partial-Count monthly inventories are conducted as appropriate. **(T-1)**

A3.4.5.1. Perpetual Inventory: A perpetual inventory method is any continuous, monthly method that results in counting the entire stockpile three times a year. This plan is configured as a monthly 25-percent partial count. Example: Inventory 25-percent of the stock record account monthly (25-percent per month x 12 months = 3 complete inventories).

A3.4.5.1.1. Although it is a partial count, the perpetual inventory may be accomplished in place of, and as a substitute for, full-count stock record account inventories. The perpetual count plan does not require a full count, so a Change of MASO inventory would require a special count to be conducted.

A3.4.5.1.2. TICMS-managed NWRM assets and custody account assets are not to be included in the perpetual inventory. The MASO will ensure these assets are inventoried as prescribed in semi-annual and custody account inventories (as applicable). **(T-1)**

A3.4.5.2. Monthly 10-percent Inventory: This inventory is conducted in conjunction with semi-annual stock record account inventories to identify negative trends between those inventories.

A3.4.5.2.1. TICMS establishes ten 10-percent monthly inventories when the semi-annual plan option is elected. These inventories exclude custody accounts, and are not conducted during the months when a semi-annual count is performed.

A3.4.5.2.2. MASO will ensure monthly 10-percent inventories are conducted using the established TICMS partial counts associated with the semi-annual plan. **(T-1)**

A3.4.5.2.3. The MASO will ensure AWM/AWP records and status for all line items selected for the 10-percent inventory are validated. **(T-2)**

A3.4.5.2.4. The MASO should consider that the August 10-percent inventory may have a significantly greater number of items to inventory because it is the last month in the 10-percent inventory cycle, and TICMS selects all remaining assets for inventory that have not received a previous 10-percent.

A3.4.6. Special counts are conducted as appropriate. **(T-1)** Special inventory counts may be generated in addition to full or partial counts established by the FY Stockpile Count Option. They have a variety of filter options to target inventory in small segments, or the whole stockpile if necessary.

A3.4.6.1. Conduct special counts as directed by the MASO, commander, or higher headquarters.

A3.4.6.2. Special counts may be used to validate and correct balance discrepancies when discovered outside of a scheduled inventory. For discrepancies found during scheduled inventories, utilize the processes within the scheduled inventory to reconcile locations or adjust balances as required.

A3.4.6.3. MASOs will ensure special counts are not generated as a replacement for count plans that are established as part of the *FY Stockpile Count Option*, or for custody counts, unless no other option exists, e.g., a count plan was inadvertently generated and closed out of cycle, and no established count plan is available to conduct the required inventory. **(T-2)**

A3.4.6.4. If there are any signs of damage or tampering during receipt and/or in check of SRC I and II AA&E, and classified AA&E shipments, including NWRM assets, the MASO will direct an immediate special count be conducted to verify quantities received and to determine extent of any damage or tampering. **(T-0)**

A3.4.7. Change of MASO Inventory is planned and conducted as necessary. **(T-0)** 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.

A3.4.7.1. Each time a new MASO is appointed, the incoming and outgoing MASO will ensure a 100-percent wall-to-wall inventory is conducted on the stock record account. **(T-1)**

A3.4.7.2. This inventory excludes custody account assets. Conduct the Change of MASO inventory in accordance with semi-annual inventory procedures, in conjunction with a scheduled stockpile full count when possible. Otherwise, generate a special count that includes 100-percent of stock record account assets to conduct this inventory.

A3.4.7.3. For NWRM, an inventory officer and verifying individual are not required if the Change of MASO inventory does not occur in conjunction with a semi-annual inventory.

A3.4.8. Additional stock record account inventory guidelines are followed as required. **(T-1)** The following requirements apply to all stock record account inventories:

A3.4.8.1. Complete Round (CR) Inventories. All CR (and WSN) assets are included as part of full and partial stock record account inventories. To minimize interruption to flightline operations, the MASO may direct a physical, off-line inventory of CR assets to be completed before generating the count in TICMS. Use the TICMS *Complete Round Buildup Report* to accomplish this count.

A3.4.8.1.1. Careful planning and close coordination with weapons and flightline personnel are required to ensure the TICMS count plan is generated and the CR assets are reconciled as soon as possible after the physical count so as to prevent or minimize movement and resulting location errors.

A3.4.8.1.2. The inventory reconciler will ensure inventory team members properly transcribe, date and sign the TICMS-generated count sheet once the count is generated. **(T-1)** The *Complete Round Buildup Report* does not require signatures, but will be retained as an attachment to the inventory package.

A3.4.8.2. Sealed Structure Inventory Procedures. TICMS incorporates a sealed structure function as part of the cycle counting process. When a physical seal is applied to a facility, the seal number is recorded in the cycle count workbench. Assets in the sealed structure cannot be actioned until the facility is unsealed. For subsequent inventories, the count team does not open the facility, but simply records the physical seal number on the count sheet. During the reconciliation process, this seal number is validated and the assets receive a new DOLI. See the TICMS User Guide and below for more details.

A3.4.8.2.1. The appointed inventory team chief will verify the inventory of munitions initially stored in sealed structures. **(T-1)**

A3.4.8.2.2. After 100-percent inventory of a structure to be sealed, the inventory team chief will apply serial-numbered seals to the doors of those structures. **(T-1)** The structure number, seal number, and the date the seal was applied is documented on the TICMS generated count sheets. The inventory team chief will validate this information and sign the count sheets for the sealed structure. **(T-1)**

A3.4.8.2.3. Sealed structures need not be inventoried again until the structure seals are broken for any reason. The MASO will ensure a complete inventory of the structure is

conducted upon breaking of seals. **(T-1)** Inventory of assets within sealed structures is at the discretion of the current or incoming MASO.

A3.4.8.2.4. The munitions activity will retain inventory documentation in accordance with the RDS, this attachment, and **Attachment 5**. **(T-1)**

A3.4.8.3. APF Inventories. The AF APF Program provides unique challenges in performing inventory of APF assets. Due to long term containerization and stowage of assets on contracted vessels, physical inventory actions and frequency is dependent on physical access to the assets during periodic maintenance and reconstitution operations. This typically occurs at the end of a vessel's contract term; however, accuracy of the APF inventory is also essential to contingency resupply operations. APF inventories will generally follow inventory responsibilities and procedures within **paragraph A3.1**., **paragraph A3.2**, and **paragraph A3.3**; however, the following guidance and exceptions apply:

A3.4.8.3.1. General APF inventory guidance. APF inventory procedures only apply to assets on, or consigned to an APF DoDAAC. APF inventory procedures do not apply to transient retrograde, call-forward, or opportune lift assets not on the APF DoDAAC.

A3.4.8.3.1.1. Assets on APF DoDAACs are exempt from 10-percent, semi-annual, or annual inventories, except as noted below. Inventories of APF assets will be conducted as 100-percent inventories of either assets or sealed ISO containers or any combination thereof. Physical inventories of APF assets packed in ISO containers will only be performed during APF vessel reconstitution operations at a seaport or at a shipping depot when planned and conducted under direction of the APF MASO.

A3.4.8.3.1.2. The APF MASO will assign, in writing, inventory team chief, inventory count teams, and inventory reconcilers from personnel assigned to the APF reconstitution team at a seaport. **(T-1)** The APF MASO may also appoint AF personnel as delegated inventory team members to conduct APF asset inventories/inspections at the depot prior to shipment of assets to seaports. All team members will be familiar with and adhere to responsibilities and procedures in **paragraph A3.1** and **paragraph A3.2**. **(T-1)**

A3.4.8.3.2. APF Inventory procedures during reconstitution operations. APF ISO containers need not be opened solely for inventory purposes as long as the container seal is intact and shows no sign of access or tampering, and contents are documented by prior inventory with matching container seal number. When an inventory is accomplished, APSR asset records will be updated with the new DOLI.

A3.4.8.3.2.1. Discharged APF Assets: 100-percent of APF containers discharged from vessels will be verified for ISO container seal integrity, and inventoried and documented by container seal number prior to containers being opened or shipped.

A3.4.8.3.2.2. Uploaded APF Assets: 100-percent of APF assets loaded into containers will be inventoried and documented just prior to containers being sealed. Seal numbers will be annotated as part of the inventory documentation.

A3.4.8.3.2.3. Containers inventoried by a delegated APF inventory team at a shipping depot do not require re-opening at the seaport if container seal integrity is verified and seal number matches the associated inventory documentation. The originating inventory at depot satisfies the upload container seal inventory requirement.

A3.4.8.3.2.4. The verified discharge inventory of ISO container seals satisfies the upload container seal inventory requirement for APF containers that are discharged but will be re-uploaded to the vessel, as long as containers are not opened and seals remain intact.

A3.4.8.3.3. Exceptions for APF Inventories:

A3.4.8.3.3.1. Change of MASO physical inventories are not required for APF assets, but may be accomplished during reconstitution operations. At a minimum, the incoming and outgoing MASOs review the DoDAAC inventory documentation, associated APF Battlebook, etc., prior to signing the certificate of transfer.

A3.4.8.3.3.2. Annually, while the contracted vessel is underway and assets are not physically accessible, the MASO conducts a virtual inventory of the APF DoDAAC by reconciling the inventories compiled during the last reconstitution operation with current APSR records. Document the review by memorandum, clearly indicating a virtual inventory was accomplished, and update APSR asset records with the new DOLI.

A3.4.8.3.3.3. Requirements for briefings to the MASO appointment authority and MASO account reviews are at the discretion of the MASO appointment authority.

A3.4.8.3.3.4. NWRM will not be maintained on APF accounts/vessels, therefore NWRM inventory documentation and procedures do not apply to APF inventories.

A3.4.8.3.3.5. APF inventory dates do not require publishing in base media.

A3.4.8.3.4. APF Inventory Documentation. All APF inventories will be documented on TICMS generated count sheets, an asset balance report, or a Memorandum for Record.

A3.4.8.3.4.1. Documentation will include the asset nomenclature, quantity, lot number/serial number, location (e.g., ISO Container Number), and container seal number as a minimum.

A3.4.8.3.4.2. Each separate page of the documentation will be signed, full names printed, and dated by two count team/re-count members in accordance with **paragraph A3.1** and **paragraph A3.2**.

A3.4.8.4. NWRM Inventory Procedures: In addition to required inventory processes identified in this manual for TICMS-managed assets, the following applies to all TICMS-managed NWRM assets inventoried during semi-annual inventories:

A3.4.8.4.1. Units with TICMS-managed NWRM assets that also use the semi-annual inventory report (SIR) process in accordance with 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.

A3.4.8.4.2. Requests to change a unit's SIR month are processed in accordance with AFMAN 21-203.

A3.4.8.4.3. Units that do not conduct a SIR in accordance with TO 11N-100-3150 will inventory NWRM assets in conjunction with a TICMS semi-annual inventory during the months of March and September. **(T-1)**

A3.4.8.4.4. The MASO will ensure all NWRM inventories are conducted by S/N and/or UII. **(T-1)**

A3.4.8.4.5. When a container is opened to validate NWRM assets, qualified personnel appointed in writing in accordance with **paragraph 3.4.5**, will inspect the NWRM to verify the identity, quantity, and S/Ns. **(T-1)**

A3.4.8.4.6. Installed NWRM not on TICMS record (e.g., DIFM issued or installed prior to TICMS management) are not subject to semi-annual NWRM inventory requirements until the end item is disassembled and picked up on the TICMS stock record account.

A3.4.8.4.7. The MASO will ensure DIFM issued NWRM assets disassembled for and in on-going maintenance processing in accordance with **paragraph 8.1.6.3** are inventoried in accordance with the stock record and custody account inventory procedures within this attachment. **(T-1)** Units will:

A3.4.8.4.7.1. Cross-reference the P/N of the item to the NSN using the appropriate cataloging system (C1100, NIMACS, D043, FLIS, etc.) to ensure proper identification of item resulting from any previous retrofit order actions. **(T-1)**

A3.4.8.4.7.2. Validate item identification by NSN on the NWRM consolidated listing (see **paragraph 1.3**) to ensure status as NWRM-managed item. **(T-1)**

A3.4.8.5. NWRM Audit Procedures: The verifying individual/audit officer will:

A3.4.8.5.1. Review the previous audit report. **(T-1)** During the audit, place special emphasis on ensuring all previously noted discrepancies were corrected.

A3.4.8.5.2. 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 are either original documents (paper or electronic) or certified true copies of original documents.

A3.4.8.5.3. Review a 10-percent representative sample of all shipping, receipt, issue and turn-in documents since the last audit for all NWRM. **(T-1)** 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. The review is to include:

A3.4.8.5.3.1. Validation of document preparation and that only authorized personnel signed for the items identified on the documents.

A3.4.8.5.3.2. Validation that NWRM S/Ns were posted on all documents.

A3.4.8.5.4. NWRM Audit Documentation: Upon completion of the NWRM audit, the audit officer will:

A3.4.8.5.4.1. Prepare a "Certificate of Audit" using the format in DAFMAN 20-110.

A3.4.8.5.4.2. Attach a copy of the completed NWRM audit checklist from DAFMAN 20-110 to the certificate. **(T-1)**

A3.4.8.5.4.3. Distribute the signed certificate of audit and audit checklist to the MASO. **(T-1)** The MASO will forward to the MASO Appointing Authority and MAJCOM NWRM POC. **(T-1)**

A3.4.9. Stock record account inventories are cleared within the appropriate timeframe. **(T-1)**

A3.4.9.1. The MASO will ensure all required transactions (inventory counts, recounts, IADs, etc.) are processed to clear all annual, semi-annual, tri-annual, quarterly, and perpetual stock record account inventories in TICMS by the last day of the month in which the inventory was conducted. **(T-1)**

A3.4.9.2. The MASO will ensure all required transactions (inventory counts, recounts, IADs, etc.) are processed to clear all 10-percent and Change of MASO inventories in TICMS 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 are obtained and the inventory filed within 30 calendar days of the inventory closeout date.

A3.4.9.4. Location discrepancies can be corrected using a reconciliation process within the cycle count workbench. See the TICMS User Guide for more details.

A3.4.10. Stock record account inventory discrepancies are thoroughly researched and resolved. **(T-1)** All stock record account inventory discrepancies are evaluated as follows:

A3.4.10.1. If discrepancies exist after the first count, a recount is conducted. 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 is conducted with the addition of verifying "LITE" box contents.

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/part number back to the DOLI.

A3.4.10.3.2. Collect all documents currently out of file and movement control forms for affected NSN/part number, 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/part number.

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 or inventory reconciler initiates inventory adjustment procedures in accordance with **paragraph 8.14**.

A3.4.11. Stock record account inventories are thoroughly documented. **(T-1)**

A3.4.11.1. The MASO will ensure all stock record account inventories are documented on an inventory results memorandum. **(T-1)** Additionally, the MASO will brief the senior enlisted leader/munitions flight chief and squadron commander on the inventory results. **(T-1)** Contract munitions organizations will also brief inventory discrepancies and corrective actions to the COR. **(T-1)** The senior enlisted leader/munitions flight chief (or COR for contract munitions organizations) and squadron commander will sign the results memorandum. **(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. The MASO will direct and oversee an initial physical search for the asset and research into the asset's transaction history. **(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 will report gains or losses in accordance with the reporting criteria and timelines in DoDM 5100.76, Enclosure 11. **(T-0)**

A3.4.11.3. The MASO will report AA&E, to include TICMS-managed NWRM, that is lost, missing, stolen, or recovered in accordance with DoDM 5100.76, DoDM-5100.76_DAFMAN 31-101_Volume 2, this manual; and DAFMAN 20-110 for NWRM discrepancies. **(T-0)**

A3.4.11.4. Units will establish AWM/AWP work orders for any uncorrected stockpile discrepancies found during the inventory. **(T-1)**

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: **Note**: Accounts with no assets on hand at the scheduled inventory date do not require an inventory. The MASO will ensure this is documented by memorandum and forwarded to the commander over the account. If determined the account should remain active, the regular inventory schedule is resumed.

A3.5.1. Consumption Only Accounts: Accounts that have only been issued consumption assets are not required to conduct inventories. The MASO may direct Special Inventories of these accounts to validate status of delinquent DIFM assets.

A3.5.2. Quarterly Custody Account Inventory. Custodians will 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 custody inventory, the MASO's designated representative will generate the inventory in TICMS. **(T-1)**

A3.5.2.2. The MASO will ensure the custodians conducting the inventory are provided with the TICMS generated count sheets. **(T-1)**

A3.5.2.3. Custodians will conduct and document counts on the MASO provided count sheets. **(T-1)** Two custodial signatures are required, one of which may be the custodial unit commander.

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 may satisfy the quarterly custody account inventories for these assets.

A3.5.2.5. SRC Missiles and Rockets: Unit level custodians will conduct a 100-percent physical inventory, *monthly*, of all SRC I missiles and rockets by S/N or UII in accordance with DoDM 5100.76 and **paragraph A3.5.4**. **(T-0)** Unit level custodians will conduct a 100-percent physical inventory, quarterly, of all SRC II and SRC III missiles and rockets by S/N or UII in accordance with DoDM 5100.76. **(T-0)**

A3.5.2.6. Personal Defense Ammunition: Combat arms custodians will inventory personal defense ammunition issued to general officers during the quarterly combat arms custody account inventory. **(T-1)**

A3.5.2.7. The quarterly custody account inventory is not required for ICBM remote launch facilities. See **paragraph A3.5.3.2** for annual inventory requirements.

A3.5.2.8. The custodian will return count sheets to the MASO by the required suspense date to reconcile the inventory 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 and a new *Custody Account Listing Report* is generated which has an updated DOLI reflecting the inventory was conducted and reconciled. **(T-1)** The MASO will ensure the *Custody Account Listing Report* is placed in the inventory package and routed to the custodial 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 section/element personnel. **(T-1)** A custodial signature and a MASO representative signature are required on the count sheets.

A3.5.3.1. The annual MASO inventory may be conducted in conjunction with and satisfies the quarterly custody account inventory for that quarter.

A3.5.3.2. For munitions on custody accounts (except NWRM, and SRC I, II, or III missiles and rockets) at a GSU or remote location, the commander over the account will appoint at least two disinterested individuals to perform the annual MASO custody account inventory, neither of whom will be a delegated custodian identified on the AF Form 68 for the account being inventoried. **(T-1)** Except for ICBM launch facility munitions inventories, the commander will ensure one of these individuals is an E-7 or above (or equivalent). **(T-2)**

A3.5.3.2.1. The MASO will ensure the commander over the GSU or remote location custody account is provided 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)**

A3.5.3.2.2. Commanders over ICBM launch facility munitions custody accounts should consider segregating accounts by launch facility location, in alignment with scheduled annual periodic maintenance of the launch facility. This supports completion of inventory reconciliation within 30 calendar days of the inventory start date.

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.

A3.5.4. Monthly Custody Account Inventories. Custody accounts will conduct monthly inventories of any SRC I missiles and rockets in accordance with DoDM 5100.76, regardless of storage location. **(T-0)**

A3.5.4.1. The account custodian will conduct a physical inventory of all SRC I missiles and rockets by S/N or UII. **(T-0)**

A3.5.4.2. The account custodian will submit results of SRC I inventories to the MASO and immediately notify the MASO of any loss/gain, damage, or inventory discrepancies in accordance with **paragraph A3.5.7**. **(T-0)**

A3.5.5. Special Inventories: Special inventories will be conducted as directed by the MASO, commander, or higher headquarters. **(T-1)**

A3.5.6. Clearing Custody Account Inventories.

A3.5.6.1. The MASO will ensure all required transactions necessary to clear the inventory (e.g., counts, recounts, IADs) are processed in TICMS within 30 calendar days of the inventory start (freeze) date. **(T-1)**

A3.5.6.2. Upon completion of the inventory, the account custodian(s) will sign the count sheet(s) and return it to the Munitions Operations section/element. **(T-1)** After reconciling the inventory counts, Munitions Operations provides the account custodian a current *Custody Account Listing Report*. The account custodian and custodial unit commander will sign the *Custody Account Listing Report* 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. The account custodian will report all account discrepancies by memorandum to the custodial unit commander and the MASO in order 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 are thoroughly investigated to determine the cause and reported.

A3.5.7.3. Except for NWRM, if a discrepancy only involves lot numbers, S/N, or CCs, the Munitions Inspection section/element will verify the correct information, and an AFTO Form 102, *Munitions Inspection Document* or TICMS 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 is validated by performing recounts of all locations as follows:

> A3.5.7.4.1. Correct known warehouse location errors.

> A3.5.7.4.2. Search all custody account locations.

> 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 section/element to assist in validating the past transaction history. **(T-1)**

> A3.5.7.4.4. Munitions Operations personnel will review the transaction history 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 section/element bay for any recently processed turn-ins.

A3.5.7.5. If a physical excess is caused by an erroneous expenditure transaction in TICMS, RVP the transaction, if possible. If it is not possible to RVP the transaction (e.g., previous FY, previous to DOLI, cleared inventory), then process an IAD in accordance with **paragraph 8.14**. Munitions Operations personnel will attach a copy of the expenditure source document as supporting documentation. **(T-0)**

A3.5.7.6. The Munitions Operations section/element will notify the MASO if the above actions do not account for the asset. **(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 in accordance with DoDM 5100.76 and DoDM-5100.76_DAFMAN 31-101_Volume 2. **(T-0)**

A3.5.7.7. The MASO coordinates, oversees and monitors actions to correct custody account discrepancies. The unit commander and account custodian will have primary responsibility, in accordance with the AF Form 68 briefing statement, to manage and

correct custody account discrepancies and deficiencies in accordance with **paragraph A3.5.8**. **(T-1)**

A3.5.8. Documenting Annual MASO Custody Account Inventories. Quarterly and monthly custody account inventories do not require a separate results memorandum, unless directed by the MASO.

A3.5.8.1. Munitions Operations section/element will document the results of annual MASO custody account inventories on an inventory results memorandum. **(T-1)** The MASO will ensure the annual results memorandum focuses on any management or performance trends since the previous annual MASO custody account inventory, and includes the following areas:

A3.5.8.1.1. Compliance with established procedures **(T-1)** This will include:

A3.5.8.1.1.1. Annual forecast process efficiency (forecast-to-expenditure ratio). **(T-1)**

A3.5.8.1.1.2. Quarterly inventory process (documentation/timeliness). **(T-1)**

A3.5.8.1.1.3. Expenditure processing (accuracy/timeliness). **(T-1)**

A3.5.8.1.2. Custody account record accuracy. **(T-1)** This portion will:

A3.5.8.1.2.1. Identify all inventory discrepancies affecting the NSN/part number, quantity, lot number, S/N, CC, location. **(T-1)**

A3.5.8.1.2.2. Identify corrective actions taken/to be taken, to include any IAD and ROS actions. **(T-1)**

A3.5.8.1.3. Inventory control. **(T-1)**

A3.5.8.1.4. Proper storage procedures, to include regard for maintaining lot integrity. **(T-1)**

A3.5.8.1.5. Adherence to safety and security criteria. **(T-1)**

A3.5.8.2. After review, the MASO forwards the results memorandum with the current *Custody Account Listing Report* to the custodial unit commander.

A3.5.8.3. The custodial unit commander will sign both the memorandum and *Custody Account Listing Report* and return to the Munitions Operations section/element within 15 calendar days. **(T-1)** For contract munitions organizations, the authorized contracting officer or functional commander will sign the inventory results memorandum. **(T-1)** Once returned to the Munitions Operations section/element, the MASO will sign and ensure the current reconciled inventory and inventory results memorandum are filed and maintained in accordance with **Attachment 5**. **(T-1)** Maintain the current reconciled inventory listing and findings in accordance with the RDS.

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 in accordance with 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.

MUNITIONS CUSTOMER INFORMATION MATRIX	
Paragraph	**Topic**
1.1	Requesting deviations and waivers to munitions policy and requirements.
3.3	Responsibilities of commanders of non-munitions organizations that use, possess, or maintain munitions. (e.g., custody accounts).
3.3.5	Responsibility of commanders to ensure all personnel handling or working around ammunition, explosives, or MPPEH receive explosives safety training.
3.4	Responsibilities of commanders (or equivalent) of munitions organizations/units.
3.5	Responsibilities of munitions supervision.
3.6	MASO responsibilities for AF Form 68, briefings, and support.
4.1	Serviceability and product assurance duties.
4.3	Management procedure for empty reusable munitions containers.
4.6.2, 4.13.5, 4.13.6, 4.13.7, 10.4, 10.5	Request, certification, documentation, and approval to release or transfer munitions or MPPEH to agencies or individuals outside the DAF.
6.3	Coordinating return and turn-in of custody munitions with Munitions Inspection.
6.4	Responsibilities for Munitions Operations section/element for interpretation, guidance, and training on accountability standards, scheduling inventories, forecasting and allocation management.
8.2.2	Procedures and requirements for customer/user notification and response for CMRS actions.

MUNITIONS CUSTOMER INFORMATION MATRIX	
Paragraph	**Topic**
8.3.5, 8.4.7, 8.7.9	TCI and CAD/PAD management procedures.
8.3.6, 8.4.8, 8.7.9, 8.10.2.	Procedures to manage AFE Time Change.
4.12.12, 8.9.3, 10.7, 10.7.1.2, 10.7.2, 10.7.2.7	Procedure and responsibility for obtaining, managing, and disposing of COTS munitions.
8.4.2, 8.4.3	Procedures for out-of-cycle request (OOCR) and allocation transfer requests (ATR).
8.8, 8.8.1	Custody account management responsibilities.
8.8.1.1.6	Custodial account responsibilities for release of custody munitions.
8.8.1.1.7	Procedures for initiating a courtesy storage agreements (CSA) with munitions storage activity.
8.8.1.1.8	Obtaining access to TICMS.
8.8.1.4.1	Custodian computer based training requirement.
8.8.1.4.4	Requirements to maintain munitions lot number/serial number integrity.
8.8.1.4.6, 8.8.1.4.7	Requirements to retain and manage packaging materials for custody account munitions.
8.8.2	Procedures for preparation and use of the AF Form 68, *Munitions Authorization Record.*
8.8.3	Procedures for managing custody account records and files.
8.8.4	Conducting custody account inventory procedures.
8.8.5	Procedures for addressing and resolving custody account management deficiencies.
8.8.6	Procedures to close a custody account.
8.10, 8.10.1	Procedure for requesting, processing, documenting, and issuing munitions property to custodians.
8.10.2	Consumption issue procedures.
8.10.3	Custody issue procedures.
8.10.4	Procedures to pick-up custody account munitions.

MUNITIONS CUSTOMER INFORMATION MATRIX	
Paragraph	**Topic**
8.10.5	Procedures for organizational refusals of requested munitions.
8.11.1	Procedures and requirements for validating, processing, documenting, and maintaining files for custody expenditures.
8.12	Responsibilities and procedures for requesting, processing, and managing munitions turn-ins.
8.14.2, 8.14.3, 8.14.4	Requirements to report and investigate the theft, loss, destruction, or account discrepancies for munitions.
10.4, 10.4.4, 10.4.5	Procedure for providing and gaining approval for munitions inter-service release.
10.5	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

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 the maintenance of electronic records in accordance with AFI 33-322.

A5.2. Document Control General Guidance. AF/A4LW updates and maintains record retention requirements related to munitions records within the Air Force RDS located within AFRIMS in accordance with the general records schedules under the Office of Management and Budget/National Archives and Records Administration (OMB/NARA) M-19-21, *Transition to Electronic Records*. At least biennially, AF/A4LW will review the general records schedule and validate Air Force RDS retention rules, tables, titles, and authorities.

A5.2.1. Munitions documents and files are 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. Except as authorized in this publication, 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 TICMS. **(T-1)** For receipt discrepancies identified during in-check refer to **paragraph 8.9.2** and **Table A5.1**., Note 7.

A5.2.3. Munitions supervision/MASO will ensure all receipt, issue, turn-in request, shipping, and disposal documents associated with classified non-NWRM items are stamped/typed/printed electronically with "CLASSIFIED ITEM" in red, bold, capital letters on original and all copies. **(T-1)** Munitions supervision/MASO will ensure documentation associated with NWRM items is stamped with "CLASSIFIED NWRM ITEM" in accordance with DAFMAN 20-110. This alerts personnel to the fact that the assets associated with these documents are classified, not that the documents are classified.

A5.2.4. Local Document Flow Procedures. Munitions supervision/MASO will define document control and flow procedures in a local operating instruction (OI) to include:

A5.2.4.1. Responsibilities and procedures for munitions work centers to process TICMS 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 are considered outstanding. All outstanding documents will be reviewed at the weekly scheduling meeting.

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)** Munitions supervision will also ensure procedures include routing all issue documents to Document

Control for filing within 10 duty days after the custodian has signed for the assets. **(T-1)** Turn-ins processed through DLADS may be signed, initialed, or stamped by Disposition Services personnel as a conditional receipt, which becomes the official receipt after 15 duty days if material is not reported as rejected via an SDR. These conditional receipts may be held as suspense copies until they become the official receipt document.

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 Form 4331. **(T-1)**

A5.2.5. Disposal Document Procedures. Prepare and maintain disposal documentation in accordance with **Table A5.1**. **Note**: As applicable, ensure the words "CLASSIFIED ITEM" or "CLASSIFIED NWRM ITEM" are annotated in red, bold, capital letters on disposal documents.

A5.2.6. Document Monitoring Procedures. Units will record and monitor the status of all TICMS generated documents. **(T-1)** Review weekly to determine status and document location. Maintain the latest weekly MASO signed report in accordance with the RDS. **Note**: A TICMS document control listing report is under development. Until it becomes available, units are authorized to use locally developed methods to record and monitor document status.

A5.3. Management of Document Files and Records. As the person designated within the munitions activity office of record to manage the internal record keeping program, and having guardianship and control of records, the MASO will ensure documents and records are maintained and filed in accordance with AFI 33-322 and this manual. **(T-1)**

A5.3.1. Munitions Operations personnel 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 in accordance with **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. Associated supporting documentation is not required to be maintained with these transaction types except when specified within this publication or other policy/guidance. The following transactions or documents are accountable and are to be maintained:

A5.3.3.1. Munitions Issues.

A5.3.3.2. Expenditure request documents for assets expended from custody accounts (typically from customers outside the munitions activity).

A5.3.3.3. Turn-in Requests.

A5.3.3.4. Shipments.

A5.3.3.5. Receipts.

A5.3.3.6. Inventory adjustment documents (IAD) and supporting IAD documentation.

A5.3.3.7. Manual record processing transactions and supporting documentation for these actions.

A5.3.3.8. RVP source document. See **paragraph A5.5**.

A5.3.3.9. Non-explosive local disposal document.

A5.3.4. Auditable Transactions or 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 are to be maintained and filed in accordance with the RDS, and include:

A5.3.4.1. Custody inventory printed count sheets, signed *Custody Account Listing Reports*, and results memorandums (inventory package).

A5.3.4.2. Stock record account inventory printed count sheets and results memorandums (inventory package).

A5.3.5. Supporting Documentation. These documents are not accountable or auditable, but are used to initiate processes, provide authorization or delegate personnel to act, validate processed transactions, or may be general correspondence. These documents are to be maintained and filed in accordance with the RDS, and include:

A5.3.5.1. Email. Email requests or related account information will be routed to Munitions Operations.

A5.3.5.2. The AF Form 4331. Use and maintain the AF Form 4331 in accordance with **paragraph 8.1.1.3.3.2**.

A5.3.5.3. AF Form 68. Maintain and retain the AF Form 68 in accordance with the RDS. It is not necessary to retain outdated AF Forms 68 beyond the time period identified in the RDS, as the accountable and auditable transactions in the active or inactive file were validated against the AF Form 68 when processed and do not require subsequent validation.

A5.3.5.4. Custody excess memorandums.

A5.3.5.5. Munitions inspector appointment memorandums.

A5.3.5.6. Personnel authorized to dispose of munitions (normally EOD personnel).

A5.3.5.7. Personnel authorized to demilitarize munitions (normally 2W0 personnel).

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.

A5.3.5.9. Personnel authorized to receipt for munitions at the TTU, if applicable.

A5.3.5.10. AF Form 2434. The AF Form 2434 is used as a management tool to assist the MASO in validating the accuracy of previously processed flightline expenditure transactions. Once the validation is completed, the MASO will ensure the form is routed to the appropriate work center for documentation and reporting of flight-hours, sortie count, rounds count, etc., as required. **(T-1)**

A5.4. Document Validation/Quality Control (QC) Procedures.

A5.4.1. The MASO designates personnel authorized to perform final validation/QC of documents on a memorandum.

A5.4.2. Designated personnel will perform validation/QC checks on, and digitally sign all accountable documents to be filed in accordance with **Table A5.1**. **(T-1)**   Other filed documents may be digitally signed by the individual performing QC actions, but only if this does not alter or invalidate existing digital signatures. The intent of the QC signature is only to provide a record of who performed the QC action and filed the document.

A5.4.2.1. In addition to the validation/QC checks listed in **Table A5.1**, all documentation is checked for correct NSN/part number, quantity, unit of issue, document number, lot number and/or S/N, and CC. The authority of individuals to submit/initiate expenditure requests or receive property will be validated via the AF Form 68 or other authorization memorandum.

A5.4.2.2. All non-digitally signed accountable documents (i.e., scanned shipping document) will be digitally signed by munitions personnel prior to permanent filing to prevent alteration. **(T-1)**

A5.4.2.3. Signing Electronic Document. In accordance with AFI 33-322, records may be authenticated by producing a digital signature bound to both the record and the signer's identity using cryptographic keys, operations, and protocols. Digital signatures, such as when applied with the CAC, serve to both identify a signer's identity and provide integrity for the data contained in the record. CACs will be used to the fullest extent possible when signing documents.

A5.5. Reverse Post (RVP) Procedures. Reverse post (transaction reversal or cancellation) actions are used to correct erroneous transactions and are initiated though the transaction history screen. The initiator will identify the appropriate transaction for reversal, select a Cancel Reason Code, and enter a brief explanation in the Cancel Comments field. **(T-1)** Once submitted, the RVP request is routed for MASO review and approval in TICMS. Once approved, cross-reference the transaction numbers with source documents and file all supporting documents as the completed RVP.

A5.6. Paperwork Transaction Only (PTO). PTO transactions 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. All PTO transactions will be approved by the MASO either by email, by memorandum or verbally, prior to processing. The MASO will sign the actual accountable documents to validate the transactions once processed. **(T-1)**

A5.6.1. The MASO will ensure PTO turn-in documents and the shipment documents that remove assets from accountable record are cross-referenced to one another. **(T-1)**   For deployments, annotate the deployment name and/or number on the turn-in/shipping document. The MASO will ensure the PTO process is not used to adjust accountable records as a result of inventory discrepancies, or other errors under any circumstance. **(T-1)**

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 will

ensure manual record processing is not utilized to process CAT code changes in lieu of full turn-in/re-issue processes. **(T-1)**

A5.6.3. Inspector and account custodian signatures are not required on PTOs.

Table A5.1. Document Validation/Quality Control (QC) Matrix.

Electronic document flow procedures require the validation of key data prior to processing. An "X" below requires a signature. For an "X" in parentheses (X) in a column, refer to the applicable document type or note within parentheses.

DOCUMENT TYPE	APPLICABLE NOTES	MASO	CUSTODIAN	INSPECTOR	IN-CHECKER	RECEIVER	MASO APPOINTING AUTHORITY	NCOIC MUNS OPS (or equivalent)	FLT CHIEF/CC/ MUNITIONS SUPT	UNIT OR SQ CC
Issues, (Stockpile Consumption Issues only)	1,2,5,8		X	X		(X)				
Custody Expenditure Requests	5,9		X							
Turn-in Request, (FOB or PTO TIN only)	1,2,5,9	(X)			X					
Receipt	1,2,5,7,9,11,15				X					
Shipment	1,2,3,5,10,12,14			X		X				
Non-Explosive Local Disposal	1,2,3,4,5,6,(13)	(X)		X		X				
Reverse Post	5	X								
IAD Package without ROS	5	X						X	X	
IAD Package with ROS	5	X					X	X	X	
Manual Record Processing (Manual Adjust) Package	9,16	X						X	X	
AF Form 68		X	X							X
Stockpile Inventory Package, (Certificate of Transfer; NWRM Semi-Annual Results Memorandum; NWRM Certificate of Audit; NWRM Audit Checklist)		X					(X)	X	X	X

Electronic document flow procedures require the validation of key data prior to processing. An "X" below requires a signature. For an "X" in parentheses (X) in a column, refer to the applicable document type or note within parentheses.

DOCUMENT TYPE	APPLICABLE NOTES	MASO	CUSTODIAN	INSPECTOR	IN-CHECKER	RECEIVER	MASO APPOINTING AUTHORITY	NCOIC MUNS OPS (or equivalent)	FLT CHIEF/CC/ MUNITIONS SUPT	UNIT OR SQ CC
Custody Inventory Package		X	X							X

Notes:

1. If an item is classified, ensure the person receiving the property was authorized in writing to receipt for classified property. This may be accomplished via the AF Form 68.

2. If a non-NWRM item is classified, ensure the words "Classified Item" (in red, bold, capital letters) are included on source documents. Ensure NWRM items have the words "Classified NWRM Item" (in red, bold, capital letters) included on source documents. For either, source documents requiring these markings are limited to shipment, receipt, issue and turn-in documents.

3. Ensure munitions shipments using transportation channels have the authorized transportation representative's "signature/printed name" in block 22 and "date" in block 23. If munitions personnel transport munitions, the receiving activity digitally signs (or signs/prints name/date) in place of Transportation.

4. The DLA Disposition Services representative may sign, initial, or stamp in block 22 "Received By" and date block 23 "Date Received" on the DD Form 1348-1A as a conditional receipt, which becomes the official receipt document within 15 duty days unless property is rejected on a supply discrepancy report. A copy of a receipt document managed in a DLA web-based document management system may be held as a suspense copy until the official receipt document is retained. The demilitarization statement is only signed by the demilitarization official and the witness. DLA Disposition Services officials do not sign the demilitarization statement on the DD Form 1348-1A. Follow certification procedures in accordance with TO 11A-1-60.

5. Verify presence and accuracy of nomenclature or noun, NSN or part number, unit of issue, quantity, document number, lot and/or serial number, CAT code (if applicable), and CC. Ensure Turn-in requests include document number of the original issue (if applicable), reason for turn-in, and In-checker digital signature (or signature/printed name/date). For DIFM/FOB TIN, use lot and/or serial number of the item being turned-in. Check for MASO signature for FOB TINs and PTOs. Ensure any PTO turn-in document and the shipment document that removes the asset from accountable record is cross-referenced to one another. For deployments, annotate the deployment name and/or number on the turn-in/shipping document.

6. The disposition and witnessing officials digitally sign (or sign/print name/date) above the respective statements, "Demilitarization / Disposition Official" and "Witnessing Official." If the demilitarization official has certified that demilitarization has been accomplished and the DLA Disposition Services requires the residual material be downgraded to scrap, the stock number is circled and the word "SCRAP" entered on the DD Form 1348-1A.

DOCUMENT TYPE	APPLICABLE NOTES	MASO	CUSTODIAN	INSPECTOR	IN-CHECKER	RECEIVER	MASO APPOINTING AUTHORITY	NCOIC MUNS OPS (or equivalent)	FLT CHIEF/CC/ MUNITIONS SUPT	UNIT OR SQ CC

Electronic document flow procedures require the validation of key data prior to processing. An "X" below requires a signature. For an "X" in parentheses (X) in a column, refer to the applicable document type or note within parentheses.

7. When the received NSN or part number, quantity, lot and/or serial number is different from the shipping document, the in-checker circles the erroneous information, enters the correct information, and initials. Verify the corrected quantity on the document matches the processed transaction quantity.

8. Ensure ISU to 920RW has ADR number cross-referenced on documentation, if applicable. Custodian or inspector signatures are not required if EOD signs as certifying/performing DEMIL and viewing/witnessing DEMIL. Consumption issue documents (002SM) need only be signed by inspector and personnel authorized to receipt for munitions.

9. Ensure the transaction (operation) number of the document is annotated from the transaction history report.

10. For assets released to agencies or individuals outside the DAF, ensure appropriate documents are annotated as required by **paragraph 10.4** and **paragraph 10.5**.

11. On DD Form 1348-1A, the in-checker signs and prints name in block 22 if space permits; otherwise signs block 22 and prints name immediately below signature, and enters date in block 23. 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. On DD Form 1149, the in-checker signs, prints name and dates block 19. In-checkers are authorized to sign DD Form 250, block 22 (*Receiver's Use*) to receipt for direct vendor deliveries from contract facilities. Regeneration of other shipping documents is not required.

12. Signatures are not required when the shipment was cancelled prior to DDO update; the document may be discarded.

13. The MASO only signs non-explosive local disposal documents to "receipt" for demilitarized or scrap MDAS when released to base scrap vendors or recycling activity/points, or when authorized to dispose of as common trash.

14. Verify all shipping documents have the correct TAC/project code in accordance with **Table 8.5**.

15. Applicable only if shipping documentation not received. Ensure off-line DD Form 1348-1A is stamped/annotated "Shipping Document Not Received." For locally procured COTS, ensure the DD Form 1348-1A is stamped/annotated "Locally Procured COTS Munitions; see local purchase documents" and any available documents are attached.

16. Ensure coordination/approval from MAJCOM is included as part of the final manual record processing package.

A5.7. Document Retrieval and Regeneration.

A5.7.1. Document naming conventions will be standardized in accordance with **paragraph A5.8.5** to enable rapid document retrieval.

A5.7.2. Regenerate any lost email document. All regenerated email documents are to be annotated with the term "REGENERATED COPY."

A5.7.3. If a document generated from the APSR is lost but unable to be regenerated, the MASO will sign a memorandum, with the appropriate transaction history detail included as an attachment, indicating the original document could not be reproduced. **(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 MASO will ensure an electronic file plan (may be referred to as "inventory of records") for the munitions document control "Project File" is established within AFRIMS. **(T-1)**

A5.8.1.1. This file plan is not to be combined with any other Munitions Operations section/element or other unit file plans. This file plan supports the munitions document control project file which is used to maintain all accountable/auditable munitions records and supporting documentation. Follow the procedures below to create and configure the file plan:

A5.8.1.2. The munitions document control file plan will reside on DAF approved media in accordance with the *Air Force Records Information Management System User Guide*. Use this guide to control all accountable documents. This guide is available under 'Help | User Guide' in AFRIMS (see **paragraph 1.3**.).

A5.8.1.3. The MASO will ensure a designated area is established within the unit ERM solution for the munitions document control project file. **(T-1)**

A5.8.1.4. The MASO will ensure the project file is located in an area on the organizational network where authorized munitions personnel have read/view access to the files. **(T-1)**

A5.8.1.5. Contact the unit cybersecurity liaison with names of the MASO and designated Munitions Operations personnel, along with their DoD ID numbers so the cybersecurity liaison can send a "Permissions Group Update" email to the MAJCOM Enterprise Service Desk with the file locations server ID string to create/update the access permissions.

A5.8.1.6. Personnel 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. Personnel 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 to the appropriate folders within the munitions document control project file. **(T-1)** The MASO will ensure procedures are established to file new records of this type within the document control file. **(T-1)** Records are to be named using the naming conventions outlined in **paragraph A5.8.5**.

A5.8.1.9. Personnel 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. Personnel 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. Personnel will maintain records in inactive status for the timeframe outlined in the applicable RDS table and rule. **(T-1)**

A5.8.1.12. Personnel will maintain software and hardware capable of reading records throughout their life cycle. **(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 is not to be combined with the Munitions Operations section/element or other unit file plans. Follow the below procedures to create the file plan and maintain records in accordance with the RDS table and rules within AFRIMS.

A5.8.2.1. The MASO will ensure AFRIMS user accounts are created for designated personnel.

A5.8.2.2. Assign munitions document control file plan management privileges to the newly created 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.
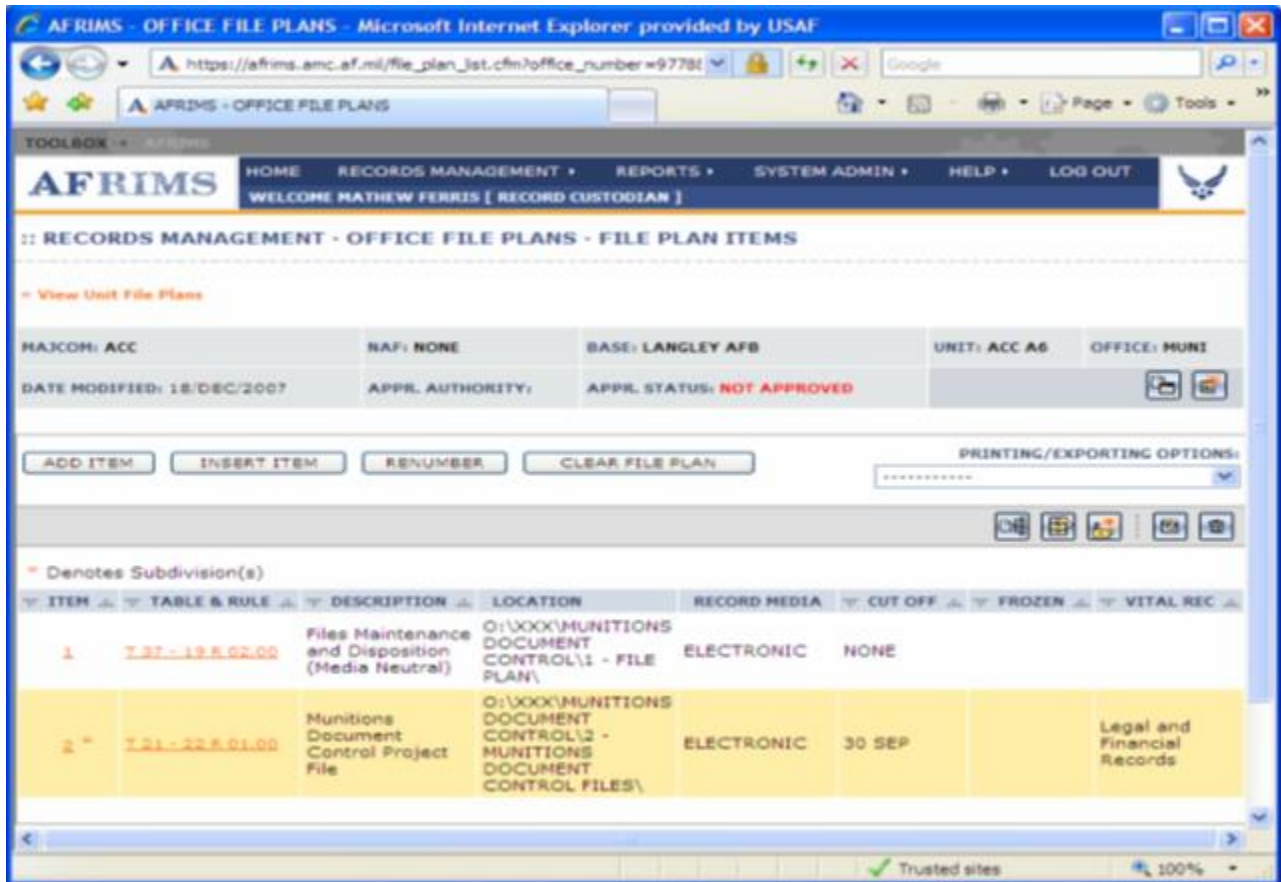
A5.8.2.4. Create Subdivisions 02-00, 02-01, and 02-02 of Item 2 as shown in **Figure A5.2**, "AFRIMS File Plan – Subfolder Divisions 02-00, 02-01, and 02-02" and **Table A5.2**..

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 are to be maintained in the munitions document control project file. This is the area where all TICMS 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 are to be maintained in the project file active area. Records are maintained in the active area until placed in inactive status at fiscal year-end. Create the active area folder structure within the project file root directory as outlined in **paragraph 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.

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 the unit ERM shared drive or 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" identifies these records as emergency operating records and that they are managed as essential records (formerly known as vital records) in accordance with AFI 33-322. 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.

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 the unit. Example: 02-01 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 current installation level audits completed against the 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, dispose of, or demilitarize 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, TICMS - DD Forms 2875, annual TICMS 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.

```
∨ 📁 Document Control File Plan Area
     📁 01 - Files Maintenance and Disposition
  ∨ 📁 02 - Munitions Document Control V
       📁 02-00 All Disposition Instructions
    ∨ 📁 02-01 FV9999 Stockpile
         📁 Audits
         📁 Authorization Letters
         📁 Courtesy Storage Agreements
         📁 Document Status Report
         📁 Miscellaneous
         📁 Muntions Inspector Appointment Letters
      ∨ 📁 Stockpile Cycle Counts - Inventories
           📁 Adjustments
           📁 Change of MASO
           📁 Full Count
           📁 Partial Count
           📁 Special Count
      ∨ 📁 Transactions
           📁 Disposals
           📁 FOB Turn-Ins
           📁 Organizational Turn-Ins
           📁 Receipts
           📁 Shipments
         📁 Validated Transaction Histories
    > 📁 02-02 Accounts
  > 📁 INACTIVE FILES AREA
```

A5.8.4.1.2.7. Stockpile Cycle Counts (or Inventories): Folder contains applicable stockpile inventories and adjustments against the DoDAAC within the following subfolders:

A5.8.4.1.2.7.1. Adjustments: Folder contains IAD and manual record processing packages not directly associated with an organizational account.

A5.8.4.1.2.7.2. Change of MASO: Folder contains Change of MASO inventory package. Maintain the current Change of MASO inventory package in the active folder until superseded. The certificate of transfer is to be

maintained in the Miscellaneous folder.

A5.8.4.1.2.7.3. Full Count: Folder contains all TICMS generated full stockpile cycle count packages based on the elected plan option. Included are annual, semi-annual, tri-annual and quarterly full counts.

A5.8.4.1.2.7.4. Partial Count: Folder contains all TICMS generated monthly partial stockpile cycle count packages based on the elected plan option. These are 10-percent counts associated with semi-annual plans, and perpetual 25-percent counts.

A5.8.4.1.2.7.5. Special: Folder contains special inventory packages.

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 for assets that were assigned to the DoDAAC.

A5.8.4.1.2.8.2. FOB TINs: Folder contains records of FOB TINs processed against the DoDAAC.

A5.8.4.1.2.8.3. Organizational TINs: 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 shipments processed against the DoDAAC, to include ADR shipments selected for transportation; not stored within other folders.

A5.8.4.1.2.9. Validated Transaction History: Folder contains any transaction history reports validated and signed by the MASO, other than DTR actions maintained in TICMS.

A5.8.4.1.3. 02-02 Accounts. Main account folder containing records directly associated with munitions customer accounts. Under the main account folder, create and name an ORG/SHP account folder for each active organization account managed against the DoDAAC (e.g., 999XX). Then, within each ORG/SHP account folder, create the subfolders applicable to the account type, as shown in **Figure A5.4**. Only create subfolders that apply to the account type. For example, consumption accounts do not require quarterly inventories, therefore one would not create a quarterly folder.

A5.8.4.1.3.1. AF Form 68 (Active only): Contains the current AF Form 68 for the account.

A5.8.4.1.3.2. Cycle Counts (or Inventories): Contains inventories and adjustments for the affected account within the following subfolders:

A5.8.4.1.3.2.1. Adjustments: Contains IAD and manual record processing packages directly associated with the organizational account.

A5.8.4.1.3.2.2. MASO Annual: Contains MASO annual inventory packages

associated with the organizational account.

A5.8.4.1.3.2.3. Quarterly: Contains quarterly inventory packages associated with the organizational account.

A5.8.4.1.3.2.4. Monthly: Contains monthly inventory packages associated with the organizational account.

A5.8.4.1.3.2.5. Special: Contains special inventory packages associated with the organizational account.

A5.8.4.1.3.3. 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.

A5.8.4.1.3.4. Transactions: Contains accountable transactions associated with a specific account. Organize the transaction records within the following subfolders:

A5.8.4.1.3.4.1. Consumption Issues: Contains consumption issue records for affected accounts.

Figure A5.4. Document Control File Plan – Subdivision 02-02, Accounts.

A5.8.4.1.3.4.2. Consumption TINs: Contains organizational turn-in records, to include all turn-ins from sources other than custody for the affected account.

A5.8.4.1.3.4.3. Custody Issues: Contains custody issue records for the affected account.

A5.8.4.1.3.4.4. Custody TINs: Contains fiscal year custody turn-in records for the affected account.

A5.8.4.1.3.4.5. Expenditures: Contains current expenditure requests and 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 is to be clearly segregated

from the active area by creating an "INACTIVE FILES AREA" folder within the project file root directory. The folder structure within the "INACTIVE FILES AREA" will mirror the file plan structure outlined in **paragraph A5.8.4**, and shown in **Figure A5.5.**, **Figure A5.6.**, **Figure A5.7**, and **Figure A5.8** with the exception of those file items identified as "ACTIVE ONLY." Records identified as "ACTIVE ONLY" are to 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 RDS table and rule.

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.**, **Figure A5.6.**, **Figure A5.7**, and **Figure A5.8**.

Figure A5.5. Document Control File Plan – Inactive, 02-01 Stockpile, Cycle Counts.
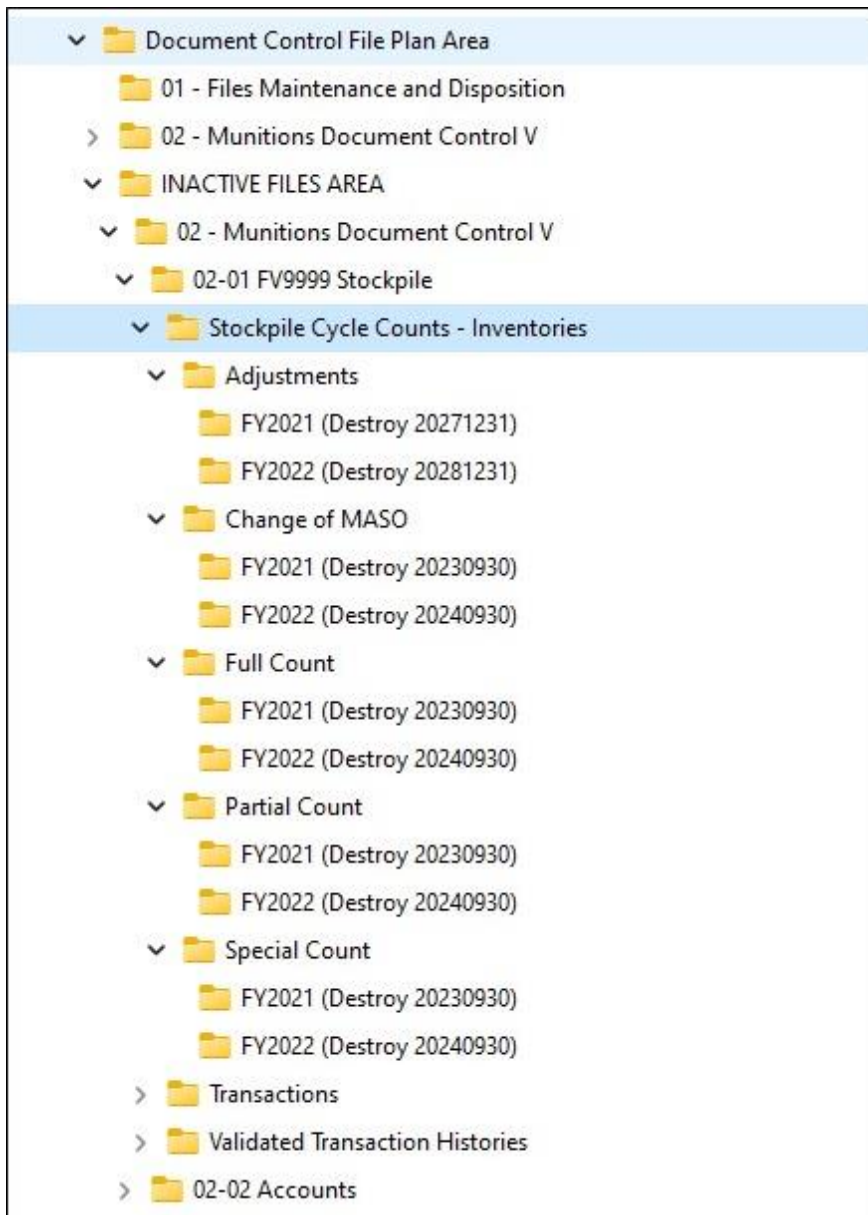
Figure A5.6. Document Control File Plan – Inactive, 02-01 Stockpile, Transactions.
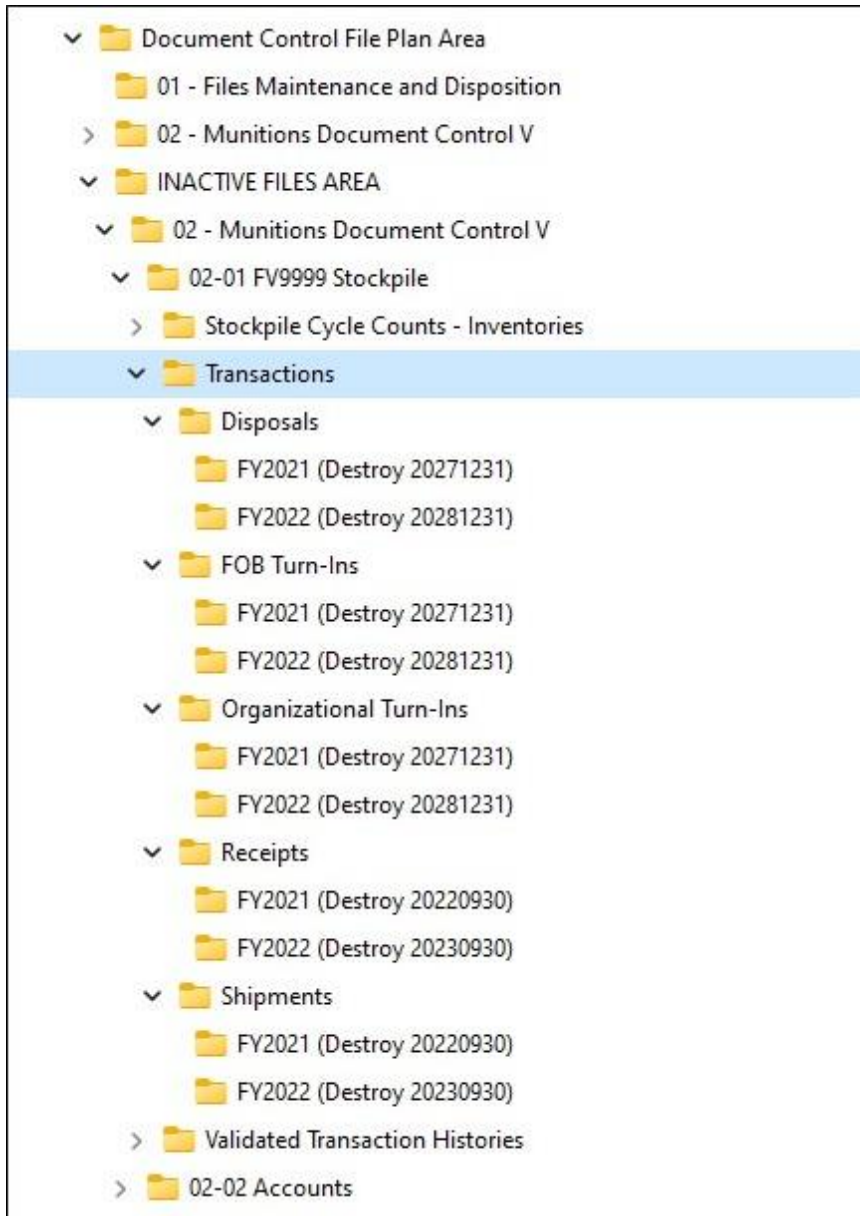
Figure A5.7. Document Control File Plan – Inactive, 02-02 Accounts, Cycle Counts.

```
∨ 📁 Document Control File Plan Area
    📁 01 - Files Maintenance and Disposition
  > 📁 02 - Munitions Document Control V
∨ 📁 INACTIVE FILES AREA
  ∨ 📁 02 - Munitions Document Control V
    > 📁 02-01 FV9999 Stockpile
    ∨ 📁 02-02 Accounts
        📁 123FW
        📁 456RW
        📁 789YZ
      ∨ 📁 999XX
        ∨ 📁 Cycle Counts - Inventories
          ∨ 📁 Adjustments
              📁 FY2021 (Destroy 20271231)
              📁 FY2022 (Destroy 20281231)
          ∨ 📁 MASO Annual
              📁 FY2021 (Destroy 20230930)
              📁 FY2022 (Destroy 20240930)
          ∨ 📁 Monthly
              📁 FY2021 (Destroy 20230930)
              📁 FY2022 (Destroy 20240930)
          ∨ 📁 Quarterly
              📁 FY2021 (Destroy 20230930)
              📁 FY2022 (Destroy 20240930)
          ∨ 📁 Special
              📁 FY2021 (Destroy 20230930)
              📁 FY2022 (Destroy 20240930)
          > 📁 Transactions
```
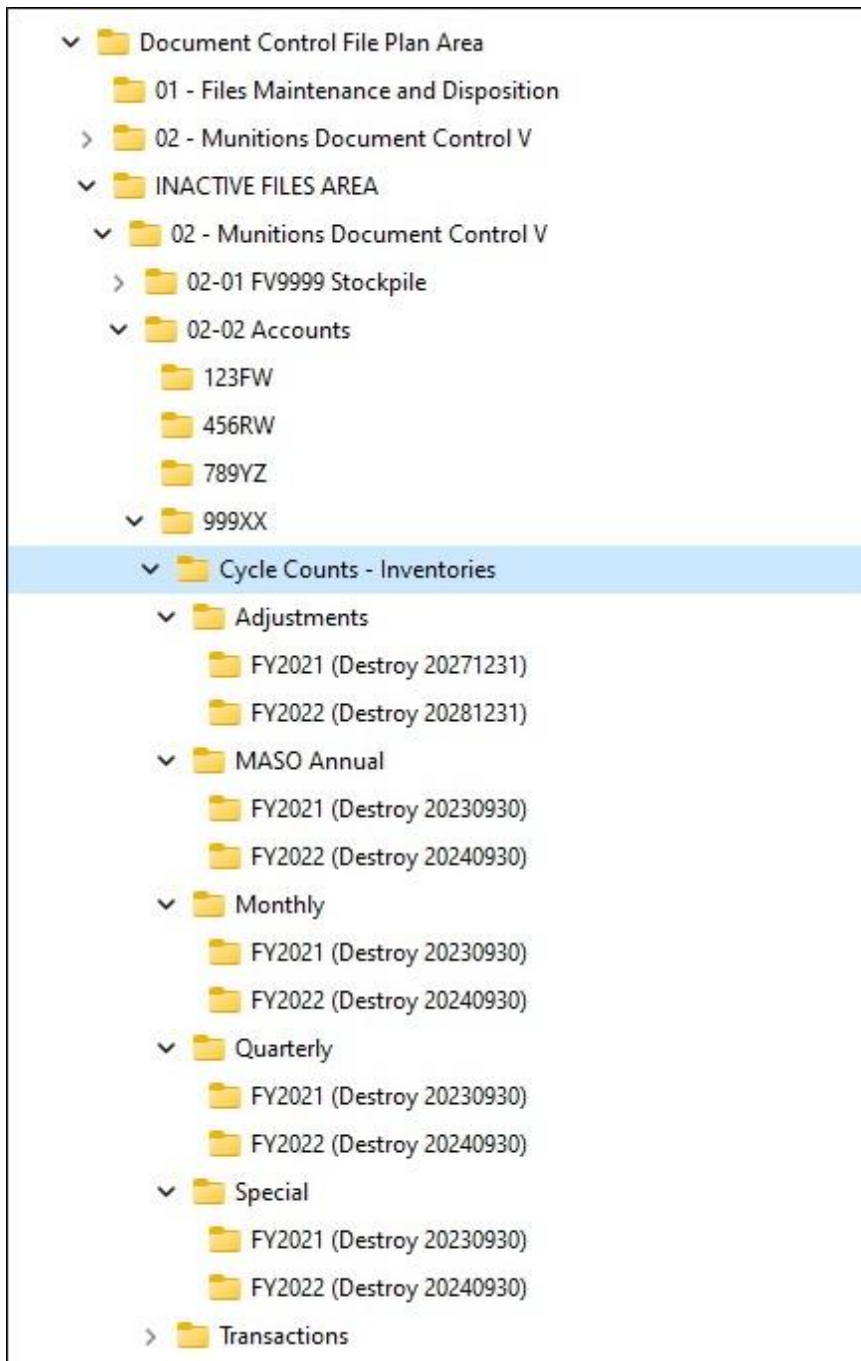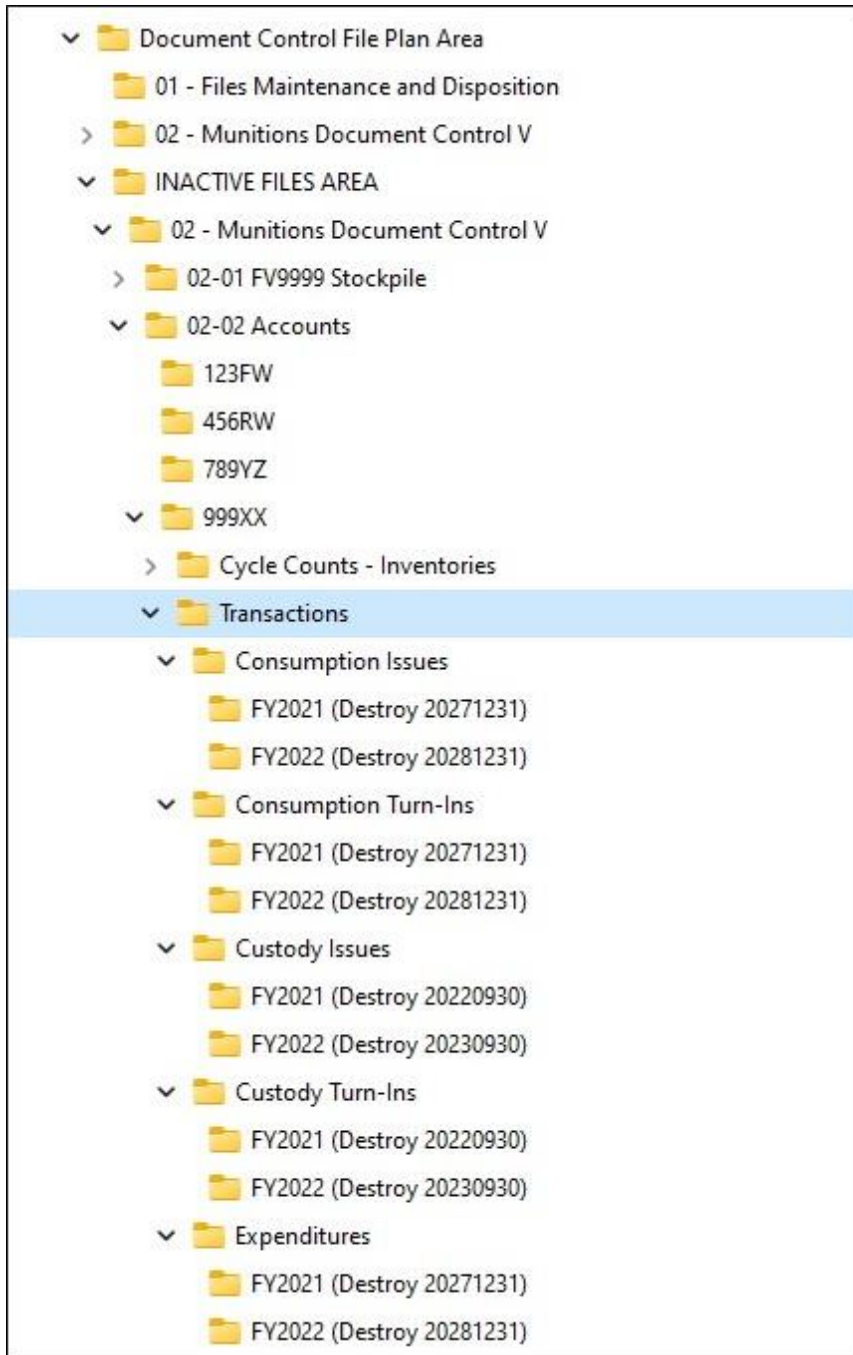
Figure A5.8. Document Control File Plan – Inactive, 02-02 Accounts, Transactions.

A5.8.4.2.2. Add the record destruction date to the fiscal year folder naming convention to facilitate record destruction. Example: FY2021 (Destroy 20230930). Calculate the document disposition date by adding the 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.

CALCULATING DOCUMENT DISPOSITION DATE		
INACTIVE STATUS DATE (YYYYMMDD)	**DISPOSITION**	**DESTRUCTION DATE (YYYYMMDD)**
20210930	1 Year	20220930
20210930	2 Years	20230930
20210930	6 Years 3 Months	20271231

A5.8.4.2.3. Destroy records during the scheduled fiscal/calendar year destruction cycle.

A5.8.5. Document Control Naming Conventions. Use the naming conventions outlined in **Table A5.4** for completed documents filed in Document Control. The transaction date/time is when the transaction was processed, shown in TICMS transaction history, and is written to system data tables in Coordinated Universal Time. It is highly recommended that TICMS users refrain from changing their user setting for time zone or time zone override as the displayed transaction date/time can reflect differently between users and create inconsistencies within Document Control. Transaction number is synonymous with operation number.

Table A5.4. Document Control Naming Conventions.

DOCUMENT CONTROL NAMING CONVENTIONS		
TYPE	**NAMING CONVENTION**	**EXAMPLE**
AF Form 68	AF68—ORG/SHP—Date	AF68-999XX-30Jul21
Issue (ISU) Document (Doc)	ISU—Doc#—Transaction Date/Time	ISU-100CA.FV999920890004-29Mar220514
Receipt (REC) Document	REC—Doc#—Transaction Date/Time	REC-FV999920907501-30Mar221230
Shipment (SHP) Document	SHP—Doc#—Transaction Date/Time	SHP-FV999920887501-28Mar220924
Turn-in Request	TIN—Doc#—Transaction Date/Time	TIN-100CA.FV999920910004-31Mar221455
Expenditure (EXP) Request	EXP—Doc#—Transaction Date/Time	EXP-100CA.FV999920920008-01Apr220835
WSN Expenditure Request	EXP—ORG/SHP—Transaction Date/Time	EXP-135OT-02Mar221417
Inventory (INV) Package; Stockpile (Full, Partial or Special)	INV—Inventory Type—Plan Request ID	INV-Full-545960 or INV-Partial-545961 or INV-Special-545962
Inventory Package; Custody (Annual, Quarterly, Monthly or Special)	INV—ORG/SHP—Inventory Frequency/Type—Plan Request ID	INV-999XX-Annual-545963 or INV-999XX-Special-545964
Inventory Adjustment Package	IAD—Plan Request ID—Transaction Date/Time	IAD-545965-31Mar221230

DOCUMENT CONTROL NAMING CONVENTIONS		
TYPE	NAMING CONVENTION	EXAMPLE
Manual Record Processing Package (MRPP)	MRPP—Transaction Date/Time	MRPP-31Mar221530
RVP or PTO Documents	Original Document Name—Suffix (RVP or PTO, as applicable at the end of the original document naming convention)	ISU-100CA.FV999920890004-29Mar220514-RVP
Validated Transaction History (VTH)	VTH—Date	VTH-01Dec21

A5.8.6. File Plan Disposition Control Labels. Create disposition control labels for each record type maintained within the document control file plan in accordance with the *Air Force Records Information Management System User Guide*. These disposition labels are to 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 A5.5**, "File Plan Disposition Labels" and include information from the applicable RDS table and rule within the label.

Table A5.5. File Plan Disposition Labels.

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 TIN	Table 21-22 R 02.00
Transaction – Receipt	Table 21-22 R 02.00
Transaction – Shipment	Table 21-22 R 02.00
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 TIN	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 TIN	Table 21-22 R 10.00
Transaction – Organizational TIN	Table 21-22 R 10.00
Validated Transaction History	Table 21-22 R 10.00
Inventory – Change of MASO	Table 21-22 R 11.00
Inventory – Stockpile Full or Partial	Table 21-22 R 11.00
Inventory – Custody Annual, Quarterly or Monthly	Table 21-22 R 11.00
Inventory – Special	Table 21-22 R 11.00
Audit	Table 21-22 R 25.00

FILE PLAN DISPOSITION LABELS	
TITLE	**RDS TABLE AND RULE**
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. Record Integrity and Preservation. Electronically filed munitions records are to have digital signature(s) applied to preserve document integrity.

A5.9.1. Personnel who create records may apply digital signatures during record creation. Appointed munitions document control personnel may apply digital signatures during record filing or media upgrade/conversion to preserve record integrity.

A5.9.2. Media upgrade/conversion is authorized when technology obsolescence or operational constraints prevent digital signature revalidation in the existing format. Munitions document control personnel will:

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 digital 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)**