

**BY ORDER OF THE COMMANDER
EDWARDS AIR FORCE BASE**

**EDWARDS AIR FORCE BASE
INSTRUCTION 21-201**



27 JUNE 2025

Maintenance

**MUNITIONS MOVEMENT CONTROL
AND DOCUMENT FLOW
PROCEDURES**

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RELEASABILITY: There are no releasability restrictions on this publication

OPR: 412MXS/MXMW

Certified by: 412MXS/CL
(Nathan Dixon)

Pages: 13

This Edwards Air Force Base Instruction (EDWARDSAFBI) implements Department of the Air Force Manual (DAFMAN) 21-201, Munitions Management. It establishes and provides guidance of Munitions Movements, and Document Flow and Control Procedures supporting the Air Force (AF). This publication applies to all personnel of the 412th Test Wing and munitions custody accounts located on or attached to Edwards Air Force Base (EAFB) whose assets are managed by the 412th Maintenance Squadron, Munitions Flight. This instruction does not require tiers at or below the Wing level. Waiver authority for this instruction is the 412th Test Wing commander. This publication may not be supplemented or further implemented/extended. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Department of Air Force (DAF) Form 847, Recommendation for Change of Publication; route DAF Form 847 from the OPR through the appropriate functional chain of command. 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 Air Force. Ensure that 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 disposed of In Accordance With (IAW) Air Force Records Disposition Schedule, which is located in the Information Management System (AFRIMS) Records Disposition Schedule (RDS). 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 Air Force.

SUMMARY OF CHANGES

This publication was previously published by 412 MXS as an Operating Instruction. This is now published by 412 TW as a Base level Instruction and all mandated users of this publication need to read and become thoroughly familiar with the contents. This publication has been completely revised and must be reviewed in its entirety.

1. Program Overview.

1.1. Roles and Responsibilities

1.2. Munitions Operations will:

1.2.1. Create tasks in the Pending Scheduling folder and attach related documents for work order creation by the Munitions Scheduler.

1.2.2. Munitions Scheduler will move task to appropriate folder after Job Control Number (JCN) is assigned to task in Pending Scheduling.

1.2.3. Create tasks for Expenditure requests received via the Munitions Operations e-mail account, attach related documents, and move the tasks to the Awaiting Quality Control (QC)/Electronic Records Management (ERM) folder after processing the expenditures.

1.2.4. Review requests/documents for accuracy/completeness prior to placement in taskers.

1.2.5. Establish Inventory dates, document cut-off date/time for processing issues, turn-ins for processing documents/movements prior to generating inventories and notify all parties concerned.

1.2.6. Conventional Maintenance, Precision Guided Munitions and Stockpile Surveillance will:

1.2.7. Move tasks with completed documents to the Outlook 412 MXS/MXMW WORKING DOCUMENT Awaiting QC folder.

1.2.8. Place completed, hard copy documents in the Document Register.

1.3. Munitions Custodians will:

1.3.1. Utilize the EAFB Form 5088 (**Figure 1**) when making munitions-related requests. These requests should be sent to the Munitions Scheduler NO later than 10 duty days before the support is needed. Forward any requests for short-notice support to Munitions Flight Supervision for approval.

1.3.1.1. To ensure scheduling effectiveness and incorporation, submit updates to earlier munitions-related requests using the EAFB Form 5088 at least 48 hours before the changes are required and communicate cancellations as soon as possible.

2.3. Control personnel will input asset locations into TICMS utilizing a local voice transmission log as munitions transactions are called in from maintenance, flight line delivery or weapons load crews.

2.3.1. Control personnel will not process custody account expenditures in TICMS. Custody assets awaiting to be expended will be moved in TICMS from the aircraft to structure EOR-23L for fighters or EOR-05R for bombers, using the following grid location format: tail number/EXP/Julian date (365)/mission number (example 797EXP365M1, M2, M3...).

2.3.2. Munitions Operations personnel will expend custody issued munitions once expenditure documentation from the custodian is received.

2.3.3. Control personnel will not process the movement of cartridges on accounts 110AR/277NP to/from any aircraft.

3. Complete Round Management:

3.1. Personnel will manage TICMS generated Weapon Stock Number (WSN) as directed in DAFMAN 21-201.

3.1.1. Chaff, Flare and BDU-33 will be managed utilizing the established color code matrix.

3.1.1.1. Paint Chaff and Flare with applicable color code on the squib end of the stick prior to assembly and retain shipping plugs for future repack. Apply a label to containers used for temporary storage that identifies nomenclature, WSN, color code, and quantity.

3.1.1.2. Apply the BDU-33 color code to the plunger once assembly has been completed. Use the BDU-33 crates for temporary storage and label with Nomenclature, WSN, color code, and quantity.

3.2. Multiple WSN's may be combined in the same containers provided lot integrity will be maintained, and the labels applied properly identify each WSN, color code and quantity. Mark locations IAW [paragraph 5](#) of this instruction.

3.3. Forward all applicable information to Munitions Control via their Organizational Box 412 MXS/MXMWSA Munitions Control upon completion of the operation.

3.4. Components issued to a custody account cannot be assigned a TICMS-generated WSN/CRC and will need a Container-in-Container concept to associate the WSN/CRC build.

4. Movement Validation Process:

4.1. Stockpile Management will validate 100 percent of all documented physical movements within the MSA on a weekly basis.

4.1.1. Produce a TICMS Transaction History Report, for the previous weeks processing, then perform a line-by-line comparison between the AF Form 4331, Munitions Transaction Sheet (MTS) and the matching transaction on the transaction history report.

4.1.2. Correct any error(s) identified during the review/validation process in TICMS after the location is verified.

4.1.3. After verification, personnel will insert a completion statement in the transaction history report and then digitally sign. The signed transaction history copy is then filed in S:\MXMW\9 - Storage\03 – Dispatch\Movement Verification folder, retain until closeout of the semi-annual stockpile inventory.

5. Location Assignment Methodology:

5.1. Personnel will mark all storage locations IAW T.O. 11A-1-61-1, Storage and Out loading Instructions for Conventional Ammunition (Igloo, Magazine, Military Van, Truck loading, and Car loading), Table 1-1., Option 2 unless specified within this instruction.

5.2. Use an alpha-numeric system when designating a location used in conjunction with storage records. Use numeric sequence sub location (A1, A2, A3, A4, etc.) in TICMS when storing multiple items of the same stock number in the same location.

5.3. Use an orange corner marker to identify custody and non-accountable assets, and a white corner marker to identify stockpile assets. Segregate stockpile and custody assets by shelf or the entire left/right side of the building if space permits. Write the location on the corner marker and then “non-accountable” or custody account number as applicable. The container identification (ID) number will be annotated on the corner marker for assets controlled by container-in-container management procedures. Corner markers will contain the country code and suffix or specific program ownership code for all assets marked for a specific country as shown in [Table A2.1](#), “Country Code and Suffix listing”.

5.4. Use the MTS to track munitions movements within the MSA.

5.4.1. When assets are removed from or returned to storage facilities for maintenance, repair, or inspection on the MTS, Work Leads or higher must review and initial the MTS for accuracy.

5.5. Procedures for custody account assets and outbound shipments stored outside of the MSA.

5.5.1. Enter the customer’s building number for the “Structure” and the document number as the “Location.”

5.5.2. Customers with unique storage location requirements should provide munitions personnel a “location” based on their program-specific need.

5.5.3. For outbound shipments at Traffic Management Office (TMO), enter building 3735 as the “structure” and the Transportation Control Number for the “Location.”

5.5.4. For duplicate, ghost assets, and unutilized TICMS generated container will be moved to Structure FV2805 in TICMS for segregation and isolation purposes.

5.6. Non-AF owned assets, in other than condition code “A”, to include foreign owned assets, will be clearly marked with custody account, owner/owner designator; or test program manager contact (e.g., name, organization, telephone). Directors Division (DD) Form 1500 series tags will include owner information. Use the following tags or labels ([Figure 2](#).) DD Form 1500 Series Tags:

Figure 2. DD Forms 1500 Series Tags.

DD Form 1574, <i>Serviceable Tag - Materiel</i>
DD Form 1574-1, <i>Serviceable Label - Materiel</i>
DD Form 1575, <i>Suspended Tag - Materiel</i>
DD Form 1575-1, <i>Suspended Label - Materiel</i>
DD Form 1576, <i>Test/Modification Tag - Materiel</i>
DD Form 1576-1, <i>Test/Modification Label - Materiel</i>
DD Form 1577, <i>Unserviceable (Condemned) Tag - Materiel</i>
DD Form 1577-1, <i>Unserviceable (Condemned) Label - Materiel</i>
DD Form 1577-2, <i>Unserviceable (Reparable) Tag - Materiel</i>
DD Form 1577-3, <i>Unserviceable (Reparable) Label - Materiel</i>

6. Procedures for requesting Permissions to Document Workflow:

- 6.1. Access to the Task Management folders is granted by updating e-mail distribution groups. Read and write privileges to each working document folders are assigned by folder.
- 6.2. Shop Chiefs must request access/deletion for their personnel through Munitions Operations by sending an e-mail to the Munitions Operations e-mail account.
- 6.3. The Shop Chief will provide the name(s) of the individual(s) identifying them as either an addition or deletion.
- 6.4. Munitions Operations personnel will then process the requests and edit the specific shop distribution group (i.e., Edwards Munitions Control, Edwards Munitions Conventional, Edwards Munitions Inspection).

7. General Requirements for Document Flow:

- 7.1. Leave working documents on the share drive in the working documents folder located at S:\MXMW\AFK\WORKING DOCUMENTS.
- 7.2. Save TICMS generated documents with an Adobe .pdf extension.
- 7.3. Documents moved from one work center to the next within the Task Management folders are electronic movements unless otherwise stated.
- 7.4. Digital signatures are the preferred method for signing documents. Wet signatures can be used if there is no capability to digitally sign or when digital signatures are not feasible. Wet signature documents must be scanned for placement in ERM.
 - 7.4.1. Identify documents using naming conventions IAW DAFMAN 21-201, at any point from generation to QC.

8. Maximum Processing Time and Document Monitoring:

- 8.1. Route Completed Issue, Expenditure Request and Turn-In Request documents to the Awaiting QC/ERM folder and file within 10 duty days.
- 8.2. Route completed Receipt documents to the Document Register and file within 10 duty days.

8.3. Route completed Shipment and Non-Explosive Local Disposal documents to the Document Register within 5 duty days after the shipment departs station or disposition is completed.

8.4. Munitions Operations personnel will identify delinquent documents for review in the weekly Munitions Schedule.

8.5. Generate a weekly "Document Status List" for the Munitions Accountable Systems Officer (MASO) to review.

9. Routing of Specific Documents:

9.1. Receiving documents: Place completed documents in the Document Register "Green Book" by the respective work center.

9.2. Issue documents: Munitions Operations personnel will create a tasker in the Pending Scheduling folder and add the request for work order processing. After a work order is established, the Munitions Scheduler will move the tasker to the Awaiting Issue folder. A munitions inspector will create the TICMS issue document once the inspection is complete, place it in the tasker and move the tasker to the appropriate work center folder. Once the issue is completed, the tasker will be updated with the signed document and moved to appropriate folder.

9.3. Munitions related requests: Munitions related requests are submitted by the custodian to the 412 MXS/MXMWSA Munitions Control organization email box. Munitions related request must be submitted on the EAFB Form 5088. Custodians must ensure a JON applicable to the normal and/or overtime rate, CAT Code, contact number, and date are legible on the EAFB Form 5088. The Munitions Flight Scheduler will create a tasker for each EAFB Form 5088 received. Once EAFB Form 5088 has been processed the scheduler will create a scheduled work order and assign the EAFB Form 5088 a JCN.

9.4. Expenditure requests: Munitions Operations personnel will create a tasker for the request. Once the expenditure is completed in TICMS, the tasker will be updated with the signed request and moved to the Awaiting QC/ERM folder.

9.5. Turn-In requests: Munitions Operations personnel will create a tasker in the Pending Scheduling folder and add the request for work order processing. After a work order is established, the Munitions Scheduler will move the tasker to the appropriate work center folder. Once the Turn-In is completed, the tasker will be updated with the signed request and moved to the Awaiting QC/ERM folder.

9.5.1. Route taskers with Found on Base (FOB) Turn-In requests that require MASO signature through the Awaiting QC/ERM for coordination/signature once the items have been verified against the Turn-in request. Once signed, re-add the turn-in request to the tasker and place back in the appropriate work center for completion. Once the FOB is completed, update the tasker with the signed request and move to the Awaiting QC/ERM folder.

9.5.2. Munitions Operations personnel will annotate in the tasker method for Turn-In, either "Turn-In from Total Asset Inquiry" or "Turn-In from Return Order". Returns processed using a method other than noted in the tasker will require justification to MASO.

9.6. Shipments: Munitions Operations personnel will process shipments as required and create a tasker in the Pending Scheduling folder for work order processing. After a work order is established, the Munitions Scheduler will move the tasker to the Pending Shipment folder. Prior to the scheduled processing date, Munitions Operations will move the tasker to the appropriate work center folder. Once the shipment is processed, the tasker will be updated with the signed document and moved to the Awaiting Booking folder. When the shipment is booked with TMO the tasker will be moved by the responsible work center to the Awaiting Transportation folder. When the shipment has departed station, the tasker will be moved by the responsible work center to the Awaiting QC/ERM folder.

9.7. Ammunition Disposition Request (ADR) and Non-Explosive Local Disposal documents: Munitions Operations personnel will monitor TICMS for ADR/ Non-Explosive Local Disposal final disposition. Once received, Munitions Operations personnel will create a tasker in the Pending Scheduling folder and add the ADR/Non-Explosive Local Disposal for work order processing. After a work order is established, the Munitions Scheduler will move the tasker to the ADR sub-folder. Prior to the scheduled processing date, Munitions Operations will:

9.7.1. For shipment: Process the ADR/ Non-Explosive Local Disposal for shipment, place it in the tasker and move the tasker to the appropriate work center folder. Once completed, the tasker will be updated with the signed ADR/ Non-Explosive Local Disposal and the shipment document and moved to the Awaiting Booking folder. When the shipment is booked with the TMO, the tasker will be moved by the responsible work center to the Awaiting Transportation folder. When the shipment has departed station, the tasker will then be moved by the responsible work center to the Awaiting QC/ERM folder.

9.7.2. For Local Demilitarization: Place the ADR/Non-Explosive Local Disposal in the tasker and move the tasker to the appropriate work center folder. Once completed, the tasker will be updated with the signed document and moved to the Awaiting QC/ERM folder.

9.7.3. Explosive Ordnance Disposal (EOD) 920RW documents: Munitions Operations personnel will create a tasker in the Pending Scheduling folder for work order processing. After a work order is established, a munitions inspector will create the TICMS issue document. Upon completion of the inspection, place the document in the tasker and coordinate with EOD for signatures. Once the signatures are obtained, the tasker will be updated with the signed document and moved to the Awaiting QC/ERM folder.

9.8. AF Form 4331, Munitions Transaction Sheet: AF Forms 4331 initiated by Conventional Maintenance and Precision Guided Munitions will maintain documentation and once movements have been processed in TICMS physical validations of movements will be conducted by each respective element.

10. Procedures for Document Review and QC:

10.1. Munitions Operations personnel will review documents for accuracy and completion prior to placing them in taskers or processing transactions in TICMS.

10.1.1. Documents with errors will be returned to the originator for correction prior to further processing.

DOUGLAS P. WICKERT
Brigadier General, USAF Commander

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

DAFMAN 21-201, *Munitions Management*, 24 October 2024 DAFMAN 21-201_AFMCSUP, *Munitions Management*, 11 January 2023

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020 DAFI 90-160, *Publications and Forms Management*, 14 April 2022

TO 11A-1-61-1, *Storage and Out Loading Instructions for Conventional Ammunition (Igloo, Magazine, Military Van, Truck loading, and Car loading)*

Prescribed Forms

EAFB 5088 – *Munitions Support Request*

Adopted Forms

DD 1574, *Serviceable Tag - Materiel* DD 1574-1, *Serviceable Label – Materiel* DD 1575, *Suspended Tag - Materiel*

DD 1575-1, *Suspended Label - Materiel*

DD 1576, *Test/Modification Tag - Materiel*

DD 1576-1, *Test/Modification Label - Materiel*

DD 1577, *Unserviceable (Condemned) Tag - Materiel* DD 1577-1, *Unserviceable (Condemned) Label - Materiel* DD 1577-2, *Unserviceable (Reparable) Tag - Materiel* DD 1577-3, *Unserviceable (Reparable) Label – Materiel*

DD Form 847, *Recommendation for Change of Publication*

AF IMT 4331, *Munitions Transaction Sheet*

Abbreviations and Acronyms

AFI—Air Force Instruction

DAFMAN—Department of the Air Force Manual

MSA—Munitions Storage Area

MTS—Munitions Transaction Sheet

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

TICMS—Theater Integrated Combat Munitions System

Terms

Munitions Accountable Systems Officer (MASO)—The Accountable Property Officer (APO) as defined in AFI 23-111 for all assets managed on the Theater Integrated Munitions System (TICMS) Accountable Property System of Record (APSR).

Theater Integrated Combat Munitions System (TICMS)—is a comprehensive Application as a Service (AaaS) initiative to replace 8 legacy munitions-related IT systems. It provides critical warfighting mission area capabilities while preserving associated business mission area functionality and meets the DOD requirement of munition accountability and tracking.

Weapon Stock Number (WSN)—Unique number generated by TICMS. It will begin with the 5-digit CRWC. It is the NSN equivalent for a complete round. *EXAMPLE:* BJ21C1026835708202.

Attachment 2

COUNTRY CODE AND SUFFIX LISTING

A2.1. Purpose. This table provides munitions flight employee with a quick reference to key policies, responsibilities, and procedures essential for proper management of munitions locations when Country Code and Suffix applies.

A2.2. Use. This table is used by munitions flight personnel to augment briefings and as an aide in assigning locations and annotations on corner markers when applying the country code and suffix or specific program ownership code for all assets marked for a particular country or organization as depicted in [paragraph 5.3](#).

Table A2.1. Country Code and Suffix listing.

Code	Country	Code	Country	Code	Country
AE	United Arab Emirates	HO	Honduras	NZ	New Zealand
AF	Afghanistan	HR	Croatia	PE	Peru
AL	Albania	HU	Hungry	PI	Philippines
AR	Argentina	ID	Indonesia	PK	Pakistan
AT	Australia	IN	India	PK	Pakistan
BA	Bahrain	IQ	Iraq	PL	Poland
BC	Botswana	IS	Israel	QA	Qatar
BE	Belgium	IT	Italy	RO	Romania
BG	Bangladesh	JA	Japan	SN	Singapore
BR	Brazil	JO	Jordan	SP	Spain
BU	Bulgaria	KE	Kenya	SR	Saudi Arabia
BX	Brunei	KS	Korea	SW	Sweden
CD	Chad	KU	Kuwait	SZ	Switzerland
CI	Chile	LE	Lebanon	TH	Thailand
CN	Canada	LO	Slovak Republic	TK	Turkey
CO	Colombia	LY	Libya	TU	Tunisia
DE	Denmark	MA	Marines (Cross Service)	TW	Taiwan
EC	Ecuador	MF	Malaysia	UA	South Africa
EG	Egypt	MK	Macedonia	UK	United Kingdom
ES	El Salvador	MO	Morocco	UP	Ukraine
EZ	Czech Republic	MR	Mauritania	UY	Uruguay
FI	Finland	MU	Oman	VE	Venezuela
FR	France	MX	Mexico	VM	Vietnam
GB	Gabon	NA	Navy (Cross Service)	VT	Vista (Program Specific)
GR	Greece	NE	Netherlands	XX	Place Holder
GT	Guatemala	NI	Nigeria	XX	Place Holder
GY	Germany	NO	Norway	YE	Yemen