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Transportation

HANDLING OF SENSITIVE FIREARMS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This operating instruction establishes responsibilities and requirements to control and safeguard the receipt, transfer, turn-in and shipment of government owned sensitive firearms. It implements the provisions of Defense Transportation Regulation (DTR) 4500.9R, Pt II, *Cargo Movements*, Department of Defense (DoD) 5100.76-M, *Physical Security of Sensitive Conventional Arms, Ammunition and Explosives (AA&E)*, Air Force Instruction (AFI) 23-101 *Air Force Materiel Management*, and AFI 24-602v2, *Cargo Movement*. It applies to all personnel assigned or attached to the 22d Logistics Readiness Squadron (LRS) who are responsible and/or entrusted to control and safeguard sensitive firearms in the performance of their duties. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Instruction (AFI) 33-322, *Records Management And Information Governance Program*, and disposed of IAW with the Air Force Records Information Management System Records Disposition Schedule. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional chain of command.

SUMMARY OF CHANGES

Paragraph 2.4., change to discrepancy reporting.

1. Responsibilities.

1.1. Deployment and Distribution Flight will ensure that at least two Cargo Movement Element personnel are properly trained and available to process weapons during normal duty hours.

1.2. Materiel Management Flight will ensure Individual Protective Equipment (IPE) Element and Equipment Accountability Element (EAE) has personnel properly trained and available to take physical custody and account for weapons arriving on base.

2. Procedures for Inbound Receipt.

2.1. Weapons arriving on base during normal duty hours shall be processed by Cargo Movement Element personnel, absent extraordinary circumstances.

2.2. Cargo Movement personnel will sign for the weapons and notify EAE of receipt immediately. The DD Form 1907, *Signature and Tally Record*, will be used as a hand-receipt document for receipt from the carrier. The only exception is for personnel with the Domestic Express Small Package Service carriers; they will be provided a copy of the airway bill. An extra set of shipping forms that are produced for each sensitive item shipment, and any unused copies will be placed in the number-one shipping container for use by the Cargo Movement Element. Cargo Movement Element will notify the original shipping office that the weapons have been received.

2.3. The Cargo Movement Element will receipt for sensitive firearm shipments based on correlation of the transportation control number (TCN), number of containers, etc., with the information on the hand receipt document.

2.4. Weapons received should include an Air Force Technical Order (AFTO) 105, *Inspection Maintenance Firing Data for Ground Weapons*. Cargo Movement and EAE personnel will jointly open the containers and verify the item's identification, condition, quantity and serial numbers. If a discrepancy is discovered, Transportation Management Office personnel must complete a Transportation Discrepancy Report (TDR) generated in the Discrepancy Identification System.

2.5. When sensitive firearms are received through the postal system as registered mail, the Cargo Movement personnel will notify EAE and jointly perform the actions identified in paragraph 2.4. Cargo Movement Element will notify the original shipping office that the weapons have been received.

2.6. Equipment Accountability Element will process the receipt and corresponding due-out release (DOR), and immediately notify the applicable Equipment Custodian. **NOTE:** *Notify IPE personnel if an armed escort is required. High-risk weapons of 16 or more require protection under Armed Guard Surveillance (AGS). Constant Surveillance Service (CSS) is required for 15 or fewer weapons. High-risk weapons (DoD Category II) are light automatic weapons up to and including .50 caliber and 40mm MK1 machine guns. Low risk weapons of 16 or more require AGS and 15 or fewer require CSS. Low risk weapons (DoD Category IV) are handguns and shoulder fired weapons, other than grenade launchers, which are not fully automated.*

2.7. Cargo Movement personnel will make immediate arrangements for storage in the IPE Weapons Vault if processing is delayed for any reason.

2.8. In the event weapons arrive on base during non-duty hours (non-duty hours are from 1630 - 0730 hours, Monday - Friday, weekends and holidays), the carrier will be escorted to the Munitions Safety Area by Security Forces personnel IAW the McConnell Air Force Base Mission Assurance Plan. The next duty day, Cargo Movement and EAE personnel will record the TCN, notify the original shipping office that the weapons have been received as appropriate, and they will process and complete the receipt, the DOR, and other required actions as mentioned above.

2.9. Transfer of sensitive firearms between individuals requires a legible printed full name, rank and signature on the DD Form 1907, **and must be filed with inbound shipment documentation.** A copy of the F117 Management Notice, Serial Number List, will be included with all transfers.

3. Procedures for Outbound Shipment.

3.1. When shipment notification is received via a DD Form 1149, *Requisition and Invoice/Shipping Document*, EAE personnel shall coordinate with the appropriate Weapons Custodian to verify assets are on hand and will perform a hands-on visual inspection of weapons and serial numbers.

3.2. When weapons to be shipped are stored at locations other than the 22 LRS/LGRMSP weapons vault, the Weapons Custodian must be informed to transport the required number and serial numbers of weapons to McConnell AFB, 22 LRS/LGRMSP. They will then be inventoried by EAE and stored in IPE weapons vault for further shipment.

3.3. EAE personnel will conduct joint inspection of weapons with Cargo Movement personnel. Cargo Movement personnel will sign and date the DD Form 1149, then legibly print full name, rank and sign the DD Form 1907.

3.4. When an off-base shipment is required, EAE personnel will notify the Cargo Movement Element. EAE personnel will coordinate date and time to bring weapons to Cargo Movement Element to containerize, prepare, and package weapons for shipment.

3.4.1. Upon completion, weapons shall be stored in the IPE weapons vault until a commercial carrier or aircraft mission is secured for shipment.

3.4.2. All container(s) shall have a numbered seal to prevent tampering or removal of weapons from container when stored in the IPE vault.

3.4.3. IPE shall document courtesy storage on the AF Form 1473, *Gun Equipment Room Inventory*.

3.4.4. Cargo Movement personnel shall coordinate with IPE Weapons personnel to arrange the removal of weapons on the day of shipment with the commercial carrier or air transportation.

3.4.5. Close coordination between EAE, Cargo Movement, and IPE personnel must be maintained to ensure proper documentation and accountability of the weapons involved.

3.5. After the carrier has left with the cargo, Cargo Movement personnel will initiate a Report of Shipment (REPSHIP) to notify the destination of shipment details within two hours.

3.5.1. The destination is required to acknowledge their receipt of REPSHIP within 24 hours. If receipt is not acknowledged within 24 hours, Cargo Movement personnel must contact destination to ensure receipt.

3.5.2. If receipt of REPSHIP is not acknowledged, a TDR shall be immediately initiated. The destination is required to respond to the TDR within seven days.

4. Procedures for Turn-In.

4.1. Prior to the Equipment Custodian turn-in of weapons, the custodian must complete an AF Form 2005, *Issue/Turn-In Request*. In addition, the owning Equipment Custodian shall coordinate with Combat Arms Training and Maintenance (CATM) to obtain the following documentation:

4.1.1. Each weapon shall have a completed AFTO 105, which will reflect the CATM inspection documentation.

4.1.2. Each weapon shall have a completed DD Form 1574-1, *Serviceable Label-Materiel* (Yellow), DD Form 1575, *Suspended Tag-Materiel* (Brown), DD Form 1576, *Test/Modification Tag-Materiel* (Blue), DD Form 1577, *Unserviceable (Reclamation) Tag-Materiel* (Red), DD Form 1577-2, *Unserviceable (Repairable) Tag - Materiel* (Green).

4.1.3. Weapons shall not be turned in without all required documentation and completely filled out DD Form 1574, 1575, 1576 or 1577 Serviceability tag, and AFTO 105 from CATM.

4.2. Weapons shall not be turned in or processed without the Item Manager's disposition instructions. EAE personnel will process the AF Form 2005 once the Equipment Custodian provides all the required documentation.

4.3. EAE shall obtain disposition instructions from the Item Manager. If the weapons cannot be processed for immediate shipment, arrangements must be made with IPE personnel for temporary weapons storage in the IPE weapons vault.

4.4. IPE shall document courtesy storage on the AF Form 1473, until proper disposition instructions are received.

JOSEPH B. HENN, Lt Col, USAF
Commander

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

DTR 4500.9R, Pt II, *Cargo Movements*, 17 October 2024

DoD 5100.76-M, *Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives (AA&E)*, 05 October 2020

AFI 23-101, *Air Force Materiel Management*, 21 October 2020

AFI 24-602v2, *Cargo Movement*, 19 December 2023

AFI 33-322, *Records Management And Information Governance Program*, 23 March 2020

McConnell Air Force Base Mission Assurance Plan

Adopted Forms

AFTO 105, *Inspection Maintenance Firing Data for Ground Weapons*

AF Form 1473, *Gun Equipment Room Inventory*

AF Form 2005, *Issue/Turn-In Request*

DD Form 1907, *Signature and Tally Record*

DD Form 1574-1, *Serviceable Label-Materiel (Yellow)*

DD Form 1575, *Suspended Tag-Materiel (Brown)*

DD Form 1576, *Test/Modification Tag-Materiel (Blue)*

DD Form 1577, *Unserviceable (Reclamation) Tag-Materiel (Red)*

DD Form 1577-2, *Unserviceable (Repairable) Tag - Materiel (Green)*

Abbreviations and Acronyms

AFI - Air Force Instruction

AFTO - Air Force Technical Order

AGS - Armed Guard Surveillance

CATM - Combat Arms Training and Maintenance

CSS - Constant Surveillance Service

DoD - Department of Defense

DOR - Due Out Release

EAE - Equipment Account Element

IAW - In Accordance With

IPE - Individual Protective Equipment

LRS - Logistics Readiness Squadron

REPSHIP - Report of Shipment

TCN - Transportation Control Number

TDR - Transportation Discrepancy Report