

2 MAY 2002



Maintenance

**MUNITIONS OPERATIONS
CUSTOMER GUIDE**

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This instruction implements AFD 21-2, *Nonnuclear and Nuclear Munitions*. This instruction prescribes management of munitions authorized by FV5270, controlled by the 18th Munitions Squadron and tracked in the Combat Ammunition System-Base Level (CAS-B). It is the responsibility of all unit commanders, custody account custodians and Munitions Operations personnel to ensure compliance with procedures outlined in this instruction. This instruction applies to all units assigned, attached or tenant to Kadena AB, with a supported munitions commitment. It does not apply to Air Force Reserve Command (AFRC) or Air National Guard (ANG) units. Procedures in this instruction are in addition to those contained in AFI 23-111, *Management of Government Property in Possession of The Air Force*; AFI 31-201, *Security Police Standards and Procedures*; AFMAN 91-201, *Explosives Safety Standards*; and AFI 21-201, *Management and Maintenance of Nonnuclear Munitions*.

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Chapter 1

GENERAL AND ADMINISTRATIVE

1.1. Background. The Munitions Accountable Systems Officer (MASO), 18 MUNS Munitions Operations element is responsible for maintaining accountability for munitions assets. As munitions are pilferable and potentially dangerous in the wrong hands, strict accountability and control must be maintained.

1.2. Responsibilities.

1.2.1. The MASO will:

1.2.1.1. Develop and publish a wing operating instruction to aid commanders, custodians and munitions users in munitions accountability procedures.

1.2.1.2. Maintain strict accountability of all munitions and ensure only authorized individuals specified on the AF Form 68, **Munitions Authorization Record** (Part III), receipt for munitions.

1.2.1.3. Take immediate action to establish accountability for munitions not maintained on record.

1.2.1.4. Brief unit commanders, account custodians and certifying officials on their responsibilities.

1.2.1.5. Notify commanders and custodians of fiscal year (FY) allocations when received from HQ PACAF.

1.2.1.6. Assist in submitting out-of-cycle requests when FY allocations do not satisfy mission requirements.

1.2.1.7. Notify commanders when accounts are not being managed IAW applicable instructions.

1.2.2. Organizational Commanders will:

1.2.2.1. Be familiar with the responsibilities outlined in:

1.2.2.1.1. DOD 5100.76-M, *Physical Security of Sensitive Conventional Arms, Ammunition and Explosives*.

1.2.2.1.2. DOD 5200.1-R, *Information Security Program*.

1.2.2.1.3. DOD 6055.9-STD, *DOD Ammunition and Explosives Safety Standards*.

1.2.2.1.4. AFMAN 23-110, Vol 2, *Standard Base Supply Customer's Procedures*.

1.2.2.1.5. AFD 24-2, *Preparation and Movement of Air Force Materiel*.

1.2.2.1.6. AFI 31-101, *The Air Force Physical Security Management Program*.

1.2.2.1.7. AFI 31-401, *Information Security Program Management*.

1.2.2.1.8. AFMAN 91-201, *Explosives Safety Standards*.

1.2.2.1.9. AFCAT 21-209, *Ground Munitions*.

1.2.2.1.10. This Instruction and locally developed operating instructions.

1.2.2.2. Acquire an explosive facility license for the types and quantities of munitions required and stored when such storage is outside of the munitions storage area. Ensure courtesy storage

agreements are coordinated and approved in accordance with Chapter 8 for munitions requiring storage within the munitions storage area (MSA).

1.2.2.3. Receive a Munitions Custody Responsibility Briefing.

1.2.2.4. Submit an AF Form 68 to the MASO to appoint a primary and at least one knowledgeable and responsible alternate munitions custodian. Primary custodians must anticipate having 12 months remaining on station at time of appointment.

1.2.2.5. Ensure personnel required to operate, handle, transport, maintain, load, or dispose of missiles or explosives receive annual explosive safety training.

1.2.2.6. Assume full responsibility for all munitions released to authorized individuals in their organization listed on the AF Form 68, (Part III).

1.2.2.7. Ensure 100% accountability is maintained for all munitions released to their organization and maintain all necessary documentation in support of received, turned in or expended munitions since the last signed and reconciled Quarterly Custodian Inventory.

1.2.2.8. Ensure munitions issued to their organization are not released to unauthorized personnel.

1.2.2.9. Ensure munitions items issued to the individual's organization are not released to agencies or individuals outside the US Air Force without prior approval of the MASO and higher headquarters.

1.2.2.10. Ensure when a theft, suspected theft, loss or destruction of a munitions item occurs (through other than fair wear and tear, authorized expenditure, installation or disposal), immediate action is taken to report such loss to the MASO and the applicable authority (Security Police, Air Force Office of Special Investigations [AFOSI], squadron security manager, resource protection). This policy applies to all munitions items whether in-transit, in storage, issued to an organization or individual for custody or consumption, or on deployment.

1.2.2.11. Ensure assigned munitions are used only for authorized purposes.

1.2.2.12. Ensure Munitions Operations is on squadron out-processing checklists for primary and alternate munitions account custodians.

1.2.2.13. Ensure the departing primary custodian transfers munitions accountability to a new custodian or turns in all munitions to the MASO before release from the duty station. Accomplish this action at least 45 calendar days before the outgoing custodian departs.

1.2.2.14. Establish procedures to ensure absolute accountability and positive control for munitions issued to the organization.

1.2.2.15. Ensure at least one account custodian (primary or alternate) is on station to manage custody responsibilities for munitions issued to his/her account. **NOTE:** This is to include contingency operations.

1.2.3. Certifiers will, on behalf of the commander:

1.2.3.1. Reconcile munitions expenditure reports and account inventories with training or aircraft load records before certifying accountable expenditure documents.

- 1.2.3.2. Ensure the AF Form 2005, **Issue/Turn-In Request** agrees with supporting documents and the stated quantity of munitions were actually expended IAW the appropriate directive(s) before signing.
- 1.2.3.3. Ensure when submitting issue requests the FY allocation is already established and is not exceeded for assets requested.
- 1.2.4. Custodians will, on behalf of the commander:
 - 1.2.4.1. Be familiar with the responsibilities outlined in:
 - 1.2.4.1.1. DOD 5100.76-M, *Physical Security of Sensitive Conventional Arms, Ammunition and Explosives*.
 - 1.2.4.1.2. DOD 5200.1-R, *Information Security Program*.
 - 1.2.4.1.3. DOD 6055.9-STD, *DOD Ammunition and Explosives Safety Standards*.
 - 1.2.4.1.4. AFMAN 23-110, Vol 2, *Standard Base Supply Customer's Procedures*.
 - 1.2.4.1.5. AFPD 24-2, *Preparation and Movement of Air Force Materiel*.
 - 1.2.4.1.6. AFI 31-101, *The Air Force Physical Security Management Program*.
 - 1.2.4.1.7. AFI 31-401, *Information Security Program Management*.
 - 1.2.4.1.8. AFMAN 91-201, *Explosives Safety Standards*.
 - 1.2.4.1.9. AFCAT 21-209, *Ground Munitions*.
 - 1.2.4.1.10. AFI 21-201, *Management and Maintenance of Nonnuclear Munitions*.
 - 1.2.4.1.11. T.O. 11A-1-60, *Inspection of Reusable Munitions Containers and Scrap Material Generated from Items Exposed To or Containing Explosives*.
 - 1.2.4.1.12. This Instruction and locally developed operating instructions.
 - 1.2.4.2. Monitor on-hand munitions assets to ensure the explosive facility licensed limits are not exceeded.
 - 1.2.4.3. Ensure accountability and inventory integrity are maintained. Ensure timely completion of custody account inventories.
 - 1.2.4.4. Ensure the safety, security, lot number integrity and accountability of all issued munitions are maintained until the assets are expended or turned in. **NOTE:** Ensure proper packing material is available when munitions assets are turned in.
 - 1.2.4.5. Maintain copies of all issues, expenditures and turn-ins of munitions items in the custodial jacket file since the last signed and reconciled Quarterly Custody Inventory.
 - 1.2.4.6. Ensure munitions not issued to custodian account(s), but in their possession, are immediately turned in to the MASO.
 - 1.2.4.7. Report all loss, damage, destruction or suspected theft of munitions through their chain of command to the MASO within 24 hours.
 - 1.2.4.8. Coordinate munitions forecasts for organizational requirements as directed by MAJCOM and the MASO.

- 1.2.4.9. Prepare all documentation for munitions accounts in accordance with this instruction. If assistance is required, contact Munitions Operations.
- 1.2.4.10. Ensure upon notification of suspended or restricted munitions, immediate action is taken to screen on-hand assets. If any of these assets are on-hand, immediately remove from use and turn in to the MASO.
- 1.2.4.11. Report all expenditures within 5 days from date of expenditure IAW **Chapter 6** and request assets to replenish their stock as required (custody accounts only).
- 1.2.4.12. Physically inventory all custody munitions assets quarterly IAW **Chapter 9**. This includes coordinating with Munitions Operations and Munitions Storage to schedule inventory time and date.
- 1.2.4.13. Ensure personnel designated as custodians on the AF Form 68, (Part III) receive training before assuming custodian duties. This training must be documented.
- 1.2.4.14. Ensure all courtesy stored assets are placarded IAW **Chapter 8**.
- 1.2.4.15. Submit location changes in writing to Munitions Storage upon movement of munitions assets located outside the MSA.
- 1.2.4.16. Initiate a formal courtesy storage agreement with Munitions Storage when such storage is required.
- 1.2.4.17. Ensure allocation is not exceeded. Prepare and forward the AF Form 68 to the commander. Ensure the AF Form 2005 agrees with supporting documentation.
- 1.2.4.18. Transfer munitions accountability to a new custodian or turn in all munitions to the MASO at least 45 calendar days before release of duty.
- 1.2.4.19. Obtain or provide transportation to pick up and deliver required munitions to and from the MSA.
- 1.2.4.20. Ensure munitions in excess of the current FY allocation are scheduled for turn in within 30 days.
- 1.2.4.21. Turn in munitions residue, packaging and containers to Munitions Inspection for certification or disposition.
- 1.2.4.22. Ensure custody account jacket files are set up using guidance outlined in **Chapter 10**.

Chapter 2

ESTABLISHING A MUNITIONS ACCOUNT

2.1. General. For an organization to use munitions, they must first have the authority. Authority may be granted by any of several authorizing directives, such as instructions, AFCAT 21-209, OPLANS, *Tables of Allowance (TA's)*, etc. Once an authorizing directive is determined, an account must be established and the munitions must be forecasted by the requesting organization. MAJCOM then must approve the forecast by means of an allocation.

2.2. Requirements. To obtain munitions from FV5270, the following requirements apply:

2.2.1. The requesting unit commander will:

2.2.1.1. Have a valid requirement IAW an Air Force Directive, Technical Order (TO), OPLAN, etc., prior to establishing a munitions account.

2.2.1.2. Request a customer account code from Munitions Operations. The assigned customer account code is valid for 30 days pending the MASO's receipt of the complete request package. If the package is not received, the customer account code will be deleted and may be assigned to another account. Account codes may be assigned over the phone. **NOTE:** Customer account codes are assigned and controlled solely by Munitions Operations.

2.2.1.3. Submit a request package to the MASO for establishment of a munitions account. The request package will contain:

2.2.1.3.1. A letter requesting establishment of the account and must contain the following:

2.2.1.3.1.1. Customer account code.

2.2.1.3.1.2. Type of items required by Master Stock Number or Complete Round Code (CRC).

2.2.1.3.1.3. Frequency-of-use plan by fiscal quarter.

2.2.1.3.1.4. Justification: Include instructions, manuals, TOs or other references, if applicable. Sufficient information about the requirement must be included to evaluate the request.

2.2.1.3.2. An AF Form 68 (**Figure 4.1.** and **Figure 4.2.**) for each customer account code authorizing specific personnel to receipt for munitions and to certify issues and expenditures.

2.2.2. The MASO will:

2.2.2.1. Review the complete request package for adequacy.

2.2.2.2. Approve or disapprove establishment of a munitions account.

2.2.2.3. Notify the requesting commander of approval or disapproval of the request.

2.2.3. Organizations storing their own munitions must have an approved explosive facility license prior to receiving munitions. If the using organization does not have adequate storage facilities, or an explosive facility license cannot be obtained to store assets, a courtesy storage agreement must be submitted and approved through Munitions Storage. Courtesy stored munitions are subject to frequent inspections to ensure proper storage procedures are met.

Chapter 3

MUNITIONS FORECASTING AND ALLOCATION

3.1. General. The air munitions annual forecast is the primary document to request and allocate munitions required for mobility, training and operational needs. It is the single most important document submitted and its accuracy cannot be over emphasized. Commanders of using organizations must properly forecast munitions. Even small errors can result in delays and possible mission impairment.

3.2. Munitions Funding. Munitions funds are appropriated at congressional level based on each service's combined forecast. If funding does not meet the overall requirements, HQ USAF must determine where the cuts are made, and by what percentage. They must also determine the total allocation for each MAJCOM based on the MAJCOM's mission. Therefore, receiving full requested allocations may vary.

3.3. Time Change Forecasts. Units will submit forecasts for time change requirements IAW TO 00-20-9, directly to the Ammunition Control Point (ACP) at Hill AFB.

3.3.1. Copies of the time change forecast must be provided to Munitions Operations not later than 1 Aug for the following calendar year. If the forecast is for the entire 18th Wing, it must have an attachment reflecting quantities by organization. The forecast will be used for requisition and establishment of stock levels and to ensure organizations do not exceed the total forecast. This will be accomplished on an AFTO Form 223, **Time Change Forecast** or automated CAMS document by the applicable forecasting element (i.e 18th Wing Plans and Scheduling Section).

3.3.2. AFI 21-201 allows stocking one of each type item per type aircraft supported in case of inadvertent firing. This additional requirement can only be used in the case of an inadvertent firing. If additional levels are required, justify on AFTO Form 223 for submission of supplemental forecast.

3.3.3. A quarterly forecast letter for time change requirements, signed by the custodian and the commander, must be broken down by national stock number, pick-up date and aircraft tail number. This is required 90 to 120 days prior to the beginning of the next calendar year quarter, along with appropriate AF Forms 2005.

3.4. Nonnuclear Munitions Forecasts. Upon receipt of the MAJCOM forecast instructions, Munitions Operations will prepare and send the custodians a forecast package giving detailed instructions. Using organizations should begin working forecast requirements in August. When instruction packages are received, it's simply a matter of formatting the forecast for submission.

3.4.1. If a complete round code (CRC) exists for an asset, it must be used for forecasting. This applies to aircrew, load crew and ICT munitions. Custodians may research CRCs by requesting the Complete Round Dictionary from Munitions Operations.

3.4.2. All assets must be forecasted by master national stock number (MNSN). Custodians may research MNSNs at Munitions Operations using the Reportable Item Master File (RIMF).

3.4.3. Custodians must ensure their assets are forecasted by their five-position customer account code (i.e., 123AB). If assets are not forecasted by the proper customer account code and reflected on the allocation document, it may lead to delays in receiving assets. This requires close coordination between custodians and their Functional Managers.

3.4.4. Approved allocations are sent to Munitions Operations by MAJCOM. Custodians must ensure that these allocations are strictly adhered to and not exceeded.

3.4.5. Munitions allocations for one fiscal year (FY) are not carried over into the next fiscal year. Example: If 400 rounds of 9MM are on-hand at the end of FY00, and FY01 allocations are approved and loaded for 350 rounds, the account will not be issued another 350 rounds. The 400 rounds are used to satisfy the FY01 allocation. In this example the account would now be excess 50 rounds. These 50 rounds are not authorized and must be turned in immediately.

3.4.6. Custodians are responsible for determining excess munitions once they are notified of the new fiscal year allocations. Excesses must be determined and assets scheduled for turn-in within 30 days after notification. Excess munitions are determined using paragraph 3.4.5. above and supporting documentation.

3.5. Out-of-Cycle Requests. In the event that the approved level is not sufficient to meet the organization's needs, the custodian will contact Munitions Operations. Munitions Operations will determine if an out-of-cycle allocation request is required. Custodians must notify Munitions Operations as soon as possible to ensure that sufficient quantities are available to meet their requirements.

3.5.1. MAJCOM determines out-of-cycle forecast letters. **Figure 3.1.** is an example of a previous out-of-cycle forecast requirement. Normally, out-of-cycle requests may not be submitted prior to the third quarter of the Fiscal Year (1 April) or until at least 50 percent of the allocation has been expended.


3.5.2. For items without a Master Subsidiary Relationship Code (MSRC), units must submit an AF Form 1996, **Adjusted Stock Level (Figure 3.2.)**.

3.5.2.1. AF Form 1996 will be revalidated with the requesting organization annually.

3.5.2.2. The custodian is responsible for submitting revalidated or re-accomplished AF Forms 1996 to Munitions Operations.

3.5.2.3. Failure to submit either the revalidation or re-accomplished form will result in loss of authorization.

Figure 3.1. Out-of-Cycle Forecast Request Sample Letter.

	DEPARTMENT OF THE AIR FORCE PACIFIC AIR FORCES	DATE
MEMORANDUM FOR HQ PACAF/XXXX (See Functional Manager List)		
FROM: Self Explanatory (Include SRAN)		
SUBJECT: Out-of-Cycle Ground Munitions Allocation Request		
1. IAW AFI 21-201, Request An Out-of-Cycle FY02 Allocation for The Following Item/s:		
Master NSN/DODIC: XXXX-XX-XXX-XXXX/XXXX Nomenclature: Self Explanatory Requirement Code: "See Requirement Code List" Category Code: "See Category Code List" Functional Manager Code: "See Functional Manager List" Custody Account Number: XXXXX Current Years Allocation: Current Years Expenditure Data: Requested Increase:		
2. AUTHORIZING DIRECTIVE: AFCAT 21-209, para 3.13. This allocation increase is required due to an increase in authorized mobility weapons to support our miscellaneous UTC tasking. FORMULA: 65 each M-16 weapons X 60 rounds per weapon = 3,900. If disapproved we will not be able to support all required UTC tasking's with the required quantities of weapons and ammo.		
3. POC for this request is TSgt John A. Smith, 18 EMS/LGWM, DSN 632-5555.		
//SIGNED// BILL SMITH, LT, USAF Flight Commander, Maintenance Flight		

1st Ind, 18 MUNS/MASO

MEMORANDUM FOR 18 LG/CC

Recommend Approval/Disapproval

//SIGNED//

JOHN L. JONES, SMSGT, USAF
MASO

2nd Ind, 18 LG/CC

MEMORANDUM FOR HQ PACAF/SGXP

Approval/Disapproval

//SIGNED//

SUSAN KING, Colonel, USAF
Commander

Figure 3.2. Sample AF Form 1996, Adjusted Stock Level.

STOCK NUMBER 1305-00-926-3942		NOMENCLATURE Cartridge, Ammunition, 7.62MM, Ball				ORGN CONTROL NO. 170ZD	BASE CONTROL NO.
PART NUMBER 9276399-0		APPLICATION (T.O., Figure and Index) 11A13-10-7		SRD	PROJECT CODE	SUPPLY POINT	BENCH STOCK
REPAIR SHOP		REPAIR SHOP CAPABILITY <input type="checkbox"/> FULL <input type="checkbox"/> PARTIAL <input type="checkbox"/> NONE		REPAIR SHOP RC T	RPC	LEVEL REQUESTED	
DATE 20020831		ORIGINATOR TSgt John A. Smith		ORGANIZATION 18 VFS		MAXIMUM 15,000	MINIMUM 15,000
DATE 20020901		SIGNATURE OF APPROVING OFFICIAL (Deputy Commander for maintenance or equivalent)				OFFICE SYMBOL 18 VFS/CC	AUTOVON NUMBER 634-5555
AS OF DATE	ERRC	UI	UNIT PRICE	ROUTING ID	BC	DEMAND LEVEL	DOFD
DOLD	MAXIMUM LEVEL	MINIMUM LEVEL	FIXED LEVEL	DO 28 CENTRAL LEVEL	ADJ DEMAND LEVEL	WRM LEVEL	CUM RECUR DMD
AVG % BASE RFR	NRTS	CONDEMNED	REPAIRED	O & ST	RC T	NET ADJUSTMENT	
DATE	SIGNATURE			APPROVE	DISAPPROVE	OFFICE SYMBOL	AUTOVON NUMBER
	FUNDS MANAGER OR EQUIVALENT						
	STOCK CONTROL OFFICER OR EQUIVALENT					AFSRAN	
	CHIEF OF SUPPLY OR EQUIVALENT					AFSRAN	
	MAJOR COMMAND					OFFICE SYMBOL	
	INVENTORY MANAGEMENT SPECIALIST					OFFICE SYMBOL	
	LOGISTICS SYSTEM MGT DIVISION					OFFICE SYMBOL	
STOCK NUMBER 1305-00-926-3942		NOMENCLATURE Cartridge, Ammunition, 7.62MM, Ball			LIC	MAX LEVEL APPROVED	MIN LEVEL APPROVED
JUSTIFICATION ASSETS ARE REQUIRED TO SUPPORT EXERCISE FOAL EAGLE 03 IAW AFI-2217 AND HQ PACAF/LGW S MESSAGE NUMBER 090850Z, 9 AUG 02. CURRENT ALLOCATION DOES NOT SUPPORT EXPECTED REQUIREMENTS AND ASSETS ARE NOT ON-HAND.							
REASON FOR DISAPPROVAL							
DATE	ORIGINATOR	ORGANIZATION			OFFICE SYMBOL	AUTOVON NUMBER	
DATE	SIGNATURE OF APPROVING OFFICIAL (Deputy Commander for maintenance or equivalent)				OFFICE SYMBOL	AUTOVON NUMBER	
DATE	SIGNATURE OF CHIEF OF SUPPLY (or equivalent)				AFSRAN	AUTOVON NUMBER	

NOTES:

1. Stock Number Block: Use master NSN. Use the D097 master NSN for CAD/PAD assets. If necessary, custodians may research the MNSN at Munitions Operations.
2. Nomenclature Block: Item nomenclature.
3. Orgn Control No Block: Your five-position customer account code.
4. Max/Min Level Requested Block: Total quantity required. If the account is allocated 2000 and 6000 is required, do not enter the difference of 4000; enter 6000.
5. Date Block: Date of request.
6. Originator Block: Initiator's name. This is usually the current primary custodian, but may be a certifying official. Signature is not required.
7. Organization Block: Initiator's organization.
8. Office Symbol Block: Primary custodian's office symbol.
9. Autovon Number Block: Primary custodian's DSN number.
10. Signature of Approving Official: Unit commander's signature. Acting commanders must be on special orders.
11. Office Symbol Block: Approving Official's office symbol.
12. Autovon Number Block: Approving Official's DSN number.
13. Stock Number Block: Same as above.
14. Nomenclature Block: Same as above.
15. Justification Block: This is the most important block on the form. Approval will be based on the strength of the justification. Complete narrative justification to include technical order, publication or message reference. Be specific, give thorough information and state whether the property is on hand.

Chapter 4

AF FORM 68 MUNITIONS AUTHORIZATION RECORD

4.1. General. The AF Form 68, **Munitions Authorization Record** is used by unit commanders to delegate authority to certify munitions issues and expenditures, and to identify those individuals authorized to receipt for munitions assets issued to their organization.

4.1.1. Personnel authorized to certify issue and expenditure requests cannot be authorized to receipt for munitions.

4.1.2. AF Form 68 (**Figure 4.1.** and **Figure 4.2.**) is re-accomplished or revalidated annually. Re-accomplishment is required when:

4.1.2.1. When the unit commander changes, not to exceed 30 days after change of command.

4.1.2.2. When the primary custodian changes (45 days prior).

4.1.2.3. As determined by unit commanders.

4.1.2.4. Whenever the commander or primary custodian is absent for more than 45 days.

4.1.2.5. As directed by the MASO or MAJCOM.

4.1.3. AF Form 68 may be revalidated annually if no significant changes to the form have occurred and information is still valid. Submit revalidation letter signed by the commander to Munitions Operations no later than the anniversary date of the AF Form 68 or previous revalidation letter.

4.1.4. Unit commanders must sign the AF Form 68 (Part IV), except when:

4.1.4.1. An alternate is acting as commander and appointed on special orders (a copy of the special order must be provided to the MASO).

4.1.4.2. The unit commander elects to designate, by formal letter to the MASO, a representative to sign on his or her behalf. This delegation of authority does not release the commander from pecuniary liability and its use should be held to the absolute minimum.

4.2. Preparation. The organization requiring munitions support will prepare the AF Form 68 (**Figure 4.1.**).

4.2.1. The AF Form 68 must contain original payroll signatures of all delegated personnel (blue or black ink only). The front and back of original document must be printed on a single page. Separate page forms will not be approved.

4.2.2. Although Part II of the AF Form 68 may state “all personnel are in the position of Section Chief or higher,” the commander will only delegate authority to certify issue and expenditure documents to noncommissioned officer or higher (or equivalent).

4.2.3. AF Form 68 will not be accepted for the following:

4.2.3.1. Corrections or pen and ink changes, unless approved by MASO or designated representative.

4.2.3.2. Alterations or changes to the form.

4.2.4. Munitions Operations will train all custodians however, the primary custodian will train and brief all alternate custodians on their responsibilities while acting on their behalf.

4.2.5. Re-accomplished AF Forms 68 or annual revalidation letters must arrive at Munitions Operations no later than the anniversary date of the original AF Form 68 or previous revalidation letter. Unless prior arrangements are made, upon expiration of the AF Form 68, the account will be frozen, no further transactions authorized and the commander notified. The MASO may direct all assets to be turned in to base stock.

4.2.6. The squadron commander must sign the AF Form 68 for squadron level accounts. Group level and wing level accounts must be signed by the applicable commander. Acting commanders at any level must be on official orders to sign. A copy of the orders must be provided to the MASO when submitting the AF Form 68. Commanders can appoint an individual to sign on their behalf by submitting an appointment letter to Munitions Operations.

4.2.7. The only changes that can be made to an approved AF Form 68 are deletions of individual authorizations. These changes will only be made by designated Munitions Operations personnel.

4.2.8. The appointing authority will notify the MASO to withdraw an individuals authorization.

4.2.9. The MASO may cancel authorization of any individual who fails to comply with this instruction.

4.2.10. In the event the primary custodian's authorization is withdrawn, the commander assumes primary custodial responsibilities for the account. The commander must appoint a new primary custodian, submit a new AF Form 68 and perform a change of custodian inventory.

4.3. Responsibility Briefings. Personnel on the AF Form 68 (Part II and Part III) are required to attend munitions responsibility training/briefing given by Munitions Operations. This training is required prior to approval of the AF Form 68 and will be documented.

4.3.1. The primary custodian is responsible for providing additional training to all designated alternates and ensuring they are knowledgeable of security and transportation requirements outlined in AFI 23-111, AFMAN 91-201 and this instruction. Alternate custodians must be able to assume duties for the account if the primary is unavailable to carry out custodian duties.

4.3.2. The unit commander must receive a Munitions Custody Responsibility Briefing. Munitions Operations is responsible for scheduling the briefing and coordinating the time and place with the commander. This action must take place prior to approval of the AF Form 68.

Figure 4.1. Sample AF Form 68, Munitions Authorization Record & Fill Instructions.

MUNITIONS AUTHORIZATION RECORD					DATE
FROM: Office of Organization/Commander 18 VFS/CC Unit 5999, Box 5199, Kadena AB, JA 96368			TO: Office Symbol or Address of the M&D 18 MUN S/LGWMO Kadena AB, JA 96368		
<p>AUTHORITY: Executive Order 9837, November 1943. PRINCIPAL PURPOSE: To receipt for munitions items. ROUTINE USES: Provides for verification/identification of personnel to receipt or certify authorizations for munitions. DISCLOSURE IS VOLUNTARY: The disclosure of the SSN is voluntary, but it is required before individuals can receipt or certify authorizations for munitions.</p>					
I. ORGANIZATIONAL AND SUPPLY INFORMATION					
PURPOSE FOR WHICH REQUESTED (MUNITIONS WILL BE USED) (i.e., type mission/activity supported)					
Account type and reason the munitions are needed. Include all references that give the authorizations for the munitions. Example: Custody account munitions required for Operational Use, Mobility or Aircrew Training IAW AF CAT 21-209 and AFI 36-2217.					
DE/AFW LOCATION		(Building where assets will be stored)		RECEIVING ACTIVITY OFFICE SYMBOL	
				18 VFSOGZZ	
UNSD / ORGANIZATION AND SHOP CODE (if applicable)					
170ZD, 270ZD, 370ZD					
SUPPLY POINT(CUSTODY ACCOUNT) (if applicable)					
II. PERSONNEL AUTHORIZED TO SIGN CERTIFICATES OF AUTHORIZATION EXPENDITURE (AF FORM 1205/OD FORM 1150)					
COMMANDER'S STATEMENT: In accordance with AFM 7-1, Vol 1, Part One, Chap 20, I hereby authorize the below listed personnel to sign certify authorization documents and to sign certify expenditure documents for activity/account listed in Part I above. All personnel are in the position of Section Chief or higher, and have been briefed by me as to their responsibilities for proper control and accountability of munition. These individuals are charged with personal verification including the Urgency of Need (U/N/D), of any document's transactions which they, as my representative, approve.					
NAME	RANK	SSN	PHONE	DEPOS	SIGNATURE
JONES, JAMES C. See Note 9	CAPT	999-99-9999	634-5555	14 OCT 04	
JACKSON, JOHN P. See Note 9	MSGT	999-99-9999	634-5555	INDEF	
JOHNSON, JACK R. See Note 9	MSGT	999-99-9999	634-5555	01 SEP 03	
III. PERSONNEL AUTHORIZED TO RECEIPT FOR MUNITIONS (OD FORM 1138-1/OD FORM 1150)					
COMMANDER'S STATEMENT: In accordance with AFM 67-1, Vol 1, Part One, Chap 20, I hereby authorize the below listed personnel to sign receipt for munitions items for my organization/activity as identified in Part I above.					
BRIEFING STATEMENT: We, the undersigned, fully understand our responsibility to a) properly control, safely store and securely store, and prevent the unauthorized use of munitions we receive. We will insure that these munitions are not released to agencies or individuals outside the United States Air Force, without prior approval and authority from higher headquarters.					
SEE REVERSE FOR LISTING OF PERSONNEL					

NOTES:

1. **Date:** Leave Blank (will be the date approved by the MASO).
2. **From:** Initiating commander's complete office mailing address to include unit number, box number, base and zip code.
3. **To:** 18th MUNS/LGWMO
Kadena AB, JA 96368
4. **Purpose:** State type of account; Custody, DIFM (CAD/PAD), or consumption (non-DIFM). Also, state the authorizing directive, e.g. OPLAN XXXX, AFI XX-XXXX, TA XXX, etc. If directive will classify the AF Form 68 enter "Directive Classified." Enter the reason for the munitions account (i.e., in support of aircrew training).
5. **Delivery Location:** Enter the building number where assets are to be stored (if multiple buildings, enter all).
6. **Office Symbol:** Enter the primary custodian's office symbol.
7. **Organization/Shop Code:** Blank.
8. **Supply Point (Custody Account):** Five digit customer account code assigned by Munitions Operations.
9. **Name:** Certifying official's last name, first name and middle initial. Also include written initials to be used for verification of changed information.
10. **Rank:** Individual's rank.
11. **SSN:** Individual's SSAN.
12. **Phone:** DSN number.
13. **DEROS:** Current DEROS.
14. **Signature:** Individuals must sign their payroll signature. Use blue or black ink only.

Figure 4.2. Sample AF Form 68, Munitions Authorization Record (Reverse) & Fill Instructions.

NAME	NOTE 1	NOTE 2	RANK	SSN	PHONE	SIGNATURE
SMITH, JOHN A. DEROS: 11 NOV 03	P	SEC	T Sgt	999-99-9999	634-5555	
STEVENS, SAMUEL S. DEROS: INDEF	A	TS	SSgt	999-99-9999	634-5554	
LEWIS, LARRY R. DEROS: 15 SEP 04	A	SEC	SSgt	999-99-9999	634-5553	
1. Enter "P" if primary or "A" if alternate supply point/custody account custodian. Otherwise leave blank. 2. Enter security clearance of those individuals authorized to sign for classified items.						
IV. UNIT COMMANDER						
<p><i>I understand that no one person may be authorized to perform duties listed in both Part II and Part III above. I also understand that I must notify the MASO whenever an individual's authorization is withdrawn (as with PCS, PCS, extended TDY, administrative action, etc.). The MASO will also be notified each time a new organization commander is assigned. Under the above circumstances a new Munitions Authorization Record will be submitted to the MASO within 30 days of assignment.</i></p> <p><i>I fully understand and recognize my responsibility for maintaining munitions issued to this organization. I realize that if this activity cannot provide adequate security and storage (AW AFR 125-37 and AFR 127-100, consumption requests will be limited to that quantity which will be consumed/installed on the date of issue. If adequate security and storage is available, consumption requests will be limited to that quantity which will be consumed/installed or turned in within 15 days from the date of issue. I will insure that ammunition issued to this organization is expended/installed or turned in within the time frame established at the time of issue. I further will insure that ammunition issued to this organization is not released to agencies or individuals outside the United States Air Force without prior approval and authority of higher headquarters. I have been personally briefed by the MASO on my responsibilities as stated above in accordance with AFM 67-1, Vol 1, Part One, Chap 20.</i></p> <p><i>Personnel authorized to receipt for classified material from the MASO are identified by a security clearance symbol in Part III above. Personnel not authorized to receipt for classified must be identified by N/A in this block.</i></p>						
SUPERSEDES PREVIOUS AUTHORIZATION RECORD DATE REVALIDATED _____						
TYPED/PRINTED NAME AND GRADE OF ORGANIZATION COMMANDER OR EQUIVALENT PETER K. SIMPSON, Lt Col, USAF Commander, 18 VFS DEROS: 23 JUL 04			DUTY PHONE 634-5555		SIGNATURE OF ORGANIZATIONAL COMMANDER OR EQUIVALENT	
V. APPROVAL/DISAPPROVAL BY MASO						
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED (Reason for disapproval)						
TYPED/PRINTED NAME AND GRADE OF MUNITIONS ACCOUNTABLE SUPPLIER OFFICER LEAVE BLANK				SIGNATURE OF MUNITIONS ACCOUNTABLE SUPPLIER OFFICER		

NOTES:

1. **Name:** Custodian's last name, first name, middle initial and current DEROS.
2. **(NOTE 1):** Enter "P" to designate the primary custodian (only one primary authorized per account code) and "A" to designate alternate(s). There must be at least one alternate designated.
3. **(NOTE 2):** Individual's security clearance.
4. **Rank:** Individual's rank.
5. **SSN:** Individual's SSAN.
6. **Phone:** DSN number.
7. **Signature:** Individual's payroll signature. Use blue or black ink only.
8. **Supersedes:** Date of the AF Form 68 this supersedes. If it is an initial, enter "Initial".
9. **Commander:** Commander's signature block and current DEROS.
10. **Duty Phone:** DSN number.
11. **Signature:** Commander's payroll signature in blue or black ink. This section may be dated, however, ensure date block on front side is left blank.

LEAVE THE MASO SIGNATURE BLOCK BLANK.

Chapter 5

MUNITIONS ISSUE REQUESTS

5.1. General. Munitions will not be issued until all documentation has been prepared and required inspections have been completed. The only exceptions are issues for combat operations. Munitions will be issued as required in a combat environment or contingency with documentation processed within 72 hours.

5.1.1. All requests for munitions must be prepared on an AF Form 2005 and be typed or legibly hand-scribed in dark blue or black ink, with an original and two copies. If using computer-generated forms, ensure paper is cut to original document size and carbon paper is inserted.

5.1.2. AF Form 2005 must be signed in Block A by a certifying official. The certifying official is the organization commander or a designated representative reflected on the AF Form 68 (Part II). An AF Form 2005 with an unauthorized signature will be disapproved.

5.1.3. Alterations or white out used on the AF Form 2005 are not permissible and will be returned. If a change needs to be made to a document, a single obliterating line will be placed through the item and the original certifying official must initial that change. Documents that have more than one change will be returned to be re-accomplished. This limitation applies only to data pertaining to identification and accountability of assets such as national stock number (NSN), quantity, lot number and document number. Munitions Operations reserves the right to return any request if it is determined to be illegible.

5.1.4. All issue requests must be submitted to Munitions Operations at least 10 duty days prior to the date and time required.

5.1.5. Issue priorities. If assets are required sooner than normal scheduling can accommodate, assign appropriate issue priority as follows:

5.1.5.1. Issue Priority 02 (Emergency): Assets required within 1 day of issue request submission. Requires letter of justification. (See paragraph 5.4.)

5.1.5.2. Issue Priority 03 (Immediate): Assets required between 2 and 10 days from issue request submission. If issue request can be supported, verbal coordination between the MASO and unit commander is required. Priority 03 will not be used on a routine basis.

5.1.5.3. Issue Priority 05 (Routine): Asset required 10 days or later from issue request submission.

5.1.6. Munitions Inspection element will notify the requester when the asset is ready to be picked up. If the assets are not picked up within 24 hours after notification, the assets will be turned in and the requesting organization must re-accomplish the issue with the commander's justification. All accounts must contact the Munitions Inspection element to coordinate changes regarding pick up of assets.

5.2. Consumption Issues. Consumption issues are limited to those assets consumed or installed within 15 days. Consumption issues will be limited to those munitions needed for immediate installation (i.e., DIFM, Time Change, Shop Stock, and Research and Development). Using activities will submit a certified AF Form 2005 to Munitions Operations with an original and two copies. (See [Figure 5.1.](#))

5.2.1. Due-In-From-Maintenance (DIFM) Issues. DIFM issues are those munitions needed for immediate installation (CAD/PAD, items of expendability, recoverability, reparability category [ERRC] code "XD" or other items as directed). DIFM issues require a like-item to be turned in 15 days after issue.

5.2.2. Time Change Issues. CAD/PAD items (regardless of ERRC code) are issued and controlled under DIFM procedures.

5.2.2.1. The primary or alternate custodian will hand deliver AF Forms 2005 and a time change requirements letter broken down by national stock number, aircraft tail number or chute number, aircraft grounding date and forecasted pick-up date to Munitions Operations between 90 and 120 days before the next calendar year quarter. The letter must be signed by both the custodian and the commander. When scheduled time change dates are revised, the custodian will notify Munitions Operations of the revised date.

5.2.2.2. Once the assets have been issued, the custodian will keep a copy of the issue document and AF Form 2005. This copy of the issue document will be kept for permanent files. It will also be used for the turn-in document for the replaced part to verify the DIFM document number.

5.2.3. Shop Stock Issues. Shop stock issues are normal consumption issues where the item or component will be consumed or installed within 15 days of issue. These include but are not limited to replacement parts and components (not DIFM or time change) and munitions/missile containers.

5.3. Custody Issues. Custody issues are munitions assets required by an organization for training, operations or mobility that could be consumed at a later date. These assets will be maintained by the custodian until expended or turned-in. Using activities will submit a certified AF Form 2005 to Munitions Operations with an original and two copies. (See [Figure 5.2.](#))

5.3.1. Custody issued assets may be courtesy stored if secure facilities or adequate storage space is not available and an approved courtesy storage agreement is completed IAW [Chapter 8](#).

5.3.2. If courtesy storage is required, coordinate the courtesy storage request at the time the AF Form 2005 is dropped off at Munitions Operations. If not requested, a storage crew may not be available. In which case, the assets must be stored by the requesting organization or turned in.

5.4. Emergency Issues. Emergencies are bona fide requirements which stem from situations beyond the control of the requesting organization. Such requests may be due to inadvertent firing or breakage of time change items or no notice MAJCOM requirements.

5.4.1. An oversight by the organization to meet the normal time criteria for delivery of the AF Form 2005 is not a bona fide emergency and may not be accepted. The MASO will make the final determination regarding issue requests that don't meet emergency issue criteria.

5.4.2. All emergency requests require a letter of justification signed by the applicable group commander (LG, OG, etc.). The letter of justification must accompany the AF Form 2005. The approval may be annotated on the back of the AF Form 2005. Group commanders may delegate authority to approve and certify emergency requests to operational commanders in a formal letter to the MASO. However, delegation cannot be passed a second time (i.e., Special Orders to act on behalf of an originally delegated commander).

5.4.3. For time change items (CAD/PAD) and consumption accounts, the letter must state:

5.4.3.1. The reason for the emergency condition in detail.

5.4.3.2. Aircraft tail number or chute number. (Applies only to time change.)

5.4.3.3. Stock number of item and quantity required.

5.4.3.4. Actual date aircraft becomes grounded. (Applies only to time change.)

5.4.4. For custody assets the letter must state:

5.4.4.1. The reason for the emergency condition to include the directive creating the requirement (e.g., MAJCOM message, change to existing or new instructions, etc.) If due to oversight, state so and provide explanation.

5.4.4.2. Date the requirement became known and date of directive.

5.4.4.3. Date and time the item is required.

5.4.5. The Munitions Inspection element will notify the requester when the asset is ready to be picked up. If emergency issue is not picked up within 2 hours of notification, the assets may be returned to stock. The MASO may contact the appropriate group commander if assets are not picked up. If assets are still required, the requesting organization must re-accomplish the issue along with another letter signed by the group commander or designated representative, stating why the assets were not picked up.

5.5. Signing for Property. The recipient will be required to present their DD Form 2, **Armed Forces Identification Card**. Once determination has been made the individual is an authorized representative of the commander (listed on the AF Form 68 (Part III)), the property will be released.

5.5.1. The individual will verify property being received. Check the NSN, lot number, condition code and quantity before receipt. If both the issue document and property match, place the date, time and payroll signature on the issue document.

5.5.2. If changes have occurred to documents (quantity, lot number, etc.), the document will not be signed and the recipient will notify Munitions Operations immediately.

5.5.3. Responsibility for safety, security and accountability for munitions from the time of issue remains with the using organization. This includes lot number integrity.

5.5.4. A copy of the issue document will be retained by the requesting organization.

5.6. Pick-Up. All munitions will be picked up by the using organization. **NOTE:** Only the commander and personnel listed on the AF Form 68 (Part III) are authorized to receipt for assets.

5.7. Organizational Refusal. Assets under munitions management do not fall under the provisions of resource management, and no funds or expense is levied against the organization for purchase. In the event of an organizational refusal, the requester will sign the issue document and submit an AF Form 2005 for relief of accountability. Both documents must be marked "Organizational Refusal." State the reason for refusal on the issue documents.

5.8. Due-Out Munitions. Due to mission changes, storage capabilities and Air Force shortages, some munitions items may not be in stock for immediate issue. This is especially true for time change assets where stockpiling is prohibited. If the requested assets are not on hand for immediate issue, Munitions

Operations will check the availability of substitute assets. If substitute assets are not available the following procedures apply:

5.8.1. Munitions Operations will:

- 5.8.1.1. Immediately notify the requesting organization of the shortage by telephone.
- 5.8.1.2. Process the request to create a due-out document number for the requesting organization.
- 5.8.1.3. Requisition assets (unless requisition already exists) to fill the requirement.
- 5.8.1.4. Provide the requesting organization with the due-out and requisition document numbers.
- 5.8.1.5. Perform follow-up action every month for routine (priority 05) requisitions.
- 5.8.1.6. Perform follow-up action daily for emergency (MICAP) requisitions.
- 5.8.1.7. Distribute due-out validation lists with instruction letter quarterly to the applicable organizations.

5.8.2. The primary custodian will:

- 5.8.2.1. Periodically check with Munitions Operations on status of due-out assets.
- 5.8.2.2. Comply with due-out validation instructions (paragraph 5.9.) and return listing to Munitions Operations.

5.9. Due-Out Validation Listing. All due-outs to an organization will appear on the due-out validation listing. This due-out listing, with instruction letter attached, will be distributed quarterly by Munitions Operations.

5.9.1. Upon receipt, the custodian will:

- 5.9.1.1. Review the list for accuracy.
- 5.9.1.2. Put a non-obliterating line through any due-out no longer required and initial the line.
- 5.9.1.3. Circle any discrepancy, write the correction above it and initial the change.
- 5.9.1.4. Return the listing to Munitions Operations by the suspense date specified on the instruction letter. If user cannot meet the suspense date, contact Munitions Operations for an extension.

5.9.2. If the listing is not returned by the suspense date, the custodian will be contacted. If the custodian still fails to return the listing, a letter will be sent to the commander and the due-outs will be canceled.

Table 5.1. Time Change Requisitioning.

Required Month	Earliest Requisition Date	Latest Requisition Date
Jan-Mar	1 Sep	1 Oct
Apr-Jun	1 Dec	1 Jan
Jul-Sep	1 Mar	1 Apr
Oct-Dec	1 Jun	1 Jul

Figure 5.1. Sample AF Form 2005, Issue/Turn-In Request (Consumption Issue, Time Change).

TRIC 1 2 3 4 5 6 7 I S U T C G S							A. INCHECKER, NAME, DATE (TIN) //////////SIGNATURE////////// 1 AUG 02 JOHN P. JACKSON, MSgt 634-5555 REQUEST, TIME & DATE (ISU)														B. INSPECTOR, NAME-STAMP, DATE (TIN)																	
STOCK NUMBER NSN 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 1 3 7 7 0 0 2 8 0 0 2 7 2											UNIT OF ISSUE 23 24 25 26 27 28 29 E S E A 0 0 0 0 1				c. A/C GRND DATE: 25 NOV 02														DOCUMENT NUMBER ACT .30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 R 1 7 0 T C									
Part Number											E. T.O. REFERENCE/TECHNICAL PUBLICATION OR END-ITEM APPLICATION/NEXT HIGHER ASSEMBLY CONSUMPTION ISSUE For Time Change IAW (Authorizing directive on AF Form 68).																											
D. PART NUMBER/MGFR CODE OR NAME/REMARKS																																						
WORK ORDER SHIP TO 45 46 47 48 49 50											TEX/CON/FAO 51 52 53 54 55 56 57 58 59 60 61				PROJECT 62 63 64				PRI 65 66				REQ/DEL DT 67 68 69 70 71 72 73 74 75 76 77 78 79 80				UJC CC DC				MARK FOR DOCUMENT NUMBER POST PCST 7 3 - 0 5 0 7				F. T.O. PSC AND/OR ERRC			
G. TIME & DATE OF DELIVERY 1400/24NOV02							H. DELIVERY TIME							I.							J. NOMENCLATURE Cartridge, Fire Extinguisher																	

AF FORM 2005, 19860601 (EF-V3)

PREVIOUS EDITION WILL BE USED.

NOTES:

1. **Block A:** Signature and printed name of commander or authorized individual on AF Form 68 (Part II), date and phone number.
2. **Block C:** Ground Date of Aircraft (for time change only).
3. **Block D:** Manufacture's part number, if known.
4. **Block E:** 1) Statement "CONSUMPTION ISSUE". 2) Reason for use (FOR TIME CHANGE, if applicable, or other reason). 3) Authorizing directive.
5. **Block G:** Date and time required. For time change, coordinate with Munitions Operations.
6. **Block J:** Nomenclature.
7. **Columns:**

- 1-3 "ISU"
- 4-6 "TCG" (for time change only).
- 7 Category Code.
- 8-22 National Stock Number of Asset.
- 23-24 Unit of Issue (i.e., EA, KT, ST, FT).
- 25-29 Quantity Requested.
- 30 "R"
- 31-35 Customer Account Code.
- 60-61 Priority.
- 67-80 Aircraft Tail Number or Chute Number (for time change only).

This is an accountable document subject to auditing and must be complete, neat and legible. If not, it will be disapproved and returned for resubmission.

Figure 5.2. Sample AF Form 2005, Issue/Turn-In Request (Custody Issue).

TRIC	DEL/DIST			EX			A. INCHECKER, NAME, DATE (TIN)															B. INSPECTOR, NAME-STAMP, DATE (TIN)																																					
1	2	3	4	5	6	7	//SIGNATURE// 1 AUG 02 JOHN P. JACKSON, MSGT 634-5555 REQUEST, TIME & DATE (ISU)																																																				
NSN	STOCK NUMBER															ADDN	UNIT OF ISSUE	QUANTITY	c.	ACT	ORG	SHOP	DATE	SER NO	DMO																																		
8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44																							
1	3	0	5	0	1	7	2	9	9	5	5	8			E	A	0	2	0	0	0	S	2	7	0	Z	D																																
Part Number															E. T.O. REFERENCE/TECHNICAL PUBLICATION OR END-ITEM APPLICATION/NEXT HIGHER ASSEMBLY																																												
2 3 9 1 6 6 4 3															CUSTODY ISSUE for training IAW (Authorizing directive on AF Form 68).																																												
D. PART NUMBER/MSFR CODE OR NAME/REMARKS																																																											
WORK ORDER	SHIP TO	TEX/CONFA	SD	PROJECT	PRI	REQ/DELDT	U/C	MARK FOR	DOCUMENT NUMBER	POST/POST	F. T.O. PSC AND/OR ERRC																																																
45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80																								
															0	5																																											
G. TIME & DATE OF DELIVERY															H. DELIVERY TIME															I.															J. NOMENCLATURE														
1400/15AUG02																																													Cartridge, 9MM Ball														

AF FORM 2005, 19860601 (EF-V3)

PREVIOUS EDITION WILL BE USED.

NOTES:

- Block A:** Signature and printed name of commander or authorized individual on AF Form 68 (Part II), date and phone number.
- Block D:** Manufacture's part number, if known.
- Block E:** 1) Statement "CUSTODY ISSUE". 2) Reason for use (operations, training, mobility, etc.) 3) Authorizing directive.
- Block G:** Date and time required.
- Block J:** Nomenclature.
- Columns:**
 - 1-3 "ISU"
 - 7 Category Code.
 - 8-22 National Stock Number of Asset.
 - 23-24 Unit of Issue (i.e., EA, KT, ST, FT).
 - 25-29 Quantity Requested.
 - 30 "S"
 - 31-35 Customer Account Code.
 - 60-61 Priority.

This is an accountable document subject to auditing and must be complete, neat, legible. If not, it will be disapproved and returned for resubmission.

Chapter 6

MUNITIONS EXPENDITURE REQUESTS

6.1. Munitions Expenditure Requests. Expenditure transactions are processed to relieve accountability for those assets consumed in training, contingency or a bona fide emergency. This type transaction only applies to those assets issued to a custody account. The following procedures will be complied with:

6.1.1. The custodian and the unit commander must ensure custody issued munitions are used only for the purpose intended and that allocated quantities are not exceeded. Custody issued munitions will not be expended for reasons other than those originally authorized. **NOTE:** Unauthorized expenditure of munitions will require a report of survey for relief of accountability.

6.1.2. Custody munitions which have been installed on aircraft and remain on-station, are not subject to expenditure processing until they are actually expended (fired).

6.1.3. All expenditures must be properly documented using, AF Form 2005. Expenditures must be typed or legibly hand-scribed in dark blue or black ink, with an original and two copies. If using computer-generated forms, ensure paper is cut to original document size and carbon paper is inserted. (See [Figure 6.1.](#))

6.1.3.1. Expenditures must be signed in Block A by a certifying official. The certifying official is the organization commander or designated representative reflected on the AF Form 68 (Part II). Block E must contain the appropriate statement and signature of authorized custodian, AF Form 68 (Part III).

6.1.3.2. Alterations or white-out is not authorized. If a change needs to be made to a document, a single obliterating line will be placed through the item and the original certifying official must initial that change. Documents that have more than one change will be returned to be re-accomplished. This limitation applies only to data pertaining to identification and accountability of assets such as NSN, quantity, lot number and document number. Munitions Operations reserves the right to return any illegible expenditure document.

6.1.4. Expenditure documents must be submitted within 5 duty days to the MASO for all custody munitions expended, unless otherwise directed.

6.1.5. Each expenditure document must be assigned a serial number from the expenditure serial number log. If documents are lost, the old serial number must be canceled and a new number used.

6.2. Expenditure Serial Number Log. Each custodian is required to track expenditures individually by assigning an expenditure serial number and maintaining a serial number log. Serial numbers are assigned in sequence using 0001-9999. Serial numbers start over at the beginning of the fiscal year.

6.2.1. In the event an expenditure document is returned for corrections, re-accomplish with the correct information using same serial number as the original document.

6.2.2. The expenditure serial number log must match Munitions Operations documentation.

Figure 6.1. Sample AF Form 2005, Issue/Turn-In Request (Custody Expenditure).

TRIC 1 2 3 E X P	DEL/DIST TOTE BCR 4 5 6 D	EX Date 7	A. INCHECKER, NAME, DATE (TIN) //////////SIGNATURE////////// 15 SEP 02 JOHN P. JACKSON, MSgt 634-5555 REQUEST, TIME & DATE (ISU)	B. INSPECTOR, NAME-STAMP, DATE (TIN)
NSN 8 9 10 11 1 3 0 5	STOCK NUMBER 12 13 14 0 1 7 2	ADDN 15 16 17 9 9 5 5 8	UNIT OF ISSUE 23 24 E A	QUANTITY 25 26 27 28 29 0 1 5 0 1
ACT 30 S 2 7 0	ORG 31 Z D	SHOP 32 33 2 2 2 6	DATE 34 35 0 0 0 1	SER. NO 36 37 38 39 0 0 0 1
DMO 40 41 42 43 44	Part Number 2 3 9 1 6 6 4 3	E. T.O. REFERENCE/TECHNICAL PUBLICATION OR END-ITEM APPLICATION/NEXT HIGHER ASSEMBLY Certified Custody EXPENDITURE for training IAW (Authorizing directive on AF Form 68). //Custodian Signature//	D. PART NUMBER/MGFR CODE OR NAME/REMARKS LC-90A001-001 Cond Code: A	
WORK ORDER SHIP TO 45 46 47 48 49 50	TEXCONF 51 52 53	SD 54 55 56	PROJECT 57 58 59	PRI 60 61
REQ/DELDT 62 63 64	UIC 65 66	MARK FOR 67 68 69 70 71 72 73 74 75 76 77 78 79 80	DOCUMENT NUMBER POST/POST	F. T.O. PSC AND/OR ERRC Bldg 94303 Loc 001A004A
G. TIME & DATE OF DELIVERY	H. DELIVERY TIME	I.	J. NOMENCLATURE Cartridge, 9MM Ball Expenditure Serial Number: 02-025	

AF FORM 2005, 19860601 (EF-V3)

PREVIOUS EDITION WILL BE USED.

NOTES:

- Block A:** Signature and printed name of commander or authorized individual on AF Form 68 (Part II), date and phone number.
- Block D:** Lot or serial number and original condition code of item expended. (See NOTE 7.)
- Block E:** 1) Statement "EXPENDITURE". 2) Reason for expenditure (i.e, operation or training). 3) Authorizing directive. 4) Signature of custodian on AF Form 68 (Part III).
- Block F:** Structure and location. (See NOTE 7.)
- Block J:** Nomenclature and expenditure serial number assigned from the custodian's expenditure serial number log.
- Columns:**
 - 1-3 "EXP"
 - 7 Category Code.
 - 8-22 National Stock Number.
 - 23-24 Unit of Issue (i.e., EA, KT, ST, FT).
 - 25-29 Quantity Expended.
 - 30-43 Document Number of Original Issue Request. (See NOTE 7.)
7. Information must match the Custody Account Listing IS507A.

This is an accountable document subject to auditing and must be complete, neat, legible. If not, it will be disapproved and returned for resubmission.

Chapter 7

TURN-INS

7.1. Turn-In Procedures. Turn-ins are processed to relieve accountability and physical possession of munitions which are no longer needed, have expired shelf- or service-life or are no longer authorized.

7.1.1. Unused munitions which were originally issued for consumption and not expended or installed within the 15 day time period will be promptly returned. After the applicable time period if the munitions have not been returned, the account will be frozen. (See **Chapter 9**.) Requirements vary according to various types of non-tactical munitions turn-ins. Types and requirements are outlined as follows:

7.1.1.1. Non-DIFM Turn-In (Organizational, Custody or Found-on-Base Turn-Ins): The using activity will prepare an AF Form 2005 with an original and two copies. These documents must be given to Munitions Inspection upon turn-in of the assets. (See **Figure 7.1**.)

7.1.1.2. DIFM Turn-In: The using activity will prepare an AF Form 2005 with an original and two copies. These documents must be given to Munitions Inspection upon turn-in of the assets. (See **Figure 7.2**.)

7.1.1.3. MASO directed unserviceable, or restricted or suspended munitions according to T.O. 11A-1-1 or other technical data.

7.1.2. AF Form 2005 will be typed or legibly hand-scribed in blue or black ink. If a change needs to be made to a document, a single obliterating line will be placed through the item and the original certifying official must initial that change. Documents that have more than one change will be returned to be re-accomplished. This limitation applies only to data pertaining to identification and accountability of assets such as NSN, quantity, lot number and document number.

7.1.3. Alterations or white out are not permissible and will be disapproved. Munitions Operations reserves the right to disapprove any request if it is determined illegible.

7.1.4. Using organizations will ensure munitions are returned in the original or suitable containers to include packing material. If the using organization does not have the original or suitable container and packing material they must contact Munitions Inspection prior to turn-in of assets. All munitions will be segregated and identified by lot number.

7.1.5. Verification of type and quantity of munitions being turned in will be done by Munitions Inspection and the responsible custodian. If there are more assets being turned in than can be accurately inventoried in one day, the turn-in inventory will be scheduled for a later date. Turn-in paperwork, specifically the quantity, will not be signed/verified until the inventory is complete. Actual serviceability will be determined by a qualified munitions inspector.

7.1.6. Munitions turn-ins **WILL NOT** be accepted unless applicable documentation requirements and criteria as explained above are fully complied with.

7.1.7. Using organization must contact Munitions Inspection to schedule turn-in of assets.

7.2. Found-On-Base (FOB) Munitions. FOB applies to those munitions found outside the munitions storage area or an approved storage area and not issued (or no record of issue) to a custody or consumption account, removed from or left by transient aircraft, amnesty boxes, or confiscated munitions. Assets

must be picked up on accountable records and an audit trail established, however, only assets that can be positively identified as stock listed items derived from a military source will be adjusted to accountable records.

7.2.1. The user will:

7.2.1.1. Submit AF Form 2005. (See **Figure 7.1.**)

7.2.1.2. Immediately provide Munitions Operations the following information in writing. (See **Figure 7.3.**):

7.2.1.2.1. Customer account code.

7.2.1.2.2. Stock number.

7.2.1.2.3. Noun.

7.2.1.2.4. Lot number.

7.2.1.2.5. Quantity.

7.2.1.2.6. Name of base where aircraft are assigned and aircraft tail number (if applicable).

7.2.1.2.7. Statement explaining the circumstances of who found what, where and when, constituting the FOB condition.

7.2.1.3. Pending direction from the MASO or Munitions Operations personnel, schedule asset turn-in with Munitions Inspection.

7.2.2. Munitions Operations will:

7.2.2.1. Review the information provided by the user to determine if inventory action is required.

7.2.2.2. Upon completion of review or inventory action, forward the information to Munitions Inspection for processing.

7.2.2.3. Forward a copy of the completed FOB document to the user.

Figure 7.1. Sample AF Form 2005, Issue/Turn-In Request (Non-DIFM Turn-In).

TRIC							DEL DIST EX TOTE BOX Dac							A. INCHECKER, NAME, DATE (TIN)														B. INSPECTOR, NAME-STAMP, DATE (TIN)																	
1	2	3	4	5	6	7	REQUEST, TIME & DATE (ISU)																																						
T I N							D																																						
STOCK NUMBER																						UNIT OF ISSUE				QUANTITY				DOCUMENT NUMBER														DMO	
NSN																						ADDN				c.				ACT ORG SHOP DATE SER NO Cond														44	
8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44									
1	3	0	5	0	1	7	2	9	9	5	5	8	E	A	0	0	4	9	9	S	2	7	0	Z	D	2	2	2	6	0	0	0	1												
Part Number														E. T.O. REFERENCE/TECHNICAL PUBLICATION OR END-ITEM APPLICATION/NEXT HIGHER ASSEMBLY																															
2	3	9	6	6	4	3	CUSTODY TURN-IN. Assets no longer required.																																						
D. PART NUMBER/MGFR CODE OR NAME/REMARKS																																													
LC-90A001-001 Cond Code: A																																													
WORK ORDER														MARK FOR				F. T.O. PSC AND/OR ERRC																											
SHIP TO														DOCUMENT NUMBER				POST/POST																											
45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	Bldg 94303 Loc 001A004A									
G. TIME & DATE OF DELIVERY							H. DELIVERY TIME							I.							J. NOMENCLATURE																								
																					Cartridge, 9MM Ball																								

AF FORM 2005, 19860601 (EF-V3)

PREVIOUS EDITION WILL BE USED.

NOTES:

- Block D:** Lot or serial number and original condition code of item turned-in. (See NOTE 6.)
- Block E:** 1) Applicable statement: "CUSTODY TURN-IN", "ORGANIZATIONAL TURN-IN" or for FOB turn-in, leave blank. 2) Reason for turn-in: assets no longer required, item restricted or suspended, over allocation, MASO directed. 3) For Organizational Turn-In (non-DIFM) of removed component, annotate serial number of end-item from which removed.
- Block F:** Structure and location. (See NOTE 6.) Where item was found/came from if FOB.
- Block J:** Nomenclature.
- Columns:**
 - 1-3 "TIN"
 - 8-22 National Stock Number or Complete Round Stock Number. (See NOTE 6.)
 - 23-24 Unit of Issue (i.e., EA, KT, ST, FT).
 - 25-29 Quantity.
 - 30-43 Document Number. (See NOTE 7.)
- Custody turn-ins must match current Custody account listing IS507A.
- Custody turn-ins must match the original issue document number. For an Organizational or FOB turn-in, leave blank.

This is an accountable document subject to auditing and must be complete, neat, legible. If not, it will be disapproved and returned for resubmission.

Figure 7.2. Sample AF Form 2005, Issue/Turn-In Request (DIFM Turn-In).

TRIC							DELOST TOTE BCK							EX Doc							A. INCHECKER, NAME, DATE (TIN)														B. INSPECTOR, NAME-STAMP, DATE (TIN)																											
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	DIMO Cond																		
T I N T C G S							REQUEST, TIME & DATE (ISU)														c.																																									
NSN							STOCK NUMBER														DOCUMENT NUMBER														DIMO Cond																											
1 3 7 7 0 0 2 8 0 0 2 7 2							E S E A 0 0 0 0 1														R 1 7 0 T C 2 3 2 7 0 0 0 1																																									
Part Number							E. T. O. REFERENCE/TECHNICAL PUBLICATION OR END-ITEM APPLICATION/NEXT HIGHER ASSEMBLY														Unserviceable DIFM TURN-IN. Expired Service-Life.																																									
D. PART NUMBER/MGFR CODE OR NAME/REMARKS							MBA97A023-002														Cond Code: A																																									
WORK ORDER							TEXCONF							SD							PROJECT							PRI							REQDELDT							UJC							MARK FOR							F. T. O. PSC AND/OR ERRC						
SHIP TO							51 52 53 54 55 56							57 58 59 60 61							AT							62 63 64							65 66							67 68 69 70 71 72 73 74 75 76 77 78 79 80																				
45 46 47 48 49 50																																			7 3 - 0 5 0 7																											
G. TIME & DATE OF DELIVERY							H. DELIVERY TIME							I.							J. NOMENCLATURE							Cartridge, Fire Extinguisher																																		

AF FORM 2005, 19860601 (EF-V3) PREVIOUS EDITION WILL BE USED.

NOTES:

- Block D:** Lot or serial number and original condition code of item turned in.
- Block E:** 1) Applicable statement: "DIFM TURN-IN", or for items originally consumption issued but not installed within 15 days, enter "EXPENDITURE TURN-IN." 2) Reason for turn-in, e.g., (DIFM turn-in: service-life expiration, etc.)
- Block J:** Nomenclature.
- Columns:**
 - 1-3 "TIN"
 - 4-6 "TCG" (for time change only).
 - 8-22 National Stock Number of Asset. (See NOTE 5.)
 - 23-24 Unit of Issue (i.e., EA, KT, ST, FT).
 - 25-29 Quantity.
 - 30-43 Document Number.
 - 67-80 Aircraft Tail Number or Chute Number from which removed (for time change only).
5. For time change, enter NSN of issued item.

This is an accountable document subject to auditing and must be complete, neat, legible. If not, it will be disapproved and returned for resubmission.

Figure 7.3. FOB Information Sample Letter.



**DEPARTMENT OF THE AIR FORCE
PACIFIC AIR FORCES**

DATE

MEMORANDUM FOR 18 MUNS/LGWM

FROM: (Your Organization/Office Symbol)

SUBJECT: Found on Base Asset Information

1. The following information is provided for FOB munitions asset:
 - a. Account Code: 513OM
 - b. National Stock Number: 1325002800272ES
 - c. Nomenclature: Fire Bottle Squib
 - d. Lot: LS-1-3
 - e. Quantity: 1 Each
 - f. Base: Kadena AB, Japan
 - g. Statement: Asset was being transported on aircraft 90-2005. Asset was removed from aircraft for secure storage during the weekend. Thereafter, the aircraft left without the munitions assets.
2. If you have any questions regarding this FOB, please contact SSgt Done at ext. 7-5555.

JACOB L. DONE, SSgt, USAF
513OM Munitions Custodian

1st Ind, 18 MXS/LGMW

I have determined upon review of the transaction, that a special inventory is/is not required.

JOHN D. SMITH, SMSgt, USAF
Munitions Accountable Systems Officer

Chapter 8

STORAGE, SECURITY AND TRANSPORTATION

8.1. Storage and Security. Storage and security of issued munitions is the customer responsibility. The using organization must:

- 8.1.1. Obtain an explosive facility license prior to storing munitions outside the MSA.
- 8.1.2. Ensure each worker is familiar with the explosive limits set for the work site and the storage areas.
- 8.1.3. Understand and comply with the provisions of AFMAN 91-201.
- 8.1.4. Carry all munitions in a protective container marked to identify the contents (includes explosive placards if necessary).
- 8.1.5. Clearly post personnel limits at each operation. These limits must not be exceeded when munitions are present.

8.2. Courtesy Storage Procedures. Owning organizations without adequate storage facilities may request storage from Munitions Storage. Responsibility for the care and preservation of ammunition and explosive items being stored will be set out in a written agreement and mutually agreed upon by the organization concerned and Munitions Storage. Please refer to AFI 21-201, paragraph 4.1.12. and following for data requirements for the courtesy storage agreement.

- 8.2.1. The using organization will place placards on all courtesy stored munitions and Munitions Storage will segregate issued organizational assets from FV5270 stock.
- 8.2.2. Ensure placards are no smaller than five inches by eight inches. Place them in a highly visible position for each location of the items being stored and include the custody account number.
- 8.2.3. Courtesy storage will only be used to store munitions assets the owning organization cannot otherwise store. Courtesy storage will not be used to store non-munitions assets.
- 8.2.4. Authorized 18 MUNS personnel and individuals listed on the organization's AF Form 68 are the only personnel allowed access to custody munitions.
- 8.2.5. Courtesy storage will be based on space availability and mission requirements. Notification of required access to courtesy storage assets must be given well in advance. Contact Munitions Storage to schedule courtesy storage support.

8.3. Courtesy Storage Agreement.

- 8.3.1. This approval is dependent upon the following:
 - 8.3.1.1. Using organization must have a munitions custody account established (unless established by other agreement).
 - 8.3.1.2. Have no place to store munitions within the organization, or storage space is inadequate.
 - 8.3.1.3. All munitions on the custody account must be authorized and allocated.
 - 8.3.1.4. Using organization will be responsible for the care, transportation and preservation of all munitions to ensure they are properly packaged, marked and stored. Only personnel listed on the

AF Form 68 will have access to assets for the purpose of inventory, storing, drawing for use and mobility.

8.3.1.5. All munitions are subject to storage compatibility requirements. Refer to AFMAN 91-201. Limited quantities of certain compatibility groups may be stored together with restrictions. This mixing is approved only when operational considerations or lack of magazine space warrant it, and when safety is not sacrificed. Using organizations must submit requests to mix restricted compatibility groups for courtesy stored munitions through Munitions Storage to the 18 MUNS commander for approval.

8.3.1.6. Custodians are responsible for ensuring the movement cards are filled out correctly. Munitions Storage will update CAS-B locations when using organization submits location changes.

8.3.1.7. Accountability and reporting of asset overages and shortages is the responsibility of the custody account custodian.

8.3.2. This agreement will be updated annually or whenever there is a change of the organization commander or primary custodian.

8.3.3. Courtesy stored munitions are subject to frequent inspections to ensure proper storage procedures are met. Munitions Storage reserves the right to terminate storage agreements due to failure on the part of the custodian to comply with these provisions, or if space is required for priority mission needs.

8.3.4. Technical data for non-USAF munitions must be provided by the owning organization prior to the items being stored in the MSA. If not listed in TO 11A-1-46, a current Interim Hazard Classification letter must be on file with Munitions Storage.

8.4. Pick-Up and Delivery of Munitions. For pick-up and delivery of munitions, custodians will have the items listed below. These requirements are in accordance with AFMAN 91-201. Failure to meet these requirements will result in non-support, requiring the custodian to reschedule.

8.4.1. Required Items:

8.4.1.1. A government vehicle with wheel chocks.

8.4.1.2. Two each fire extinguishers rated 2A10BC or better.

8.4.1.3. Tie-down straps to secure items to vehicle.

8.4.1.4. Ensure proper vehicle explosive placards are available and used.

8.4.1.5. Adequate personnel to move and restore items.

8.4.1.6. Knowledge of the structure and locations of where assets are stored.

8.4.2. Munitions Storage will be responsible for the following:

8.4.2.1. Providing storage for munitions IAW paragraph **8.2.** when required.

8.4.2.2. Providing guidance, when requested, to the custodian on the correct storage and handling of munitions.

8.4.2.3. Providing sample letters to initiate courtesy storage agreements with using organizations.

Chapter 9

CUSTODY ACCOUNT INVENTORY

9.1. Inventory and Validation. Inventories are required to validate accuracy of accountable records by reconciling NSN, quantity, lot number, conditions code and location. It is the responsibility of each commander to ensure proper accountability for all munitions issued to their custody account. Custodians will, on behalf of the commander, schedule, conduct and document inventories on a quarterly basis.

9.1.1. No assets will be allowed to move during inventories and inventories will be completed and filed within 30 days of inventory start date. Munitions Operations will establish a suspense for return of all inventory documents in order to complete reconciliation actions and file the inventory within the 30 days. If inventories are not returned to Munitions Operations by the suspense date, a letter from the unit commander is required explaining the circumstances. The munitions custody account custodian will perform the following inventories:

9.1.1.1. Quarterly Custodian Inventory: Conduct a physical quarterly inventory of all munitions line items on the custody account. If any assets are in the MSA for courtesy storage, custodians will contact Munitions Storage and set up an appointment for support to assist with custody inventory. Munitions Operations will provide custodians with a Custody Account Listing IS507A and the Special Inventory Listing IS430A that will be used to conduct the inventory. Fill out IS430A by annotating condition code, quantity, any structure or location discrepancies, and any remarks needed. (Use a working/scrap copy during the inventory and when the inventory is complete neatly transcribe information on clean copy of IS430A and IS507A.) Make no other marks on these listings besides required signatures and dates. If these documents have stray markings, new documents will have to be accomplished and resigned by the commander along with a letter stating why these marks were made. All munitions listed on the Custody Account Listing IS507A will be inventoried and accounted for. Any munitions on-hand but not on Custody Account Listing IS507A, will also be inventoried and legibly written on the bottom or back of the Special Inventory Listing IS430A. The custodian who performed the count and an individual verifying the count must sign and date each page of the Special Inventory Listing IS430A. Report to Munitions Operations to clear the inventory. Recount worksheets will automatically be generated when the physical on-hand quantity and amount reflected on computer records do not agree. Any assets unaccounted for will be thoroughly researched. If an inventory adjustment is required, the custodian must provide a letter of justification signed by the commander. (Refer to AFI 21-201, Chapter 21.) If there are any location discrepancies, give Munitions Storage a copy of the inventory so they can correct the locations. Once the inventory has been cleared, the custodian and the commander must then sign and date the Custody Account Listing IS507A. Thereafter, all copies of the Custody Account Listing IS507A and the Special Inventory Listing IS430A must be returned to the MASO. A copy will be given back to the custodian once the MASO has reviewed and signed the inventory.

9.1.1.2. Semi-annual MASO Custody Account Inventory: Once every 6 months, the MASO will inventory each account. Munitions Operations will set up an appointment with custodians and Munitions Storage. Munitions Storage will sign out keys to the custody account building structures being inventoried. Follow the same guidelines as outline in paragraph **9.1.1.1**. This inventory may be concurrent with the Quarterly Custodian Inventory. During this inventory, the MASO will ensure custodians:

- 9.1.1.2.1. Comply with established procedures.
- 9.1.1.2.2. Maintain accurate custody account records.
- 9.1.1.2.3. Maintain inventory control and lot number integrity.
- 9.1.1.2.4. Follow proper storage procedures.
- 9.1.1.2.5. Adhere to safety criteria.

9.1.1.3. **Primary Custodian Change Inventory:** Conduct a Primary Custodian Change Inventory jointly with the outgoing and incoming custodian, witnessed by the MASO or MASO representative, whenever a change in the primary custodian occurs. (Efforts should be made to conduct this inventory in conjunction with the Semi-annual MASO Custody Account Inventory.) Follow the same guidelines as outlined in paragraph 9.1.1.1. Upon completion of the inventory, both gaining and losing custodians and the commander will sign the IS430A, IS507A and a certificate of transfer. The gaining custodian will provide Munitions Operations with a new AF Form 68 when returning the signed inventory package to Munitions Operations.

9.1.2. The MASO or designated representative will:

- 9.1.2.1. Ensure that all accounts are inventoried quarterly or whenever deemed necessary by the MASO.
- 9.1.2.2. Observe the inventory process and ensure compliance with established procedures and accuracy in maintaining custody account records.
- 9.1.2.3. Prepare an inventory cover letter detailing the inventory results of the Semi-annual MASO Custody Account Inventory and forward to the commander responsible for that account. Munitions Operations and the custody account custodian will maintain this letter until superseded by the next Semi-annual MASO Custody Account Inventory.

9.2. Lot Number Integrity. Ammunition is identified by lot number. Maintaining accurate records of all ammunition identification is referred to as maintaining lot integrity. The lot number field in CAS-B may contain manufacturer or functional lot numbers, serial numbers or date of manufacture (DOM). An accurate record of lot number identification is absolutely essential, as lots of ammunition are sometimes suspended or restricted. When ammunition is issued to a custody account, the user then becomes the storing agency and is responsible for keeping accurate records of all ammunition identification. Maintaining lot integrity is a mandatory requirement under all circumstances. The MASO will notify verbally and in writing, all known present and past users of suspended or restricted ammunition. If lot number integrity has not been maintained (lots have become mixed), the user will have to turn in all ammunition that cannot be positively identified by lot number.

9.3. Freezing a Munitions Custody Account. Whenever conditions exist that result in unsatisfactory accountability by the custody account commander or custodian, the MASO may freeze the custody account. No assets will be issued, expended, turned in or moved until the discrepancies have been corrected. Responsibility for correcting identified deficiencies rests with the commander or custodian of the frozen account. If known discrepancies are not corrected in a timely manner, the MASO will inform the appropriate agencies to turn-in all assigned assets. Repeated discrepancies may result in administrative and disciplinary action. Accounts can be frozen for the following reasons:

- 9.3.1. Loss of lot number integrity.

9.3.2. Outdated or invalid AF Form 68.

9.3.3. Loss of accountability.

9.3.4. Failure to comply with published instructions or other MASO directives.

9.4. Tracking of Assets. Custodians will track their assets by using the issue document number, NSN, category code, lot number, condition code and location. When expenditures are submitted to Munitions Operations, the custodian will ensure that the document number, NSN, CAT Code, lot number and location are the same as reflected on the current Custody Account Listing IS507A. If not, the expenditure will not be honored until the above information is corrected. This also applies to turn-ins.

9.4.1. The primary or alternate custodian is responsible for knowing the whereabouts of their assets at all times.

Chapter 10

CUSTODY ACCOUNT JACKET FILE

10.1. Documentation and Forms Requirements. The custody account custodian will:

10.1.1. Maintain a custody jacket file which will be organized as follows:

10.1.1.1. Section 1: AF Form 68, and commander, certifier and custodian munitions responsibility briefing letters.

10.1.1.2. Section 2: Current approved allocation, any approved out-of-cycle forecast(s), any AF Form 1996, and current forecast.

10.1.1.3. Section 3: Expenditure logs and copy of expenditures since last Quarterly Custodian Inventory (minimum).

10.1.1.4. Section 4: Latest reconciled Quarterly Custodian Inventory (signed by the commander, custodian, and MASO).

10.1.1.5. Section 5: Latest reconciled Semi-annual MASO Custody Account Inventory (signed by the commander, custodian, and MASO) and MASO review letter.

10.1.1.6. Section 6: Copy of issues, expenditures and turn-ins since last Quarterly Custodian Inventory (minimum).

10.1.1.7. Section 7: Courtesy storage agreement, Explosive Facility License (if required), 18WGI 21-202, *Munitions Operations Customer Guide*, messages/policy letters, memorandum(s) for record, and any other supporting documentation.

10.1.2. Upon receipt of the approved and validated Quarterly Custody Inventory package, remove all previous supporting documents (i.e., issues, expenditures, turn-ins, and expenditure reports) from the jacket file. DO NOT REMOVE OR DESTROY any of the last two inventory packages or any support documents for inventory adjustments.

10.1.3. Maintain and/or be concerned with the following documentation and forms:

10.1.3.1. AF Form 68.

10.1.3.2. AF Form 1996.

10.1.3.3. AF Form 2005.

10.1.3.4. Custodial serial number log.

10.1.3.5. Any notification of suspended or restricted munitions.

10.1.3.6. Current request for courtesy storage of munitions assets.

10.1.3.7. Custody account inventory worksheet, CAS-B generated count listing.

10.1.3.8. PACAF Supplements in support of operations.

Chapter 11

MOBILITY

11.1. Mobility Management. Organizations with a mobility commitment will:

- 11.1.1. Submit requirements along with governing directives to your MAJCOM Functional Manager with an information copy to Munitions Operations.
- 11.1.2. Include munitions to be deployed from a home base for mobility, unit relocation or augmentation.
- 11.1.3. Forecast requirements for the single worst case OPLAN/OPORD to be supported.
- 11.1.4. Appoint primary and alternate custody account custodians. The primary custodian should be an individual who **does not** deploy. The primary custodian will be responsible for standard custody account requirements outlined in this instruction. Failure to comply with standards will result in termination of the mobility account.
- 11.1.5. Be responsible for adequate storage or courtesy storage arrangements, security, control, documentation and transportation to and from tasking areas, as required by local OPLANS.
- 11.1.6. Use munitions solely for mobility commitment. Any other use is not authorized.

11.2. Transfer of Custody Munitions to Support Deployment.

- 11.2.1. When deploying to a location with an established MASO for longer than 30 days, transfer accountability of munitions to the gaining MASO. If the deployment is originally planned for less than 30 days, but extends beyond, the losing MASO coordinates with the gaining MASO to transfer accountability of deployed munitions. The custodian will advise Munitions Operations of the movement and provide the address of the new deployed location.
 - 11.2.1.1. If deploying assets are on custody accounts and time does not permit actual turn-in and shipment, custodians will turn in (paperwork transaction only) the munitions on their account with which they deploy. Custodian will obtain shipment document(s) from the home station MASO. If time does not allow custodians to obtain the shipment document to take with the munitions, the losing MASO mails the document(s) to the gaining MASO.
 - 11.2.1.2. Once at the deployed location, custodian will report to the gaining MASO with shipping documents and all munitions.
- 11.2.2. When deploying to a location without an established MASO, accountability for deployed assets will be retained by the deploying unit custody account.
- 11.2.3. If member has difficulty in obtaining proper receipt for the munitions, the deployed Air Force commander is to be contacted to resolve any problems. Member will turn appropriate documentation over to owning custodian upon return to home-station.
- 11.2.4. Custodian and MASO will contact agency signing for munitions and make arrangements for return of assets.

11.3. Custody Account for Mobility. The MASO will:

11.3.1. Issue assets to your organizational custody account once allocations are approved. Standard custody account management will be used.

11.3.2. Be prohibited from being assigned as a commander or custodian of any mobility munitions custody account (i.e., base, wing or squadron mobility account). This also applies to all Munitions Operations personnel.

Chapter 12

CUSTOMER SUPPORT

12.1. Customer Support Hours. Munitions Operations hours are: 0700-1600, Monday-Thursday and 0700-1200 on Friday. If any other assistance is needed it can be coordinated, as required. Contact Munitions Operations at 632-5252.

12.2. Issue and Turn-In Scheduling. For issue requests, documents must be submitted to Munitions Operations (by 0800hrs Tuesdays) 10 duty days prior to the required pick-up date. All turn-ins need to be scheduled with Munitions Inspection at 632-5333 (Turn-ins are scheduled for Mondays and Tuesdays only).

12.3. Courtesy Storage Access. Customers must contact Munitions Storage in advance to gain access to courtesy storage assets for removal, restore or inventory. Contact Munitions Storage at 632-5266.

12.4. After-hours Support. Organizations needing after-hours munitions support will contact Munitions Control, DSN 632-5046/5130. After normal duty hours, ensure munitions account custodians have been contacted before contacting Munitions Control. Munitions Operations will be contacted only after request has been validated.

Chapter 13

AMMUNITION LOSSES AND RELIEF OF ACCOUNTABILITY

13.1. The MASO Will:

13.1.1. Assist account custodians in research action when discrepancies arise between on-hand balances and computer balances.

13.1.2. When items are lost, stolen or otherwise unaccounted for, ensure prompt action is taken to resolve the loss in accordance with AFI 21-201.

13.1.3. Ensure that all inventory adjustments reducing on-hand balances for custody accounts are supported by a DD Form 200, **Financial Liability Investigation of Property Loss, (Report of Survey)** with the following exceptions:

13.1.3.1. A one-time loss of Controlled Inventory Item Code (CIIC) Category 3 munitions of 20 or fewer items valued at \$200 or less (total).

13.1.3.2. A one-time loss of CIIC Category 4 and 7 (low risk), and Category U (unclassified) munitions of 200 or fewer items valued at \$250 or less (total).

13.1.4. Ensure that all inventory adjustments that fall into a one-time loss category as described above are supported by one of the following:

13.1.4.1. DD Form 114, **Military Pay Order**.

13.1.4.2. DD Form 362, **Statement of Charges/Cash Collection Voucher**.

13.1.4.3. DD Form 1131, **Cash Collection Voucher**.

13.1.4.4. An administrative letter from the unit commander allowing relief of accountability without financial reimbursement. This letter must state that this is a "One-time loss" and that "Payment is not required."

13.2. The Account Custodian Will:

13.2.1. Ensure every effort is made at the unit level to reconcile any differences between on-hand balances and computer balances.

13.2.2. Notify the unit commander, Security Police Law Enforcement, Wing Safety (if applicable) and the MASO within 24 hours when loss or theft of munitions items is discovered.

13.2.3. Prepare and submit required supporting documentation for lost, stolen or otherwise unaccounted for munitions, as directed in paragraph **13.1.3.1.** and **13.1.3.2.** above to your organizational commander.

13.3. Organizational Commanders Will:

13.3.1. Ensure that Security Police Law Enforcement, Wing Safety (if applicable) and the MASO are notified immediately when loss or theft of munitions items issued to the organization is discovered.

13.3.2. Ensure the proper supporting documentation for lost, stolen or otherwise unaccounted for munitions is forwarded to the MASO as prescribed in paragraph **13.1.3.** for Report of Survey or paragraph **13.1.4.** for a one-time loss of munitions.

13.3.3. Initiate Reports of Survey, when required and ensure they are processed and completed IAW AFMAN 23-220, *Reports of Survey for Air Force Property*.

Chapter 14

UNIQUE LOCAL REQUIREMENTS

14.1. Local Purchase Requests. The MASO cannot authorize or certify the expenditure of appropriated funds. All requests for local purchase munitions or explosive items will be addressed to the Chief of Supply.

14.2. Munitions Requirements Forecasting. Submission requirements change each year. The MASO will send customers an instruction package each year based on MAJCOM direction. Munitions Operations may be tasked to receive and consolidate all munitions forecast packages prior to sending them to MAJCOM. MAJCOM may direct the customer to forecast requirements directly to the Functional Manager and provide the MASO with an information copy.

14.2.1. The HQ Functional Manager will notify using organizations and provide instructions for submission of the annual forecast.

14.2.2. Each activity that receives munitions support from FV5270 Munitions Operations is obligated to advise the MASO of their future munitions requirements. (Submitting an information copy to Munitions Operations satisfies this obligation.)

14.2.3. Out-of-cycle requests. (See [Chapter 3](#).)

14.3. Submission of Special Stock Authorization. Special authorization or requirements, not forecastable on the allocation forecast, must be supported by an AF Form 1996. The activity generating the requirement is responsible for the preparation and submission of AF Form 1996 to the MASO.

14.4. Unlawful Use of Munitions. Using munitions for purposes other than those for which the munitions were originally issued will constitute a violation under the Air Force Fraud, Waste and Abuse Program, and will result in action being taken under the Uniform Code of Military Justice. If an exercise, training or authorized competitive event is canceled, or a unit is not selected to participate in these events, any special munitions authorization is void and the organization must turn in the unused items.

14.5. Periodic Inspection of Custody Account Munitions. From time to time munitions on a custody account will need to be inspected (periodic) by munitions inspectors. The custodian will be notified when inspections are required. Upon notification, the custodian will contact Munitions Inspection for a time and date to deliver the assets.

Chapter 15

SCRAP AND BRASS

15.1. Control and Disposition of Munitions Scrap and Brass. The using organization commander will:

15.1.1. Establish procedures for the collection of all munitions scrap generated by the organization.

15.1.2. Ensure all personnel listed on the current AF Form 68 are briefed concerning their responsibilities for control of munitions scrap. AFSC's that generate large amounts of scrap or brass (i.e., small arms brass) and AFSC's that are authorized in T.O. 11A-1-60, Section III, 3-3, will establish a program for inspection, certification and turn-in to Defense Reutilization Management Office (DRMO). Contact the Conventional Maintenance element at 632-5590 for assistance in training.

15.2. The Account Custodian Will:

15.2.1. Ensure that scrap from all expended munitions items (small arms brass, expended photoflash or starter carts, and such) is collected and controlled.

15.2.2. Periodically contact using shops to arrange for turn-in of scrap or brass.

15.2.3. Contact the Conventional Maintenance element for control and turn-in procedures at 632-5590. Conventional Maintenance will coordinate the turn-in of scrap or brass for those organizations not authorized to inspect and certify IAW T.O. 11A-1-60.

15.2.4. Ensure scrap is separated from live munitions and packaged for turn-in. The container the item was issued in is a suitable container for turn-in.

Chapter 16

SUSPENDED AND RESTRICTED MUNITIONS

16.1. Suspended and Restricted Munitions. The MASO will provide immediate oral and written notification of suspended or restricted lot numbers to all known users of the affected NSN, to include CAD/PAD time change and life-support items. Upon notification, organizations will screen on-hand assets in storage, in service and installed. Affected assets will be removed immediately from use and a turn-in scheduled through Munitions Inspection.

16.2. Safety Precautions. Particular emphasis will be placed on screening munitions installed in aircraft and life support equipment, maintained in mobility packages and issued in support of WRM commitments. Because restricted or suspended munitions constitute a potential safety hazard to both facilities and personnel, it is imperative that procedures are strictly followed by all personnel concerned.

16.3. Local Suspension of Munitions. When a munitions item is identified by the user as not functioning as designed, functioning abnormally or having any other anomaly, it is the responsibility of the user to notify the appropriate agencies. In addition to coordinating with Explosive Ordnance Disposal, Fire Department, Safety, etc. as necessary, it is the responsibility of the using organization to request local suspension of munitions through the MASO, Munitions Maintenance Supervisor and Munitions Quality Assurance. Local munitions suspension requests will include complete a justification, to include NSN, affected lot number(s), quantities, date and time of incident, and Product Quality Deficiency Report control number(s), as appropriate.

Chapter 17

REUSABLE MUNITIONS CONTAINERS

17.1. General. Reusable munitions containers are those containers identified as high dollar or shortage items, assigned ERRC Code XD2. Empty reusable munitions containers must be accounted for using the CAS-B computer system. The following procedures apply:

17.1.1. The using organization will submit an AF Form 2005 to Munitions Operations. In Block E of the AF Form 2005, enter the following statement: "Certified consumption issue to repack assets IAW AFI XX-XXXX". All other entries will be as outlined in paragraph 5.2. of this instruction. Munitions Operations will consumption issue empty reusable containers, bypassing the DIFM detail on the IS517A screen in CAS-B, to the requesting organization for repack of assets.

17.1.2. When a container is required for reasons other than repackaging (i.e. day to day operations, contingency operations, etc.) the requesting organization must submit an AF Form 1996 with complete justification to Munitions Operations. Once the special level request is approved the reusable munitions container(s) could be issued to the applicable munitions custody account.

17.1.3. When an empty reusable munitions container is no longer required by the using organization (i.e. teardown, etc.) it will be turned in using the IS542A screen as Found-On-Base. The user will schedule turn-in of empty reusable munitions container with Munitions Inspection.

17.1.4. Packing material is part of the empty reusable munitions container and must be turned in with the container.

17.2. Container Identification. Users may obtain a current list of reusable containers from Munitions Operations. Contact Conventional Maintenance or Precision Guided Munitions elements for assistance in identifying container types or stock numbers.

17.3. Container Use. Containers must be used only for storing the original asset intended for the container. Using containers for purposes other than originally intended is prohibited unless permission is granted by the Functional Manager. Users who destroy or improperly dispose of reusable containers (including packing material) may be held financially responsible.

Chapter 18

DEVIATIONS

18.1. Deviations and Interpretation. Deviations to the procedures outlined in this instruction are not authorized and could result in delays of Munitions Operations support. The final authority in interpreting any part of this instruction rests solely with the MASO or MASO representative(s).

JEFFREY A. REMINGTON, Brigadier General, USAF
Commander, 18th Wing

Attachment 1**MAJOR CATEGORIES OF NONNUCLEAR MUNITIONS**

Category A - Munitions required to replace worn out or damaged assets. Based on historical data.

Category B - Ground munitions war reserve materiel (WRM) levels not computed by HQ USAF in the Nonnuclear Consumables Annual Analysis (NCAA) process. Applies to munitions and explosives that are not part of an aircraft weapon system. Includes munitions and explosives to be deployed from a home base for mobility, unit relocation or augmentation, and prepositioned munitions for incoming forces as appropriate.

Category C - Peacetime static level (non-WRM and non-consumable). This category includes all items on hand and not normally consumed.

Category D - Peacetime consumable munitions. Includes all items consumed and not covered by:

Requirement Code KB - Initial Operational Test and Evaluation (OT&E) and Development Test and Evaluation (DT&E).

Requirement Code KC - Follow-on Operational Test and Evaluation (FOT&E) and Qualification Operation Test and Evaluation (QOT&E).

Requirement Code KD - Seek Eagle testing. The Air Force Seek Eagle Office (AFSEO) develops Seek Eagle requirements.

Category E - Munitions expended for special projects like the Weapons Systems Evaluation Program. Separate requirement codes necessary to account for funding regulations and impact on inventory are listed under Category C.

Category F - A subset of category G. Air-to-ground munitions levels, not computed by the NCAA process, required to load the fleet for employment from home base or deployment to other operating locations.

Category G - Air-to-ground WRM levels computed by the NCAA process.

Category M - Afloat Prepositioned Fleet (APF). Requirements are identified by HQ USAF/ILMW/XORW in conjunction with OO-ALC/WM.

Category N - Foreign Military Training Support. Provides mechanism for MAJCOMs to identify assets needed to train forces from other countries. Appropriate commands submit requirements to OO-ALC/WM.

Category P - Additional munitions allocations authorized at Global Asset Positioning Conference. These munitions are authorized for storage only not to be expended without prior Air Staff coordination (HQ USAF/XORW or AFSFC/SFWC).

Category S - Special Level.

Category Z - Standard Air Munitions Package (STAMP) requirements identified by HQ USAF/XORW to OO-ALC/WM.

Attachment 2**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 21-201, Management and Maintenance of Nonnuclear Munitions.

AFI 23-111, Management of Government Property in Possession of The Air Force.

AFI 31-201, Security Police Standards and Procedures.

AFMAN 23-110, Vol 2, Standard Base Supply Customer's Procedures.

AFMAN 91-201, Explosives Safety Standards.

AFMAN 23-220, Reports of Survey for Air Force Property.

T.O. 11A-1-60, Inspection of Reusable Munitions Containers and Scrap Material Generated from Items Exposed To or Containing Explosives.

Abbreviations and Acronyms

AUR—All-Up-Round.

CAS-B—Combat Ammunitions System - Base. (Accountable computer system operated by 18 MUNS.)

FV—Used to identify a munitions SRAN and designating it as operating under the CAS-B system.

MASO—Munitions Systems Accountable Officer.

MSA—Munitions Storage Area.

TACP—Theater Ammunition Control Point HQ PACAF, Hickam, AFB, HI. Governs all movements of munitions within the theater.

Terms

Accountability—The obligation imposed by law or lawful order or instruction on an officer or other person for keeping accurate, reliable records, subject to audit, of property, documents or funds. "Accountability" is concerned primarily with records, while "responsibility" is concerned primarily with custody, care and safe keeping.

Allocation—The quantity of munitions HQ ACC approved for use by the requesting organization. Allocation will equal one fiscal year requirement. This quantity may be more or less than the forecasts amount.

Authorization—Any quantity of munitions assets authorized for use by a formal Air Force directive stating the requirement and Basis of Issue (BOI).

Complete Round Code (CRC)—CRCs are assigned by ACP, Hill AFB, to identify a specific build configuration. Authorized CRCs are listed in the Complete Round Dictionary and can be reviewed at Munitions Operations.

Consumption Account—Normally established in support of assets needed for immediate installation for life support or as listed in T.O. 00-20-9 (CAD/PAD), immediate use, or assets for end-item repair.

Courtesy Stored Munitions—Munitions belonging to an on- or off-base organization stored in the munitions storage area. Responsibility for these items remains with the owning organization.

Custody—The responsibility for the control, transfer or movement of and access to munitions assets. Custody also includes the maintenance of accountable records subject to audit.

Emergency Request—Any issue request of munitions to an organization that cannot comply with routine issue procedures or processing time requirements.

Expenditure (723)—Transaction which relieves accountability for assets consumed during authorized training and operations (CAT D only) or bona fide emergencies (CAT B and C only).

Forecast (RCS: LOG-LOC[A&AR]9452)—Tool used by the customer to request an annual allocation of munitions assets based on a formal authorization.

Freezing or Suspending a Munitions Account—Whenever conditions exist that indicate mismanagement by the account commander or custodian, the MASO will freeze or suspend the account. If this occurs the MASO will notify the commander in writing. No transactions will be processed against the account. The responsibility for correcting any discrepancy rests with the unit commander and the custodian.

Inventory Count Worksheets—CAS-B generated inventory count listings.

Issue (517)—Transaction which transfers accountability from the MASO's FV5270 Stock Record Account to the using organization's custody account for future use or immediate installation for a consumption account.

LG or Equivalent—This term includes all Group Commander's and their appointed deputies.

Lot Number—The manufacturer's lot number, local functional lot number, serial number or date of manufacture (DOM), which identifies a specific group of assets within a stock number.

Mobility Munitions—Munitions expended or planned for expenditure by 18 WG personnel or tenant personnel while in a deployed mode. Those items identified and required by using organizations for deployment (CAT B only). Those items are authorized as War Reserve Munitions (WRM), but issued to custody accounts.

Munitions Accountable Systems Officer (MASO)—Person accountable for munitions items consigned to the wing's munitions account (FV5270, 18 MUNS/LGWM).

Munitions Operations—Formerly Munitions Supply and AFK.

Responsibility—Obligation of an individual for the proper custody, care, record keeping and safeguarding of property entrusted to his or her possession or under their supervision; may include pecuniary liability for losses occurring because of failure to exercise this obligation.

Restricted Munitions—Explosive items expected not to meet performance requirements under all conditions.

Segregation of Munitions—Munitions stored in separate structures, cubicles or separated from warehouse stock, but stored in the same structure or cubicle.

Suspended Munitions—Explosives items removed from use because they are suspected of being or are known to be unsafe or defective.

Turn-Ins (539)—Previously issued ammunition returned by using organizations to the base stock record

account.

Unit Commander—Commander having direct control of munitions assigned and is responsible for effective munitions maintenance and supply management.

Using Organization—Any unit that requests, installs, uses or stores munitions or explosive items.