

**BY ORDER OF THE COMMANDER  
AIR EDUCATION AND TRAINING  
COMMAND**

**AF INSTRUCTION 21-201**

**AIR EDUCATION AND TRAINING COMMAND  
Supplement 1**



**10 MARCH 2004**

**Maintenance**

**MANAGEMENT AND MAINTENANCE OF NON-NUCLEAR MUNITIONS**

**“HOLDOVER”**

**“The basic publication has changed; impact on supplemental information is under review by the OPR. Users should follow supplemental information that remains unaffected.”**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**AFI 21-201, 13 January 2003, is supplemented as follows:**

This supplement applies to all Air Education and Training Command (AETC) group commanders, munitions activities, and munitions-using organizations. Affected units have 120 days from the date of this publication to implement this instruction or submit waivers or deviations to the criteria. Submit requests for changes, improvements, waivers, or deviations on AETC Form 1236, **Request for Improving/Changing AETC Maintenance Regulations/Instructions**, through channels, to HQ AETC/LGMW, 555 E Street East, Randolph AFB Texas, 78150-4440.

This supplement does not apply to the Air National Guard or Air Force Reserve Command units. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule*.

**★SUMMARY OF REVISIONS**

This revision incorporates IC 2004-1. It updates recent maintenance and accountability management requirements. It contains MAJCOM-specific procedural changes, along with the mandated use of the new Combat Ammunition System (CAS) 1.0 web-based accountability tool. Deletes the reference to AETC Sup 1 to TO 21M-1-101 (paragraph 3.1.6.4.1) and deletes the requirement for AETC units to provide HQ AETC/LGMW with shelf or service life (paragraph 4.3.7) and time change reports (paragraph 13.1.2). Adds guidance to assist in complying with initial and annual senior inspector evaluations for nonstandard units (paragraph 4.2.1.1), information regarding waiving the grade requirement for the MASO on a case-by-case

basis (for a limited time only) (paragraph 12.2.1.1), and specific details to properly manage consumption issues to EOD accounts (paragraph 23.2.1.3.1). Updates senior inspector evaluations and MASO delegation authority issues (paragraph 12.5.1.1.1 [Added][AETC]). Eliminates the requirement for the group commander's endorsement of out-of-cycle requests (Attachment 11 [Added][AETC]). See Attachment 13 (Added)(AETC) of this supplement for the complete IC. A ★ indicates revision from the previous edition.

1.1.2. Send conflict notifications and requests for deviations, test or trial programs to HQ AETC/LGMW for approval consideration. All references to the MAJCOM or the MAJCOM munitions staff in the basic AFI refer to HQ AETC/LGMW. HQ AETC/LGMW can be contacted by office e-mail: (AETC.LGMW@randolph.af.mil); DSN 487-2876/3090/2857; or message address, AETC/LGM(uc). Formal organizational e-mail is the preferred form of communication and may be used in lieu of messages.

**1.2. Munitions Flights and Squadrons.** The term munitions flight refers to all munitions activities within AETC. The munitions flights within AETC support all aircrew flight training, basic and technical military training, general base support, host and tenant activities, and contingency and operational tasking.

1.2.1. The functional alignment of the munitions activity is dependent on wing structure, type of training, and manpower origin of the host base. Munitions activities within AETC are operated either by active duty, civil service, or contract personnel. Use one of two options listed below, as determined by the applicable group commander or equivalent, to organize the assigned munitions activity.

**1.2.1.1. (Added)(AETC) Option 1.** The munitions flight is typically aligned within the maintenance groups or maintenance/equipment maintenance squadron. Structure the munitions flight according to AFI 38-101, *Air Force Organization*, and AFI 21-201, *Management and Maintenance of Non-Nuclear Munitions*. HQ AETC/LGM must approve any other changes to the organizational structure.

**1.2.1.2. (Added)(AETC) Option 2.** Munitions activities functionally aligned under base supply or other nonmaintenance activities (primarily at locations that host mission tasking with civil service, contract, or a limited number of active duty personnel without operational or contingency commitments) vary, and are sometimes organized as an element. The group commander or equivalent determines the organizational structure. These units will be referred to as nonstandard units throughout this supplement. For contracted munitions activities, the contractor program manager will establish organization structure. The minimum munitions functions required to support mission tasking under this option are munitions storage, inspection/maintenance, and operations. These munitions activities may include storage, operations, conventional maintenance, precision-guided munitions maintenance, munitions handling, support equipment maintenance, munitions control, combat ammunitions system-base and deployable (CAS-B), and training. The alignment of these functions must prove to enhance operational efficiency, munitions accountability, and safety.

1.2.5. (Added)(AETC) Luke AFB is authorized to establish a flight support element aligned under the systems section to handle supply interface, hazardous material and centralized equipment.

2.2.5. Units will use AFI 21-101/AETC Sup 1, *Aerospace Equipment Maintenance Management*, to establish an in-progress inspection (IPI) program as required.

2.2.6. To maintain our war reserve materiel (WRM) missile reliability and availability, the following applies:

2.2.6.1. Tactical missiles may be flown for OPlan tasking and operational test and evaluation (OT&E) programs. This applies to all versions of tactical air intercept missiles (AIM) and air-to-ground missiles (AGM). Live and inert missiles (or electrical simulators) of the same type will not be commingled on an aircraft for any purpose. Live missiles of one type and inert versions of others may be loaded on an aircraft only when the wing commander considers it essential to unit training operations.

2.2.6.2. Missiles are tested at established technical order (TO) intervals only, and are not electronically verified during or after inspector general, local exercises, or sortie generation operations (SGO) on the field test set solely to determine missile reliability or serviceability.

2.2.6.3. (Added)(AETC) Tactical AIM-120 advanced medium range air-to-air missiles (AMRAAM) are not used for peacetime loads, SGO, exercises, or inspections.

2.2.6.4. (Added)(AETC) AETC units are authorized to use up to 100 percent of WRM all up round (AUR) AIM-9M-9/-7 guidance control sections (GCS) to maintain authorized quantities of serviceable captive air training missiles (CATM) AIM-9Ms for pilot training. Units will develop an operating instruction that details the required procedures and timetable to reconfigure WRM assets into operational configuration to meet design operation capability (DOC) statements and contingency operations. Coordinate instructions through HQ AETC/LGMW prior to publication.

2.2.6.5. (Added)(AETC) Maximum use of all up round containers (AURC) is encouraged to take advantage of the extended periodic inspection interval.

2.2.6.6. (Added)(AETC) All training missiles will mirror the parent tactical missile to the maximum extent practical; that is, wings, fins, canards, arming keys. CATM may be flown in authorized partial configurations after coordination and approval by the operations and maintenance group commanders. Units may elect to remove either the safety clip assemblies or the safe arm selector for CATMs-9 or arm-fire relock assembly for CATMs-7. If units elect to remove these items, they must develop a wing operating instruction that includes:

2.2.6.6.1. (Added)(AETC) Positive control procedures to prevent any concurrent use of live missiles and CATM.

2.2.6.6.2. (Added)(AETC) Control and accountability procedures of removed components.

2.2.6.6.3. (Added)(AETC) Measures that ensure these CATM are properly annotated in Tactical Munitions Records System (TMRS) showing items removed and carried as condition code B, "restricted to aircrew training only."

2.2.6.6.4. (Added)(AETC) Visual markings on CATM, for example, "T-handle and or safety clip removed" to indicate items have been removed and not lost.

2.2.6.6.5. (Added)(AETC) Measures that ensure items are returned to original configuration when returned to storage (FV) stock.

2.2.6.6.6. (Added)(AETC) CATM that have any additional components (wings, fins, rollerons, etc.) removed for aircrew training operations must be an authorized configuration (seek-eagled), and listed in the applicable aircraft -1 flight manual and item technical data. The intent of this option is to allow units to remove only those components which present a high foreign object damage (FOD) or dropped object potential, not to remove components for ease of loading or which would degrade training.

2.2.6.6.7. (Added)(AETC) CATM, if required for exercises, SGO or headquarters' inspections/evaluations, will remain configured to mirror the parent tactical missile to the maximum extent possible.

2.2.10. HQ AETC/LGMW personnel will accomplish staff field visits through Munitions and Weapons Standardization Program (MWASP) visits.

2.2.10.1. The AETC Munitions Inspection Guidance checklist is located on the HQ AETC/IG web page: <https://www.aetc.af.mil/ig/LGM/lgmm/lgmmmp/checklists/munitions.doc>.

2.2.10.2. (Added)(AETC) AETC Munitions and Weapons Activities Standardization Program (MWASP):

2.2.10.2.1. (Added)(AETC) The primary objective of the MWASP is to assist organizations in evaluating their compliance with established Air Force and DoD instructions, standards, and policies. It is not an Inspector General (IG) inspection, and it is not the sole catalyst for units in preparation for higher-headquarters inspections. It is intended to compliment the unit's existing programs, and provide additional assistance and guidance if needed. The varied and complex requirements dictated by the munitions and weapons systems and operational plans supported by AETC, as well as the potential hazards associated with munitions and explosives weapons, require a program that will provide units with an overview of their operations.

2.2.10.2.2. (Added)(AETC) The MWASP is designed to be a management tool to provide assistance for achieving high quality munitions, weapons maintenance, and support required to accomplish the mission. The purpose of an MWASP visit is to help identify areas within the munitions and weapons activity that can be improved, and to assist in the resolution of problems beyond the unit's capability to correct. This includes areas that require support from other activities and/or higher headquarters. HQ AETC/LGMW is the command monitor for the program and will conduct MWASP visits to each unit every 18 to 24 months. HQ AETC/LGMW will coordinate with 19 AF/LGM to conduct the MWASP in conjunction with a scheduled 19 AF Logistics Staff Assistance Team (LOGSAT) visit if possible.

2.2.10.2.3. (Added)(AETC) The MWASP team will use checklists, publications, and TOs to determine compliance with Air Force standards. The team will indicate areas requiring management attention, and assist in their resolution as necessary. The MWASP team will normally consist of a team leader and representatives from munitions/weapons functions. The composition of the team may vary, depending on the mission and size of the unit visited. The munitions units within AETC may be tasked to provide augmentees to the MWASP team. HQ AETC/LGMW will fund all augmentation. Augmentees will make their own travel arrangements. Upon completion of the MWASP visit, augmentees will furnish a copy of travel orders and completed travel voucher to HQ AETC/LGMW.

2.2.10.2.4. (Added)(AETC) The MWASP team will provide assistance in as many areas as possible. To provide maximum flexibility, the amount of assistance for each general item is left to the discretion of the team leader, team member observing that particular area, and the organizational commander.

2.2.10.2.5. (Added)(AETC) HQ AETC/LGMW will normally notify each munitions activity at least 60 days in advance of the scheduled visit. The notification will include team composition and support requirements. Upon receipt of the notification, the commander of the visited organization will appoint a project officer to coordinate the support requirements, and provide the project officer's name, rank, and DSN to HQ AETC/LGMW via e-mail at: [aetc.lgmw@randolph.af.mil](mailto:aetc.lgmw@randolph.af.mil). Units may request an MWASP visit at any time by submitting a request to HQ AETC/LGM, 30 days in advance of the date the visit is required (unit funding may be required).

2.2.10.2.6. (Added)(AETC) The MWASP report will contain a general unit capability statement. In addition, it will include higher-headquarters action items. Unit reply to an MWASP report is not required. Additionally, intermediate headquarters will not request unit replies to field memorandums. The basic MWASP report will be unclassified; classified addendums may be used if required. (Refer to appropriate security classification guides for classification.)

2.2.10.2.7. (Added)(AETC) As a minimum, the MWASP team leader will in-brief the senior base operations or maintenance group staff officer as appropriate, and key munitions/weapons personnel. In-briefings for the wing commander will be at his or her option.

2.2.10.2.7.1. (Added)(AETC) Brief observations and recommendations to the respective flight commander/chief or other appropriate personnel prior to any out-briefing.

2.2.10.2.7.2. (Added)(AETC) The MWASP team leader, senior maintenance, and senior operations individuals will out-brief the team's observations to the appropriate CC, MXG, or OG, as requested. Provide a preliminary report to the unit at this time.

2.2.10.2.7.3. (Added)(AETC) HQ AETC/LGMW will:

2.2.10.2.7.3.1. (Added)(AETC) Forward the report to HQ AETC/LGM for review/endorsement. Once completed, forward the final report to the unit within 2 weeks of MWASP team's departure.

2.2.10.2.7.3.2. (Added)(AETC) Retain, monitor, and coordinate all MWASP reports for required action.

2.2.10.2.7.3.3. (Added)(AETC) Assign, suspense, and monitor higher headquarters action items to the appropriate agency for comments and corrective actions.

2.2.10.2.8. (Added)(AETC) Support requirements:

2.2.10.2.8.1. (Added)(AETC) During an MWASP visit, team members will require escorted entry into conventional storage and flight line munitions/weapons activity areas. Pertinent personnel data for the preparation of entry authorization lists (EAL) will be provided in the notification e-mail to simplify entry procedures. Upon arrival of the MWASP team, the unit project officer will brief the MWASP team members on local procedures to ensure all team members know when and where escort is required, and any other information on local conditions and restrictions.

2.2.10.2.8.2. (Added)(AETC) An administrative work area will be required, and ready access to a computer, printer, technical orders, and standard publications will be necessary.

2.2.10.2.8.3. (Added)(AETC) The unit project officer may be asked to make billeting arrangements for all MWASP team members. Team integrity should be maintained.

2.2.10.2.8.4. (Added)(AETC) The team will need a copy of all local instructions and Combat Ammunition System (CAS) products that are current as of the week prior to the start of the MWASP. MWASP team members will need a list of key unit personnel (to include munitions, weapons section, and/or functional NCOICs) with name, grade, phone numbers, assigned function, and office symbol.

2.2.11.1. Munitions quality assurance evaluators (QAE) will use AETCI 21-107, *Maintenance Management-Maintenance Contract Surveillance*, to determine the minimum surveillance requirements for all munitions contract operations regardless of alignment or contract type.

2.2.11.2. Munitions QAEs will be at least a TSgt, civilian equivalent, or higher, and meet all the requirements of AETCI 21-107. It is preferable to utilize personnel in Air Force specialty code (AFSC) 2W0X1, or civilian equivalent, with munitions maintenance experience to surveil contracted munitions activities, however this may not always be possible or practical. When QAEs in other AFSCs, or those who have no munitions experience are utilized, they must obtain sufficient qualification in munitions system procedures prior to surveilling munitions activities. Qualification in munitions safety, security, inspection, and accountability is required, and can be obtained either locally or by contacting HQ AETC/LGMW to arrange training at unit expense.

2.2.11.3. (Added)(AETC) Munitions QAEs may be assigned as the base Munitions Accountable System Officer (MASO) and must meet appointment requirements of AFI 23-111, *Management of Government Property in Possession of the Air Force*. Submit waiver requests for deviations to AFSC or experience requirements to HQ AETC/LGMW (see paragraph 12.2.1 for further guidance).

2.2.30. (Added)(AETC) HQ AETC/LGMW will review all munitions projects with HQ AETC/CE and SE to validate mission needs, and establish a command prioritized project list prior to the AETC corporate review process. This validated list, with supporting justification, will be briefed to the LG facilities committee representative.

2.7.3.1. These procedures deal primarily with flight line-related reconciliation of munitions for the wing/base, therefore they should be published separately from typical custodian accountability procedures. The applicable group commander may be the approving authority for this supplement, if delegated to do so in writing by the wing approval authority.

2.7.3.1.5. Nonstandard units that provide BDU-33s to AT-38 Fighter Training Squadrons may elect to deliver more than one day's goes and have all assets signed for by the weapons loaders. If this option is used, reconcile prior to the delivery of additional bombs instead of at the end of the flying day. Incorporate these procedures into the wing reconciliation supplement, and accomplish all other processes for reconciliation.

2.7.3.3. These procedures may be consolidated as part of a wing/base supplement in accordance with paragraph 2.8.10.

2.7.4. The contractor program manager, or program director equivalent, will ensure these responsibilities are completed for contracted activities.

2.7.4.1. Contracted activities within AETC that receive valid munitions allocations to support aircrew training and base operations are considered within the USAF.

2.7.4.6. The Air to Surface Munitions Directorate web site (OO-ALC/WM) located at <https://ammo.hill.af.mil/wm/index.cfm> and/or HQ AETC/LGMW will provide units and munitions user functional managers written instructions on munitions forecast procedures prior to the forecast cycle.

2.7.4.13. All empty containers and packaging material will be maintained, marked as empty, identified with custody account number, stored, and accounted for by the custody account custodian for all munitions assets until assets have been expended or permanently installed. Munitions residue and excess packaging/empty containers can be turned in directly to the Defense Reutilization Management Office (DRMO) by organizations that have personnel authorized in TO 11A-1-60, *Inspection of Reusable Munitions Containers and Scrap Material Generated from Items Exposed To or Containing Explosives* (respective group commander or equivalent have authority to decide which organization will accomplish the turn-in).

**2.8. Squadron Commander (or equivalent).** These responsibilities apply to all squadron commanders who command a munitions activity regardless of functional alignment.

2.8.1.1. Include justification and timeframe the deviation is needed.

2.8.2. Nonstandard units who organize their munitions support functions as an element should ensure only the most qualified individual is in the direct position to perform the functions of munitions flight chief as outlined in AFI 21-201. In cases such as these, the MASO or ranking munitions element supervisor could assume the responsibilities of munitions flight chief if delegated to do so in writing by the squadron/group commander.

2.8.4. Follow appointment guidelines in paragraph 12.2.

2.8.11. Annually review agreements. Document or keep electronic coordination of such reviews.

2.8.14. (Added)(AETC) Ensure contract and civil service munitions functions have a viable in-house QA program performed by a qualified person.

**2.9. Munitions Flight Commander/OIC/Chief.** These responsibilities apply to all personnel assigned to a flight position, or supervisors who oversee munitions activities, regardless of functional alignment.

2.9.1. To ensure readiness and safety in all areas, the appropriate flight chief will conduct a semiannual self-assessment of the munitions activity using the AETC Munitions Inspection Guidance Checklist, this instruction, and local guidance as required.

2.9.1.1.2. All munitions activities (standard or nonstandard) will ensure their personnel have a secret security clearance at a minimum. This requirement satisfies most COMSEC, OPSEC, and COMPUSEC requirements associated with munitions tasking, planning, and coordination, some of which may become classified due to the nature of the tasking being supported. It is also required in the event an installation/munitions flight is required to provide safe haven refuge for a DoD safe-secure trailer transport mission.

2.9.1.1.3. If applicable.

2.9.1.1.4. The commander will make the appointment in nonstandard units where the senior munitions inspector is the flight chief.

2.9.1.1.7. Not applicable to contracted munitions activities.

2.9.1.1.9. Contract and civil service units are exempt from this requirement. Active duty units will have a copy of any applicable OPLAN, or CONPLANS on file that they could support. Review and document review of such plans annually. Although a specific conventional munitions plan (CMP), otherwise known as a base support plan part II, may not apply to AETC munitions flights, guidance should still be published locally by the flight chief or officer in charge (OIC), which indicates how the flight will operate in support of any applicable OPLAN or CONPLANS tasking.

2.9.1.1.12. AETC units are not required to have an emergency destruction of material (EDM) plan. Luke, Little Rock, and Tyndall AFBs will establish an EDM training program for personnel assigned to Steady State support for an Air Expeditionary Force (AEF). Training will consist of basic familiarization training and general concepts of EDM for deploying personnel. EOD will provide instruction on explosive destruction methods consisting of basic demolition materials familiarization and basic demolition procedures as they apply to EDM. A combination of classroom and hands-on applications is preferred. All other units are exempt from this requirement.

2.9.1.1.30. Munitions flight chief/supervisor will ensure copies of all Product Quality Deficiency Reports (PQDR) are sent to HQ AETC/LGMW.

2.9.1.33.2. Missile/munitions test, support, and PMEL equipment maintained as part of a CTK by a flight's tool rooms, support sections, or elements will be managed within the Tool Accountability System (TAS) IAW AFI 21-101. Items in use not assigned to a CTK will be managed within Munitions Control 2000 (MC2K), Tactical Missile Reliability System (TMRS), or Core Automated Maintenance System (CAMS) as applicable. Remaining items not managed within MC2K, TMRS, or CAMS will also be tracked in TAS.

2.9.2.3. Not applicable to nonstandard units.

2.9.3.4.5. Notify HQ AETC/LGMW within 24 hours, or the next duty day.

2.9.3.22. Applies to explosive operations only, and does not include such tasks as inventories, SMIs, etc.

2.10.6. Use the AETC Munitions Inspection Guidance Checklist and any locally developed checklists to perform this review. Maintain the current documented review in the document control files. If the MASO review is accomplished during the flight self-assessment, file the document review with the flight self-assessment program. Maintain the current and the previous year's MASO review documents.

2.10.7. Commanders and personnel on "G" series orders acknowledgement by signature is required. Maintain documentation of briefing with the AF Form 68, **Munitions Authorization Record**, in the account jacket file.

2.10.8. Provide HQ AETC/LGMW a copy. Munitions Customer Guide may be incorporated into this supplement (in accordance with paragraph 4.3.14).

2.10.9. Maintain documentation and acknowledgment of such briefings with the AF Forms 68 within the custody account jacket file.

2.10.10. Maintain documentation and acknowledgment of such training with the AF Forms 68 within the custody account jacket file.

2.10.12. Send AF Form 1996, **Adjusted Stock Level**, to HQ AETC/LGMW.

2.10.20. As a minimum, units will use the HQ AETC Munitions Inspection Guidance Checklist located at: <https://www.aetc.af.mil/lg/LGM/lgmm/lgmmmp/checklists/munitions.doc>.

2.10.21. If assets are found on the base supply account, actions to remove/recover these items, and the current status of these actions, will be documented in the review letter.

2.10.23. Paperwork transactions (PTO) may be indicators of the need for additional training. Refer to paragraph 16.8.1 for more guidance. Actions describing the circumstances, and need for the PTO, must be accomplished prior to processing and be retained as supporting documentation. Processing of inventory adjustments, as PTOs, does not relieve the MASO from proper supporting documentation and certifying and approving authority signature requirements of the inventory adjustment process.

2.10.24. (Added)(AETC) Ensure AF Forms 68 are screened against the military personnel flight (MPF) departure lists monthly. Ensure munitions commanders and custodians are cleared prior to permanent change of station (PCS) or permanent change of assignment (PCA).

**2.11. Section Superintendent.** In nonstandard units these responsibilities will default to the munitions flight chief/supervisor.

**2.12. Element Supervisor.** In nonstandard units these responsibilities will default to the first-line supervisor.

#### ★3.1.6.4.1. DELETED

**3.1.8. (Added)(AETC) Missile System Testers.** Notify HQ AETC/LGMW when a precision-guided munitions or missile tester has not been repaired within 60 days, or is turned into the depot without a replacement. The following information is needed in the report: noun, serial number, reason unserviceable, national stock number, part number, noun of each part on order, off-base requisition number, and priority.

4.1.3. Ensure all assets are visible within the master storage plan (base-stock, custody, and noncustody, courtesy stored). Additionally, incorporate a facility diagram; for example, use MS Power Point to illustrate the basic floor layout of the facility, and approximate floor space used by major items stored inside.

4.1.10.3. Conduct annually and document results of the depth check. Include visual checks for signs of erosion during regular building inspections.

4.1.10.6. Pallet jacks are permissible in structures where they are regularly used.

4.1.11. In addition, segregate items processed for shipment. Items processed and palletized for consolidated shipment with the same compatibility and destination may be stored in the same location.

4.1.12. Outside agencies (noncustody accounts) must justify their need for courtesy storage. This type of courtesy storage is on a space-available basis and is not guaranteed.

4.1.12.7. Annual reviews will be documented in writing, or through viable electronic coordination, by all parties involved.

4.1.12.8. Include after-hours support, if any.

4.1.13. For smaller, nonstandard units, the same person may annotate multiple blocks as needed when complying with tasks.

★4.2.1.1. Some AETC units, predominantly nonstandard units, may have limited munitions inspector experience outside of the munitions flight (for example, quality assurance). In these situations, units should request assistance from the nearest munitions flight in evaluating the assigned senior munitions inspector for his or her initial evaluation and/or annual recertification. HQ AETC/LGMW may be contacted for assistance to coordinate this action.

4.2.1.2. Review at least monthly. Use of external automated products is authorized, but the Combat Ammunition System-Base (CAS-B) is the official record and must be kept current.

4.2.9. Custody accounts may process assets directly through DRMO when authorized in TO 11A-1-60.

4.2.13. AETC units will in-check assets within 2 duty days after arrival on station and load into CAS-B. Complete receipt inspections (RI) within 30 calendar days of in-checking date. Visibility of items without RIs will be the responsibility of the senior munitions inspector and the flight chief. Items pending RIs will not be issued for use, except as defined for combat purposes.

★4.3.7. **DELETED**

4.3.10. Nonstandard units are exempt from this requirement. Nonstandard units must have an established plan of operation to implement during extended CAS down time.

4.3.11. AETC units are exempt from this requirement.

4.3.14. Customer guides may be consolidated as part of a wing/base supplement in accordance with paragraph 2.10.8.

5.1.2. Nonstandard units will have minimum-security standards commensurate with information maintained and stored. Nonstandard units are exempted from all other requirements in this paragraph, except as noted below:

5.1.2.6. Nonstandard units may utilize the STU-III/SIPRNET capability of another flight within their organization as long as it is readily available to munitions supervisors. Provide the phone numbers and alternate SIPRNET information to HQ AETC/LGMW.

5.1.2.7. In nonstandard units that do not have a munitions control, the munitions flight chief/supervisor will establish procedures for two methods of emergency notification to security police and fire department. The remaining responsibilities will be aligned at the discretion of the munitions flight chief/supervisor.

5.1.3.1. Nonstandard units are exempt.

5.1.8. Optional for nonstandard units. If a unit does not use munitions control 2000 (MC2K), the munitions flight chief/supervisor will establish other methods of tracking information.

5.1.8.6. Units may substitute/augment MC2K with another automated product, for example, MS Access or Excel, to enhance visibility and management of munitions assets used to track assembled, ready munitions/missiles. The flight chief must approve the use of such products.

5.1.9. Optional for nonstandard units.

5.1.11. Quarterly maintenance and inspection forecasts are required. Monthly forecasts are optional.

5.1.18. For nonstandard munitions activities, the munitions flight chief/supervisor will coordinate with aircraft maintenance, operations, or munitions customers to ensure munitions support requirements are scheduled and supported. The munitions flight chief/supervisor will determine the method of coordination.

5.1.19.2.1. Delegation of key and lock appointing authority by the installation commander must be in writing. The appointing official for key and lock custodians for munitions contracted units is one level above the senior munitions person.

5.1.19.2.4.4. Units can have the same person issue and receive a key if they are qualified and authorized to do both.

**5.3. Combat Plans/Mobility/Training Standardization Element.** All active duty munitions activities in AETC will establish a combat munitions training program (CMTP) to meet unit contingency tasking, to the maximum extent possible, with the available resources on hand.

5.3.1.1. Contract and civil service units are exempt from this requirement. Active duty units will have a copy of any applicable OPLAN/CONPLANS on file that they could support. Review and document review of such plans annually. Although a specific conventional munitions plan (CMP), otherwise known as a base support plan part II, may not apply to AETC munitions flights, guidance should still be published locally by the flight chief or OIC, which indicates how the flight will operate in support of any applicable OPLAN/CONPLANS tasking.

6.1.1. Schedule munitions personnel to attend the Air Force Combat Ammunition Center (AFCOMAC) course as required to fulfill proficiency and upgrade training requirements. HQ AETC/LGMW is the command's liaison for scheduling personnel to attend this course.

7.1.2.1. The chief QAE for contractor-operated activities must also approve new locally manufactured munitions equipment (LMME). HQ AETC/LGMW will coordinate with HQ AETC/SEG for final approval/disapproval.

7.2.2. Technical training school munitions used by the 82 TRW will be issued as condition code B "Training Use Only." All inert training assets that are annually inspected and maintained by trainer maintenance contract are exempt from TO 11A-1-10 and TO munitions periodic inspection requirements. Order repair and replacement parts that are FV (munitions) items through the servicing FV account. If assets are returned to base stock, place these assets in the appropriate condition code determined during the returned munitions inspection (RMI).

**7.6. (Added)(AETC) Supply Difficulty.** Report mission impacting supply problems over 60 days old (munitions-related equipment such as, munitions trailers, replenishers and test sets that are not resolved locally) to HQ AETC/LGMW in writing. The information should include, but is not limited to, the following:

7.6.1. (Added)(AETC) Equipment noun for the end item.

7.6.2. (Added)(AETC) Nomenclature.

7.6.3. (Added)(AETC) USAF registration number of the end item.

7.6.4. (Added)(AETC) National stock number (NSN), part number, and material management code.

7.6.5. (Added)(AETC) Off-base requisition number, quantity, and priority.

7.6.6. (Added)(AETC) Source maintenance recoverability (SMR) and expendability reparability recoverability codes (ERRC).

7.6.7. (Added)(AETC) TO number, figure, and index.

7.6.8. (Added)(AETC) Any pertinent historical data concerning the requisition.

7.6.9. (Added)(AETC) Current base supply status and date obtained.

7.6.10. (Added)(AETC) Unit point of contact and telephone number.

**10.1. Procedures for Reporting.** Enter N/A if an area is not applicable. Units will forward the report through e-mail, with attached spreadsheets, to the HQ AETC/LGMW office e-mail at:

AETC.LGMW@randolph.af.mil. Rate each required part of the report as green (fully good to go), yellow (have some minor concerns), or red (have problems) on the cover page.

- 10.1.1. Show authorized/assigned for each grade. Does not apply to contract and civil service units.
- 10.1.2. Replace date eligible for return from overseas (DEROS) with inbound date/departure date.
- 10.1.3. Only report situations or circumstances that have caused a rating of yellow or red. Clearly identify workarounds and what has been done, up to the wing level, to resolve the concern/problem.
- 10.1.4. Only report situations or circumstances that have caused a rating of yellow or red. Clearly identify workarounds and what has been done, up to the wing level, to resolve the concern/problem.
- 10.1.5. Only report situations or circumstances that have caused a rating of yellow or red. Clearly identify workarounds and what has been done, up to the wing level, to resolve the concern/problem.
- 10.1.6. Luke and Tyndall only.
  - 10.1.6.1. Only show quantity and type of CATM missiles configured.
  - 10.1.6.2. Not required.
  - 10.1.6.3. Not required.
- 10.1.7. Compare your latest change and safety supplement with TO 11A-1-1. If current, report as green on the cover page. If not current, fix and see if a distribution problem exists.
- 10.1.8. Report, if any.
- 10.1.9. (Added)(AETC) Part IV. List major munitions projects that are on CE books and the priority number assigned by the wing.

**11.1. Procedures for Reporting.** The munitions QAE will submit this report for contract units.

- 11.1.1. Only provide a brief summary of changes from the last report.
- 11.1.2. Only submit an overall map of the munitions storage area (MSA).
- 11.1.3. Not required.
- 11.1.4. Submit the Facility Data Record using sample format at Figure 11.1 (Added)(AETC). HQ AETC/LGMW will provide spreadsheet.

**Figure 11.1. (Added)(AETC) Facility Data Record.**

BLDG #	TYPE	C/O	Standard or Substandard	B/UB	IDS Type/ Capability	IDS status	SIZE	Square Footage	Square Foot Used	% SF Used	Short Tons	Authorized 1.1	Authorized 1.2	Authorized 1.3	Authorized 1.4	Total NEW	% NEW Used	Waivers/ Exemptions	Comments
907A	Cubicle - storage	C	S	UB	N/A	N/A	7.5' x 8.5' x 7'	64	34	53%		0	500	1000	MAX CAP	164	0%		
907B	Cubicle - storage	C	S	UB	N/A	N/A	7.5' x 8.5' x 7'	64	34	53%		0	500	1000	MAX CAP	16	0%		
907C	Cubicle - storage	C	S	UB	N/A	N/A	7.5' x 8.5' x 7'	64	34	53%		0	500	1000	MAX CAP	135	0%		
907D	Cubicle - storage	C	S	UB	N/A	N/A	5.5' x 8.5' x 7'	47	26	55%		0	500	1000	MAX CAP	1	0%		
907E	Cubicle - storage	C	S	UB	N/A	N/A	5.5' x 8.5' x 7'	47	26	55%		0	500	1000	MAX CAP	0	0%		
907F	Cubicle - storage	C	S	UB	N/A	N/A	5.5' x 8.5' x 7'	47	26	55%		0	500	1000	MAX CAP	0	0%		
907G	Cubicle - storage	C	S	UB	N/A	N/A	5.5 x 3.5 x 7	20	16	80%		0	500	1000	MAX CAP	45	0%		
907H	Cubicle - storage	C	S	UB	N/A	N/A	5.5 x 5.5 x 7	30	17	55%		0	500	1000	MAX CAP	1	0%		

12.2.1. Contracted munitions activities are not normally within the MASO's supervisory control. The MASO must be actively involved with munitions activity contractors to ensure accountability and

serviceability of the munitions stockpile. Tyndall AFB will establish procedures to ensure the Air Combat Command Weapons Standardization and Evaluation Program munitions personnel are only authorized to change or adjust accountable records as authorized by the MASO.

★12.2.1.1. Civil service employees must be at least a GS-7, WG-8, WS-5, or higher to be appointed as the MASO. The QAE may fill the position of MASO for contract units if qualified in accordance with AFI 23-111 and this supplement. The MASO must be an officer for contract units that do not have a 2W0 (E-7 or above) or civilian equivalent assigned to meet requirements in AFI 23-111. HQ AETC/LGMW will consider temporary (6 months) MAJCOM waivers for AFSC, grade, and experience-level requirements, on a case-by-case basis. Units with temporary MASO waivers will send a copy of the results of each semiannual stock record account inventory to HQ AETC/LGMW within 30 days of completion with a request for a waiver extension, if applicable.

12.2.4. Conduct the review using the AETC munitions inspection guidance checklist.

★12.2.5. **DELETED**

12.2.7. Request must include inclusive dates of absence, reason for extended absence, and must be signed by the appointing official.

12.5.1.1. Maintain delegation of authority letter with signature specimens in the document control files. Review and update annually or whenever changes occur.

★12.5.1.1.1. (Added)(AETC) For contracted munitions activities, the MASO may only delegate the authority to operate the munitions account during his or her absence (for example, TDY, leave, hospitalization) to a supervisor above him or her in the same chain of command. In addition, the unit MASO is prohibited from delegating the authority to approve and sign the following additional actions:

★12.5.1.1.1.1. **DELETED**

★12.5.1.1.1.2. **DELETED**

12.5.1.1.1.3. (Added)(AETC) AF Form 68, **Munitions Authorization Record**.

★12.5.1.1.1.4. **DELETED**

★12.5.1.1.1.5. **DELETED**

12.5.1.1.1.6. (Added)(AETC) Change of MASO reconciliation.

12.5.1.1.1.7. (Added)(AETC) Annual MASO custody account inventories listings and findings.

12.5.1.1.1.8. (Added)(AETC) Unfreeze an account.

12.5.6.1. Quantity unit pack (QUP) is authorized for issue.

12.5.6.2. The wing commander or equivalent will determine the OPR for these accounts. The assigned OPR will be responsible for forecasting and accounting for the ammunition.

**13.1. General Information.** The annual munitions forecast is the primary vehicle to request and allocate air-to-ground and ground munitions required for test, training, and operational needs. AETC functional managers must properly forecast munitions; accurate and credible forecasts ensure the Air Staff and OO-ALC/WM have the necessary justification to support production, procurement, and budget submission to Congress.

★13.1.2. **DELETED**

13.2.2. Based on coordinated annual forecast instructions, HQ AETC/LGMW will provide AETC functional managers tailored instructions on how to format their munitions requirements forecast. AETC munitions

staff (HQ AETC/LGMW) will electronically notify appointed AETC functional managers. Appoint new MUFM no later than 45 days before release of departing functional manager.

13.2.4. The functional managers must track expenditure data for every category D allocation for historical data purposes. Expenditure data is maintained for a minimum of two fiscal years, plus the current year. HQ AETC/LGMW will consolidate inputs from all AETC functional managers, unique organizations without an AETC directorate (or equivalent), and beddown information from lead commands. HQ AETC/LGMW will also provide an informational copy of forecast inputs to applicable host MAJCOMs that have AETC tenants.

13.2.6. Do not solely use these quantities for requirement computations. Historical expenditures (maintained per AFCAT 21-209V1, *Ground Munitions*), new missions or units, deployments, range fires, etc., will dictate computation. Every submitted munitions requirement must have an authorizing directive.

13.2.8.6. Functional managers are responsible for reviewing forecasts for accuracy and completeness, and providing forecasts to HQ AETC/LGMW within the suspense date provided in the instruction memorandum. Specifically, the data elements such as complete round codes (CRC), Department of Defense identification codes (DODIC), and national stock numbers (NSN) on the functional managers' forecasts must be verified prior to submission to HQ AETC/LGMW. Functional managers review forecasts for additions, deletions, and changes.

★14.1.1. The allocation represents an approved authorization for upcoming fiscal year requirements. HQ AETC/LGMW will provide each functional manager with forecasting instructions and a copy of his or her projected allocation for review after release and receipt of allocation. The instructions will also contain a copy of the most recent category code for munitions applicable to the respective area or mission. After reviewing, adjusting, and certifying the report, the functional managers must return it to HQ AETC/LGMW for release to base level. All changes and computations to fiscal year allocations will be maintained according to AFMAN 37-139, Table 21-20, Rule 9.

14.1.2. Load allocations no earlier than 1 October and no later than 15 October. After all levels have been loaded, units must request an asset level listing in CAS to review levels. The MASO must sign and retain listing.

14.1.3. Provide a memorandum to explain the contents and necessary actions. Memorandum and allocation must be sent to the organizational commander. Identify to the organization commander, in writing, the assets excess to the allocation for all categories not later than 15 October. Expendable assets excess to the allocation must be segregated upon notification, and the custodian must schedule turn-in to FV within 30 days from receipt of the notification.

14.1.5.1. This does not apply to expendable assets. Locally approved (MASO) custody account retained munitions will be included in excess reports to the MAJCOM. These assets may remain on the custody account until assets are needed in support of another allocation or directed for shipment by the MAJCOM.

**14.2. Out of Cycle Request (OOCR) and Allocation Transfer Requests (ATR) Supporting Exercises, Competitions, Demonstrations, Test or Training.** Organizations must be of the same functional manager area of responsibility. HQ AETC/LGMW must coordinate transfer from one functional area to another.

14.2.1.4. (Added)(AETC) Exercise allocation transfers, such as OOCRs, will be coordinated through the OO-ALC/WM web page at Hill AFB, UT. For extended periods of down time, units may coordinate ATRs by e-mail (see Attachment 10 [Added][AETC] for format). Include HQ AETC/LGMW as an addressee on all after-action reports.

14.2.1.5. (Added)(AETC) The MASO should not deny support of an allocation transfer solely because the requesting organization did not meet request timelines in paragraph 14.3.1. The allocation transfer should be supported if it does not jeopardize home station support or asset levels.

14.2.1.6. (Added)(AETC) Coordinate exercise after-action reports through the OO-ALC/WM Web page at Hill AFB, UT. For extended periods of down time, units may coordinate ATRs by e-mail (see Attachment 11 [Added][AETC] for format).

14.2.2. HQ AETC/LGMW will input OOCRs into the OO-ALC/WM Hill AFB Web site.

★14.2.3. The organization will coordinate the out-of-cycle request (OOCR) with the MASO, forward it to the applicable AETC functional manager, and maintain one copy in suspense. The functional manager will review the request for validity of the authorizing directive, required endorsements, and justification. In addition, for any increase to expendable asset allocations, the functional manager must verify that the submitting organization has expended a minimum of 70 percent of its current allocation. The OOCR will then be submitted to HQ AETC/LGMW for coordination. (See Attachment 12 [Added][AETC] for a sample format.) HQ AETC/LGMW will load the OOCR via the OO-ALC/WM Web site at Hill AFB in accordance with paragraph 14.2.2.

14.2.3.1. The MASO endorsement will state whether assets to support this request are available locally or are required to be requisitioned from the depot.

16.1.5. Normally, limited to personnel responsible for document control. Maintain authorized access letter in the document control files. Review and update annually or whenever changes occur.

16.2.3.2. All stamps except for "Classified Item" may be placed on reverse side of the document to prevent obliterating information.

16.5.1. Maintain memorandum in the document control files. Review and update annually or when changes occur. Individuals appointed to perform quality control edits on documents must be signed off in training records.

16.6.5.3. Ensure letter is reviewed and updated at least annually, or whenever changes occur.

16.6.5.4. Ensure letter is reviewed and updated at least annually, or whenever changes occur.

16.6.5.5. Ensure letter is reviewed and updated at least annually, or whenever changes occur.

16.6.5.6. Review or update at least annually, or whenever changes occur.

16.6.5.7. Ensure letter is reviewed or updated at least annually, or whenever changes occur.

16.8.1. Cross-reference the paperwork transaction turn-in document with the shipment document removing the assets from record. If assets are in support of a deployment, annotate the deployment name/number.

16.8.2. Paperwork transactions will not be used in lieu of reverse posts or inventory adjustments.

17.2.1.1. For contracted units, the contractor program manager or program director equivalent will appoint personnel to part II and III, and approve and/or sign the AF Form 68.

17.2.2.4. Enter the single nonobliterating line through the typewritten information only. Do not line through the signature block. Preserve a clear, unobstructed view of the signature for audit purposes.

17.3.2. Revalidation is authorized in lieu of reaccomplishing the entire form during the annual review if there are no changes to the document. Electronic coordination and/or documentation of each revalidation, signed by the unit commander, must be maintained in munitions operations until the AF Form 68 is reaccomplished. Reaccomplish/revalidate the AF Form 68 during the annual MASO inventory.

18.1.1. Units will notify HQ AETC/LGMW when the CAS-B system is down more than two duty days.

18.3.2.1. Monthly for nonstandard units.

18.3.2.2. Monthly for nonstandard units.

- 18.3.2.3. Monthly for nonstandard units.
- 18.3.2.4. Annually for nonstandard units.
- 18.3.2.5. Semiannually for nonstandard units.
- 19.2.1. Approved stock levels are the units' approved allocations. This includes approved AF Form 1996.
- 19.3.1. Units may also access this information via the Logistics Information Network web site at: <https://www.link.dla.mil/weblink/index2.asp>, or the OO-ALC/WM Hill AFB web site.
- 19.3.2. May be done by e-mail.
- 20.2.1.3. Send info copy to HQ AETC/LGMW.
- 21.2.1.3. Inventory team should be comprised of operations, inspection, and storage personnel.
- 21.2.6. Notify HQ AETC/LGMW before implementing.
- 21.3.1.1. AETC units will perform semiannual inventories. Perpetual inventories are not authorized.
- 21.3.1.2. Submit waiver request to HQ AETC/LGMW with justification and requested inventory dates. The MASO appointing authority must sign waiver requests if it involves a change of MASO inventory. Otherwise, the MASO's unit commander can be the waiver requester.
- 21.3.1.3. Units must identify items affected, location, and inventory dates to HQ AETC/LGMW.
- 21.3.2. In addition to local requirements reconciliation will consist of:
  - 21.3.2.4. (Added)(AETC) Valid AF Forms 2005, **Issue/Turn-In Request**, (due-outs) are on file to support all awaiting parts (AWP).
  - 21.3.2.5. (Added)(AETC) Valid requisitions (due-ins) exist for items due to support all AWP.
  - 21.3.2.6. (Added)(AETC) Followups have been conducted and current status is available on all due-ins.
- ★21.3.3. AETC units will publish this inventory schedule for visibility purposes to ensure all NSNs are inventoried during the 10-month period. CAS 1.0 will automatically select the NSNs to be inventoried.
- 21.3.4. Reconciliation of discrepancies must be performed by the incoming and outgoing MASOs. May not be delegated.
  - 21.3.4.1. Appointing official must submit waiver request to HQ AETC/LGMW.
- 21.3.6. Normally, recounts should not be conducted with the same teams.
- 21.3.9. Maintain inventory results memorandum with the inventory package, for example, count sheets, supporting documentation, etc., and maintain in accordance with AFMAN 37-139.
- 21.4.1.2. May not be delegated.
- 21.4.1.6. Submit waiver request with a list of items affected and location.
- 21.4.2. The unit commander must sign an inventory results memorandum that contains a list of what the quarterly review consisted of, and any discrepancies found during the inventory.
- 21.6.1.4. CAS-B may not allow processing a reverse post if records have been frozen for an inventory since the transaction date. Comply with all requirements listed in this instruction concerning inventory adjustments.
- 21.6.9.12. Annotate difficulty report (DIREP) numbers on the adjustment document.
- 22.2.2. The MASO will conduct/document this training before the AF Form 68 is signed.

22.4.1.2.1. May not be delegated.

★23.2.1.3.1. Make consumption issues to a default EOD ORG/SH account 920RW under Category Code "Y" only. Assets selected for this type of issue must have an unserviceable condition code assigned. AJ5 no longer applies to disposal of explosive munitions by EOD; it only applies to nonexplosive munitions going to DRMO.

★23.6.1. Issue requests that are submitted less than 10 days before the assets are needed will be signed in block A by the organizational commander, or the emergency issue procedures in paragraph 23.4 of the basic AFI will be followed for requests within 12 hours.

24.1.2. The consuming organization or activity provides the MASO with expenditure documents within 5 duty days of consumption of assets.

24.2.1. It is not necessary to keep the CAS-B generated expenditure document on file in document control. The AF Form 2005 serves as the auditable document.

27.1.1.1.1. (Added)(AETC) The shipping MASO will ensure proper hazardous transportation and explosive safety briefings are accomplished and documented prior to releasing assets. Prior to release of munitions shipments, the shipping MASO will contact his/her local transportation personnel for assistance with vehicle inspection and transportation guidance (local and state guidance pertaining to movement of explosives over public highways).

27.1.4.2. AETC units will review the ISI24A weekly.

**28.3. (Added)(AETC) Captive Carry Trainers (CCT), Load Crew Trainers (LCT), Guidance and Control Sections (GCS), Missile Body Sections (MBS) and Acceleration Monitor Assembly (AMA).** CCT, LCT, GCS, MBS, and AMA will be allocated using the following distribution methodology:

28.3.1. (Added)(AETC) LCT missile allocation will be 4 per load barn, 4 per squadron for integrated combat turns, and 4 per munitions storage area to perform combat ammunition training (CMT).

28.3.2. (Added)(AETC) CATM missile allocations are as follows:

28.3.2.1. (Added)(AETC) AIM-9M = 1 per PAI (**NOTE:** Units are authorized to remove 9M GCS from WRM assets not to exceed PAI authorized quantities. For example, an 18 PAI F-15C/D squadron is authorized to remove 18 GCS from WRM All Up Round (AUR) missiles. Units are authorized to utilize WGU-4E/B GCS for all their CCT requirements.

28.3.2.2. (Added)(AETC) AIM-7 = 1 per PAI.

28.3.2.3. (Added)(AETC) AIM-120 = 1.5 per PAI for F-15C/D.

28.3.2.4. (Added)(AETC) AIM-120 = 1 per PAI F-16 Blk 15-42.

28.3.2.5. (Added)(AETC) AMA = 1 per F-16C PMAI/PTAI/PDAI.

28.3.2.6. (Added)(AETC) TMU-72 coolant pressure tanks are allocated at a ratio of 1.5 per WRM missile, and 2.0 per CATM-9M missile for training.

29.1.6. Munitions organizational custody accounts may elect to have all empty reusable containers and packaging material maintained, marked as empty, identified with custody account number, stored and accounted for by the custody account custodian for built-up ready munitions assets. Once munitions have been expended, containers will be turned in to accountable records.

29.1.6.3. Units will determine how many containers are needed on hand, but as a minimum they must meet the requirements of paragraph 29.1.6.2 of the basic instruction plus some spares. The quantity of spare containers should be based on historical use.

34.1.3. Unprogrammed deployments such as these are rare and will require an official tasking order, coordinated through the HQ AETC/CAT or HQ AETC/DOXO for validation, prior to the release of any munitions. Deploying units/members should have all required information such as number of personnel, deploying location, ULN, UTC, etc., to expedite planning. In most cases, the instructions for contingency support for munitions contained in paragraph 34.3 will suffice.

36.1.4. (Added)(AETC) Installation procedures must be developed and cover as a minimum:

36.1.4.1. (Added)(AETC) Rendering items safe for storage or display.

36.1.4.2. (Added)(AETC) Security of assets on display.

36.1.4.3. (Added)(AETC) Notification procedures to inform fire department, safety, and security forces of asset locations.

36.1.5. (Added)(AETC) Installation commanders will designate an office of primary responsibility (OPR) to ensure all appropriate base agencies are properly informed of the location of all approved static display munitions, and to ensure base-wide compliance with the static display program procedures.

36.1.6. (Added)(AETC) Static display munitions (SDM) are current DoD inert stock-listed munitions items. Units will not requisition assets to support SDM requests. Munitions second destination funds will not be used to ship assets to support SDM requests. SDMs do not include recovered munitions residual material resembling live munitions (bombs, rockets, missiles, ammunition, flares and other pyrotechnics).

36.1.6.1. (Added)(AETC) Recovered munitions residual material put on display, or show-and-tell munitions, must be certified inert/empty as described in TOs 11A-1-53 and 11A-1-60 by a qualified munitions inspector prior to display.

36.1.6.2. (Added)(AETC) Any munitions item, which cannot be positively certified by a munitions inspector, will be referred to explosive ordnance disposal (EOD) for final determination.

36.1.6.3. (Added)(AETC) The individual certifying the munitions item and/or residual material will certify in writing that it is empty/inert and suitable for display. Organizational records must show how the material was obtained, for example, EOD range operations, etc., for the items on display.

36.1.6.4. (Added)(AETC) SDMs without certification of inspection and verification of inert status are assumed to be live, and will be segregated and held in an approved separate, secured storage area until inspected or destroyed by appropriate personnel.

36.1.6.5. (Added)(AETC) Units with existing SDMs that are not on record, and were not approved by OO-ALC, will initiate a local (off line) ADR with all the known historical information and appropriate statements, and forward to HQ AETC/LGMW for approval consideration. If approved, HQ AETC/LGMW will forward to OO-ALC for approval consideration.

36.1.6.6. (Added)(AETC) Units with existing SDMs that are still on record and not approved by OO-ALC will submit appropriate ADRs as required in this chapter.

### **36.6. (Added)(AETC) Forms Adopted:**

36.6.1. (Added)(AETC) AF Form 68, **Munitions Authorization Record.**

36.6.2. (Added)(AETC) AF Form 1996, **Adjusted Stock Level.**

36.6.3. (Added)(AETC) AF Form 2005, **Issue/Turn-In Request.**

36.6.4. (Added)(AETC) AF Form 4147, **Munitions Movement Control Worksheet.**

36.6.5. (Added)(AETC) AETC Form 1236, **Request for Improving/Changing AETC Maintenance Regulations/Instructions.**

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

AFI 38-101, *Air Force Organization*

AETCI 21-101, *Maintenance Management of Aerospace Equipment*

AETCI 21-107, *Maintenance Management-Maintenance Contract Surveillance*

TO 21M-1-101/AETC Sup 1, *Reliability Asset Monitoring System*

TO 11A13-10-7, *Specialized Storage and Maintenance Procedures, Small Arms Ammunition*

***Abbreviations and Acronyms***

**AEF**—Air Expeditionary Force

**AFCOMAC**—Air Force Combat Ammunition Center

**AFRAAN**—advanced medium range air-to-air missile

**CA**—combat arms

**DEROS**—date eligible for return from overseas

**DOC**—design operation capability

**DRMO**—Defense Reutilization Management Office

**EAL**—entry authorization lists

**FNLRTA**—frangible nontoxic limited range training ammunition

**SGO**—sortie generation operations

**GCS**—guidance control sections

**MWASP**—Munitions and Weapons Standardization Program

**OT&E**—operational test and evaluation

**QAE**—quality assurance evaluators

**PDQR**—product quality deficiency reports

**RMI**—returned munitions inspection

**SF**—security forces

**SFMUFM**—security forces munitions user functional manager

**SMR**—source maintenance recoverability

**TDY**—temporary duty

JOE F. HARRISON, Colonel, USAF  
Deputy Director of Logistics

★4 *Attachments (Added)(AETC)*

- 10. Sample Exercise Allocation Transfer
- 11. Sample Exercise After Action Report
- 12. Sample Out-of-Cycle Allocation Request
- ★13. IC 2004-1

**Attachment 10 (Added)(AETC)**

**SAMPLE EXERCISE ALLOCATION TRANSFER**

Date

MEMORANDUM FOR ORG/Office Symbol - (DODAAD/SRAN Number)

HQ AETC/LGMW

User MAJCOM/Office Symbol (MAJCOM-TO-MAJCOM Transfers Only)

OO-ALC/WMR (MAJCOM-TO-MAJCOM Transfers Only)

FROM: Your Organization/Office Symbol - (DODAAD/SRAN Number)

SUBJECT: Exercise Allocation Transfer - (Exercise Name/Dates)

1. The following Category D munitions allocations are transferred in support of (enter wing, aircraft squadrons, and type of aircraft). List munitions in the following manner: nomenclature, complete round code/master stock number, allocation.

RR-188 CHAFF	ZE81A	1200
MJU-7 FLARE	F071A	1200
BDU-33	ZP61D	450
ARD 863 CART	1377-01-369-2492	450

2. Please confirm receipt and supportability of this allocation transfer, and provide an exercise After-Action Report not later than 30 days after exercise completion.

3. POC is CMSgt Joe Smith, Organization/Office Symbol, DSN XXX-XXXX.

//SIGNED//

Signature block of munitions accountable systems officer or designated representative

**Attachment 11 (Added)(AETC)**

**SAMPLE EXERCISE AFTER ACTION REPORT**

Date

MEMORANDUM FOR User ORG/Office Symbol - (DODAAD/SRAN Number)

User MAJCOM/Office Symbol

HQ AETC/LGMW

OO-ALC/WMR (MAJCOM-TO-MAJCOM Transfers Only)

FROM: Your Organization/Office Symbol - (DODAAD/SRAN Number)

SUBJECT: Exercise After Action Report - (Exercise Name/Dates)

1. The remaining Category D munitions allocations are returned to (Unit/MAJCOM). List munitions in the following manner: nomenclature, complete round code/master stock number, allocation, expended, remaining.

RR-188 CHAFF	ZE81A	1200	800	400
MJU-7 FLARE	F071A	1200	400	800
BDU-33	ZP61D	450	184	266
ARD 863 CART	1377-01-369-2492	450	184	266

2. POC is CMSgt Joe Smith, Organization/Office Symbol, DSN XXX-XXXX.

//SIGNED//

Signature Block of Munitions Accountable

Systems Officer or Designated Representative

**Attachment 12 (Added)(AETC)****SAMPLE OUT-OF-CYCLE ALLOCATION REQUEST**MEMORANDUM FOR HQ AETC/XXXX (*munitions user functional manager*)

Date

FROM: (*Self-explanatory*)

SUBJECT: Out-of-Cycle Munitions Allocation Request (SRAN: FVXXXX)

1. Request a FYXX out-of-cycle allocation for the following munitions item:

- a. Master NSN/DODIC: (XXXX-XX-XXX-XXXX/XXXX)
- b. Nomenclature: (*Self-explanatory.*)
- c. Requirement Code: (*See requirement code list.*)
- d. Category Code: (*See category code list.*)
- e. Functional Manager Code: (*See functional manager list.*)
- f. Custody Account Number: (XXXXX)
- g. Current Fiscal Year's Allocation:
- h. Current Fiscal Year's Expenditure Data:
- i. Requested Increase:

2. Authorizing Directive and Justification: AFCAT 21-209, (*Volume \_\_\_\_, paragraph \_\_\_\_*). This allocation increase is required due to an increase in authorized mobility weapons to support our UTC tasking. Formula: 65 M-16 weapons multiplied by 60 rounds per weapon equals 3,900. If disapproved, we will not be able to support all required UTC tasking with the required quantities of weapons and ammo.

3. POC is CMSgt Joe Smith, unit/office symbol, DSN 487-XXXX.

//Signed//

BILL B. SMITH, Lt Col, USAF

Unit Commander

1st Ind, (*unit/office symbol of MASO*)

Date

MEMORANDUM FOR HQ AETC/XXXX (*functional manager*)

If this out-of-cycle allocation is approved, assets are available for issue or assets are not available for issue and must be requisitioned.

//Signed//

JIM A. JONES, SMSgt, USAF

Munitions Accountable Systems Officer

2d Ind, HQ AETC/XXXX (*functional manager*)

Date

MEMORANDUM FOR HQ AETC/LGMW

This out-of-cycle allocation request is approved.

//Signed//

RICHARD A. HOLDER, CMSgt, USAF

Functional Manager

**★Attachment 13 (Added)(AETC)****IC 2004-1****IC 2004-1 TO AFI 21-201/AETC SUP 1, *MANAGEMENT AND MAINTENANCE OF NON-NUCLEAR MUNITIONS*, 7 NOVEMBER 2003****10 MARCH 2004*****SUMMARY OF REVISIONS***

This change updates recent maintenance and accountability management requirements. It contains MAJCOM-specific procedural changes, along with the mandated use of the new Combat Ammunition System (CAS) 1.0 web-based accountability tool. Deletes the reference to AETC Sup 1 to TO 21M-1-101 (paragraph 3.1.6.4.1) and deletes the requirement for AETC units to provide HQ AETC/LGMW with shelf or service life (paragraph 4.3.7) and time change reports (paragraph 13.1.2). Adds guidance to assist in complying with initial and annual senior inspector evaluations for nonstandard units (paragraph 4.2.1.1), information regarding waiving the grade requirement for the MASO on a case-by-case basis (for a limited time only) (paragraph 12.2.1.1), and specific details to properly manage consumption issues to EOD accounts (paragraph 23.2.1.3.1). Updates senior inspector evaluations and MASO delegation authority issues (paragraph 12.5.1.1.1 [Added][AETC]). Eliminates the requirement for the group commander's endorsement of out-of-cycle requests (Attachment 11 [Added][AETC]). See Attachment 12 (Added)(AETC) of the supplement for the complete IC. A ★ indicates revision from the previous edition.

**3.1.6.4.1. DELETED**

4.2.1.1. Some AETC units, predominantly nonstandard units, may have limited munitions inspector experience outside of the munitions flight (for example, quality assurance). In these situations, units should request assistance from the nearest munitions flight in evaluating the assigned senior munitions inspector for his or her initial evaluation and/or annual recertification. HQ AETC/LGMW may be contacted for assistance to coordinate this action.

**4.3.7. DELETED**

12.2.1.1. Civil service employees must be at least a GS-7, WG-8, WS-5, or higher to be appointed as the MASO. The QAE may fill the position of MASO for contract units if qualified in accordance with AFI 23-111 and this supplement. The MASO must be an officer for contract units that do not have a 2W0 (E-7 or above) or civilian equivalent assigned to meet requirements in AFI 23-111. HQ AETC/LGMW will consider temporary (6 months) MAJCOM waivers for AFSC, grade, and experience-level requirements, on a case-by-case basis. Units with temporary MASO waivers will send a copy of the results of each semiannual stock record account inventory to HQ AETC/LGMW within 30 days of completion with a request for a waiver extension, if applicable.

**12.2.5. DELETED**

12.5.1.1.1. (Added)(AETC) For contracted munitions activities, the MASO may only delegate the authority to operate the munitions account during his or her absence (for example, TDY, leave, hospitalization) to a supervisor above him or her in the same chain of command. In addition, the unit MASO is prohibited from delegating the authority to approve and sign the following additional actions:

**12.5.1.1.1.1. DELETED****12.5.1.1.1.2. DELETED****12.5.1.1.1.4. DELETED**

**12.5.1.1.1.5. DELETED****13.1.2. DELETED**

14.1.1. The allocation represents an approved authorization for upcoming fiscal year requirements. HQ AETC/LGMW will provide each functional manager with forecasting instructions and a copy of his or her projected allocation for review after release and receipt of allocation. The instructions will also contain a copy of the most recent category code for munitions applicable to the respective area or mission. After reviewing, adjusting, and certifying the report, the functional managers must return it to HQ AETC/LGMW for release to base level. All changes and computations to fiscal year allocations will be maintained according to AFMAN 37-139, Table 21-20, Rule 9.

14.2.3. The organization will coordinate the out-of-cycle request (OOCR) with the MASO, forward it to the applicable AETC functional manager, and maintain one copy in suspense. The functional manager will review the request for validity of the authorizing directive, required endorsements, and justification. In addition, for any increase to expendable asset allocations, the functional manager must verify that the submitting organization has expended a minimum of 70 percent of its current allocation. The OOCR will then be submitted to HQ AETC/LGMW for coordination. (See Attachment 12 [Added][AETC] for a sample format.) HQ AETC/LGMW will load the OOCR via the OO-ALC/WM Web site at Hill AFB in accordance with paragraph 14.2.2.

21.3.3. AETC units will publish this inventory schedule for visibility purposes to ensure all NSNs are inventoried during the 10-month period. CAS 1.0 will automatically select the NSNs to be inventoried.

23.2.1.3.1. Make consumption issues to a default EOD ORG/SH account 920RW under Category Code "Y" only. Assets selected for this type of issue must have an unserviceable condition code assigned. AJ5 no longer applies to disposal of explosive munitions by EOD; it only applies to nonexplosive munitions going to DRMO.

23.6.1. Issue requests that are submitted less than 10 days before the assets are needed will be signed in block A by the organizational commander, or the emergency issue procedures in paragraph 23.4 of the basic AFI will be followed for requests within 12 hours.

**Attachment 12 (Added)(AETC)****SAMPLE OUT-OF-CYCLE ALLOCATION REQUEST**MEMORANDUM FOR HQ AETC/XXXX (*munitions user functional manager*)

Date

FROM: (*Self-explanatory*)

SUBJECT: Out-of-Cycle Munitions Allocation Request (SRAN: FVXXXX)

1. Request a FYXX out-of-cycle allocation for the following munitions item:

- a. Master NSN/DODIC: (XXXX-XX-XXX-XXXX/XXXX)
- b. Nomenclature: (*Self-explanatory.*)
- c. Requirement Code: (*See requirement code list.*)
- d. Category Code: (*See category code list.*)
- e. Functional Manager Code: (*See functional manager list.*)
- f. Custody Account Number: (XXXXX)
- g. Current Fiscal Year's Allocation:
- h. Current Fiscal Year's Expenditure Data:
- i. Requested Increase:

2. Authorizing Directive and Justification: AFCAT 21-209, (*Volume \_\_\_\_, paragraph \_\_\_\_*). This allocation increase is required due to an increase in authorized mobility weapons to support our UTC tasking. Formula: 65 M-16 weapons multiplied by 60 rounds per weapon equals 3,900. If disapproved, we will not be able to support all required UTC tasking with the required quantities of weapons and ammo.

3. POC is CMSgt Joe Smith, unit/office symbol, DSN 487-XXXX.

//Signed//

BILL B. SMITH, Lt Col, USAF

Unit Commander

1st Ind, (*unit/office symbol of MASO*)

Date

MEMORANDUM FOR HQ AETC/XXXX (*functional manager*)

If this out-of-cycle allocation is approved, assets are available for issue or assets are not available for issue and must be requisitioned.

//Signed//

JIM A. JONES, SMSgt, USAF

Munitions Accountable Systems Officer

2d Ind, HQ AETC/XXXX (*functional manager*)

Date

MEMORANDUM FOR HQ AETC/LGMW

This out-of-cycle allocation request is approved.

//Signed//

RICHARD A. HOLDER, CMSgt, USAF

Functional Manager