

CDC 2W051A

Munitions Systems Journeyman

Volume 2. Munitions Systems and Munitions Accountability



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VOLUME 2 of CDC 2W051A, *Munitions Systems Journeyman*, discusses planning, scheduling, controlling, and accounting of munitions.

Unit 1 covers the responsibilities of munitions control and the Plans and Scheduling elements.

Unit 2 focuses on the munitions accountability. Covering munitions transactions and stockpile management.

A glossary is included for your use.

The use of a name of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

To get a response to your questions concerning subject matter in this course, or to point out technical errors in the text, unit review exercises, or course examination, contact the author using the contact information on the inside front cover of this volume.

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This volume is valued at 6 hours and 2 points.

NOTE:

In this volume, the subject matter is divided into self-contained units. A unit menu begins each unit, identifying the lesson headings, numbers, and page location. After reading the unit menu page and unit introduction, study the section, answer the self-test questions, and compare your answers with those given at the end of the unit. Then complete the unit review exercises.

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Unit 1. Munitions Systems

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MUNITIONS TASKS DONE within a munitions storage area can be spread out over several miles in distance. Because of this distance, it is imperative that the leadership and management on the installation and within the storage area be able to rapidly assess any given situation and set priorities. For the entire munitions area to function effectively as a single unit there must be a center where all the activities can be monitored and tracked; this is the responsibility of the munitions systems. In this unit, we'll discuss the controlling function within a munitions storage area, starting with the munitions control element.

1-1. Munitions Control

Personnel assigned to munitions control must be able to adapt well to stress and speak clearly and concisely. They must be knowledgeable of the duties/responsibilities of munitions control, each element in the flight, and proper radio and telephone procedures. The controllers, as they are referred to, are well trained in the use of checklists, procedural guides, and publications to provide the required guidance. We have previously discussed some of the controller's responsibilities earlier in Volume 1. Let's take another look at a few munitions control responsibilities.

201. Munitions control responsibilities

Munitions controllers plan, coordinate, direct, and control all munitions activities. They coordinate with munitions and flightline activities to ensure effective flow of information, scheduling and use of available resources to accomplish the mission, and manage and coordinate emergency response. The control activity must be located, equipped, and arranged to ease the collection, recording and dissemination of information essential for command, control, communications and combat ammunition system (CAS) data processing. Munitions control responsibilities include, but are not limited to the items in the following list:

- All controllers should be able to process movement and expenditure transactions in CAS using direct-input methods.
- Receive munitions demand requirements in the form of an air tasking order or flying schedule for sortie generation activity or through various communications and schedules for internal munitions activity and external custody account activity.
- Validate current/remaining allocations for training and war reserve materiel (WRM) munitions to ensure levels remain supportable and allocations are not exceeded.
- Monitor the status of all assembled munitions and act as a focal point for reconciling expenditures.
- Support planning for operations through the use of contingency plans and emergency action checklists.

- Conduct recall procedures; the method of recall may vary from unit to unit, but the main goal is the same—account for all personnel. The Air Force uses this procedure to bring personnel back to their duty section quickly (usually in one to two hours). Recalls may be started to meet mission needs, support a unit mobilization, protect resources, or to practice unit response times. Normally, a listing of all personnel includes name, address, and phone number where each person can be contacted. This list is called a recall roster. It is essential that you keep this list current. Recalls usually are done in a pyramid style. The person at the top of the list notifies the one below and so on until all are notified. If your information is not up-to-date, you may be missed or may cause notification delays. In most cases, the wing command post or maintenance operations center (MOC) notifies Munitions Control to start a recall. The on-duty controller calls the identified key personnel and starts the recall process.
- Use emergency action checklist which encompass such areas as emergency war order notifications, crash/fire/explosive/nuclear mishaps, major accidents; loss of communications; severe weather warnings; disasters/evacuations; etc. Unit operational plans are often used as a guide in making an emergency action checklist. The applicable checklist provides the controller step-by-step procedures to follow during emergency situations and ensures all required actions have been taken. Munitions Control must maintain these checklists and ensure they are reviewed annually.
- Act as a central focal point for all accident or incident responses involving munitions personnel or equipment.

Coordinate munitions operations and maintenance

Within the munitions squadron or flight, munitions control coordinates workorders and requirements between the functional elements and tracks progress. At times short-notice or unscheduled tasks are requested to support such things as flightline operations, munitions shipments, or contingency tasks.

On-base agencies

There are numerous agencies on an installation you will come in contact with to perform duties as a controller. It is extremely important to document all communication with such agencies to ensure continuity within the control room and munitions supervision. Since listing them all would be exhaustive, we will discuss the more common ones contacted. Some of these agencies are included in the following table.

On-Base Agencies	
Security Forces	The base law enforcement office is notified of any changes within munitions storage structures affecting security, classification, or risk category.
Fire department	The base fire department is notified of any hazard class division 1.1 explosives movements outside the munitions storage area (MSA) and/or of changes affecting fire and hazard symbols of munitions facilities.
Explosive ordinance disposal (EOD)	If an incident or accident involving explosives occurs within the munitions storage area or during an explosive operation, call EOD to safe the munitions involved.
MOC	Just as munitions control is the “hub” for activities and operations within the munitions storage area, the MOC is the “hub” for the entire aircraft maintenance complex. All munitions activity schedules (weekly, monthly, and quarterly) are coordinated through the MOC. Conversely, all MOC-generated flying schedules are coordinated through munitions control.

On-Base Agencies	
Wing safety office	The wing safety office consists of a weapons safety representative and a ground safety representative. Weapons safety should be contacted for things such as explosives site planning or for any mishap/issue involving nuclear, missile, and nonnuclear munitions. Ground safety should be contacted for operational, occupational, off-duty, traffic, and any other safety issues not involving weapons or explosives. All mishaps will be coordinated through wing safety.
Logistics Readiness Squadron (LRS)	Due to our large vehicle fleet, close coordination with vehicle maintenance and the base fuels office is vital to our operational success. Complicated by the remote locations and austere weather we operate our vehicles in, communicating with LRS for servicing our vehicles is a frequent event.

Other agencies

Munitions control may also coordinate and assist with sister services, Air National Guard, Air Reserve units, and/or any other US government agency with a munitions requirement. This includes any agency with a valid need to retain munitions but does not currently have their own explosive licensed facility to store them. A memorandum of agreement or a courtesy storage agreement is a contract between munitions supervision and the requesting agency as to who is responsible for what specific parts and actions within the storage area. There are also requirements to coordinate off-base movements of specific munitions with local law enforcement, US marshals, and so forth.

Munitions control facilities

Munitions control is located, equipped, and arranged to ease the collection, recording, and dissemination of information essential for command, control, and communication. Munitions control facilities must meet the following minimum standards:

- The door must be of solid wood or metal faced construction with a peephole or other suitable method to identify personnel before granting entry. Doors must be mechanically or electrically locked to control access.
- Room(s) must be completely enclosed, air conditioned, and heated. Depending on location and mission, walls, ceilings, and floors may require covering with acoustical material to reduce noise levels.
- Standby power and emergency lighting are required to ensure control room activities are not impacted by loss of power.
- Adequate land mobile radio (LMR) nets to meet operational needs. Two LMR nets are often required for missions with heavy radio communications.
- Establish a SECRET Internet Protocol Router Network (SIPRNET) and secure voice capability within munitions control. It is crucial to the war-fighting effort for munitions support activities to maintain these secure communication capabilities with the applicable MAJCOM and other authorized agencies.
- Establish two methods for emergency notifications. Dedicate telephone lines to the following activities when assigned: base defense operations center or base law enforcement office; munitions/weapons storage area entry control points; EOD; base fire department; command post; wing/maintenance/missile maintenance operations center (as applicable); and all munitions workcenters not collocated with munitions control.

202. Department of Defense lock program

Besides the use of specific entry and monitoring procedures to gain access to munitions items, the facility doors, hasps, locks, and keys must meet specific requirements established by higher headquarters guidance. The flight chief is responsible for overall program management and control of keys, locks, and cylinders in the flight. Security of and controlling access to conventional munitions facilities helps guarantee physical inventory control and accountability of munitions. These procedures apply to government-owned facilities including those operated by contractors. This lesson discusses general key and lock control procedures and key issue control.

Key and lock custodians

Key and lock custodians are responsible for the control of keys, locks and hasps that may be used to secure munitions maintenance and storage facilities. Key and lock custodians are appointed in writing and shall have a security clearance equal to or greater than the munitions items being secured.

Key and lock control requirements

For control keys to conventional munitions facilities, follow procedures outlined in DOD 5100.76-M, *Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives (AA&E)*, AFI 31-101, *Integrated Defense*, AFI 21-200, *Munitions and Missile Maintenance Management*, and MAJCOM supplements, as applicable. High/medium security locks and cylinders are received with three keys. One control (maintenance) key, one primary, and one spare. The control key is only used for disassembly and lock maintenance and is not issued for normal operation of the padlock. Low security locks do not have a control key.

High security keys are normally received with the manufacturer's serial number engraved on an attached metal tag. Develop local key serial numbers and engrave/stamp them on the bows of the keys to aid in local control and auditing. Document both the local serial number and manufacturer's serial number, if assigned, for accountability purposes. Destroy the lock(s) manufacturer's serial number after verification of the locally recorded serial number. Do not apply any additional markings to cylinders and locks.

To control locks, cylinders, and keys used on conventional and nuclear weapons maintenance and storage facilities (including reserve locks, cylinders, and keys), you record the serial numbers on an AF IMT 2427, Lock and Key Control Register.

Primary and spare keys are kept segregated for storage and issue. The control keys may be stored with the spare keys. Segregation may be accomplished by separating key sets into key boxes (one box for the primary key set and one box for the spare and control key sets) within the key storage container. Some additional requirements are provided in the following list:

- Master keying is prohibited; keys for high to low security locks are not duplicated locally. A master key is a key capable of opening more than one lock. Maintaining a master key would degrade the security of your munitions assets.
- Cylinders are replaced if unauthorized access to, or loss of a key (control, primary, or spare) occurs. These cylinders are not reused to secure munitions maintenance and storage structures.
- When not in use, store munitions keys in a container that meets requirements equal to risk category or classification assigned to the material being protected.
- If keys are removed from the GSA-approved security container (safe), they must remain under constant surveillance and control of individual with signature authority.
- Units may establish reserve stocks of locks and cylinders to support preventative maintenance and replacement. Protect reserve stocks in a safe, metal box, or similar container secured by a GSA-approved three-position combination lock.

Authorization to issue and receipt for keys

Munitions supervision determines munitions elements to control (for example, issue and receive) keys, cylinders, and locks provided written procedures are developed to specify responsibilities and all requirements of applicable directives are satisfied. Munitions supervision authorizes personnel to issue and receive keys in writing. Ensure the authorization letter has the required Privacy Act statement and is marked for official use only (FOUO). Pen-and-ink additions are prohibited; however, pen-and-ink changes to delete individuals from the list are authorized. The list will include: name, grade, security clearance, and last six digits of the social security number (SSAN).

Personnel authorized to issue keys may also be authorized to receive keys. Key issue authorities will maintain a current copy of the listing and verify authorization prior to issuing/transferring keys. Personnel authorized to issue, transfer, or receive keys shall have a security clearance equal to or greater than the munitions items being secured by the keys and locks. Both primary and spare keys may be issued when required to support daily operations. However, it is important to monitor this practice closely to avoid losing both sets of keys.

Use AF IMT 2432, Key Issue Log or a computer-generated product to document issue, receipt, transfer, or inventory of keys to munitions maintenance and storage facilities. This document provides continuous key accountability. Use separate forms for each primary, spare, and control key set. Mark the top of each form to indicate the appropriate key set.

The key issuing authority may approve transfer of key(s) between individuals. Single key transfers are prohibited if multiple keys are signed out on one line. Upon transfer of keys, the key issuing authority shall annotate the key issue log.

Inventory and audit procedures

Primary, spare, and control key sets are inventoried by serial number at the end of each shift if issued and weekly if they have not been issued. All reserve keys, cylinders, and locks shall be inventoried during the semiannual audits.

Audit locks, cylinders, and keys semiannually in accordance with DOD 5100.76-M, or when a change of key and lock custodian occurs. The audit is a physical check of each munitions maintenance and storage structure to verify that the installed locks are the same as the padlock location shown on the AF IMT 2427. Locks and padlocks are afforded routine maintenance at the time of the audit. Locks that are removed from the control procedures (because of lock or cylinder damage or broken keys) are taken off the register. Rotate or replace high security locks securing classified munitions at least annually and document this action on the AF IMT 2427.

Self-Test Questions

After you complete these questions, you may check your answers at the end of the unit.

201. Munitions control responsibilities

1. What are some reasons for starting a personnel recall?
2. What is often used as a guide for developing an emergency action checklist?
3. What is the main purpose for running an emergency action checklist?

4. Who serves as the central focal point for all accident or incident responses involving munitions personnel or equipment?
5. Of what must the door of a munitions control facility be constructed?

202. Department of Defense lock program

1. What is the control/maintenance key used for?
2. Why is master keying prohibited for high and low security locks?
3. Reserve stocks of high-security locks and cylinders require what type of control?
4. Who authorizes personnel to issue and receive keys?
5. What are you verifying when auditing locks, cylinders, and keys?

1-2. Plans and Scheduling

This element plans, forecasts and schedules the maintenance of live, inert, and dummy munitions, nuclear weapons, missile maintenance, non-powered munitions support equipment, handling equipment, and facility inspection requirements. Plans and scheduling (P&S) monitors delayed discrepancy workload, manage time compliance technical order (TCTO) progress, and develops maintenance, inspection, and production schedules.

203. Plans and scheduling responsibilities

In conjunction with the responsibilities previously discussed in volume one, the P&S personnel shall also manage the awaiting maintenance (AWM), awaiting parts (AWP), and TCTO programs. They review these programs weekly during the scheduling meeting. These programs are further described below.

Awaiting maintenance/awaiting parts program

When performing routine operations or inspections, it is possible to identify other required work; however, you don't always have the time, equipment, and personnel to accomplish these additional required actions. If this occurs, an AWM work order is generated and placed in the munitions activity schedule to complete at a later date. Likewise, when performing a task on a specific munitions item or related component and parts are needed which are not on hand, the parts are ordered and an AWP work order is generated. Once the part comes in, the work is scheduled for completion.

Time compliance technical order program

Time compliance technical order (TCTO) program tracking will be accomplished in accordance with AFI 21-101, *Aircraft and Equipment Maintenance Management*, AFI 21-200, *Munitions and Missile Maintenance Management*, TO 00-5-15, *Air Force Time Compliance Technical Order Process*, and TO 00-20-2, *Maintenance Data Documentation*. The P&S element is the munitions organizational focal point to the wing plans, scheduling, and documentation administered program. When a TCTO is received for a munitions item or related component, an AWM and/or an AWP work order is generally created. Because of the time sensitivity and high-level of interest in accomplishing TCTOs, P&S personnel strictly monitor the status of TCTOs in order to relay this information during the weekly scheduling meeting. The P&S element also coordinates with munitions accountability and maintenance supply liaison offices for acquiring any needed TCTO components.

Schedules and forecasts

Munitions P&S prepares consolidated monthly munitions maintenance/inspection forecasts and weekly munitions maintenance/inspection schedules. The monthly schedule provides information for each element to assist with prioritizing workorders and developing weekly schedules in order to comply with all assigned taskings. The quarterly rolling forecasts are primarily for planning purposes and assist with managing the workload against available resources. Quarterly forecasts/monthly schedules can include:

- Periodic inspections of munitions by item and lot or serial number.
- Fire drills.
- Munitions monthly, quarterly, and semi-annual inventories.
- Munitions requested to support aircrew training.
- Inspection and maintenance of munitions test and support equipment by type and serial or identification number.
- TCTO actions.

Weekly scheduling meeting

A weekly scheduling meeting is held at the discretion of munitions supervision and is usually presided over by the munitions chief. The weekly schedule is coordinated with the element chiefs and becomes a planning guide which helps refine rolling forecasts/monthly schedules. P&S personnel are responsible for developing and maintaining the weekly schedule to have it ready for approval before the weekly meeting. Some of the areas discussed during this scheduling meeting are the following:

- AWM/AWP status.
- TCTO status.
- Proposed work schedules.
- Vehicle/equipment/personnel status, to include mobility.
- Aircraft flying schedule requirements.
- Current munitions allocation levels.
- Status of ammunition disposition requests and munitions shipments.

Flying schedule

Munitions P&S and munitions control use the flying schedule to inform maintenance on what type and how many munitions items are required, and also to direct line delivery drivers in accurately delivering these items on time. The following items are included in the weekly flying schedule:

- Sortie sequence numbers.
- Aircraft tail numbers (primary and spares) when known.
- Scheduled takeoff and landing times.

- Aircraft or equipment scheduled use times.
- Munitions configurations and special equipment requirements.

Any change to the printed flying schedule will require an AF Form 2407, Weekly/Daily Flying Schedule Coordination with the following exceptions: a change to the original printed takeoff or landing time of 15 minutes or less; a change of aircrew names, ranges, or airspace; or a change arising after the first crew ready time for the squadron's current day's scheduled flying window. Changes made/suggested during the daily scheduling meeting also require an AF Form 2407 to be submitted by the requesting agency.

204. Monitoring maintenance actions

Through the communication process, munitions control is able to coordinate and control all maintenance activities. The main database is the Air Force Munitions Command and Control SharePoint.

Air Force Munitions Command and Control SharePoint

Air Force Munitions Command and Control SharePoint (AF MC2) is a SharePoint-based website used to maintain status and tracking of munitions activities on an installation. All munitions squadrons and flights supporting aircraft use AF MC2. For units supporting nuclear missions, Nuclear Munitions Command and Control (NMC2) SharePoint site is used. Small and unique units not designated as a squadron or flight and non-aircraft support units are not required to use AF MC2 unless directed by their MAJCOM. When the use of AF MC2 is not available or required units shall use other means to maintain status of assets such as control boards, status logs, computers, and so forth. The AF MC2 can assist with tracking the status of items in the following table.

AF MC2 Items Tracked	
Events Log	Many munitions units have a day shift, swing shift, and mid shift. The events log/pass-on log is used to communicate any noteworthy information for the other controllers and munitions supervision.
MMHE Status	Munitions supervision elects which munitions materiel handling equipment (MMHE) information (if any) will be maintained in AF MC2 to manage local operations. When AF MC2 is used, this field will be used to show the trailer location and status (in/out). In addition, CAS is used to track status/location of trailers loaded with munitions assets, and IMDS is used for maintenance and inspection management of munitions trailers.
Vehicle and MHE Status	This field provides the location and condition of each vehicle assigned to the assigned munitions unit. It includes the status and type, registration number, and nuclear certification.
Facility Hazard & Storage Data	This field provides fire and chemical hazard symbols and the controlled inventory item code (CIIC) of the highest risk item of each building within the munitions storage area. It also provides you with the space to log in the person contacted from the security forces, fire department, and the maintenance operations center. Use CAS to validate this data.
Munitions Flight Tracker	Although missiles will be managed in CAS and TMRS, the AF MC2 SharePoint environment can be used to capture captive flight hour data.
Personnel	Provides personnel authorized, assigned, and available for duty.
Work Orders	This field tracks jobs/tasks of explosive operations to maintain awareness of the explosive environment. Work progress includes: description/location of operation, crew size, and status (in-progress, on-hold, etc.). The information facilitates the evacuation process in case of emergencies. Job status is monitored by job control numbers (JCN). JCNs are created, and then assigned to authorize the performance of maintenance and assist with scheduling.

Self-Test Questions

After you complete these questions, you may check your answers at the end of the unit.

203. Plans and scheduling responsibilities

1. Within the munitions community, Plans and Scheduling personnel are most responsible for which three programs?
2. What types of workorders are normally generated as a result of receiving a munitions time compliance technical order (TCTO)?
3. Who usually presides over the weekly scheduling meeting for a munitions organization?
4. Why does munitions control use the weekly flying schedule?
5. What form is required for changes to the flying schedule if suggested during the daily scheduling meeting?

204. Monitoring maintenance actions

1. What is the primary reason for using the Air Force Munitions Command and Control (AF MC2) SharePoint?
2. Who is required to use AF MC2 SharePoint?
3. Who determines which MMHE information (if any) will be maintained in AF MC2 SharePoint?
4. Although AF MC2 can capture captive flight hour data, what are the primary online databases used to manage nonnuclear missiles?

Answers to Self-Test Questions

201

1. To bring personnel back to their duty section quickly (usually in one to two hours) to meet mission needs, support a unit mobilization, protect resources, or practice unit response.
2. Unit operational plans.
3. To ensure all required actions are taken during an emergency situation.
4. Munitions control.
5. Solid wood or metal faced.

202

1. For disassembly and lock maintenance.
2. It would degrade the security of the munitions assets.
3. Reserve cylinders, keys, and assembled locks are kept in a safe, key box, or other suitable container, all of which must be secured by a GSA-approved three-position combination lock.
4. Munitions supervision.
5. A physical check of each munitions maintenance and storage structure to verify that the installed locks are the same as the padlock location shown on the AF Form 2427.

203

1. (1) Awaiting maintenance (AWM).
(2) Awaiting parts (AWP).
(3) Time compliance technical order (TCTO).
2. AWM and AWP.
3. The munitions squadron/flight chief.
4. To inform the maintenance section on what type and how many munitions items are required and also to direct line delivery drivers in accurately delivering these items on time.
5. AF Form 2407.

204

1. To maintain status and tracking of munitions activities on an installation.
2. All munitions squadrons and flights supporting aircraft.
3. Munitions supervision.
4. CAS and TMRS.

Do the unit review exercises before going to the next unit.

Unit Review Exercises

Note to Student: Consider all choices carefully, select the *best* answer to each question, and *circle* the corresponding letter. When you have completed all unit review exercises, transfer your answers to the Field-Scoring Answer Sheet.

Do not return your answer sheet to the Air Force Career Development Academy (AFCDA).

1. (201) Munitions control is responsible for
 - a. maintaining handling equipment.
 - b. transporting munitions shipments.
 - c. reconciling expenditures of assembled munitions.
 - d. periodically inspecting custody issued munitions and missiles.
2. (201) Identify the *main* goal for running a base recall?
 - a. Announce a safety concern affecting base personnel.
 - b. Bring units back to work due to poor productivity.
 - c. Demonstrate unit effectiveness.
 - d. Account for all personnel.
3. (201) Emergency action checklists provide which type of information?
 - a. List of squadron personnel to include name, phone number, and home address.
 - b. Step-by-step procedures to be followed when an emergency situation occurs.
 - c. List the different duty sections of Security Forces.
 - d. Detailed information about installation security.
4. (201) The agency you would coordinate matters concerning risk category changes in munitions storage structures is
 - a. security forces.
 - b. base safety office.
 - c. explosive ordnance disposal.
 - d. maintenance operations center.
5. (201) Which agency *must* be notified of fire and hazard symbol changes to munitions facilities?
 - a. Security forces.
 - b. Fire department.
 - c. Base safety office.
 - d. Explosive ordnance disposal.
6. (201) Which on-base agency are *all* mishaps coordinated through?
 - a. Maintenance operation center.
 - b. Logistics readiness.
 - c. Security forces.
 - d. Wing safety.
7. (201) To make the door of a munitions control facility use a
 - a. solid wood door with a peep hole.
 - b. hollow wood door with a peep hole.
 - c. solid wood door without a peep hole.
 - d. hollow wood door without a peep hole.

8. (202) How many keys are received from the manufacturer with high/medium security locks and cylinders?
 - a. 1.
 - b. 2.
 - c. 3.
 - d. 4.
9. (202) If issued, when are primary, spare, and control keys to munitions facilities inventoried?
 - a. Weekly.
 - b. Monthly.
 - c. At the end of each shift.
 - d. Whenever a controller out-processes.
10. (202) How often *must* you rotate or replace high security locks that secure classified munitions?
 - a. Monthly.
 - b. Annually.
 - c. Bimonthly.
 - d. Semiannually.
11. (203) When a time compliance technical order (TCTO) is received for a nonnuclear munitions item, which type of work order is generally created?
 - a. Awaiting maintenance.
 - b. Administrative only.
 - c. Auto-generated.
 - d. Daily.
12. (204) The website used by munitions personnel to maintain status of munitions activities and resources on an installation is
 - a. maintenance information system (MIS).
 - b. integrated maintenance data system (IMDS).
 - c. tactical munitions reporting system (TMRS).
 - d. air Force munitions command and control SharePoint (AF MC2).
13. (204) Which status field within the Air Force Munitions Command and Control SharePoint (AF MC2) can be used to provide specific fire and chemical symbol information for each location?
 - a. Work orders.
 - b. Munitions flight tracker.
 - c. Facility hazard and storage data.
 - d. Munitions materiel handling equipment status.

Please read the unit menu for unit 2 and continue ➔

Unit 2. Munitions Accountability

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A MUNITIONS SYSTEMS JOURNEYMAN, is responsible for timely and accurate recording of property or transactions and maintaining all appropriate records on all base-level munitions. Munitions personnel must support base-level customer requirements and ensure that munitions are on-hand and maintained in a condition to meet customer demands. This unit covers the different areas of responsibility for the munitions operations element, munitions accountable systems officer (MASO), munitions forecasting, allocations, stockpile management, and deployment support.

2–1. Managing Munitions Stockpile

Managing materiel is a concern of both military and commercial organizations. The goal of management, always, is to ensure that on-hand supplies versus the demand stay balanced. In the civilian economy, the public is the deciding factor in determining the level of demand. Air Force publications, higher headquarters, and major command (MAJCOM) govern the demands for munitions. Although we have previously discussed some of the MASO responsibilities, we will take another look at those responsibilities, as well as MASO qualifications, forecasting, allocations, stock levels, and requisitioning.

205. Munitions accountability

Accounting for munitions involves implementing controls for assets, recording munitions transactions, and managing allocations, stock levels, inventories, requisition, and disposition of munitions. Guidance and accountability standards for these controls are determined by the MASO.

Munitions accountable systems officer

An accountable officer is defined as an individual appointed by proper authority who maintains item records and/or financial records in connection with government property, irrespective of whether the property is in his or her possession for use or storage, or is in the possession of others to whom it has been officially entrusted for use or for care and safekeeping. The munitions accountable systems officer (MASO) is the sole accountable official for munitions assets at an Air Force location. Accountability for munitions items is managed by the MASO. Actions are taken by the MASO to

ensure that accountable records are maintained accurately, and these records reflect transactions that account for gains and losses to the munitions account.

Appointing official

Wing/installation commanders or equivalent will appoint the MASO for all CAS-managed munitions accounts in accordance with Air Force Instruction (AFI) 21-201, *Munitions Management*. The appropriate group commander may appoint MASOs at deployed locations and locations other than Air Force installations.

Responsibilities

While the MASO holds responsibilities similar to any other supervisor, there are additional responsibilities that deal with the overall management of munitions accountability. The MASO is the sole accountable official for munitions assets at an Air Force location. The following are a few MASO responsibilities:

- Ensures munitions inventories are conducted in accordance with (IAW) AFI 21-201.
- Manage munitions allocations for all supported units and installation customers.
- Establish processes to ensure munitions transactions are processed in CAS as near to real-time as possible. Reviews and signs the *CAS Transaction History Listing* daily.
- Manage the munitions portion of the War Consumables Distribution Objective (WCDO), if applicable, for assigned stock record accounts.
- Notifies customers first verbally, and conducts follow-up via e-mail (to applicable commander) within 24 hours of suspended or restricted ammunition.
- Ensures no one expends war reserve materiel (WRM) munitions without approval.

Combat Ammunition System

The Combat Ammunition System (CAS) is a computer database which helps the MASO maintain accountability of munitions assets and provides “real-time visibility” to higher headquarters. The objective of CAS is to improve Air Force (AF) combat capabilities and logistics by providing effective munitions management, accountability, and fiscal control at each level of combat execution from the unit through the Joint Chiefs of Staff. CAS provides rapid data communication between the base and higher headquarters. This system ensures all levels of management are informed of stockpile requirements and readiness capabilities. The following table provides a few helpful programs that CAS provides.

CAS Programs	
Inquiries	There are many different reasons to inquire about something in CAS. The most common reason is to lookup a specific item and to determine its physical location. There are other inquiries available to help account for such things as: complete round codes, mobility/war reserve materiel (WRM), custody accounts, and even logistical information. One useful inquiry/report in CAS is the Asset Level Inquiry (AMQ07). By either entering the National Stock Number (NSN) or the Org/Shop code you can determine the allocated, authorized, and forecasted information by each applicable category code. The Asset Level Inquiry also displays the remaining levels and authorizing directives for the items.
Reports scheduler	Before we can print or view a report, it must be scheduled first. This procedure allows CAS to look into its database and compile the required information so that it can be viewed later on.
Reports print	Once you have scheduled a report through the reports scheduler option, you can now view and print the information. After you select the reports print option, you can choose any number of reports to view, save to disk/file, or even print. You can choose to look at only the reports that you have scheduled or all reports scheduled by everyone.
Help screens	If you ever encounter a problem or even a task that you are not quite sure what to do, CAS has built-in HELP SCREENS. There are help screens for every possible situation, and CAS will even give you your input options and sometimes even definitions for specific codes. If you are curious about what a particular program in CAS can do, all you have to do is click the help button and you will receive a detailed explanation.

No matter what section you are working within the bomb dump, there will someday come a time when you will have to access CAS. Whether you use it to update a movement, process expenditures, or inquire about the location of a certain munitions item, you can have the peace of mind to know that CAS is a user-friendly system. Your familiarity and ability to update and locate information in CAS will make you a valuable member of the AMMO community.

206. War reserve materiel management

Although it is nearly impossible to forecast when an individual munitions item is required, you can make an educated decision by looking at the item's prior rate of usage. It is essential you keep accurate, up-to-date records of item balances. It is also essential that demands for munitions and components are accurate and timely. In this lesson, you learn general war reserve materiel (WRM) policies and your function in the requisitioning of munitions assets.

War reserve materiel

This is the materiel required, besides mobility equipment and peacetime operating stock, to support wartime activities. AFI 25-101, *Air Force War Reserve Materiel (WRM) Guidance and Procedures* are the governing directive for WRM assets. This instruction prescribes policies and responsibilities for the authorization, stockage, preservation, and management of equipment and supplies in the WRM program. WRM assets are prepositioned at operating bases, dispersed in the areas of responsibility, afloat on prepositioned ships, at selected locations for air deployment, and at depots. MAJCOMs will develop WRM munitions dispersal guidance that addresses both peacetime and wartime requirements. WRM munitions requirements are provided by MAJCOMs in a war consumables distribution objective (WCDO).

War consumables distribution objective

Your lead command will submit to your base the WCDO that supports your assigned weapon systems (aircraft) during combat operations. The WCDO will contain the type and quantities of conventional munitions to be stocked at your base, plus indicate those assets stored at another location for you. War reserve materiel war consumables distribution objective (WCDO) munitions requirements are determined by higher headquarters. Now let's discuss the documents that make up the WCDO.

Detailed logistics allocation report

The global ammunition control point (GACP) hosts and HQ USAF/A4 co-chairs the munitions allocation working group to determine munitions supportability by comparing the munitions requirements baseline against available assets. The GACP records the allocation decisions on the initial detailed logistics allocation report (DLAR) and sends it to MAJCOM munitions staffs and numbered Air Force (NAF) for review. This initial document is used by MAJCOMs and NAFs to prepare for the annual global asset positioning (GAP) conference, which is where final allocation decisions are made. After receiving the final DLAR, munitions user functional managers will finalize theater/command positioning decisions in agile munitions support tool (AMST) prior to the GAP working group convening.

Tactical air missile program

The tactical air missile program (TAMP) documents the missile requirements and applicable theater allocations. This document identifies the near-term primary munitions requirements, allocations, and out-year planning levels by MAJCOM. The TAMP shows each MAJCOM's air-to-air missile requirements and allocations in support of weapons system evaluation program, training, testing, and WRM requirements. The tactical air missile program evolves annually based on mission requirements, unit relocation, contingency plans, and other operational (and budgetary) needs or constraints. With base closures, unit transfers, and the evolving mission changes taking place, you see changes in both documents each year. Munitions managers make sure their unit has all of the assets necessary to meet operational needs. These documents are vital to that responsibility.

War reserve materiel (WRM) manager

As the base WRM manager, the MASO ensures assets are maintained on the stock record account and WRM levels are managed and continuously compared to stock balances to assure WRM levels remain supportable. This requires continuous MASO and munitions management involvement. The MASO determines WRM munitions supportability by comparing on-hand balances to WRM allocations, and orders shortfalls to the requirements through the requisitioning process. Munitions supervision and the MASO must brief the operations group (OG) and maintenance group (MXG) commanders and must notify the MAJCOM or NAF munitions staff when WRM assets drop below established levels.

207. Global asset positioning

The key to global reach and global power is to have munitions on hand when and where they are needed. Starter stock and swing stocks provide theater commanders with a supply of munitions for initial (starter stocks) combat surge operations until follow-on (swing stock) assets are received through the GAP process.

Starter stocks

Starter stocks are WRM, which are pre-positioned in or near a theatre of operations to last until resupply at wartime rates is established.

Swing stocks

Swing stocks are WRM, which are positioned ashore (overseas and stateside) or afloat for meeting war reserve requirements of more than one contingency in more than one theatre of operations.

Global asset positioning (GAP) integrates the following four munitions WRM positioning programs to meet anticipated demands on time and resources:

Afloat Prepositioned Fleet

The Department of Defense contracts for a small fleet of cargo ships loaded with munitions to stay continually afloat. These ships provide theater commanders greater deployment flexibility while greatly reducing response time to resupply munitions. The USAF Afloat Prepositioned Fleet stores multiple munitions loads and is forward-based. The Afloat Prepositioned Fleet provides theater and combatant commander's significantly greater deployment flexibility by reducing early lift requirements. Afloat Prepositioned Fleet prepositioning allows for the movement of critical munitions assets from one region to another as priorities or circumstances dictate. If your unit deploys, assets from these ships will start arriving at the deployed location after the demand exceeds the airlift capability for munitions. These ships give us the ability to continue fighting the war without having to tie up airlift with munitions. If your unit does not deploy, you may still have to support another unit's deployment with personnel to handle the ship off-loading and asset distribution in theater. During Desert Shield/Storm, many munitions managers found themselves short on personnel at the home base due to support of activities in theater.

Standard air munitions packages

Standard air munitions packages (STAMP) comprise a single program known as STAMP. The program includes WRM munitions and tanks, racks, adapters and pylons for airlift to meet immediate requirements in any theater of operations.

STAMPs are standardized, air transportable packages of munitions consisting of optimized conventional munitions to support specific fighter and bomber aircraft systems. While STAMPs may augment prepositioned stocks, their primary reason for existence is to deploy to locations where prepositioned assets are not readily available.

In addition to STAMP, theaters may request and establish TARRP programs within the operational theater to realign theater stocks in the early stages of a contingency. TARRPs are designed and set-up

primarily as air-cargo movement assets, however, may move by surface modes when logistics lead-times allow.

Operational in-place theater stocks

Theater prepositioned assets, which consist of starter and swing stocks, are managed by owning theater commanders in consideration of applicable Air Force positioning guidance.

Continental United States stocks

Continental United States (CONUS) stocks include munitions assigned to CONUS bases, Air Force Materiel Command depots and Army depots. The Single Manager for Conventional Ammunition manages the Army depots.

208. Stock control functions

The stock control section actively monitors allocations and stock levels of munitions to ensure on-hand balances can support tasked contingencies and on base mission requirements. They will also requisition munitions to ensure we have enough to meet our customers' needs. The section is usually subdivided into sub-sections devoted to management of time-change assets, inventories, disposition, or other functional areas.

Munitions forecast

To obtain munitions, units submit a munitions forecast to their MAJCOM. The MAJCOM collects all munitions forecasts from their units, compiles the information, and forwards the entire MAJCOM forecast to the GACP. The annual munitions forecast is the primary means of requesting and allocating munitions required for training and operational needs. This is one of the most important reports submitted, so they must be accurate and valid.

Commanders of using organizations must properly forecast munitions. Forecasted requirements are derived from AFI 11-212, *Munitions Requirements for Aircrew Training*, AFCAT 21-209V1, *Grounds Munitions* and associated tables within the GACP website. Poor forecasting and overstatement of requirements are the primary causes for munitions shortages. It is necessary to forecast accurate requirements because HQ USAF and the Air Staff must justify requirements to support the production, procurement, and budget submission to Congress. Proper submission of an organization's forecast cannot be overemphasized; the end result affects the entire Air Force.

Managing forecasts and allocations for USAF organizations is accomplished by munitions specialists using the agile munitions support tool (AMST). This web-based database is accessed through CAS for forecasting munitions requirements and viewing currently loaded allocations. Once the forecast is returned/released from the MAJCOM and auto-loaded into CAS, it is called an allocation. This allocation is then broken down and sent to the requesting units. If an allocation is expected to be exceeded and at least 70-percent of the allocation has already been expended in CAS, then a using organization can request an Out of Cycle Request using AMST.

209. Allocation process

An allocation is that quantity of munitions items allocated to a command or theater based on a fair share of the stockpile for a designated fiscal year (1 Oct - 30 Sept). Command allocations are distributed among MAJCOM units. This allocation provides authorization to requisition (order), and use the item for its allocated purpose. Within two duty days of the new fiscal year allocations being auto-loaded in CAS (e.g., 27 to 30 Sep), the MASO or delegate will compare the CAS Organizational Record Listing (AM513) to the AF Form 68, Munitions Authorization Record and AMST to validate that all ORG/SHP codes, host/user relationship codes, and Functional User Codes are loaded correctly. Using organizations may request allocation increases using the Out of Cycle Request (OOCR) process in AMST. Assets are allocated based on available and

projected stocks and may not be 100-percent supportable. The MASO should be contacted for further guidance and submission of an OOCR.

Major category codes

Category codes identify the intended use of munitions items and are assigned during the forecast and allocation process. The following are examples of category codes and some of the requirements they are used for.

Major Category	Description
A	This category of munitions is used to replace worn-out and damaged items or assets with an expired shelf/service life. Users may requisition to fill allocations under this category to obtain replacement stocks.
B	Munitions for security forces and ground support missions, not part of an aircraft weapon system. Typically includes munitions deployed from a home base for mobility, unit relocation and augmentation as well as pre-positioned munitions for incoming forces as appropriate. May be used to site and test weapons upon arrival at deployed location in preparation for combat.
C	Training munitions such as dummy, empty, inert and other munitions that are not expended in the course of normal training. Also includes components typically consumed during training item build-up that is arming wire, swivel and loops, ferrules, and so forth. Munitions normally used in classrooms, load crew training, and sortie surge packages, demonstrations, and other hands-on training where functioning the munitions is not required.
D	Munitions required for completing qualification and proficiency training where munitions and components expenditures are expected or required.
F	Category F requirements are a subset of CAT G combat requirement munitions and are specifically intended to equip bomber, fighter, airlift, and special operations forces aircraft with munitions that could be employed <i>ENROUTE</i> to the deployed location or would reduce aircraft regeneration or aircrew preparation time upon arrival at the deployed location. This does not include normal palletized munitions loaded on cargo aircraft as part of a mobility package.
G	Category G combat requirement munitions are computed by HQ USAF using the NCAA process. Ammunition and explosives for <i>DEPLOYMENT</i> from home station to their operating location, munitions supporting mobility, unit relocations, augmentation forces, and munitions required to load the fleet are reported under Category code F above.
S	This category is used as a supplemental allocation authorization for munitions that do not have an assigned master subsidiary relationship code (MSRC). For example, cartridge actuated device/propellant actuated device (CAD/PAD) items, launcher intervalometers, obsolete items, and so forth.
T	Munitions required for daily operations, such as airlift flights over hostile areas, drug interdiction, Operation Nobel Eagle, explosive ordnance disposal, Security Forces and Office of Special Investigations protection of AF installations, equipment, and personnel. These munitions are not expected to be, but MAY be, expended during the course of <i>REAL WORLD/DAILY</i> operational situations.

210. Stock levels

Munitions stock levels are established to control requisitions against an item and to ensure all contingency and training requirements are supported. A requirement for a munitions item could exist for more than one purpose, for example, mobility, training, WRM, security, and so forth. Each requirement must be specifically identified, stocked, controlled, and expended for its intended purpose based on the allocation document. Thus, allocated quantities of munitions are often referred to as stock levels.

Supplemental allocation authorization request

The supplemental allocation authorization request program is used to request supplemental allocations and authorize loading them into the CAS. Its use is intended for items without a master subsidiary relationship code (MSRC) or items that start with an alpha character. Items with an MSRC that begins with a numerical character, that is 3EBA, require allocations through the standard requirements/allocation process and do not need this type of supplemental allocation. Once approved, these requests are called special levels. Special level is a base supply term used to establish an excess on-hand stock level and is not an authorization to requisition or retain available stocks in the form of an allocation. Our goals are to expedite the approval/disapproval process and to increase visibility of the process and items approved to establish future demand levels. Typical use of the supplemental allocation authorization request process is for items such as time change, which have a history of high usage, or for containers in excess of those required to restore assets built up or in use. All items managed by the GACP will require supplemental allocation authorization requests to be processed through the Hill AFB website and this program.

Time change levels

Time change assets are munitions items that are installed onto an aircraft or part of an aircrew life support system. Time change assets are managed and allocated differently than our standard allocated items. Requirements are provided to the MASO at quarterly meetings and requisitioned based on these quarterly validated time change requirements. Levels are input into CAS based on these requirements. Additional stock levels are limited to one per mission design series supported in case of inadvertent firings or maintenance defects.

To minimize costs, realign munitions excesses only if a mission requires it. Keep assets in place, even when they exceed approved allowances for the command or unit in some instances; they are more readily available to the war effort when they are in-place than in depot storage areas.

211. Requisitioning munitions

Before you can effectively support the requisitioning process, you must become familiar with the various types of operational requirements. To obtain the items needed to support these requirements, you must prepare and process requisitions to the respective sources of supply responsible for managing supplies and distribution of these items.

The requisition process identifies and calls forward those munitions required to support allocation levels and user requirements. The forecast/allocation process gives you the authorizations for levels to maintain certain items and requisition any shortages. Units will submit requisitions following command guidance.

Submitting requests

There are certain things that must be considered before a requisition can be submitted. Requisitions must not exceed approved stock levels when ordering items, except for quantity unit pack or quantity per shipping container conditions. The approved stock level is the total authorized quantity a unit can have for that fiscal year. The problems associated with exceeding this quantity not only affect the unit, but the entire MAJCOM. When a requisition is sent to GACP, the item manager looks at a command as a whole, not just one particular unit. This means, if a command's total quantity for an item is more than the approved allocated quantity for the whole command, the item manager will deny this requisition. On the other hand, if the command is below the allocated quantity, the item manager will approve the requisition.

When an item is coming from a depot quantity per unit pack or quantity per shipping container conditions are of major concern. When you go to the store to purchase sugar, you cannot ask for just a cup of sugar. You must buy the whole bag. Depending on the type of item requested, it could come one per pack or twelve per pack. A unit should stay as close to the allocated quantity as possible when

requisitioning an item by quantity per unit pack. Remember every requisition not only affects your unit, but the entire command.

Any request for local purchase items will be reviewed by the MASO prior to submission to the program manager for authorization/waiver. This is to ensure the item is not stock fund managed.

The GACP and MAJCOM redistribute excesses to meet unit needs. When a unit requisitions an item, the MAJCOM determines if the requisition should go to the GACP or if the request can be satisfied within the command. This is done by redistribution of excess items at one unit to another. A request to the GACP can be satisfied from one command to another when directed by the Air Logistics Center (ALC).

Call forward

To offset transportation funding deficits, commands are authorized to call-forward munitions on a once-a-year basis. Following GACP procedures overseas, commands can requisition some of the requirements to be received in their command by the beginning of the fiscal year. The MAJCOM will look at the entire command's requirement versus the on-hand stock. Items that are not 100-percent stocked are ordered from the depots. Doing this ensures continual training and operating stock availability.

Air intercept and air-to-ground missiles

Initial air intercept missiles (AIM) and air-to-ground missiles (AGM) requirements are not requisitioned. Allocations are controlled by HQ USAF, published in the tactical air missile program (TAMP) document, and automatically distributed to installations by the GACP and the Tactical Missile Control Point, in coordination with MAJCOMs. Units may requisition parts, that is, guidance and control units (GCU) to replace unserviceable assets. All-up-round (AUR) missiles are not requisitioned at unit level.

Bases may withdraw GCUs required for AIM 9M captive carry from WRM or take it from weapons system evaluation program allocations until sufficient assets become available. If bases use WRM assets, coordinate reduction in WRM posture with the installation war reserve materiel program manager. WRM all up round missiles with GCUs removed are called "donor" missiles. When GCUs are not available to replace the removed unit (none in base stock); the incomplete AUR is placed in condition code "G" and tagged with a 15XX series tag. The unit will requisition the replacement GCUs based on the number of unserviceable GCUs returned to the depot or manufacturer.

Time change items

Time change items will be requisitioned differently than all other assets. Munitions organizations will meet quarterly with Maintenance Operations Flight, Plans and Scheduling, Aircrew Flight Equipment, and the Flight Service Center to determine aircraft requisition requirements for the next nine months. During these quarterly meetings the Plans and Scheduling personnel will consolidate Time Change Item (TCI) requirements and identify TCIs for aircraft scheduled for depot maintenance. The MASO (or designated representative) will validate the quarterly TCI requisitions, based off these meetings and work to resolve any conflicts prior to submitting through CAS for action by the Global Ammunition Control Point (GACP).

Plans and Scheduling personnel will submit the quarterly time-change forecasts to the MASO in a timely manner to allow sufficient time for delivery of these assets to meet scheduled maintenance. For outside the continental United States (OCONUS) bases, requisition time change assets are between 90 and 120 calendar days before next year quarter. For CONUS bases, requisitions are between 45 and 60 calendar days before the next year quarter.

Mission capable

The mission capable (MICAP) requisition is of the highest priority because the mission is impaired until this item can be replaced. The MASO or designated representative will coordinate with the

wing's Maintenance Operations Center (MOC), the Global Ammunition Control Point (GACP), and Item Manager (IM) to provide justification when submitting the high priority requisition in CAS. MICAPs are only authorized when a lack of an asset/part will cause grounding of a MICAP end item identified in TO 00-20-2, *Maintenance Data Documentation*.

Our primary concern in the requisition process is to ensure that the status and availability of our munitions stockpile is maintained on a daily basis. We must continue to monitor and report our stockpile capability to those in our chain of command.

Self-Test Questions

After you complete these questions, you may check your answers at the end of the unit.

205. Munitions accountability

1. Who is the sole accountable official for munitions assets at an Air Force location?
2. Who is normally the appointing official of the MASO?
3. What computer database does the MASO use to maintain accountability of munitions assets and also provides "real-time visibility" to higher headquarters?

206. War reserve materiel management

1. What is the materiel required, besides mobility equipment and peacetime operating stock, to support wartime activities?
2. Where are WRM assets stored?
3. Which two documents make up the WCDO?
4. How does the MASO determine WRM munitions supportability?

207. Global asset positioning

1. What are starter stocks?
2. What are swing stocks?
3. What four munitions WRM positioning programs does the GAP integrate?

208. Stock control functions

1. What does the MAJCOM do with all annual munitions forecasts from the units?
2. What is the primary means of requesting and allocating munitions required for training and operational needs?
3. What are the primary causes of munitions shortages?

209. Allocation process

1. What is a munitions allocation?
2. What are allocated quantities of munitions often referred as?
3. What identifies the intended use of munitions items and are assigned during the forecast and allocation process?

210. Stock levels

1. What is established to control requisitions against an item and to ensure all contingency and training requirements are supported?
2. What program is used to request supplemental allocations and authorize loading them into CAS?
3. What is the goal of the supplemental allocation authorization request program?
4. What are munitions items that are installed onto an aircraft or part of an aircrew life support system called?

211. Requisitioning munitions

1. Since the forecast/allocation process gives the authorization to have munitions assets, what process is used to physically get the assets?
2. When one unit requisitions assets and the assets required are excess at another unit in the command, what action is likely to take place?
3. Why do we “call-forward” munitions assets?
4. WRM all-up-round missiles with the guidance and control unit (GCU) removed are referred to by what name?
5. What type of requisition has the highest priority?

2-2. Munitions Transactions

Previous lessons covered how to identify and forecast munitions requirements and how to requisition munitions to fill these requirements. Now, you will learn how to receive munitions.

212. Munitions receipts

When assets arrive at their respective installations, there are coordinated efforts associated to establish accountability records for these assets. Procedures for the processing of receipts can vary from unit to unit. Priorities may vary to address our customers' needs or to satisfy local demands. If we are operating in a contingency environment, we may need to reevaluate/adjust our standard procedures in order to operate in an efficient manner. The first step of the receipt process is to in-check the assets.

In-checking

In-checking consists of comparing the documentation against the physical assets. Erroneous information that is different from the shipping document will be circled and the correct information will be annotated and initialed by the in-checker. Only personnel authorized to receipt munitions will in-check assets. The receipt process does not begin until the in-checker signs for the property. The responsibility is then transferred from carrier to the munitions personnel. The next step is to officially receive the assets on record.

Receiving

Receiving refers to the process that introduces an item into the base munitions stockpile. Receive assets on accountable records in accordance with TO 11A-1-10 and load the items into CAS. When a receiving inspection is accomplished prior to receiving assets on accountable records—the assets will be picked up on record in the condition code based on results of the inspection. Receiving inspection priorities need to be established. Decisions should be based on requirements for assets, current manning versus workload, and so forth. If the receiving inspection is not performed in conjunction

with the in-check, use the condition code stated on the receipt document. The receiving inspection must be completed within 30 days of in-checking/receipt of munitions.

In certain circumstances small quantities of munitions loaded on aircraft from other bases will need to be loaded into the gaining stock record account. This usually occurs when a unit sends expendable munitions via tactical ferry (unit's deployed aircraft) to a deployed location. When this happens, the gaining location uses the "Import" option in the CAS *Expeditior Management* (AM2W1A) program to transfer the aircraft and associated assets to their stock record account. Munitions imported in these circumstances do not require downloading from the aircraft to accomplish a visual inspection prior to receipt. It is important to note, that the AM2W1A "Import" option will not be used to ship/receive bulk munitions assets.

213. Munitions issues

In the following lesson, we will explore issuing procedures for the transfer of munitions from our base stockpile to a custodian's control, known as an issue. Our discussion will focus on the types of issues identified to transfer control of assets to custodians. Munitions will not be issued until all documentation has been properly processed. To ensure supportability, custodian issue requests are submitted in accordance with (IAW) AFI 21-201.

Responsibilities

Organizational commanders assume full responsibility for the accountability of all ammunition items received by their organizations. This responsibility includes providing adequate storage for, proper security of, control over, and custodial responsibility for all ammunition items received for immediate consumption, custody or installation. Explosive facility licenses are coordinated through the MASO prior to being signed by the base weapons safety office.

After all, you don't issue munitions in the same way others might issue common supply items. There are strict rules to which you must adhere. Before issuing munitions to using organizations, you must make sure that the munitions are authorized. "Authorized" means that there must be a written order, regulation, operations plan, or other directive for the requirement of munitions. Electronic issue requests are the preferred method of delivery. This is why the munitions operations element will have an established organizational e-mail account and check the inbox daily. The MASO may authorize verbal or written requests for special circumstances. The two types of issues discussed here are consumption and custody.

Consumption issues

Consumption issues may vary, from the quantity that must be consumed on the day of issue to the quantity that is consumed within a 15 calendar day period from the date and time of physical issue. This is based on the consumer's ability to provide proper security and storage according to AFI 31-101, *Integrated Defense* and AFMAN 91-201, *Explosives Safety Standards*. When activities cannot provide adequate security and storage for the asset requested, limit the quantity to that which is consumed/installed on the day of issue. Advise the requester that an appropriate turn-in must be accomplished if the asset is not consumed/installed within the required time frame.

Generally, consumption issues are limited to those assets needed for immediate installation (CAD or PAD, life support, and so forth), immediate use, or assets for end item repair. All CAD or PAD items regardless of expendability, repairability, and recoverability category code (ERRC) must be issued under the due-in-for-maintenance (DIFM) control concept. This process is used to issue/receive controlled assets usually on a one-for-one basis. Meaning that unless this is the first time the customer has been issued this particular DIFM item, they are expected to return the unserviceable like item within so many days. DIFM assets will be further explained in the DIFM turn-in lesson later on in this section.

Custody issues

A custody issue is the transfer, to an authorized custody account, of a munitions asset that will not be consumed or installed until an unspecified date, usually a period of more than 15 days. Adequate secure storage and proper handling must be provided by the using organization until custody account assets are consumed or returned to the base stockpile. Accountability is transferred to the using organization when the item is issued to the custody account.

Emergency issue procedures

Emergency issues are for unforeseen requirements preventing a unit from performing its mission. The munitions item is to be installed and/or consumed within 12 hours of issue. Poor planning does not constitute an emergency issue. The munitions flight chief determines supportability of emergency issue requests. In cases of competing priorities, emergency requests must be justified and approved, in writing, by the group commander or designated representative. Designated representative will not be any lower than the unit commander. Approval must accompany the issue request.

Documentation and certification

The organizational commander may authorize individuals within the organization to sign for munitions and certification of expenditure by submitting a completed AF Form 68, *Munitions Authorization Record* to the MASO. Once received, the MASO reviews it for completeness/accuracy, and then either approves it or disapproves it.

If commanders wish to delegate functions to additional individuals, a new AF Form 68 or an “Addendum” AF Form 68 is required. If an individual is reassigned, departs station, or his/her authority is revoked for any reason, the MASO will be notified within 24 hours. The MASO will also ensure that the individual is “red lined” from the AF Form 68.

On receipt of the approved AF Form 68 from the MASO, copies must be distributed to all affected sections within the munitions flight and an account custodian. An electronic file for the AF Form 68 may be established in lieu of hard copy distribution. Munitions custodian files it in the munitions file. Inform each concerned organization that a new AF Form 68 is required when a change in commander occurs.

Due-outs

It is not always possible for munitions accounts to have on hand every item that is requested. Some items have such a fast turnover rate that the munitions accounts cannot fill all the requests submitted. This was discussed earlier, in the requisition process, which requests an item from the source of supply. The event that triggers the establishment of a due-out is an unfilled issue request. In effect, you owe the customer the requested item. A due-out is an obligation assumed by the munitions activity to issue (at a later date) a requested item that is not immediately available. A requisition for the item is submitted to the source of supply. Once the item is received, the due-out is released to the customer.

214. Turn-ins

Munitions items that are no longer required by using organizations are processed as materiel being returned to base stock. This action allows the munitions activity to pick these items up on base stockpile records and to affect proper disposition of the assets. Certain specific procedures govern munitions turn-ins. This lesson describes those procedures.

Types of turn-in action

There are basically five types of turn-in actions that can be processed for munitions items, which are: custody, found on base (FOB), due-in for maintenance (DIFM), organizational, and expenditure.

All munitions items being returned fall into one of these types. Often individuals returning munitions are unaware of the origin of the actual item. It is imperative that you try to determine the source of an item before you attempt to process the turn-in action.

Custody

The custody turn-in action returns munitions items that were previously issued to a custody account to base stock. The items may be serviceable or unserviceable and no longer needed on the account.

Found on base

The FOB turn-in returns or places munitions into base stock when the origin cannot be determined. Ammunition and explosive items FOB must immediately be turned-in to the MASO. A FOB turn-in exists when assets are found in the following condition:

- Outside the central storage area or an approved storage area.
- Not issued to the custodial control of a custody account or consumption issue custodian.
- Removed from or left by transient aircraft.
- Removed from Amnesty boxes.
- Confiscated munitions.

The MASO must review FOB transactions to decide the need for special inventory before processing the turn-in. The MASO signs the document to indicate a review of special inventory requirements.

Due-in-for-maintenance

When the unserviceable part that was previously issued is returned, a DIFM turn-in is processed that deletes the original DIFM detail/document number. For certain equipment and supply items, an AFTO Form 350 must be filled out anytime a DIFM item is turned-in. This tag lets the repair facility know what is wrong with the part, and helps determine the parts disposition. For most DIFM munitions assets, the unserviceable DIFM item is required to be turned-in within 15 calendar days. DIFM controlled items normally have a high dollar value and are therefore shipped to a depot or a contractor for repair. The expendability, repairability, and recoverability category code (ERRC) of an item determines if an item is DIFM.

Organizational

Organizational turn-ins are typically used when the origin of assets is known, including, turn-in of removed components or empty containers. While the CAS FOB screen is used, the CAS generated FOB documents are not required to be maintained or annotated.

The maximum use of e-documents is encouraged and preferred when processing turn-ins. Prepare turn-in documents in accordance with local operating instructions. The turn-in process is a relatively simple process. One of the most important tasks in the turn-in process is the paperwork. The responsibility for checking turn-in documentation for accuracy and completeness falls on the inchecker, who is normally a munitions inspector. However, the munitions operations personnel will also review the documents prior to filing.

215. Munitions expenditures

In the previous objective, we discussed the different types of turn-ins that our customers may use. What happens when our customers use or expend the issued items? When organizations consume items issued to them, they will use the expenditure process. The importance of the expenditure process cannot be overstated. Expenditure documents that are inaccurate or incomplete can have a direct impact on accountability.

Using organizations

Keeping accurate accountability of munitions is heavily dependent upon well managed custody accounts and tracking near real time expenditures for air crew training munitions. Expenditures are processed to account for and document physical consumption of custody and stock record account munitions. The commander or designated representatives of the custody account certify that expenditures have occurred. Custody accounts will provide the MASO with expenditure documents within two duty days after the expenditure has taken place. The custodian will ensure all required information is on expenditure documents as required by AFI 21-201.

The Combat Ammunition System (CAS) will be used to track and report expenditures. Procedures focus emphasis on near real-time transaction processing. Expenditures will be updated using direct input, annotated on the AF IMT 4331, *Munitions Transaction Sheet* or relayed to munitions control for processing in CAS. This requires continuous munitions and weapons expeditor interface throughout the flying day. Do not wait until the end of the flying day to reconcile and process sortie generation expenditures (excluding gun ammunition, rockets, and countermeasures). Timely and accurate reporting is essential. Streamlined procedures will use available automated systems to their fullest potential. After sorties are completed, determination is made of assets used and expenditures are processed maximizing the use of direct input methods. Activities supporting contingency operations focus their support towards sortie generation operations.

Munitions operations responsibilities

The munitions operations element is responsible for training and designating personnel to key positions intended to capture essential CAS data, capture critical complete round component build sheet data, and implement crucial complete round accountability procedures. Personnel using direct input in CAS are responsible to ensure CAS generated accountable documents are routed and consolidated at the operations section for signatures and validated against CAS.

Munitions operations must ensure that expenditure paperwork is accurately completed. The MASO must review the AF IMT 2434, *Munitions Configuration and Expenditure Document*, against the transaction history listing to verify expenditures were updated correctly. The transaction history listing is the source document for all direct input transactions and must be maintained until the next semi-annual inventory.

Often when there are problems during an inventory, expenditure paperwork will be reviewed against a custodian's expenditure log to find discrepancies. Many account discrepancies are identified in erroneous paperwork.

216. Shipping munitions

Munitions shipments are required to generate materiel movements of assets from the storage area to another munitions organization, storage site, or repair/disposal facility. In this lesson, you learn how munitions operations personnel help with transportation of munitions assets. Let's start with procedures.

Procedures for munitions shipments

Before munitions and explosive assets are released for shipment, all responsible agencies must ensure these assets are received by authorized personnel. Munitions Supervision/MASO will provide the base transportation office a listing of personnel authorized to receipt for *inbound* munitions items. In turn, the base transportation office/Logistics Readiness Squadron provides the MASO with a list of individuals authorized to receipt for *outbound* munitions items. Since munitions shipments often include classified items, these individuals must be vetted prior to being added to the authorization listing. The signed authorization list will contain name, rank, and security clearance for each authorized individual. These lists are to be updated as changes occur, and/or reaccomplished annually. When assets require shipment, the activity/agency arranging transport will sign the shipping document. Transportation personnel need not sign a shipping document unless it is processed through

the transportation activity. Two forms that are required for processing shipments are the DD Form 1348-1A, *Issue Release/Receipt Document* and the DD Form 1149, *Requisition and Invoice/Shipping Document*.

Assign a required delivery date to all outgoing shipments. A required delivery date is the same as an in-place date. Process all redistribution orders early enough to ensure their required delivery date is met. When tasked to ship under MICAP conditions, documentation must be turned over to the transportation office within 24 hours.

Reasons why munitions are shipped

There are many reasons why munitions are shipped. The following examples are just a few:

- To comply with redistribution orders.
- For lateral support.
- Transfers to Defense Reutilization and Marketing Office (DRMO).
- Unserviceable economically repairables.
- Ammunition disposition request (ADR) shipments complying with disposition instructions.

Redistribution orders

Redistribution orders are requests by the major command (MAJCOM) to Global Ammunition Control Point (GACP) for serviceable items to satisfy worldwide requirements. They are intended to satisfy theater/installation shortfall munitions requirements and asset realignment. Redistribution orders also include shipments of excess serviceable munitions and equipment items.

Lateral support

The difference between a redistribution order and lateral support is who requests the item to be shipped. A lateral support shipment is when another base has a need for an item and they request assets from your base. The shipment is done laterally from one base to another. MICAP items are very common as lateral support requirements. When a CAD/PAD item is damaged on an aircraft and a replacement part is not readily available at your location, it is usually quicker to get an item laterally shipped from a nearby base than from a depot. All requests for lateral support are submitted to GACP.

ADR shipments

When stock-listed munitions become unserviceable and unrepairable, the intent of the DOD is to ship the items to the appropriate location for further disposition/recycling. Munitions inspectors place the items in the appropriate condition code, and the MASO forwards an ammunition disposition request (ADR) to the appropriate product group manager for disposition instructions. In most cases, the product group/program manager will direct the originating MASO to ship items to depot for final evaluation/disposal.

217. Container-in-container management

Air Force munitions are stored, moved, and transported in a variety of different manners and ways. Not only are these assets loaded under munitions storage structures, pads, hardened aircraft structures, flightline holding areas, etc., but munitions can further be moved into CAS loaded containers within those locations. This allows the tracking/movement of the container and all of its contents to be relocated to a new location with a single move. The container-in-container concept provides the capability to track and account for munitions assets within CAS in different container types to meet mission requirements.

Containers

Transporting and holding munitions require holding platforms that we refer to as containers. Separate from regular storage containers, we are referring to container types that are loaded in CAS for container-in-container purposes to aid us with tracking and accounting. In essence, when we transport

a munitions trailer loaded with missiles, that trailer is recognized as a container. Or, if all up round munitions are downloaded to an aircraft, then the aircraft is recognized as a container. Naturally there can be many different types of munitions accounted for under a single container type. For example, you may have to account for missiles, bombs, and flare on a single aircraft. The container-in-container concept is a tool used to maintain accountability.

Container types are specific individual identities (in CAS) in which munitions are loaded on or within. By tracking the specific container in CAS, we can account for all of the munitions on or within that container. Container types are pre-defined in CAS to ensure they remain standardized across the Air Force. Containers are further broken down by sub-types which allow for more specific identification, hence container-in-container. The following provides examples of the two container type:

1. Container types—aircraft, trailers, transportation modules, ammunition loaders.
2. Container sub-types—F-15C, MHU-141, Chaff/Flare, UALS, etc.

Container identifiers

Each container within CAS is identified with a unique 10-digit identifier that is specific to each container type and sub-type loaded in CAS using the AM106A screen. Container identification naming conventions are standardized across the USAF and must be followed. This naming convention format is outlined in AFI 21-201 and can be found on the Air Force Conventional Munitions SharePoint site.

The “Query” link at the bottom of the initial program entry screen for AM106A allows you to view all container IDs at one time, all container IDs for a selected container type, or all container IDs for a specific sub-type. Clicking directly on a listed container ID will provide a detailed record of all previously loaded information. For instance, it will show all weapons assigned (loaded-on) on a particular container, its location, and other pertinent information.

218. Inventory and relief from accountability

It is extremely difficult to operate a munitions organization without accurate, detailed records of items on-hand. It is necessary to periodically survey the stockpile to validate the accuracy of CAS records.

The purpose of the inventory is to correct errors in processing and storage operations by reconciling item record balances, identification information, and locations of available assets. The inventory also provides leadership a measurement to the accuracy of accountable records.

Munitions inventory

Conduct munitions inventories following procedural guidance in AFI 21-201. The MASO will publish inventory dates in available media to the base populace or customers being affected prior to the inventory start date. The inventory provides accurate item information by the physical count of property and by verification of account records. Inventories will be conducted and reconciled within 30 days of an inventory start date.

EXCEPTION: Complete all semi-annual inventory processes and post all necessary records by the last day of the scheduled inventory month (March and September).

Types and frequencies of inventories

The frequency of munitions inventories varies according to need. The MASO may dictate the property to be counted more often than established requirements. This decision usually depends upon the accuracy of past inventories. If inventories are inaccurate and show many discrepancies, the MASO has the right to prescribe a more rigid inventory schedule. The following is a list of inventories conducted on munitions assets.

Stock record account inventories

Stock record account inventories include semi-annual/perpetual, monthly 10-percent, and change of MASO. Depot accounts will only require an annual/perpetual inventory. All nuclear weapons related materiel assets fall under stock record account inventories whether on stock or custody account.

Semi-annual/change of MASO inventory

The MASO directs a 100-percent inventory of all munitions and explosives maintained on the stock record account (includes unserviceable assets but excludes custody accounts and courtesy storage). Semi-annual inventories are to be started and finished in the months of March and September—not to exceed 6 months between any consecutive semi-annual or change of MASO inventories. Any outstanding awaiting maintenance/awaiting parts (AWM/AWP) work orders and ADR records will be physically reconciled against condition tags during these inventories. Whenever a new MASO is appointed, both the incoming and outgoing MASO will jointly conduct a 100-percent inventory in accordance with semi-annual inventory procedures. The *Change of MASO* inventory is usually in conjunction with the semi-annual inventory as the procedures are the same.

Perpetual stock record account inventory

A perpetual inventory is any method that results in counting the entire munitions inventory three times a year. For example: Inventory 25-percent of the inventory monthly (25% per month x 12 months = 3 complete inventories). The perpetual inventory may be accomplished in place of and as a substitute for the annual and/or semi-annual stock record account inventory.

Monthly 10-percent inventory

The purpose of this inventory is to identify any negative trends between semi-annual stock record account inventories. Conduct a 10-percent monthly inventory using the 10-percent inventory process in CAS except during the months you conduct a semiannual inventory (March and September). The inventory will not include custody accounts, courtesy storage, or assets stored at remote sites.

Custody accounts

Custody account inventories include annual MASO custody account, quarterly custody account, monthly inventories, and any directed special inventories.

Annual MASO custody account inventory

Once every 12 months, the MASO will ensure each custody account is inventoried. This inventory may be conducted in conjunction with the quarterly custodian inventory. The selected individuals conducting the inventory (usually munitions operations personnel) will document the results of the inventory and brief the custodian and commander on the findings and required corrective actions. All corrective actions must be completed within 30 days, or the MASO may elect to freeze the account until corrective action has been accomplished. The organizational commander, custodian, and MASO will sign copies of the current custody account listing and documented findings. The following are a few of the items inspected during this inventory include:

- Accurate custody account records.
- Comply with proper inventory control and established procedures.
- Munitions storage requirements are being met.
- Safety and security requirements are adhered to.

The current reconciled inventory listing and findings will be maintained until superseded by the next annual MASO custody account inventory.

For geographically separated accounts or accounts at remote locations, the commander of the remote custody account appoints two disinterested individuals to perform the annual MASO custody account inventory. One of these individuals must be an E-7 paygrade or above (or equivalent). In this

instance, the MASO will provide the most current custody records/listings, associated forms, and instructions (including policies for relief from accountability and resolving discrepancies), to the custody account's commander.

Quarterly custodian inventory

The custodian conducts a physical inventory of all munitions issued to their custody account once every three months. Copies of the current custody account inventory listing will be signed by the organizational commander and custodian, and reviewed and signed by the MASO.

Monthly inventories

The account custodian will conduct inventories of risk category I missiles and rockets maintained outside the munitions storage area (MSA) monthly.

Inventory procedures

Every ammunition and explosive asset must be counted. Standard munitions containers, to include properly secured and marked "lite" boxes, need not be open unless there is evidence of pilferage or forced entry, quantity and other identification data on the container are not legible, or when directed by higher authorities. The MASO must be careful to ensure that the munitions storage area does not remain closed to normal receipts and issues for an unreasonable length of time. It is important that all backlog transactions are processed immediately upon completion of an inventory. Only emergency issues, approved by the group commander (or equivalent) are made during an inventory. To focus effectively on the steps involved in conducting munitions inventories, you must begin with pre-inventory preparation.

Pre-inventory preparation

Careful preparation is an important element of efficiency in performance of the inventory itself. The entire inventory program should be planned to the fullest extent possible. The time and the number of items selected for the inventory should be such that minimum interference with normal operations will occur. An inventory schedule is established by fiscal year to ensure that all assigned locations are inventoried. Prior to generating an inventory in CAS, the munitions operations element will establish a document cut-off date that prohibits processing any changes that would affect an upcoming inventory. Another measure implemented is that once the inventory is initiated in CAS, the account is automatically frozen.

Inventory request preparation

It is the responsibility of the MASO to conduct a pre-inventory survey before the inventory start date. The purpose of the survey is to identify and correct discrepancies that would adversely affect the inventory. The survey should be conducted to permit correction of deficiencies noted. Before the inventory start date, the MASO advises applicable munitions supervisors to take the following actions:

- Process all transactions applicable to the locations scheduled for inventory before the document cut-off date.
- Limit movement of items and work orders of locations to be inventoried to emergency issues.

Asset counting

Inventories will be performed and documented using CAS generated inventory count sheets. Automated or direct-input methods will not be used for munitions inventories. The following information will be verified:

- National stock number.
- Lot number and/or serial number.
- Condition code.

- Quantity.
- Precise location.

Any changes, discrepancies, or comments will be annotated in the “Remarks” section. Include printed name, initials, date, and brief explanation. Only the inventory reconciler from the munitions operations section, will update CAS with the completed count sheets. The inventory reconciler will not take part in any counts or recounts for the duration of the inventory.

For all stock record account inventories, the MASO determines how and what is to be counted. In order to minimize any unnecessary interruptions to flightline operations, the MASO usually elects to accomplish complete round inventories during the same timeframe as an annual or semi-annual inventory. For change-of-MASO inventories, the current MASO or the on-coming MASO may initiate non-required special inventories or direct sealed munitions structures be inventoried at their discretion.

Discrepancies

In-stock discrepancies may occur between stock record account balances and materiel in storage. Sometimes things do not turn out to be flawless all of the time. Inventory procedures also provide for a means of adjusting record balances with actual physical count quantities. When record balances do not agree with count quantities, adjustments are made after conducting research to determine the cause of the discrepancy.

Certain steps must be taken to correct inventory discrepancies. Some things to consider would be causative research, those actions necessary to correct discrepancies and proper control of inventory accuracy.

Resolved discrepancies

The purpose of research is to attempt to find a basis for reconciliation by correction of the accountable records to provide a valid, auditable, transaction record—one that accounts for all materiel distribution actions. If research action is successful, the use of inventory adjustment actions for reconciliation may not be necessary.

Inventory research includes the validation of the inventory count, the identification of accountable documents and postings that can be corrected. The objectives of research related to inventory discrepancies are to:

- Ensure that the discrepancy wasn’t caused by errors made when the inventory was conducted.
- Account for transactions that may have been rejected.
- Correct warehouse location errors.
- Identify the type of errors that cause the discrepancy so an analysis can determine the corrective actions required.

If research reveals the discrepancy is a result of paperwork or posting error, make an accounting adjustment to bring the record into balance. Other adjustment such as lot number, condition code, national stock number (NSN), unit of issue, or other descriptive objectives will not change the total on-hand balance. Attach a letter of explanation describing discrepancy and corrective actions taken to adjust documents.

Unresolved discrepancies

For physical shortage, begin the research with the current date and check back to the last item record zero balance. If you do not detect the error at this point and more research is required, continue back one year, or to the last inventory adjustment, or to the previous date of last inventory. For physical overages, begin research with the current date and check back one year to the last inventory adjustment, or to the previous date of last inventory for both shortages and overages. Ensure that your research includes but is not limited to the items in the following list:

- Review of the daily transaction for erroneous transaction.
- Review of unprocessed backlog.
- Review count sheet entries for possible errors.
- Review of location listing to determine whether a different warehouse location was assigned.
- Additional research, as determined locally.

Ensure research actions include discrepancies noted and corrective actions are documented and filed in document control.

Relief of accountability

Relief of accountability is necessary for items that are lost, stolen or destroyed. The MASO is held liable for the loss, damage, destruction, or theft of property. There are certain procedures that must be followed to remove these items from Air Force inventory. The normal release of accountability would be the expenditure, shipment, installation, or disposition of unserviceable items. If items are lost, stolen or destroyed/damaged, research is performed to determine the exact cause, and then certain documents must be submitted to clear the stock record account. The relief of accountability will provide information such as any negligence involved, willful misconduct, or deliberate unauthorized use.

Loss, theft, and recovery

The MASO is notified immediately when a theft, suspected theft, loss, destruction, or recovery of munitions occurs, or is expected to have occurred. Reports describing the chain of events are initiated within 24 hours after discovery IAW AFMAN 23-122, *Materiel Management Procedures*. This applies to all munitions whether in transit, in storage, or issued to an organization for custody or consumption. Loss, theft, and recovery are defined in the following list:

- Loss—Actual loss of munitions, not a suspected loss.
- Theft—Known theft, usually with some physical evidence, that is; broken-into buildings, cabinets, or boxes.
- Recovery—when an item previously reported lost or stolen is found or returned.

Report of survey

If research does not identify the cause of discrepancies and if the discrepancies do not meet criteria for a mandatory report of survey (ROS), use an administrative letter signed by the commander to adjust the stock record account. The letter will state whether financial reimbursement is or is not required. Attach a copy of research or letter of explanation to the adjustment document. When research meets the requirements for a ROS, ensure a disinterested person conducts further research documenting the results on the ROS. This report is used to substantiate adjustment of the stock record account to recommend corrective actions, and to determine financial responsibility of the MASO or other person involved in the discrepancy. A suspense copy of the ROS is used to adjust the inventory control records pending receipt of the approved ROS. Instructions for a ROS are found in AFMAN 23-220, *Management of Government Property Reports of Survey for Air Force Property*.

The MASO must research, identify, and correct or initiate action to resolve the cause of the discrepancy when an inventory adjustment is submitted for approval. The MASO certifies inventory adjustment documents and the MASO appointing authority must approve all adjustments that require a ROS for relief of accountability. The NCOIC of munitions operations certifies the inventory adjustment documents that do not meet the criteria for a mandatory ROS and the MASO approves them.

Relief criteria

You must submit a ROS to justify adjustments where negligence, willful misconduct, or deliberate unauthorized use of munitions assigned to the account is suspected or when the adjustment involves the following controlled inventory item codes:

- Category 1—Very high risk.
- Category 2—High risk.
- Category C, 6 and 8—Confidential.
- Category T—Top secret.
- Category S or 5 —Secret.

In addition to the mandatory criteria above, you must submit a ROS for all adjustments to balances of stock record account and custody account assets unless the adjustment(s) meet one the following conditions:

- Stock record account assets: One-time loss of less than 200 items valued at \$1,000 or less total.
- Custody account: One-time loss of category 3 (moderate risk) munitions of 20 or fewer items whose total- value is \$200 or less.
- Custody account: One-time loss of a category 4 and 7 (low risk) or U (unclassified) munitions of 200 or fewer items whose total value is \$250 or less.

Ammunitions recovered after having been dropped from record as lost by authority of an approved ROS, or other authorized relief from accountability process is placed back on accountable records using FOB procedures. The ROS or adjustment document will not be canceled; however, the document control numbers of the FOB and the adjustment document are cross-referenced. In the event an individual is required to pay for a lost item that is subsequently found, the individual is relieved of liability.

Approval and certification responsibility

The certifying official certifies that there is no evidence of neglect, theft of property, or fraud. Thorough research has been performed and differences are attributable to normal activity. The certifying official also certifies the property responsibility and general principles outlined in AFI 23-111, *Management of Government Property in Possession of the Air Force* have not been violated.

The approving official's approval signifies the signer is aware of the discrepancies reflected by the inventory adjustment voucher, and they reflect adversely on the system involved. This approval reflects positive action is being taken to correct existing discrepancies and hold adjustment processing to a minimum. If any or all of the line items on the adjustment document are not acceptable, it is returned to the initiator indicating the unacceptable adjustments, with instructions that additional research be accomplished. If additional research does not provide a satisfactory explanation of the discrepancy, a DD Form 200, Financial Liability Investigation of Property Loss, should be initiated.

219. Document control

This unit contains many of the tasks that document control accomplishes during the course of the day. The purpose of document control is to provide an audit trail from the time of receipt to final disposition for all munitions controlled items. Document control procedures encompass the management and control of accountable documents from the time of initiation or receipt to final disposition.

Accountable documents

Accountable documents are used to increase/decrease stock record account balances. Auditable documents are supporting documents/transactions that support the stock record account function, like a storage movement control card. All transactions are auditable but not all transactions are accountable. Accountable documents include CAS generated issues, expenditure requests, turn-in requests, shipments, receipts, and inventory adjustments and supporting documents. All accountable documents must be maintained in the document control file. Non-accountable documents shall be routed to the MASO and may be discarded after validation. Munitions Supervision/MASO shall define document control and flow procedures to include the following:

- Responsibilities and procedures for munitions work centers to process CAS transactions using automated-, direct-, and remote-input methods to achieve near-real time processing.
- Procedures to route all receipts, expenditure requests, turn-in requests, and issues documents once signed to Document Control for filing within 10 duty days of processing.
- Procedures to route all shipment documents to Document Control for filing no later than 5 duty days after the shipment departs station.
- Procedures to update personnel security permissions to working document folders.
- Procedures for document review and quality control.
- Routing of the AF IMT 4331.

Document monitoring procedures

The *Print Document List* (AME02A) is used to monitor the status of all CAS generated documents. This report is viewed weekly to help determine status, location, and if any documents are delinquent. The MASO will review/sign this report weekly which is to be filed in accordance with the records disposition schedule and section's file plan.

Document filing and management

The MASO, who is also designated the Chief of the Office of Record, appoints Records Custodians (Munitions Operations personnel) to ensure all munitions documents and records are filed properly. The assigned Record Custodian will perform quality control checks (QC) on all accountable documents and place them in an established Munitions Document Control file plan IAW AFI 21-201 and AFI 33-322. Documents and files shall be maintained electronically. Electronic documents must comply with the same intent that paper documents require to include levels of protection and security. Electronically maintained files must comply with the same intent afforded paper documents. All documentation will be checked for correct NSN, quantity, unit of issue, document number, lot/serial number, and condition code prior to being permanently filed. Illegible or incomplete documents will be returned to the responsible organization for correction.

All documents must be controlled. The Records Custodian will coordinate with the unit records manager, the local information security manager and/or the local area network administrators to ensure electronically maintained records have security permissions applied to prevent unauthorized alteration, movement or deletion of the files or documents.

Any document or transaction that affects the stock record account balance must be filed by the proper Document Control naming convention. The following documents are a few that will be maintained:

- CAS Issue Documents.
- Expenditure Requests.
- CAS Shipment Documents.
- Turn-in Requests.
- CAS Receipt Documents.

- Validated/MASO signed CAS Transaction History (AM903) reports.
- Inventory Adjustment Packages.
- Reverse Post documents.

Reverse post procedures

A reverse post (RVP) is an action required to reverse or back-out an erroneous transaction without destroying the audit trail. When the final quality control check reveals an error, RVP action may be required. Some requirements and restrictions associated with the following RVP actions:

- Do not RVP transactions that were refused due to excessive quantity issued or when an erroneous item has been issued and returned after being signed for. Process these items using proper turn-in procedures.
- Initiate RVP actions to correct documentation errors, those errors involving overage and shortages of warehouse assets, and errors involving DIFM adjustments.
- When a RVP action cannot be initiated, accomplish a special inventory.

When it is determined that RVP actions are required, you must determine the required sequence for reverse posting each transaction involved (e.g., due-out releases before receipts). The MASO will review all RVP actions daily on the daily transaction history report. A brief explanation will be entered in the remarks section of the CAS-generated RVP. (This field is limited to 100 characters). If additional space is required, use reverse side of RVP document or separate page memo for record. RVP documents shall be routed to the MASO and may be discarded after validation.

Off-line processing (post-post)

Post-post procedures are interim measures taken to process documentation when CAS is down. The MASO will develop locally written post-post procedures addressing every possible transaction. A post-post document control log must be established to assign document numbers to each document and to ensure that all documents are accounted for when CAS comes back on-line. AF IMT 4331 may be used for this purpose. For these instances having backups to certain information contained in CAS is vital to successful operations. A few of the required listings/reports that must be maintained off-line include the: asset balance report, custody account listing, DIFM status report, storage location report, print document list, asset levels listing, and the due-out validation list. The operations element will be the central document control collection point during CAS downtime.

Post-post recovery

Once CAS is fully operational, there are certain steps that must take place to ensure proper accountability of the stockpile. The MASO will establish a recovery team. Post-post documents will be completed and processed in CAS prior to returning to normal CAS operations. Post-post documents are usually processed in the following order:

1. Receipts—Verify the document control report against post-post receipt log.
2. Complete Round Assembly/Disassembly—Process with information captured from the AF IMT 4331 using a Complete Round Buildup or Complete Round Teardown screens in CAS.
3. Turn-ins—Verify the document control report against post-post turn-in log.
4. Issues—Process post-post issues in CAS and attach issue request to document control CAS generated issue document.
5. Expenditure—Process expenditure and annotate on the AF IMT 4331.
6. Shipment—Process in CAS, stamp original copy and attach to CAS-generated document.
7. Movements—Process all remaining actions, to include simple location changes.

Once all processing is completed, the MASO will conduct a special inventory of all affected assets to ensure accountability is maintained.

As a manager, you must know the intricacies of the document control section. It is important to know the policies that govern the section and how to apply them.

220. Nuclear weapons related materiel

Nuclear weapons related materiel (NWRM) is a separately defined materiel category requiring a special level of control called positive inventory control. This means the organization must be able to identify and account for all NWRM by serial number and to be cognizant of the condition and location of these items any time within the organization. AFI 20-110, *Nuclear Weapons-Related Materiel Management* provides guidance and procedures for NWRM sustainment activities directly or indirectly involved in NWRM management to include Air Force supply (base, depot), transportation, maintenance (base, depot contract/organic), munitions, depot storage, disposal, demilitarization, and anywhere NWRM is managed, located, stored, used, and so forth.

NWRM defined

The Office of the Secretary of Defense defines NWRM as: “Classified or unclassified assemblies and subassemblies (containing no fissionable or fusionable materiel) identified by the military departments that comprise or could comprise a standardized war reserve nuclear weapon (including equivalent training devices) as it would exist once separated/removed from its intended delivery vehicle.”

The Air Force supplemented the Office of the Secretary of Defense definition and further defines NWRM as: Select nuclear combat delivery system components that are design sensitive, needed to authorize, pre-arm, arm, launch, release or target a nuclear weapon.

As a member of a career field that has contact with NWRM, it is critical that you are familiar with the terms and concepts involved with its accountability. Effective management, positive inventory control, and total asset visibility is required for all NWRM. As with conventional munitions accounts, the conventional MASO will be the accountable officer for all NWRM assets managed in CAS and will forecast for all explosive NWRM items.

So, what NWRM assets are managed in CAS? Nuclear weapons TYPE Trainers and the MK21 Rear Covers are accounted for in CAS by using applicable procedures outlined in AFI 21-201.

General training requirements

Prior to handling NWRM, commanders and supervisors at all levels must ensure personnel (military and civilians, and contractors working at government facilities) who are assigned NWRM duties complete training IAW AFI 20-110. Handling is defined as processing transactions for, storing, maintenance, receiving, shipping, inspecting, or physically handling NWRM assets.

At a minimum, these assigned individuals must complete the NWRM Fundamentals Course prior to performing NWRM duties and every 12 months thereafter until no longer performing NWRM duties. Units will track NWRM training by individual.

Self-Test Questions

After you complete these questions, you may check your answers at the end of the unit.

212. Munitions receipts

1. When does responsibility of munitions shipments transfer from the carrier to the munitions personnel?
2. What is the process that introduces an item into the base munitions inventory referred to?

3. What will the AM2W1A “Import” option in CAS not be used for?

213. Munitions issues

1. Who assumes full responsibility for the accountability of all ammunition items received by their organization?
2. Although these munitions issues should be used right away, what determines the maximum timeframe for using a consumption issue?
3. In cases of competing priorities, written approval for emergency issues must be granted by whom?
4. What form is required for an individual from another organization on base to sign for munitions and certify their expenditures?

214. Turn-ins

1. Name the five basic types of turn-ins.
2. List two examples of when you use the FOB turn-in.
3. Who must review all found on base transactions?

215. Munitions expenditures

1. Why do we track expenditures?
2. How long does the consuming organization or activity have to provide the MASO with expenditure documents after the expenditure has taken place?
3. What system is used to track and report munitions expenditures?

4. What does the MASO review to verify expenditures were updated correctly?

216. Shipping munitions

1. What is the main purpose of munitions shipments?
2. How soon should the shipping documentation be turned over to the transportation office for MICAP shipments?
3. List three reasons munitions are shipped.
4. When stock-listed munitions become unserviceable and unrepairable, what shipment is usually created?

217. Container-in-container management

1. The container-in-container concept provides?
2. What are aircraft, trailers, transportation modules, and ammunition loaders examples of?
3. The container identification naming convention format is outlined in what publication?
4. How can you view all weapons assigned (loaded-on) on a particular container?

218. Inventory and relief from accountability

1. What is the purpose of a munitions inventory?
2. What does an above standard and rigid inventory schedule indicate?
3. Semi-annual inventories are conducted during which months?

4. List one action munitions storage area supervisors should take before the inventory start date.
5. Accountability relief is necessary for what types of items?
6. In relation to munitions accountability, how soon is a theft, suspected theft, loss, or destruction of munitions to be reported?
7. Who certifies inventory adjustment documents and who approves adjustments that require a report of survey (ROS)?

219. Document control

1. What is the purpose of document control?
2. What are accountable documents used to show?
3. Who should correct illegible or incomplete documents before filing?
4. Name at least three documents that would affect the stock record account balance that must be filed?
5. State the purpose of a reverse-post.
6. What procedures are used to process documentation when the Combat Ammunition System (CAS) is down?

220. Nuclear weapons related materiel

1. How does the Office of the Secretary of Defense define NWRM?
2. Who is the accountable officer for all NWRM assets managed in CAS?

3. What NWRM assets are managed in CAS?
4. Prior to handling NWRM, commanders and supervisors at all levels must ensure?

Answers to Self-Test Questions

205

1. MASO.
2. Wing/installation commander or equivalent.
3. CAS.

206

1. War reserve materiel munitions.
2. They are prepositioned at operating bases, dispersed in the areas of responsibility, afloat on prepositioned ships, at selected locations for air deployment, and at depots.
3. The detailed logistics allocation report and the tactical air missile program.
4. By comparing on-hand balances to WRM allocations, and orders shortfalls to the requirements through the requisitioning process.

207

1. WRM, which are prepositioned in or near a theatre of operations to last until resupply at wartime rates is established.
2. WRM, that is positioned ashore (overseas and stateside) or afloat for meeting war reserve requirements of more than one contingency in more than one theatre of operations.
3. (1) The afloat prepositioned fleet.
(2) Standard air munitions packages (STAMP).
(3) Operational in-place theater stocks.
(4) CONUS stocks.

208

1. Collects and compiles the information; then, forwards the entire MAJCOM forecast to the GACP.
2. Annual munitions forecast.
3. Poor forecasting and overstatement of requirements.

209

1. How much of a munitions item a command can expect to have for the designated fiscal year.
2. Stock levels.
3. Category codes.

210

1. Munitions stock levels.
2. Supplemental allocation authorization request.
3. To expedite the approval/disapproval process and to increase visibility of the process and items approved to establish future demand levels.
4. Time change assets.

211

1. The requisition process.
2. When a unit requisitions an item that is needed, the MAJCOM will determine if the requisition should go to the GACP or if the request can be satisfied within command. This is done by redistribution of excess items from one unit to another.
3. To offset transportation funding deficits.
4. Donor missiles.
5. MICAP.

212

1. When the in-checker signs for the property.
2. Receiving.
3. To ship/receive bulk munitions assets.

213

1. Organizational commander.
2. Based on the consumer's ability to provide proper security and storage according to AFI 31-101, *Integrated Defense* and AFMAN 91-201, *Explosives Safety Standards*.
3. Group commander or designated representative.
4. An AF Form 68, *Munitions Authorization Record* approved by the organization's commander and MASO.

214

1.
 - (1) Custody.
 - (2) Due-in for maintenance.
 - (3) Found on base.
 - (4) Organizational.
 - (5) Expenditure.
2. A FOB turn-in exists when assets are found:
 - (1) Outside the central storage area or an approved storage area.
 - (2) Not issued to the custodial control of a custody account or consumption issue custodian.
 - (3) In an Amnesty box.
 - (4) Removed from or left by transient aircraft.
 - (5) Confiscated.
3. The MASO.

215

1. To account for and document physical consumption of custody and stock record account munitions.
2. Within five duty days.
3. Combat Ammunition System (CAS).
4. AF IMT 2434 against the transaction history listing.

216

1. To generate materiel movements of assets from the storage area to another munitions organization, storage site, or repair/disposal facility.
2. Within 24 hours.
3. Any of the following:
 - (1) To comply with redistribution orders.
 - (2) For lateral support.
 - (3) Transfers to DRMO.
 - (4) Returning an item to depot.
4. ADR shipments.

217

1. The capability to track and account for munitions assets within CAS in different container types to meet mission requirements.
2. Container types.
3. AFI 21-201.
4. The “Query” link at the bottom of the initial program entry screen for AM106 allows you to view all container ID’s. Clicking directly on a listed container ID will provide a detailed record of all previously loaded information.

218

1. To correct errors in processing and storage operations by reconciling item record balances, identification information, and locations of available assets. The inventory also provides leadership a measurement to the accuracy of accountable records.
2. Past inventories have identified many discrepancies and inaccurate information.
3. March and September.
4. Any of the following:
 - (1) Process all transactions applicable to locations scheduled for inventory before document cut-off date.
 - (2) Limit movement of items and work orders of locations to be inventoried to emergency issues.
5. Items that have been lost, stolen, or destroyed.
6. 24 hours after discovery.
7. The MASO certifies inventory adjustment documents and the MASO appointing authority must approve any report of survey involving a munitions stock record account asset.

219

1. To provide an audit trail from the time of receipt to final disposition for all munitions controlled items.
2. An increase or decrease in stock record account balances.
3. The responsible organization.
4. Any three of the following:
 - (1) CAS Issue Documents.
 - (2) Expenditure Requests.
 - (3) CAS Shipment Documents.
 - (4) Turn-in Requests.
 - (5) CAS Receipt Documents.
 - (6) Validated/MASO signed CAS Transaction History (AM903) reports.
 - (7) Inventory Adjustment Packages.
5. To reverse or back-out an erroneous transaction without destroying the audit trail.
6. Post-post procedures.

220

1. Classified or unclassified assemblies and subassemblies (containing no fissionable or fusionable materiel) identified by the Military Departments that comprise or could comprise a standardized war reserve nuclear weapon (including equivalent training devices) as it would exist once separated/removed from its intended delivery vehicle.
2. Conventional MASO.
3. Nuclear weapons TYPE Trainers and the MK21 Rear Covers.
4. Personnel who are assigned NWRM duties complete training IAW AFI 20-110.

Unit Review Exercises

Note to Student: Consider all choices carefully, select the *best* answer to each question, and *circle* the corresponding letter. When you have completed all unit review exercises, transfer your answers to the Field-Scoring Answer Sheet.

Do not return your answer sheet to the Air Force Career Development Academy (AFCDA).

14. (205) Who is the appointing official for a munitions accountable systems officer (MASO) on an Air Force installation?
 - a. Group chief.
 - b. Wing commander.
 - c. Flight commander.
 - d. Squadron commander.
15. (205) A responsibility of a munitions accountable systems officer (MASO) is to
 - a. review and sign Combat Ammunition System (CAS) transaction history listings daily.
 - b. review and sign CAS transaction history listings once a week.
 - c. request emergency issues through the storage NCOIC.
 - d. personally process all reverse post transactions.
16. (205) Which computer database helps the munitions accountable systems officer (MASO) maintain munitions accountability and also provides “real-time visibility” to higher headquarters?
 - a. Munitions Control 2000 (MC2K).
 - b. Combat Ammunition System (CAS).
 - c. Integrated Maintenance Data System (IMDS).
 - d. Core Automated Maintenance System (CAMS).
17. (206) Which major command (MAJCOM) provided document contains the type and quantities of conventional munitions to be stocked at your base and indicates those assets stored at other locations for you?
 - a. Unit committed munitions listing (UCML).
 - b. Theater allocation buy-budget system (TABBS).
 - c. War consumable distribution objective (WCDO).
 - d. Nonnuclear consumables annual analysis (NCAA).
18. (206) Which document does the Global Ammunition Control Point (GACP) use to record the allocation decision?
 - a. Tactical air missile program (TAMP).
 - b. Detailed logistics allocation report (DLAR).
 - c. Theater allocation buy-budget system (TABBS).
 - d. Nonnuclear consumables annual analysis (NCAA).
19. (206) Where can you find missile requirements and applicable theater allocations?
 - a. Tactical air missile program (TAMP).
 - b. Detailed logistics allocation report (DLAR).
 - c. Theater allocation buy-budget system (TABBS).
 - d. Nonnuclear consumables annual analysis (NCAA).
20. (206) Who is the base war reserve material (WRM) manager?
 - a. Munitions flight chief.
 - b. Organizational commander.
 - c. Munitions flight officer in charge.
 - d. Munitions accountable systems officer.

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21. (207) What war reserve material program provides combatant commanders greater deployment flexibility and allows for the movement of critical munitions from one region to another as circumstances dictate?
 - a. Standard tanks, racks, adapters and pylon packages (STRAPP).
 - b. Standard air munitions packages (STAMP).
 - c. Continental United States (CONUS) stocks.
 - d. Afloat prepositioned fleet (APF).
 22. (207) The transportable munitions packages used in support of specific fighter and bomber aircraft systems are identified as
 - a. afloat prepositioned fleet (APF).
 - b. standard air munitions packages (STAMP).
 - c. continental United States (CONUS) stocks.
 - d. standard tanks, racks, adapters and pylon packages (STRAPP).
 23. (208) What is the *primary* means of requesting and allocating munitions required for training and operational needs?
 - a. Annual munitions forecast.
 - b. Annual munitions issue request.
 - c. Semi-annual munitions requisition.
 - d. Semi-annual munitions receipt allocation.
 24. (208) What are the *primary* causes for Air Force wide munitions shortages?
 - a. Accurate forecasting and understatement of requirements.
 - b. Accurate forecasting and overstatement of requirements.
 - c. Poor forecasting and understatement of requirements.
 - d. Poor forecasting and overstatement of requirements.
 25. (208) When the munitions forecast is returned/released from the major command (MAJCOM) and auto-loaded into the combat ammunition system (CAS) it is called a/an
 - a. issue.
 - b. allocation.
 - c. requisition.
 - d. requirement.
 26. (209) What is the quantity of a munitions item that is expected to be available to the command for the designated fiscal year called?
 - a. Distribution quantity.
 - b. Requirement.
 - c. Allocation.
 - d. Allotment.
 27. (209) Which identification method is used to both identify the intended use of munitions items and also is assigned to the munitions during the forecast and allocation process?
 - a. National stock number.
 - b. Condition code.
 - c. Category code.
 - d. Lot number.
 28. (209) Which major category code is used to replace worn-out and damaged items?
 - a. A.
 - b. D.
 - c. F.
 - d. S.

29. (209) The major category code used for training munitions that are *not* expended during normal training is
- C.
 - D.
 - F.
 - G.
30. (210) Which tool is established to control requisitions against an item and to ensure *all* contingencies and training requirements are supported?
- Allocations.
 - Redistribution orders.
 - Munitions stock levels.
 - Munitions stock requirements.
31. (210) Which program is used to request supplemental allocations and authorize loading them into combat ammunition system (CAS)?
- Munitions forecast.
 - Munitions requisition.
 - Supplemental munitions issue request.
 - Supplemental allocation authorization request.
32. (210) What are supplemental allocations requests called once they are approved?
- Allocations.
 - Special levels.
 - Stock requirements.
 - Redistribution orders.
33. (210) How often are time change requirements provided to the munitions accountable systems officer (MASO)?
- Weekly.
 - Monthly.
 - Quarterly.
 - Semi-annually.
34. (211) When can the munitions accountable systems officer (MASO) *exceed* approved stock levels when ordering items?
- Never.
 - Anytime an item is needed.
 - For quantity unit pack, or quantity per shipping container conditions.
 - Anytime an item is needed and is major command (MAJCOM) directed.
35. (211) Initial requirements for which of the following items are *not* requisitioned because they are automatically distributed to the installation?
- Training items.
 - Hard bombs.
 - Small arms.
 - Missiles.
36. (211) War reserve materiel (WRM) all-up-round missiles with guidance and control units removed are called
- unserviceable missiles.
 - training missiles.
 - component parts.
 - donor missiles.

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-
37. (211) Requisitions to replace guidance and control units (GCU) are based on which factor?
- a. The amount of stubby missiles.
 - b. Major command (MAJCOM) directions.
 - c. Munitions accountable systems officer (MASO) approval.
 - d. The number of unserviceables returned to the depot or manufacturer.
38. (211) The *highest* requisition priority used on a mission impaired request is
- a. mission capable.
 - b. support training.
 - c. item authorized.
 - d. overseas.
39. (212) Which process introduces an item into the base munitions inventory?
- a. Requisitioning.
 - b. Receiving.
 - c. Shipping.
 - d. Issuing.
40. (212) The Combat Ammunition System (CAS) Expeditor Management (AM2W1A) program can be used to
- a. receive bulk munitions assets from a shipment.
 - b. change the condition code of defective impulse carts from the flightline.
 - c. import a deployed aircraft with munitions into the gaining base stock record account.
 - d. assign munitions to a new custody account as a result of changes to the flying schedule.
41. (213) The *maximum* time an organization has to expend a consumption issue item from the date of issue is
- a. 10 calendar days.
 - b. 15 calendar days.
 - c. 10 work days.
 - d. 15 work days.
42. (213) The transfer of a munitions asset that will *not* be consumed or installed until an unspecified date, to an authorized supply account describes what type of issue?
- a. Due-in-for maintenance.
 - b. Emergency.
 - c. Custody.
 - d. Initial.
43. (213) From the time of issue, how many *hours* does an organization have to install or consume an emergency issue item?
- a. 12.
 - b. 24.
 - c. 36.
 - d. 48.
44. (214) The type of turn-in that an action returns munitions items to base stock that were issued previously to a custody account is
- a. custody.
 - b. individual.
 - c. emergency.
 - d. organizational.

45. (215) Which process refers to previously issued munitions items that have been consumed?
- Issue.
 - Receipt.
 - Expenditure.
 - Reverse post.
46. (215) Within how many days are custody account custodians responsible for providing the munitions accountable systems officer (MASO) with expenditure requests after item consumption?
- 2 duty days.
 - 3 duty days.
 - 4 duty days.
 - 7 calendar days.
47. (215) The element that *ensures* expenditure paperwork is accurately completed is munitions
- storage.
 - control.
 - inspection.
 - operations.
48. (216) Who provides the base transportation office a listing of personnel authorized to receipt for inbound munitions?
- Unit security manager.
 - Munitions commander.
 - Munitions supervision/MASO.
 - Munitions storage NCOIC/senior munitions inspector.
49. (216) Where are redistribution orders and lateral support requests submitted for action?
- Global Ammunition Control Point.
 - Maintenance Operations Center.
 - Air Force Material Command.
 - US Army Depot.
50. (217) An example of a container-in-container type that could be loaded in the combat ammunition system (CAS) to temporarily store all-up-round munitions is
- 6 PAX.
 - aircraft.
 - CNU-405/E.
 - cardboard box.
51. (217) A container identification name loaded into the combat ammunition system (CAS) should
- be a minimum of 12 positions in length and consist of at least two special characters.
 - be non-specific to each container type and based off of unit's preference.
 - follow the format outlined in AFI 21-201, *Munitions Management*.
 - follow the format outlined in AFH 33-337, *The Tongue and Quill*.
52. (218) Who publishes munitions inventory dates to the affected base populace?
- Munitions accountable systems officer.
 - Organizational commander.
 - Munitions flight chief.
 - Account custodian.

53. (218) During which months *must* semi-annual munitions inventories be started and finished?
- January and July.
 - April and October.
 - February and August.
 - March and September.
54. (218) Who can perform the annual munitions accountable systems officer (MASO) custody account inventory for geographically separated accounts?
- Any two disinterested individuals with the proper security clearance.
 - The off-base custody account's commander and the primary custodian.
 - Two disinterested individuals chosen by the commander of the custody account.
 - Two trustworthy individuals the MASO chooses assigned from the remote location.
55. (218) The account custodians will inventory risk category I missiles and rockets maintained outside the munitions storage area once every
- week.
 - month.
 - six months.
 - twelve months.
56. (218) Which issue is the *only* type that may be processed during a semi-annual munitions inventory?
- Initial.
 - Emergency.
 - Consumption.
 - Custody account.
57. (218) Which type of information should be verified on a count sheet when conducting an inventory?
- National stock number.
 - Net explosive weight.
 - Item's gross weight.
 - Magazine type.
58. (218) Who determines how and what is to be counted during munitions account inventories?
- Supervisor.
 - Team chief.
 - Commander.
 - Munitions accountable systems officer (MASO).
59. (218) If munitions items are identified as lost, stolen, or damaged, the relief of accountability document will provide
- a list of storage magazines searched and similar discrepancies.
 - a lot number, shipping, receipt and storage discrepancies noted.
 - how the last inventory was conducted and the count teams used.
 - negligence involved, willful misconduct, or deliberate unauthorized use.
60. (218) A report of survey is *always* required when a munitions item loss involves the controlled inventory item code (CIIC)
- Category D—Sensitive.
 - Category 3—Medium risk.
 - Category 1—Very high risk.
 - Category G—GS-14 classified.

61. (219) Issue and expenditure paperwork *must* be returned to document control for filing within how many work days from processing before they are considered delinquent documents?
- 1.
 - 5.
 - 10.
 - 20.
62. (219) What *must* be checked for *all* munitions documents that are *permanently* filed?
- Proper storage location.
 - Proper lot numbers and condition codes.
 - Signature of the organizational commander.
 - Signature of personnel authorized to file documents.
63. (219) Which combat ammunition system procedure can be used to correct a documentation error or fix an erroneous transaction without destroying the audit trail?
- Expenditure.
 - FOB turn-in.
 - Reverse post.
 - Inventory adjustment.
64. (219) When the combat ammunition system (CAS) goes down who establishes the recovery team for post-post procedures?
- Munitions accountable systems officer (MASO).
 - Organizational commander.
 - Document control monitor.
 - Munitions flight chief.
65. (220) Which nuclear weapon related materiel assets are managed in the combat ammunition system?
- War reserve weapons.
 - Maintenance stands.
 - Major assemblies.
 - TYPE Trainers.
66. (220) Individuals assigned to nuclear weapons related materiel (NWRM) duties *must* first complete the nuclear weapons related materiel (NWRM) fundamentals training course and then take the refresher how many months thereafter?
- 12 months.
 - 15 months.
 - 24 months.
 - Not required after initial training.

Glossary of Abbreviations and Acronyms

ADR	ammunition disposition request
AF	Air Force
AFI	Air Force instruction
AF MC2	Air Force munitions command and control
AFSC	Air Force specialty code
AGM	air-to-ground missile
AIM	air intercept missiles
ALC	air logistics center
AMST	agile munitions support tool
ANG	Air National Guard
AOR	area of responsibility
AUR	all-up-round
AWM	awaiting maintenance
AWM/AWP	awaiting maintenance/awaiting parts
AWP	awaiting parts
CAD	cartridge actuated device
CAD/PAD	cartridge actuated device/propellant actuated device
CAS	combat ammunition system
CIIC	controlled inventory item code
CONUS	continental United States
DIFM	due-in for maintenance
DLAR	detailed logistics allocation report
DRMO	Defense Reutilization and Marketing Office
EOD	explosive ordnance disposal
ERRC	expendability, repairability and recoverability category code
FOB	found on base
FOUO	for official use only
GACP	Global Ammunition Control Point
GAP	global asset positioning
GCU	guidance and control unit
IAW	in accordance with
ID	identification
IMDS	integrated maintenance data system
JCN	job control number
LMR	land mobile radio

LRS	Logistics Readiness Squadron
MAJCOM	major command
MASO	munitions accountable systems officer
MMHE	munitions materiel handling equipment
MICAP	mission capable
MOC	maintenance operations center
MSA	munitions storage area
MSRC	master subsidiary relationship code
MXG	maintenance group
NAF	numbered air force
NCOIC	noncommissioned officer in charge
NEW	net explosive weight
NMC2	nuclear munitions command and control
NSN	national stock number
NWRM	nuclear weapons related materiel
OCONUS	outside the continental United States
OG	operations group
OI	operating instruction
OOCR	Out of Cycle Request
P&S	plans and scheduling
PAD	propellant actuated device
PCMCIA	Personal Computer Memory Card International Association
QC	quality control
ROS	report of survey
RVP	reverse-post
SIPRNET	SECRET Internet Protocol Router Network
SSAN	social security number
STAMP	standard air munitions packages
TAMP	tactical air missile program
TCI	Time Change Item
TCTO	time compliance technical order
TMRS	tactical munitions records system
WCDO	war consumable distribution objective
WRM	war reserve materiel

Student Notes

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