

Army National Guard Training Center  
Regulation 700-4  
Fort Indiantown Gap  
1 Garrison Road  
Annville, Pennsylvania 17003-5002

Fort Indiantown Gap

Effective: 1 Jul 2015

## Ammunition Procedures

### Logistics

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**History.** This publication supersedes FTIG Regulation 700-4, 01 July 2013. This printing publishes changes made since that date.

**Summary.** This regulation is a revision of a current regulation. It establishes policies and procedures concerning Ammunition at Fort Indiantown Gap.

**Applicability.** The provisions of this regulation are applicable to active Army Components (AC), U.S. Army Reserve (USAR), Army National Guard (ARNG), Reserve Officer Training Corps (ROTC) and other branches of service that require ammunition support. This includes ammunition for training, basic, or operational loads and that are required to conduct training either at Fort Indiantown Gap (FTIG) or off post. Unless otherwise stated, masculine nouns and pronouns refer to both men and women.

**Proponent.** The proponent for this regulation is the

Directorate for logistics building, T-01 Fort Indiantown Gap.

**Suggested Improvements.** Users are invited to send comments and suggested improvements on a DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to: Directorate logistics. ATTN: ASP Bldg 25-39, Fort Indiantown Gap, Annville, PA 17003-5002

**Distribution.** This publication is available in both electronic media and hard copy. The signed original is filed at the office of Plans, Training and Security

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## **CHAPTER 1. GENERAL**

### **1-1. PURPOSE:**

This Regulation prescribes procedures for Class V forecasting, requisitioning, receiving accounting, storing, inventorying, issuing, transporting, turn-in, surveillance, and physical security.

### **1-2. RESPONSIBILITIES:**

Ammunition is one of the most expensive and sensitive commodities used by the Army. The nature of ammunition requires stringent safety and security precautions and special procedures to ensure that positive control is maintained at all times. All personnel involved in ammunition activities will ensure that all applicable regulations are enforced.

#### **a. Unit Commanders**

(1) Ensures that Unit is prepared to properly forecast, requisitions, receive, account for, store, inventory, issue, transport, turn-in, and physically secure Class V.

(2) Ensures accountability, to include monthly inventories and hand receipt procedures, of all ammunition, ammunition components, and ammunition residue IAW AR 710-2 and DA PAM 710-2-1.

(3) Ensures compliance with explosive safety and security regulations during transportation, storage to include field storage, and handling of ammunition in Unit custody.

(4) Ensures that all required documentation, such as requisition forms, transportation forms, accountability forms, etc., are completed and maintained as required, and that personnel receiving ammunition have an ID card, HAZMAT certification, proper vehicle license, and Security Awareness Training.

(5) Provides Deputy Base Operations Manager (DBOM) and ASP with verification of approval for ammunition items to be used at off-post/training areas.

(6) Provides ASP with verification of authorized storage facilities for storage of ammunition at off-post locations. This includes ensuring that a current DA Form 4604, Security Construction Statement, explosive storage license is available and, if required, local authorization has been given, in writing, to store ammunition in an inhabited building.

(7) Ensures that using Unit will send or bring in a properly completed original of a DA Form 1687 to the ASP. The ASP uses the form to ensure that DA Form 581 has the proper signature. The ASP will not issue or receive ammunition without a prepared DA

Form 1687. The DA Form 1687 is only good for one year or one day prior to the earliest ETS date, whichever comes first.

(8) Ensures the ammunition is forecasted in TAMIS. The ammunition is rounded up or down to the next full crate or full box when forecasting. After forecasting and requesting is complete, requests will only be rounded down by the ASP.

(9) Ensures that personnel receiving ammunition are equipped with military drivers license, hazmat certification, Tie Down Straps, Highway warning kit, Tarpaulin to cover ammunition and (2) 10-BC or high fire Extinguishers.

### **1-3. AMMUNITION AMNESTY PROGRAM POLICY:**

a. The Ammunition and Explosives (A&E) Amnesty Program is established by IAW AR 710-2 and is intended to ensure maximum recovery of military A & E items outside the supply system. It is not intended to circumvent normal turn-in procedures. It provides an opportunity for individuals to return A & E found, stolen, or misplaced without fear of prosecution and are exempt from AR 190-series investigation requirements.

b. Commanders will establish an amnesty program IAW DA PAM 710-2-1.

c. To ensure proper control and safety, the ASP will accept ammunition IAW the ammunition amnesty program. Prior coordination with ASP personnel is recommended. The ammunition amnesty program is not a substitute for normal turn-in procedures and will not be used to circumvent standard supply procedures. Units discovering ammunition on hand after having reconciled their accounts are authorized to make amended turn-in. the following procedures apply for amended turn-ins.

(1) When ammunition is found on hand due to error or oversight when normal turn-in procedures were used, an amended turn-in will be made. Prepare a new DA Form 581 for the remaining ammunition. Note in Block 28, the original issue document number and state "This is an amended turn-in document."

(2) Individuals will not be subject to investigations and adverse actions as a result of implementing amended turn-in procedures. Once documents have been prepared, this ammunition will be scheduled for turn-in. It will be maintained under security and control of the Unit Commander at authorized locations until it can be turned in. Returns will be credited as they are during standard turn-ins.

(3) The advantage of amended turn-ins over amnesty turn-ins is that ammunition can be immediately accounted for at the Unit level.

(4) Unit Commanders will brief all personnel on ammunition amnesty program procedures quarterly. A refresher should be given during pre-firing briefs.

d. Ammunition Found on Post (AFOP)

(1) All AFOP of unknown origin, excluding small arms ammunition (.50 caliber and below), will be considered to be hazardous and will not be moved by untrained personnel. Supporting Explosive Ordnance Disposal (EOD), QASAS, Range Control personnel, and Fort Indiantown Gap Police Department will respond to recover AFOP upon notification. EOD or ASP personnel will determine when AFOP is not safe for storage or handling and must be destroyed. Other items will be returned to the ASP for disposition. Personnel discovering unattended ammunition or explosives should mark the area, determine the locations, and notify Range Control. When ammunition or explosives are found on FTIG ranges, Range Control will be notified.

(2) Personnel discovering ammunition are strongly encouraged to volunteer information, which would facilitate an investigation of the cause(s) of ammunition loss. This can be done by notifying the Range Control Office instead of EOD. The Range Control representatives will respond to the incident. EOD and ASP personnel will remove AFOP once the investigation allows movement. EOD and ASP personnel must not be delayed in the performance of removal operations once they are notified.

(3) During normal ASP operating hours, ASP personnel will give assistance to EOD/Range Control personnel by providing or coordinating for transport and handling beyond EOD or Range Control capability. Turn-in of AFOP by EOD or ASP personnel will receive priority disposition. The ASP will immediately account the AFOP. A QASAS as required by SB 742-1 will accomplish serviceability inspections.

(4) Small arms ammunition and inert ammunition residue found may be delivered directly to the ASP during normal operating hours.

(5) When A & E are found outside of the installation boundary, local civilian authorities will be contacted for disposition.

(6) Contact telephone numbers for assistance are:

Range Control Comm. (717) 861-2152 or DSN 491-2152

ASP Office Comm. (717) 861-2195/2538 or DSN 491-2195/2538

55<sup>th</sup> EOD (Belvoir): 24hr (703)806-6019 or Operations (703)806-4542/6034

FTIG Police: Comm. (717)861-2727 or DSN 491-2727

(Contact the FTIG Police during non-duty hours)

## **CHAPTER 2**

### **AUTHORIZATION AND FORECASTING**

#### **2-1. GENERAL:**

a. AR710-2 and CTA 50-909 provide guidance for requesting ammunition to meet operational load requirements. Examples include guard or security force ammunition, aviation flare kits, explosive aircraft components, such as Cartridge Actuated Devices and Propellant Actuated Devices (CADs/PADs), and dummy/inert munitions'. These requirements should be forecasted to ensure availability at the ASP when needed. Basic load requirements will be established IAW FORSCOM Reg. 700-2 and 700-3. Additional instructions are included in AR 710-2 and DA PAM 710-2-1, Chapter 11.

b. DA PAM 710-2-1 states that Units are authorized an operational load of Class V supplies. In the Army National Guard (ARNG), that State Adjutant General (AG) designates units authorized to maintain operational loads of Class V supplies. Stockage of Class V is authorized for the following reasons:

(1) Guard training demolition materials (as authorized by CTA 50-909), ceremonial, or state security ammunition is used on a recurring basis.

(2) Ammunition required by police or investigative agents to perform duties.

c. Commanders desiring to manage an operational load for the purposes other than civilian guard training, arming law enforcement/investigative or guard personnel, or those purposes authorized by CTA 50-909, must submit a proposed stockage list thru command channels to the ASP for approval. Request must include the following:

(1) Unit designation who will be managing the load.

(2) Types and quantities of materials to be stored

(3) Duration of storage

(4) Purpose of items to be stored

(5) Location of storage site, to include security requirements which must be met to properly safeguard the load

d. Operational loads of ammunition will be accounted for as follows:

(1) Ammunition authorized by CTA 50-909 or MACOM and not expected to be expended (i.e. quelling civilian disturbances, security guards, emergency signals, and

site security, etc.) will be accounted for on the property book by DODIC, quantity, lot number, and serial number.

(2) Ammunition authorized by CTA 50-909 or MAMCOM and expected to be expended (i.e. qualification of civilian guards, blank ammunition for ceremonies, and disposal of buds) will be accounted for by DODIC, quantity, lot number, and serial number through the use of DA Form 5515 (Training Ammunition Control Document).

(3) Unit storage will not exceed a 30-day supply.

(4) Operational load ammunition will be continuously accounted for through the use of hand receipt control.

(5) When completed, the Unit will turn-in residue and live ammunition in order to reconcile the expended vs. issued quantities on the original DA Form 581 issue document.

(6) Ammunition containers will be clearly marked to reflect identification data (lot number, nomenclature, quantity, DODIC, and serial number) of contents. Should lot number or nomenclature cause the item to be unidentifiable, the item will not be processed for turn-in against the original issue document number.

e. Security of Class V Material in Unit's possession.

(1) Ammunition will be secured under AR 190-11 (Physical Security of Arms, Ammunition, and Explosives).

(2) Inert and expended Category 1 rocket and missile tubes, inert Claymore mines, inert hand grenades, and rocket launcher M190, with M73 sub caliber practice rocket, used as training devices are vulnerable to pilferage, misuse, or conversion to live ammunition.

(3) Those items that can be converted to live ammunition will be accounted for and secured as Category 4 live ammunition and explosives.

(4) Devices or training aids described above will be conspicuously marked to prevent accidental turn-in or turn-in as live fire residue.

(5) Expended AT-4 tubes will be turned in to ASP where they will be inspected for serviceability. Units can request expended AT-4 launcher tubes for training aids to be picked up on property books. Each launcher tube must be clearly marked with "INERT" or "EMPTY", be drilled with its training operation, and locally assigned a serial number (if not assigned by the ASP).

(6) Protective seals will be used when A & E are stored in an enclosed/covered vehicle, container, or structure. Protective seals will be installed so that access cannot

be gained to items in storage without resulting in damage to the seal. Additional policy and procedures for the use of protective seals can be found in AR 190-51 (Security of Army Property at Unit and Installation Level)

(7) Unserviceable ammunition will be provided with the same degree of security that is afforded other serviceability categories of ammunition.

(8) Ammunition shall not be removed from any military activity, except as authorized by proper military authority, e.g. in conjunction with an exercise to be conducted in another training area or at another military installation.

(9) Ammunition maintained in the field must not exceed that which can be properly safeguarded.

(10) If ammunition or explosives are lost, stolen, or recovered, the Commander will comply with AR 15-6 (Procedures for Investigating Officers and Boards of Officers), an AR 735-5 (Policies and Procedures for Property Accountability). Ammunition or explosives lost or stolen will be reported immediately to FTIG Police Dept. Ammunition or explosives lost or stolen while stored at an approved location other the Fort Indiantown Gap will be reported immediately to the Pennsylvania State Police or local police departments.

(11) Unit Commanders are responsible for security and control of the Unit's ammunition program and for seeing that only authorized personnel receive Class V material down from ASP. Commanders will establish records verification procedures IAW AR190-11 on each individual authorized to requisition or receipt for A & E.

f. Training ammunition requirements are based on data contained in DA PAM 350-38 and DA PAM 350-39 and projected training events such as individual weapons qualifications, field training exercises (FTX), and crew weapons qualification. Additional instructions are included in AR 710-2 and DA PAM 710-2-1, Chapter 11, Section III. Factors that impact requirements are:

(1) Historical and actual ammunition consumption data from previous training exercises.

(2) Training objectives.

(3) Equipment/weapon system availability.

(4) Range Time.

(5) Personnel Available (i.e. if you are only bringing 60% of your troops to train, only draw 60% of your request).

(6) Types and maximum ammunition training allowances are prescribed in DA PAM 350-38, as well as in CTA 50-909, and will not be exceeded without prior approval of National Guard Bureau (NGB) Ammunition Section ATTN: NGB ARL-E, 111 South George Mason Dr, Arlington VA 22204-1382 and Headquarters, FORSCOM, ATTN: AFDP, Fort McPherson, GA 30330 or, for ROTC units.

(7) When authorized allowances are inadequate and revised or special allowances are required to support phases of training not covered by DA PAM 350-38 or CTA 50-909, justification for increased allowances will be submitted through command channels to the National Guard Bureau (NGB) Ammunition Section ATTN: NGB ARL-E, 111 South George Mason Dr, Arlington Va. 22204-1382 and Headquarters, ROTC region. Adequate time will be allowed to process request for special allowances or changes to allowances.

(8) When requests for increased allowances are approved Headquarters, FORSCOM, or by Headquarters, ROTC Region, a copy of the authorization will be forwards to USPFO-SS-ASP ATTN: Stock Records, along with the monthly forecast.

## **2-2. AMMUNITION FORECASTS AND REQUISITIONING PROCEDURES:**

a. General. Accurate forecasting is essential to ensure efficient support. Training ammunition requirements **MUST BE** forecasted 90 days in advance, using TAMIS (Total Ammunition Management Information System), to ensure ammunition will be available when needed. Units submitting DA Form 581 for ammunition which is not properly forecasted may not receive it due to A & E not being available.

b. Ammunition requests will be submitted in TAMIS via an eForm 581 thirty (30) days prior to requested date of pick up. Adjustments or amendments to requirements cannot be assured after the e581 has been accepted by FIG ASP personnel.

c. An original, current DA Form 1687, Signature Card, listing those individuals authorized to request and/or receive ammunition, must be on file at the ASP before ammunition will be issued (See Appendix E). DA Form 1687's are valid for a period not exceeding one year, one day prior ETS date of any person on the form, or termination of approving authorities assignment, whichever is less, and it is the Unit's responsibility to ensure that they are updated as required.

d. An original current DA Form 1687, Signature Card, listing those individuals authorized to approve ammunition requests must be on file at the ASP before ammunition will be issued. The same rules apply as Signature Cards for requestors/receivers.

e. A copy of the Unit's Assumption of Command memo is also required to accompany the DA Form 1687. The Assumption of Command memo must include the UIC or UICs of the Unit that is requesting the ammunition through TAMIS.

f. In addition to an Assumption of Command memo, the Unit may choose to delegate authority from a signature authority or from an assigned property book officer. Copies of signature authority memo or assigned property book office memo are required along with a copy of the Assumption of Command memo.

g. Operational loads of ammunition will be requested on an eForm 581, which is submitted directly through TAMIS. A non-expendable document number will be assigned to the request and the ammunition, upon receipt, will be accounted for on the Unit's property book. The remarks block, block 28 will be annotated to indicate that this ammunition is being drawn for operational load purposes, and that an approved facility is available to store ammunition.

h. Unforecasted requests will be sent to the ASP supervisor 30 days prior to the request date. A memorandum from the unit's O-5 or higher will include DODIC's, quantity, training purpose, and explanation for unforecasted ammunition. **UNITS ARE ONLY AUTHORIZED -2- UNFORCECASTED DRAWS IN A FISCAL YEAR.** (See Appendix D)

### **2-3. AMMUNITION RULES**

a. Procedures for drawing ammunition.

(1) Ammunition must be forecasted IAW (DA PAM 710-2-1) on an electronic DA Form 581, through TAMIS.

(2) The request for pickup of ammunition is approved by the Commander by means of current signature card (DA Form 1687).

(3) Individuals authorized to requisition or receipt for ammunition and explosives must call the ASP NLT 3 days before to ensure that the ASP has received all documents.

(4) Commanders may authorize only SGT E-5 and above for Army and no rank requirement for USMC to request for pick-up of ammunition.

(5) Only person in the rank equivalent of SSG E-6 and above (GS-7) are authorized to receipt for category I and II (rockets, fragmentary grenades, demo, etc.)

(6) Commanders will designate a responsible person to receipt for Category III and IV ammunition.

(7) Give an original DA Form 1687 to the ASP and one (1) copy to the authenticating officer. Attach a copy of the Commander's Assumption of Command orders with appropriate UIC, and/or battalion S-4/Property book officer orders to each of the signature cards

(8) Ammunition Supply Point (ASP) personnel will check the person's ID card to ensure the individual is on the signature card and is authorized to sign and receive the ammunition requested.

(9) The Unit will bring with them Tie-downs, Fire extinguishers, tarpaulin, Highway warning kit and the driver and co-driver must be HAZMAT qualified, security awareness trained along with Class V HAZMAT endorsement on the driver license or a memorandum from the Commander stating that the person is qualified to transport Class V hazardous material.

(10) The ASP will provide hazard placards for Units

(11) Request and store on the range only the ammunition your Unit needs – never more.

(12) Call the ASP prior to pick up to make any reductions in quantity.

(13) Keep accurate records on all ammunition transactions (Requests, turn-in, Transfers, ETC). Maintain "WRITTEN" records on all receipts and issues of ammunition at all times at entry level. These records are used as management tools for command. SEE DA PAM 710-2-1 for information on ammunition supply and inventory. Annex B of this SOP provides instructions, preparing documents (DA Form 581 and for training DA Form 5515 for request, sub-hand receipt and turn-in ammunition along with all ammunition related forms).

#### **2-4. ITEMS AND PROCEDURES REQUIRED TO RECEIVE AMMUNITION FROM THE ASP-FTIG:**

a. Valid DA Form 1687 Signature Card (Individual requestor and receiver signing for the Ammunition must be on the signature card).

b. Commander's Assumption of Command orders with UIC.

c. ID card of the person signing for the ammunition.

d. DA Form 581 Request for Ammunition.

- e. Item must be forecasted using TAMIS
- f. Vehicles must be able to pass inspection at the ASP (DD Form 626).
- g. Driver and co-driver must have valid military licenses on the vehicle they are driving, to include trailer if applicable, be HAZMAT Qualified, have Security Awareness Training, and have endorsements or memorandum from the Commander.
- h. Call ASP 3 days before pick-up to ensure ASP received all required documents.
- i. Category I and Category II AA&E will be placed in the custody of a commissioned officer, warrant officer, noncommissioned officer (E-5 and above), or DOD civilian (GS-5 and above), or DOD contractor employee in a similarly responsive position. All movements of Category I and Category II AA&E require armed guards regardless of the FPCON.
- j. Enough tie-down straps to properly secure the ammunition and prevent shifting during transportation.
- k. Highway warning kit
- l. Tarpaulin (fire resistant and water proof) to cover ammunition
- m. Two (2) 10-BC rated or higher fire extinguishers (NOT POUNDS BUT BC)
- n. For off post issue see the FTIG Reg. 700-4 Chapter 6 or the ASP Supervisor for more information.
- o. Hazmat Placards (1.1, 1.2, 1.3, and 1.4, etc) will be provided.
- p. NG Units storing ammunition off post must have a Storage License approved by The State Safety Office IAW NGR 385-64 and SSO SOP # 7.
- q. Units shipping ammunition by air must get approval from the ASP Supervisor or QASAS.
- r. Units turning in Live or Residue must inform ASP of the time and date of turn-in before the training.
- s. Units turning in Live or Residue may not be returned in the same vehicle.
- t. Unit will bring personnel to help the ASP with loading and offloading of ammunition.
- u. TS 95-2 Training Center In-Processing/Post Clearing Checklist is required for units training on post only.

## **CHAPTER 3**

### **AMMUNITION ISSUE, TURN-IN, RECONCILIATION AND ACCOUNTABILITY**

#### **3-1. GENERAL:**

This chapter details procedures for issue, turn-in and accountability of A & E materials. Procedures herein are derived from DA PAM 710-2-1, Chapter 11.

- a. Scheduled dates for residue turn-in are important to ASP operations. Close coordination will ensure smooth and timely transactions for both the ASP and using Units.
- b. Sufficient Unit personnel must be provided to assist the ASP personnel in offloading, counting, weighing residue, and banding.
- c. All residue turn-ins must be inspected by NCOIC, SFC/E-7 or above. This individual must sign a statement on the residue DA Form 581.
- d. The following forms will be used. Guidance for the completion of each form is in the appendixes indicated.
- e. DA Form 581, Request for Issue or Turn-In of Ammunition. Included DA Form 581-1, Continuation. See Appendixes F through I.
- f. DA Form 1687, Notice of Delegation of Authority-Receipt for Supplies (Signature Card) See Appendix E.
- g. DA Form 5692-R, Ammunition Consumption Certification. See Appendix J.
- h. DA Form 5811-R Certificate of Lost or Damage Class V Item. See Appendix K.
- i. FTIG Form 95-2, DPT Clearance Form. Appendix L.

#### **3-2. REQUIRED DOCUMENTATION. EXAMPLES ARE AVAILABLE IN THE APPENDICES:**

- a. DA Form 3151-R (Ammunition Stores Slip). DA Form 3151-R is used for issue, or turn-ins as a temporary receipt of a storage document, prepared by the ASP office or ATP field office, that directs the relocation of specific items from the segregation area to specific storage locations. The ASP prepares a DA Form 3151-R for each DODIC in the shipment issue, live turn-in or residue. Unit and the ASP or ATP checkers can use them as tally sheets during upload and download, issue, residue, etc.
- b. DA Form 581 and DA Form 581-1 (Request for Issue and Turn-in of Ammunition). For live issues send requests through TAMIS electronically to the Class V Manager.

The using Unit will prepare the DA Form 581 and DA Form 581-1 for turn-ins before coming to the ASP, and give it to the ASP personnel upon arrival. The DA Form 581-R is used for Issue, Live, and Residue turn-ins. (See Appendix D & E)

c. DA Form 1687 (Notification of Delegation of Authority-Receipt for Supplies). Using Units must email a properly completed DA Form 1687, meeting the dual signature requirements, to the ASP office providing support in a **digitally signed email from the delegating official**. The ASP uses the form to ensure that DA Form 581 has the proper signatures, (See FTIG 700-4 or DA PAM 710-2-1 Chg 1-1 for more details). **The ASP will not issue or receive ammunition without a Properly Prepared DA Form 1687. The DA Form 1687 is only good for one (1) year or one day prior to the earliest persons ETS date, whichever is sooner (DA PAM 710-2-1).** (See Appendix A & B)

d. TAMIS Determine ammunition DODIC and quantity required for each training requirement. Use DA PAM 350-38 and DA PAM 350-39 and guidance in the DA PAM 710-2-1. These PAMs are only guides; Unit must order ammunition that the unit can totally expend during the training period. Use guides like historical and actual ammunition consumption data from previous training exercises. Look at the last live turn-in document before ordering ammunition for the next training event.

e. DA Form 2064 (Document Register for Supply Actions). Document Register is used to track documents

f. DA Form 5515 (Training Ammunition Control Document). Unit will use DA Form 5515 for assigning and maintaining accountability and responsibility for training ammunition. These forms are available through normal publications channel not the ASP.

g. DA Form 5692-R (Ammunition Consumption Certificate). This document will be prepared before coming to the ASP, to ensure that all items are consumed. The Unit Range Safety Officer (SSG E-6 or above) will personally observe placement of charges, actual detonation and certify that quantity of all items expended. Certification will be completed on DA Form 5692-R. (See Appendix G)

h. DA Form 5811-R (Certificate-lost or Damaged Class V Ammunition Items). The first lieutenant colonel (LTC) or equivalent (GS-13 or above) in the chain of command, or major appointed on orders to a LTC level command position will sign the DA Form 5811-R (Certificate, Lost or Damaged Class 5 Ammunition Items) indicating action taken to account for damaged ammunition, shortages of ammunition and training ammunition residue shortages. DA Form 5811-R is available in DA Pam 710-2-1. Commanders will initiate investigation under AR 15-6 when losses or overages are found in Categories I and II. Complete DA Form 581 1-R will accompany turn-in

documents to the ASP. When a shortage exists, this original document is required to complete reconciliation with the ASP or ATP. (See Appendix F)

i. DD Form 626 (Motor Vehicle Inspection). The ASP or Units shipping activity uses DD Form 626 to inspect vehicles before and immediately after they are loaded, and before they leave the ASP or field training area. Use FTIG Reg. 700-4, AR 55-355 or call the ASP or QASAS for additional guidance. DD Form 2890 (Special Instructions for Motor Vehicle Drivers) the driver of each vehicle loaded with ammunition gets a DD Form 2890 before leaving the ASP. When returning to ASP, the soldier updates his/her copy for the ASP DD Form 2890 before leaving the field or training area. The ASP or someone in the Unit that is HAZMAT qualified will amend the DD Form 2890 IAW FTG 700-4, CFR 49, AR 385-64 and FM9-38. (See Appendix H)

j. DD Form 1348-Series (Material Release Orders). For shipping, there are many ways the MILSTRIP documents in the DD Form 1348-series are used. Furthermore, the series can be used manually or electronically in automatic data processing (ADP). See FTIG 700-4, DA PAM 710-2-1, Chap. 25 for complete information on using of this series of forms. Their primary uses are as material release orders, material release confirmations, material release denials, redistribution orders, and advanced notices of shipment.

### **3-3. UNIT IN-PROCESSING REQUIREMENTS:**

a. The ASP office is located in Bldg 25-039 on Ammo Road.

b. Hours of operation for the ASP are 0700 until 1630 daily, 7 days a week, excluding holidays. The ASP is closed on holidays. Supply transactions will not be initiated after 1530.

c. Requests to draw ammunition during non-operational hours will be coordinated with the ASP Supervisor.

d. All ammunition brought onto FTIG must be cleared through the ASP. This is to ensure explosive quantity distance and storage requirements are met and proper security, serviceability, and control of the ammunition. Units bringing Ammunition on to FTIG to support their training will provide a complete listing, by DODIC, lot number, quantity, and nomenclature to the ASP. All unused ammunition must be removed by the responsible unit unless prior coordination has been made with the ASP.

e. Prior to initial issue, units will receive DPT Clearance Form, DPT Form 95-2 (see Appendix L) from the Plans and Training, DPT. It must be presented to the ASP in order to draw ammunition. Units that do not have a DPT Clearance Form, DPT form 95-2 at time of ammunition issue will be turned away, unless they have an off-post authorization

letter from the FTIG Post Commander. The DPT Clearance Form, DPT Form 95-2 will be turned in to the Plans and Training Section, DPT upon completion of training and clearance has been received from the ASP.

f. Annual Training. Unit requests, submitted on DA Form 581 IAW Appendix F, for AT will be divided according to type of training event (example: a separate DA Form 581 will be submitted for an FTX and for a weapon qualification). No partial pick-ups (one day issues) will be allowed. DA Form 581 must be submitted to arrive at USPFO-SS-ASP ATTN: Stock Records, no later than 120 days prior to training date. If unit chooses to do multiple DA 581s the unit must allow ample training time to exhaust stocks on DA 581. If units choose to do one mass DA 581 units must be prepared to guard said munitions for the duration of their training, as the ASP will not accept partial turn-ins.

g. Weekend Training. DA Form 581 will be prepared IAW Appendix F for pickup of items and be submitted to arrive at USPFO-SS-ASP no later than 90 days prior to training date.

#### **3-4. SUBSTITUTIONS:**

a. When a standard item is authorized but not available, and a suitable limited standard or substitute standard item is available, the substitute will be issued when training will not be materially degraded.

b. Ammunition will be requested by DODIC (e.g. A550 .50cal API 4/1 will be substituted with A557 .50cal 4/1) to permit latitude in substitutions.

c. When items listed on the national short supply list as "Not Available" are required for training, a comparable substitute will be considered (e.g. HC Smoke may be issued instead of WP Smoke).

d. When a unit cannot use a particular type of ammunition due to range restrictions (e.g., high or extreme hazard) replacement of affected ammunition within a certain percent is authorized. Immediate coordination with ASP personnel should be accomplished so as not to unnecessarily delay training (e.g. A557 .50cal 4/1 will be substituted with A555 .50cal ball).

#### **3-5. ALLOCATED AMMUNITION ITEMS:**

a. Allocations for available short supply items are furnished to FTIG by National Guard Bureau. Requisitions cannot be submitted by the installation prior to receipt of allocations from National Guard Bureau.

b. Allocations are based on forecasts submitted in the installation worldwide ammunition requirements and asset reports (RCS CSGLD-1332), (RT), (WARS Report Part I monthly and part 11 quarterly).

### **3-6. AMMUNITION ACCOUNTABILITY:**

a. Operational loads of ammunition must be accounted for on unit property books IAW AR 710-2 and DA PAM 710-2-1. It must be listed by DODIC, lot number and quantity, in addition, this ammunition must be inventoried at least monthly (quarterly for ARNG/USAR) IAW DA PAM 710-2-1, paragraph 9-1 1.

b. Training ammunition must be managed and accounted for IAW DA PAM 710-2-1, Chapter 11 Section III. Correct use of specified forms and procedures (see Chapter 5 of this regulation) is required to provide an audit trail and ensure proper control and accountability of training ammunition. Paragraphs I 1-6 through I 1-8, of the pamphlet provide the required procedures to accomplish this task.

### **3-7. ISSUES:**

a. Requirements for small arms ammunition should be rounded up or down, appropriate to the nearest standard unit of issue. This will preclude accumulating odd quantities of ammunition in a particular lot and prevent accountability and inventory problems. Example, a unit requiring 1670 rounds of A071, 5.56mm ammunition should round this quantity up to 1680 rounds which is the closest unit of issue. DA PAM 710-2-1 Appendix L provides unit pack information. Quantities of ammunition requested may be reduced or canceled by unit on the day of draw.

b. The individual signing the request for ammunition (Block 13) on DA Form 581 assumes full responsibility for the use or misuse of the ammunition. Ammunition to be used for overhead fire must have a statement to that effect annotated on all copies of the DA Form 581. Separate requests will be prepared for basic load, operational load, training and marksmanship ammunition. Noncompliance with these instructions, omission of required statements, incorrect signatures and requirements not previously forecasted may result in return of the DA Form 581 without action.

c. USPOF-SS-ASP will review and approve all training ammunition DA Form 581 immediately upon receipt and will forward to the ASP. If a DA Form 581 is submitted after the suspense date, a letter of lateness, signed by the commander of the next higher headquarters, must be attached, or the DA Form 581 will be returned without action.

d. Commanders will ensure that an adequate number of personnel are dispatched to pick up ammunition from the ASP. The individual signing for the ammunition must be

designated on the DA Form 1687. The DA Form 581 is to be signed only after verifying lot numbers and that the quantity received is correct at time of issue.

e. In order to preclude the accumulation of small lots of ammunition in storage, ASP issues will be made from the smallest and oldest lots on hand. Units will ensure that these lots, as identified by ASP personnel, are expended first to prevent return of these items to storage.

f. Ammunition containers will not be opened in advance of firing exercise. During firing, only those containers required for immediate expenditure will be opened. Removal of the ordnance seal from ammunition containers is considered opening a container. All open containers of live ammunition returned to the ASP will be returned as unusable live ammunition returns until inspected by ASP personnel.

g. Vehicles transporting inert items and residue do not need to be able to meet the same requirements required to transport live ammunition.

h. Unit will prepare DA Form 581 or 581-1 before coming to the ASP for Live or Residue turn-in IAW DA PAM 710-2-1. The unit will provide enough personnel to accomplish the Issue, Live, and Residue task. If the DA Form 581 is not prepared before coming to the ASP, the unit will go to the end of the line for turn-in. Unit commander will ensure that A & E scheduled for Issue and Turn-in is maintained under the appropriate control for safe guards, until, it can be turned in to the ASP. The turn-in will be accomplished during normal duty hours for the ASP (0700 to 1530), Monday through Sunday (7) days a week, but not on holidays without an appointment from the ASP Supervisor. The first LTC in the chain of command will sign the amended return, if unit have more than two, (2) turn-ins to ensure units do not abuse the amended turn-in procedures. If ammunition is lost, damaged, have missing parts, or malfunctions; report it to Range Control and the ASP Supervisor.

i. Units will assist with the loading/unloading of ammunition, segregating the live ammunition by DODIC and Lot Number, assist ASP personnel in inspecting, re-packing, re-stenciling containers, and banding as necessary, load the repacked ammunition back on the vehicle, and get the vehicle inspected (DD Form 626) sign the access sheet, follow ASP escort to the appropriate ammunition storage area, and unload and place the ammunition in storage as directed by ASP personnel. For residue follow the ASP personnel to the residue salvage area, unload and segregate the residue by type, assist ASP personnel in screening the expended brass, and in weighing or counting the residue. Accompany the ASP rep to the ASP office and complete the appropriate blocks on the pre-prepared DA Form 581 IAW DA PAM 710-2-1 chap, 11-17 Para. A through d.

### **3-8. INSPECTIONS:**

a. Units located on FTIG, which maintain operational loads of ammunition, will be inspected periodically. The scope of this inspection will cover explosive safety, accountability, review of monthly inventories, storage, security, and training ammunition management.

b. Units having ammunition on a range or in a training area are subject to inspection by the QASAS, Safety Office, ASP, or Range Control personnel for proper ammunition accountability, safety, and security procedures.

c. Training ammunition management procedures specified in DA PAM710-2-1 govern the proper accountability procedures to be followed for training ammunition.

d. Unit and operator maintenance is usually limited to unpacking, inspecting, cleaning, and repacking. The appropriate ammunition -10, -12, or -20 series TMs provides a maintenance allocation chart for authorized field inspections care and maintenance. Open ammunition containers will be inspected by the unit's ammunition NCO, or SFC/E-7 or above to ensure that lot numbers agree with the lost numbers printed on the container and that all ammunition components are present and are properly repacked. Ammunition inspection certificate signed by an SFC/E-7 or above, from the unit returning the items, will be completed on the residue DA 581 prior to turn-in at the ASP. Final inspection and determination of the condition of ammunition (I.e. serviceable or unserviceable) rest with the QASAS or ASP personnel, IAW DA PAM 710-2-1.

e. Suspended ammunition is ammunition which has been determined unsafe for firing. Restricted ammunition is ammunition unsafe to use under specified conditions or degrades performance.

(1) On receipt of a suspension/restriction notice the ASP will notify units that have been issued these lots, units will then:

(a) Immediately cease fire.

(b) Notify range Control of quantity of suspended/restricted ammunition on hand.

(c) Turn-in suspended ammunition as soon as possible.

f. Ammunition may become suspended or restricted at any time. If this occurs the ASP is required, if available to immediately replace or exchange said ammunition to prevent degradation of the training event. If so, units will take the following actions:

(1) Determine if immediate exchange of ammunition is required to complete training event, if so, units will contact the ASP (717-861-2195/2538) during normal duty hours.

(2) Determine quantity and type of ammunition to be turned in.

(3) Determine the quantity and type of ammunition required for use (not to exceed the original issue amount less any amounts expended).

(4) Determine available time unit can arrive at the ASP for exchange.

(5) ASP will coordinate actual appointment time with the unit, dependent on workload (normal duty hours) or recall time (after duty hours).

g. Prepare and process an issue DA Form 581 for issue amount of ammunition for exchange. Prepare DA 581 for turn-in of unused ammunition which is under restriction/suspension.

h. Proceed to the ASP to meet the coordinated appointment with sufficient certified vehicles to carry issued ammunition. The ASP conducts the exchange as requests and forwards copies of the DA Form 581 (turn-in) and DA Form 581 (issue) the next working day. Original last fire date and delinquent date is not modified due to the exchange.

### **3-9. LIVE AMMUNITION TURN-IN:**

**NOTE!!!! Live ammunition and residue will not be transported on the same vehicle.**

a. Upon completion of firing, all ammunition not expended, plus residue, will be returned to the ASP. Turn-in of ammunition to the ASP cannot be made after normal duty hours unless prior arrangements are made with ASP personnel.

b. DA Form 581 will be completed prior to coming to the ASP IAW Appendix E & F. Failure to properly complete the DA Form 581 may result in a delay in clearing the ASP. Separate DA Forms 581 will be prepared for:

(1) Serviceable unexpended ammunition (Appendix E).

(2) Unserviceable ammunition.

(3) Residue (Appendix F).

c. Unserviceable or lost ammunition and residue will be reconciled on DA Form 5811-R see (Appendix G), and prepared IAW para 3-2(h) of this regulation.

d. For demolition materials: a copy of the DA Form 581 will be provided to Range Operations at the time range is closed.

e. DA Form 5692-R, Ammunition Consumption Certificate (Appendix H), is required for Category I and II ammunition and explosive items and firing systems consumed during training. The original will be attached to the turn-in document, DA Form 581. DA PAM 710-2-1, paragraph 11-13 contains specific instructions for the use of this form. The ASP will not clear units without the required certifications and signatures.

f. Quantities of ammunition and/or residue turned in should equal the quantity issued minus expended quantities. Any shortages will require a statement of cause on a DA Form 5811-R signed by the unit commander, and the first LTC in the chain of command (MAJ for Marine Corps). The LTC's signature on the DA Form 5811-R is not subject to delegation of authority by lower rank. Fired brass is an accountable item and turn-in shortages due to negligence may require a Report of Survey, or an AR 15-6 investigation. All items of residue turned in will be segregated by the unit for proper unloading and storing of material.

g. To facilitate turn-ins, preserve ammunition quality and maintain lot integrity, using units or activities will keep ammunition in its original package until use. Unpacking as an expedient may result in time spent later in repackaging and may result in an adverse action report. All live ammunition returned to the ASP in opened containers will be turned in as unserviceable.

h. Upon completion of the unit's fire mission, commanders will conduct a safety inspection (shakedown) to better provide for the accountability of materials used. Ensure at this time that all DA Form 5515 briefing statements have been signed and dated and the certification that all ammunition was expended or turned in statement has been signed and dated.

i. Prior to turn-in actions at the ASP, open containers will be inspected by an E-7 or above from the using unit to ensure lot integrity, unit pack, and correct quantities. The E-7 or above will also place an inspection certificate on each open container certifying the information is correct. The final condition of the ammunition will be determined by the QASAS and/or the ammunition surveillance inspectors.

j. Ammunition containers with broken seals must be 100% inspected at the time of receipt at the ASP by the QASAS and/or the ammunition surveillance inspectors. Ammunition damaged or lost due to mishandling or unauthorized tampering may require a Report of Survey or an AR 15-6 Investigation. Ammunition under investigation will be segregated from serviceable ammunition in storage and retained until completion of the Report of Survey or AR 15-6 investigation, and the survey or investigating officer

forwards a letter of disposition to the ASP indicating the ammunition is no longer required.

k. Supplementary charges removed from artillery projectiles prior to assembling proximity fuses to projectile will be packed in the containers from which the proximity fuses were removed. The containers will be marked and returned to the ASP.

l. Propellant bags and increments from artillery and mortar will be destroyed IAW FTIG Reg 385-1. Only personnel trained in burning and fire fighting procedures will conduct burning operations. Other live components, e.g., supplementary charges, etc., will be returned to the ASP.

m. Commanders are required to initiate action and attach evidence of that action (Report of Survey or a request for investigation) to the ASP when the unit exceeds the five working day turn-in documentation-completion period without prior coordination with the ASP. If a unit fails to comply with this procedure, the ASP will initiate a command notification and a suspension from issue will be in effect until the turn-in action is completed or proof of an initiation of investigation is provided to the ASP.

n. After proper turn-in of all unused ammunition and ammunition residue, accountability will be verified by the ASP foreman or his designated representative. When accountability is verified, the ASP supervisor or designated representative will sign the unit's clearance form.

### **3-10. AMMUNITION RESIDUE TURN-IN:**

**NOTE!!! Live ammunition and residue will not be transported on the same vehicle.**

a. Providing a date for residue turn-in is important to ASP operations. Close coordination will ensure smooth and timely transactions for both the ASP and using unit.

b. Sufficient unit personnel must be provided to assist ASP personnel in offloading, counting, weighing, residue, and banding.

c. All residue turn-ins must be inspected by a NCO SFC E-7 or above. This individual must sign a statement on the residue DA form 581. FTIG Reg 700-4 provides an example of a residue turn-in DA form 581. A written explanation will be required for all live ammunition found mixed in with residue.

d. Prepare DA form 581 before coming to the ASP for residue turn-in, if the form is not prepared properly the unit will go to the end of the line for turn-ins.

e. The Ammunition Supply Point weighs expended small arms ammunition cartridges to determine if the ammunition issued to a unit was fired and if the total quantity of

ammunition issued, less live ammunition turn-in, equals the amount of residue turn-in. The table below gives the weight for each type of small arms cartridge cases expended.

### 3-11. BRASS CONVERSION CHART:

Use the data and procedures in this chart to compute the weight and/or quantity of expended cartridge cases.

| <u>WEIGHT CASE TYPE</u>    | <u>(pounds)</u> |
|----------------------------|-----------------|
| 22 CALIBER, BRASS, SHORT   | .0008           |
| 22 CALIBER, BRASS, LONG    | .0014           |
| 30 CALIBER, BRASS, CARBINE | .0101           |
| 38 CALIBER, BRASS, (ALL)   | .009            |
| 46 CALIBER, BRASS, (ALL)   | .0124           |
| 46 CALIBER, STEEL, (ALL)   | .012            |
| 60 CALIBER, BRASS, (ALL)   | .121            |
| 50 CALIBER, STEEL, (ALL)   | .111            |
| 9MM PISTAL, BRASS, (ALL)   | .0094           |
| 5.56MM, BRASS, (ALL)       | .0135           |
| 7.62MM, BRASS, (ALL)       | .026            |
| 20.0MM, BRASS, SMALL       | .2              |
| 20.0MM, BRASS, LARGE       | .25             |
| SHOTGUN BRASS, (ALL)       | .036            |

#### HOW TO COMPUTE WEIGHT:

Multiply the quantity of expended cartridge cases by the weight. Using the example: brass, short, expended-rounds, .22 caliber, work the formula as follows:

#### FORMULA:

Quantity X weight = Weight of expended item cartridge cases

#### COMPUTATION:

39,875 X .0008 = 31.9 pounds      Work to one decimal place.

## **HOW TO FIND QUANTITY:**

Divide the total weight of the expended cartridge cases by the weight of one case. Using the example, brass, expended-cartridges weight of .38 caliber, work the formula as follows:

### **FORMULA:**

TOTAL Pounds DIVIDED BY WEIGHT OF ONE = QUANTITY OF ROUNDS  
EXPENDED

### **COMPUTATION:**

82.0 POUNDS, DIVIDED BY .009 = 9,111.1 ROUNDS      Work to one decimal place.

## **UNPACKING/REPACKING**

a. Keep ammunition in containers as long as possible to prevent exposure to the elements. This is especially true of material packed in barrier bags or sealed metal containers. Open boxes of ammunition only as needed, one crate or box at a time. This will help with the live ammunition turn-in, and inspection of the turn-in. Live ammunition is easier to manage when only the number of boxes required to conduct training are opened. Problems occur when more ammunition than needed is opened, and lot number integrity is lost, making it harder to control the accountability and security of the items. Upon completion of each training event, ensure that all personnel turn-in any ammunition or residue they have in their possession. Conduct a safety and security inspection to ensure that they do not have in their possession, equipment, vehicles, or weapon system any ammunition. Inventory the remaining ammunition and residue.

b. Repack the live ammunition as close as possible to its original configuration to maintain lot number integrity. Add the certification form (See fig 1) and return to the ASP (DA Pam 710-2-1). Use caution when opening and closing ammunition boxes so as not to damage the packaging or contents. Being careful protects ammunition in the boxes and saves the box for reuse. Always use band cutters or wire cutters to open ammunition boxes or pallets, also use goggles, face shields, and leather glove when using band cutters. Never use axes, shovels or lug wrenches to cut or break steel banding on pallets or boxes. Save your ammunition packing, it's accountable. Place inner packing material inside the outer pack, close the boxes and save it, there's a good chance you'll need it to clear the ASP. Ensure repackaged ammunition has the proper stock number; lot number and quantity markings on the container. Return desiccant to airtight container as soon as possible. Keep ammunition unitized and palletized as long as practical to allow for quick handling or returning to the ASP.

### 3-12. CLEANING BEFORE TURN-IN:

Grit, moisture, and oil are ammunition's chief enemy. Dirty or corroded ammunition can jam your weapon or cause misfires. Wet ammunition may not fire. Oil or grease on ammunition can cause it to malfunction or even flash back and set you on fire. If you spot oil or grease on your ammunition, clean it off. If it won't come off, return the round to the ASP. In a field environment, the best ammunition PM tool is a clean, lint-free rag. Normally, a frequent wiping with a clean rag can keep ammunition in prime condition. It is a good way to head off corrosion. Do not clean ammunition with oil, solvents, water, or steel wool.

## CHAPTER 4. AMMUNITION SAFETY AND SECURITY

### 4-1. GENERAL:

a. This chapter covers the basic standards for ammunition security, safety, transportation, storage and handling procedures also included are actions required in case of ammunition accident or malfunction IAW DOD STD 4500.9R, AR 75-1, AR 190-11, DA PAM 190-11, AR 385-64, DA PAM 385-64.

b. If any ammunition appears dangerous, i.e. emitting smoke, exposed explosives, duds, severe damage, etc., **DO NOT HANDLE IT. EVACUATE PERSONNEL IN THE AREA IMMEDIATELY AND CALL RANGE CONTROL.**

c. If problems arise during transportation, comply with the instructions provided on DD Form 2890, Shipping Paper and Emergency Response Information for Hazardous Materials Transported by Government Vehicles.

### 4-2. Security:

a. Ammunition will only be stored in buildings which have been properly licensed by the responsible State Safety Office IAW NGR 385-64.

b. Ammunition will be guarded at all times. Armed guards are required for Security Category I and II ammunition and explosives, such as Dragon, TOW, STINGER, LAW rockets, AT-4, fragmentation hand grenades and some demolition items, when removed from its approved storage container/structure.

c. Units will not bring weapons in the ASP Limited Area. Weapons are only allowed in the ASP customer parking area, the ASP Office after being "cleared", or ASP holding area if used for guarding CAT I/II A&E. ASP personnel will not be responsible for securing weapons.

(1) Category I items require two person armed surveillance at all times when removed from an ammunition storage magazine. Category I items will only be issued to

a commissioned officer, warrant officer, noncommissioned officer (E-5 and above), or DOD civilian (GS-5 and above), or DOD contractor employee in a similarly responsive position or above, who is properly authorized on DA Form 1687 signature card. A security escort vehicle, and armed guard is always required when transporting CAT I items. Driver, A-driver, Escort vehicle driver and A-driver are required to have a secret clearance when transporting CAT I items IAW DOD 4500.9R.

(2) Category II items also require armed surveillance at all times. Category II items will only be issued to a commissioned officer, warrant officer, noncommissioned officer (E-5 and above), or DOD civilian (GS-5 and above), or DOD contractor employee in a similarly responsive position who is properly authorized on DA Form 1687 signature card. An armed guard is always required when transporting CAT II items.

(3) Category III and IV require dual driver protective service. Both drivers must be Class V HAZMAT qualified.

(4) Guards will be familiar with the items they are responsible for and all pertinent safety requirements. Be Class V HAZMAT qualified and licensed on the transport vehicle. Have some means of communication with the OIC, normally the sergeant of the guard, and have a roster to verify authorized entry.

d. Prior to the start of a range operation, the OIC will brief all personnel on the specific safety and security requirements of the range. They will also be told that they will be subject to UCMJ/PCMJ action if they fail to properly account for all ammunition issued to them.

e. At the completion of the range operations, a 100% shakedown of all personnel, equipment and vehicles will be conducted to account for all ammunition and residue. Personnel will again be advised that they will be subject to UCMJ/PCMJ action if they fail to account for all ammunition or residue issued to them.

f. Use of physical barriers, such as barbed or concertina wire, is encouraged for short term storage (less than 24 hrs), and is mandatory for more than 24 hours of storage time.

#### **4-3. SAFETY:**

a. Basic safety rules and precautions concerning the storage, handling and transportation of ammunition are contained in AR 385-63, DA Pam 385-64, and FTIG Reg 350-2 and this regulation. These provisions will not be waived, sacrificed, or in any way violated to expedite supply and transportation of ammunition or explosives. Any unresolved questions should be referred to the ASP/QASAS for clarification.

b. A&E must be handled carefully at all times. Safety is the most important factor to be considered in all operations utilizing A&E. Do not toss, tumble, or walk on any A&E. Use only authorized tools to remove banding or open boxes. Axes or entrenching tools are not appropriate tools.

c. Personnel will not tamper with any ammunition, ammunition component, or attempt to disassemble (i.e. delink) or alter any A&E.

d. Commanders, or unit representatives, will notify the ASP supervisor and/or the QASAS immediately of any defective A&E which is discovered during the course of training. All training or firing will cease at this point until disposition of the A&E is determined by the QASAS or his authorized representative.

e. A&E should not be subjected to moisture, dampness, or to the direct rays of the sun for a long period of time. If it is necessary to leave A&E out in the open, a fire/water resistant tarpaulin will be applied.

f. Smoking, open fires or fire producing devices shall not be allowed within 50 feet of A&E. Smoking is permitted only in designated areas.

g. Duds that are found WILL NOT be touched or moved. They will be marked and reported to Range Control for disposal by EOD personnel.

h. At no time will A&E be stored or transported in cantonment areas (troop billeting). Small arms ammunition will be transported directly from the ASP to Range Road for use on the small arms firing ranges.

i. At first signs or approach of storms or lightning all activities in the ASP will stop, magazines will be secured, and the ASP evacuated until the ASP Supervisor or representative authorizes work to resume (IAW AR 385-64)

#### **4-4. FIREFIGHTING:**

a. Prompt action by personnel during a fire can, in most cases, prevent or minimize damage or injuries. Units should plan for action to be taken in the event of fires involving ammunition during transportation or storage and aware of the hazards of the items involved.

b. Water is the most effective agent for extinguishing fires. However, items, which contain Hexachlorophene (HC), pyrotechnics, or thermite may burn or explode if water is used on them. Do not use water on these items.

c. White phosphorous (WP) will ignite on contact with air. If a WP round is found that is emitting white smoke, but not burning, get the round away from other ammunition and immerse it in water, cover with wet sand or mud or wrap in wet cloth. Keep the

round covered, and call Range Control. If the round is burning, evacuate the area IMMEDIATELY as it may explode.

d. Every effort should be made to fight fires around ammunition. After notifying the fire department attempt to put out the fire or control it. However, once the ammunition packages have started, or are about to start burning, evacuate the area IMMEDIATELY as an explosion may be eminent.

#### **4-5. STORAGE AND AMMUNITION TRANSFER POINTS (ATP):**

##### **a. General.**

(1) No smoking, flame or spark-producing materials are allowed within 50 feet of ammunition or explosives. At least two 10-BC fire extinguishers will be available at all times.

(2) With the exception of operational load ammunition, unpackaged or loose ammunition will not be stored. Loose separate loading projectiles (except WP) will be placed on their sides and chocked to prevent rolling. Rotating band protectors will remain in place until the round is prepared for firing.

(3) Unserviceable ammunition will be separated from serviceable ammunition and marked as such. Badly damaged ammunition will not be used or stored. The QASAS or ASP ammunition surveillance personnel should be contacted for any ammunition which has been dropped or otherwise damaged and its condition is suspect.

(4) Other supplies will not be stored or transported with ammunition, especially flammable items.

(5) WP filled ammunition will be stored nose end up at all times. A water filled container, such as a 55-gallon barrel, will be available for emergency use.

(6) All rockets will be pointed away from personnel and equipment. The nose end will be pointed in the same direction and toward an area where the least amount of damage will result in the event of accidental launch. When on a range they will always be pointed down range.

(7) Ammunition should be stored IAW the quantity distance requirements of FM 9-38 or DA Pam 385-64. Training ammunition being stored in a field environment, such as gun emplacement sites or combat trains, etc., should be stored as far away from personnel areas or equipment as possible.

(8) Appropriate fire and chemical symbols will be displayed on the entrance to the storage site (see DA PAM 385-64 Chapter 3). In arms rooms where weapons are

present, the ammunition must be stored in a container, IAW AR 190-11, and the appropriate fire symbols displayed on it also. These symbols must be removed when ammunition is not present.

(9) Storage of ammunition on the ground is discouraged. However, if necessary, it will be stored on dunnage, no less than three inches from the ground and protected from the elements with tarps or plastic.

(10) Any vehicles used for storing and guarding ammunition in the Ammunition Holding Area, or at field storage areas, must have Ammunition HAZMAT certified drivers and assistant drivers licensed for the vehicles in case of emergency at the storage location.

b. Ammunition Transfer Point (ATP). Prior approval from Range Control is required before an ATP can be established. The QASAS will provide ammunition technical advice and assistance to the ATP operator. Unusual or special operations, such as, sling-out, will be coordinated with the ASP.

c. Advance to ensure proper utilization of the ATP.

(1) Establishment of a unit ATP is permitted in the following area:

AREA D5, Grid coordinates UK 564 743. Maximum of 6 each 40-foot trailers

(2) Only properly trained and equipped personnel will be permitted to operate an ATP.

(3) The Division Ammunition Officer (DAO), or equivalent, is responsible for monitoring the ammunition to ensure that only authorized ammunition required for the current training requirements is being stored in the ATP.

(4) DAO, or equivalent, personnel will provide necessary assistance to assure proper operation of the ATP. These individuals will inspect unit unexpended ammunition turn-ins for serviceability and advise units of the requirement to initiate reports of survey when required. They will also inspect residue/salvage material and monitor safety and compatibility of stored ammunition, make on the spot corrections, and keep the responsible personnel informed of all aspects of the ATP operation.

(5) Security will be provided IAW Para 4-2 above.

(6) Storage will be on a roadside basis. Ammunition laden vehicles will be spaced according to QD/compatibility requirements established in FM 9-38 or DA Pam 385-64.

(7) Appropriate Firefighting procedures will be implemented IAW Para 4-4 above. A fire and disaster plan must be provided to the FTIG fire department and the QASAS/ASP when requesting approval to operate an ATP.

(8) The ASP has an ammunition holding area (see Appendix C) which meets QD requirements for overnight storage of explosive laden vehicles. Security must be provided by the user (to include commercial vehicles) of the holding area. For units training at FTIG, prior coordination must be made with the ASP. Commanders are responsible to ensure:

(a) Commercial vehicles arriving after duty hours are afforded room in the holding area.

(b) Each vehicle is equipped with two 10 BC rated or greater fire extinguishers.

(c) Each vehicle has the appropriate placards properly displayed, as required.

(d) Vehicles are properly loaded and adequate cover is provided on open bed vehicles by use of tarpaulins.

(e) All personnel are aware of the landline telephone, which is located on a pole in the west end of the holding area. The extension for the phone is 2-5509.

(f) No refueling of ammunition-laden vehicles is permitted within the holding area. If refueling is required, the vehicle will be towed out of the holding area before the vehicle may be refueled.

(g) Smoking or the use of fire or spark-producing devices is not permitted within the holding area.

(h) A bivouac area is not established in the holding area. Tents to house security/guard elements from the unit may be set up across Ammo road in the woods.

(i) Guard personnel are knowledgeable in their duties.

(j) Cameras and cell phones with cameras are prohibited within and around the holding area.

(k) No ammunition will be stored on the ground at the ASP's AHA.

(l) Trailers must stay connected to the truck.

#### **4-6. FIELD STORAGE IN THE TRAINING AREA:**

a. Ammunition storage conditions vary between the ASP and storage in the field, where large quantities are stored, and field storage, where smaller quantities are stored

outside, or aboard tactical and combat vehicles. Hazards of the various munitions must be considered in all these storage environments. Quantity-distance and storage compatibility standards differ in ASP and field storage.

b. Use DA PAM 385-64 and FM 9-13 or contact your civilian QASAS or the ASP Supervisor for specific guidance in these areas. Follow the guidance in DA Pam 710-2-1, FM 9-38 and appropriate Standard Army Ammunition System (SAAS) regulations for accountability, or use a DD form 5515 sub-hand receipt for good record keeping.

#### **4-7. STORAGE SAFETY FACTORS:**

a. Point all boxes or containers in stack in the same direction, leaving the ammunition ID clearly in view. At no time will ammunition be downloaded or stored in the cantonment area or maintenance/rendezvous areas. Ammunition stored in a field environment shall be segregated by DODIC and lot number to facilitate daily inventory and inspection IAW DA Pam 710-2-1 chap 11.

b. Isolate rockets into single rows, all pointing into an embankment or some sort of barrier (never toward personnel training, parked vehicles, camp area etc.).

c. Except for 2.75"Rockets, never store WP munitions lying on their sides.

d. Park vehicles and trailers loaded with explosives 300 feet or more from vehicles and trailers transporting flammable liquids or cargo vehicles loaded with packaged gasoline, diesel fuel and similar flammable liquids.

e. Post the appropriate fire or chemical hazards symbol(s) for each field storage area. Contact your QASAS for specific guidance.

f. The best place for outside storage in the training area is on pallets or dunnage of wood. Store ammunition on high; hard ground with good drainage. If needed, dig drainage ditches around the stacks to protect them from water.

g. Do not stack ammunition more than one pallet high to ensure stack stability.

h. Stack ammunition boxes only 5 high on the ranges, or in the training area.

i. Do not store ammunition directly on the ground for any length of time; wood boxes will absorb too much water during rainy conditions, causing the wood to rot and decay, air needs to circulate under the stack. Wet, muddy ground may cause ammunition stacks to shift and fall. Keep stacks straight and dunnage in good condition.

j. Smoking is prohibited within 50 feet of ammunition-loaded vehicles, or stored ammunition.

- k. Do not allow waste materials or litter to accumulate around your field storage site.
- l. Do not allow dry vegetation and flammable debris to accumulate around your ammunition.
- m. Place fire extinguishers 10 feet from the front and back of the vehicle loaded with ammunition or explosives, or ammunition stacked in the field.
- n. Inform all training personnel and guards of the location of the fire extinguishers.
- o. Unit personnel will not fight a fire when an ammunition item is either smoking or burning.
- p. Commanders should be aware that the ASP has a holding area for their convenience and benefit, especially during annual training (AT) or periods of heavy ammunition usage, where there are many units attempting to draw ammunition at the same time.

#### **4-8. TEMPORARY STORAGE OF AMMUNITION:**

- a. Ammunition can be stored temporarily in the ASP holding area, or on the ranges, with certain limitations, or in the unit's arms room with an approved Explosive Storage License.
- b. Security requirements in AR 190-11 and DA PAM 710-24 2-2 must be adhered to.
- c. 100% accountability, by DODIC, lot number, and serial number if applicable, will be maintained.
- d. Compatibility of ammunition must be observed. Field storage compatibility must be used for ammunition stored on ground (see DA Pam 385-64) or vehicle compatibility for ammunition loaded on vehicles and/or trailers.
- e. Minimum stock will be kept because most Class V items are sensitive.
- f. Ammunition will be stored under the provisions of AR 740-1 (Storage and Supply Activity Operation), DA PAM 385-64, TM 743-200-1 (Storage and Materials Handling), AR 385-64 (Ammunition and Explosive Safety Standards), or public law, whichever is more restrictive.
- g. Sensitive, classified, and pilferable items require special controls when they are stored or moved. Stocks will be stored, secured, and protected IAW the controlled inventory code (CIIC) as listed on the Army Master Data File (AMDF) or Joint Hazardous Classification System (JHCS).

h. Magazine data cards are working documents that help control the receipt, storage, issue, and inventory of A&E within a storage location. Magazine data cards are not formal accountable documents. Magazine data cards will be used at storage locations, to include ASPs, field ATPs, holding areas, field storage sites, and unit storage locations.

#### **4-9. STORAGE OF AMMUNITION AT UNITS LOCATIONS:**

a. PAARNG units needing to store training or ceremonial ammunition in inhabited buildings, such as unit arms rooms, must refer to the State Safety Office SOP "State Explosive Storage Site Licensing Program" for procedures to request an Explosive Storage License. The process to license a location must be initiated 60 days prior to pick up of ammunition.

b. Other than PAARNG units must comply with AR 385-64, AR 190-11 and DA Pam 385-64 when storing ammunition. Storage site must be licensed by the responsible safety officer and written authorization from the local Commander.

c. When ammunition is stored the following must be posted:

(1) DA Form 7566 – (Composite Risk Management Worksheet).

(2) Explosive Storage Limits and License. For PAARNG entities (NGB Form 385-64-1 (T) (License)) in the vault.

(3) "NO SMOKING" sign inside the vault.

(4) A Fire Symbol 3 (For salute rounds) or 4 (training ammunition) sign on the outside of the vault door and on the container that the ammunition is stored in. When ammunition is no longer being stored, you must remove the fire symbol from the door.

(5) A current DA Form 4604, Security Construction Statement (within five years).

(6) In addition to the postings, two fire extinguishers, rated 10BC or greater will be mounted inside or close to the vault.

(7) Training ammunition is limited to not more than 90 days storage.

d. LICENSE RENEWAL. The procedures for requesting a renewal license are the same as the initial request. Licenses must be renewed as follows:

(1) License will expire 5 years from issue date.

(2) License MUST be renewed when Commanders change.

(3) Request a new license when there is a change to the amount or type of munitions stored.

e. Ammunition may not be issued from the ASP to a unit without proof of approved license.

f. Pennsylvania guard units will apply to the State Safety Office for a license by calling; DSN 491-8813 or 717-861-8813.

g. In addition to the State License, Ref. C requires that a DA Form 4604-R, Security Construction Statement, be affixed to the inside wall of the storage location.

#### **4-10. TRANSPORTATION OF AMMUNITION AND EXPLOSIVES:**

a. The transportation of ammunition and explosives constitutes a hazardous material shipment. Therefore, all personnel involved in the shipment must be cognizant of the special requirements imposed by 49 CFR (Code of Federal Regulation) when conducting hazardous material shipments.

b. When receiving ammunition from the ASP personnel provide all required documentation and guidance necessary to comply with this regulation. A unit transporting ammunition from their home station to an off post training location, or the ASP, is responsible for ensuring that it is in compliance with the 49 CFR. Failure to do so could subject those involved to a fine.

c. Units transporting ammunition off post for any purpose are also required to follow all transportation, safety and security requirements regarding transportation and storage of ammunition IAW DOD Reg 4500.9-R, AR 190-11, DA Pam 385-64. All unit shipments of A&E to an off-post location require prior coordination with the ASP and the unit's higher headquarters. Escort vehicles must be provided by the unit, when required by DOD 4500-9R and AR190-11. They must also receive authorization from the FTIG Post Commander. (See Chapter 6 for more information)

d. Before loading ammunition, be certain all pallets, boxes, and containers are in good shape, sealed tight and secured. Ammunition must be loaded with weight and compatibility in mind. Never load vehicles past its capacity. When coming back from the field, all ammunition must be loaded with compatibility in mind. Ammunition packed in boxes should not move. Maintain a tight pack using approved packing materials and tie-downs. Appropriate safe separation distances will be maintained, placards will remain displayed, fire extinguishers placed to the front and rear of each vehicle, and wheels chocked, braced to restrain the load as firmly as possible to prevent pallets and boxes from shifting, and to protect them from jolts and bumps. Load tactical vehicles in accordance with AMC 19-48 series drawings (For information contact, QASAS or ASP for help if needed).

(1) Never rely on the tarp alone to restrain ammunition in an open vehicle.

- (2) Never use boxes of ammunition as dunnage to block and brace your load.
- (3) Never forget that your ammunition load needs fore and aft restraint.
- (4) Vehicle loaded with ammunition needs placards 1.1, 1.2, and 1.3 along with the hazard group 1.4 ammunition "S" items only need to have 1001 lbs of Net Explosive Weight (NEW) before 1.4 placards are required. However; at FTIG all ammunition loads will be placarded regardless of quantity and type for on post usage.
- (5) GSA cars and vans, two (2) crates of small arms 1.4S can be carried in the trunk of a GSA vehicle, without placards.
- (6) Provide an armed guard for all CAT I and II ammunition IAW AR 190-11 and DOD 4500-9R.
- (7) Vehicles transporting A&E in support of firing points will be positioned to the rear and, if applicable, out of the back blast zone away from concentrations of troops, fires, smoking areas, etc. Appropriate safe separation distances will be maintained, fire placards will remain displayed and fire extinguishers placed to the front and rear of each vehicle and wheels chocked.
- (8) A&E will not be transported in the same vehicle as goods that may increase the danger of incident, i.e. materials that are flammable, corrosive, combustible, etc.
- (9) Proper ground movement compatibility shall be maintained at all times on vehicles transporting A&E.
- (10) Drivers of vehicle used to transport A&E will be trained in the transportation of hazardous cargo IAW DOD Reg. 4500.9R and CFR 49.
- (11) Each vehicle transporting ammunition or explosives will have a driver and assistant driver with HAZMAT training. No additional passengers will be carried on vehicles or trailers transporting A&E.
- (12) Only tactical vehicles (or GSA Pick-up/box truck for 1.3 and 1.4) will be used to transport ammunition in hazard class (HC) 1.1, 1.2, 1.3, and 1.4.
- (13) All ammunition must be properly secured/tied down at all times on transport vehicles, and will be parked at least 10 meters from all other vehicles at all times.
  - e. When using web straps to restrain the load put two straps over each pallet or bundled group of boxes and one around each end of the load. Before you load one box of ammunition, determine your vehicle's load limit. The weight of the ammunition is usually listed on the side of the boxes or containers. Do not exceed vehicle maximum load limit. During the loading or unloading of vehicles, set the brakes, turn off the

engine and chock wheels. Load the ammunition and secure the load to prevent movement. When handling un-palletized loads of ammunition on vehicles with load-bearing sideboards, do not allow more than one-third of the height of the box to extend above the sides or tailgates. Take extra care handling palletized ammunition. A forklift is the best equipment to lift and move ammunition short distances. Take care not to strike the ammunition with the forks. When using larger forklifts with long forks, such as the 10,000-lb rough terrain forklifts, don't stick the forks all the way through the pallet or you may puncture or topple the adjacent pallet. When moving ammunition with a forklift, don't travel with the forks elevated. Lower the forks so they are a foot above the ground. If you travel with forks raised, the forklift may become unstable and you may lose the pallet or turn over the forklift.

f. Personnel requirements:

(1) Uniformed military personnel who have any part in the transportation of A&E must have appropriate training IAW DOD Reg 4500.9-R and DA Pam 385-64. This includes not only those who drive the truck, but also those who certify the shipment, load the truck, pack the ammunition in the boxes, mark and label the ammunition boxes, or perform any other duty that could affect the transportation of A&E.

(2) Drivers of the vehicles must have received the HAZMAT and Security Awareness training specified in CFR 49. In addition, they must be able to present proof of having received this training. A memorandum signed by the unit commander, certifying these personnel listed, or placed on the vehicle driver license must be provided to the ASP Personnel at the time of issuing ammunition.

(3) ALL PERSONS ARE REQUIRED TO HAVE AMMO-67 FROM D.A.C. (defense ammunition center) <https://www3.dac.army.mil>

(4) IN ORDER TO ENSURE A SMOOTH SUPPLY TRANSACTION IT IS RECOMMENDED THAT ALL RECEIVERS TAKE DAC AMMO 64-2

(5) AS OF OCTOBER 1, 2007 ALL UNITS ARE REQUIRED TO TAKE THIS PHYSICAL SECURITY TEST ABOVE AND BEYOND HAZMAT COURSE. <http://www.pnqsafety.state.pa.us>. At the main page, click on training tab on side of page. You will see Hazmat module, or security awareness, click there to download class, once downloaded unzip file, then double click LAUNCH.EXE file, then the install wizard will start running to complete the install.

(6) THERE ARE THREE WAYS FTIG ASP WILL ACKNOWLEDGE COMPLETION OF PHYSICAL SECURITY CLASS:

(a) The QASAS 2 day class certificate for the Ammunition Drive/Handler Course.

(b) A memo from company commander.

(c) Annotated on their military driver license.

(d) Sustainment (periodic) training will be conducted at least annually (every 2 years for USAR and ARNG) for any driver with a valid OF 346.

g. Vehicle requirements:

(1) Vehicles used for the transportation of A&E must be in sound mechanical condition. A DD Form 626, Motor Vehicle Inspection, is required for all vehicles transporting A&E. Units transporting ammunition to the ASP must perform their own vehicle inspection. The ASP will use DD Form 626 to inspect all motor vehicles prior to entering the ASP for loading or unloading. Vehicles that do not pass the inspection will be rejected until all discrepancies are corrected. If discrepancies cannot be corrected, another vehicle will be required. See Appendix C for information on completing DD Form 626.

(2) Only limited quantities of this ammunition, not exceeding two full outer packs may be transported in the trunk of a sedan or cargo area of GSA vans and sedans. Training records will be maintained on all personnel that receives HAZMAT training.

(3) Privately owned vehicles are prohibited from transporting A&E. The only exception is for Reserve Officer Training Corps (ROTC) and Marksmanship Training Units, when a government-owned vehicle is not available. For this purpose a limited quantity of small arms ammunition 1.4S may be transported.

(4) It is recommended that unit's anticipating drawing large quantities of A&E coordinate with the ASP Supervisor and/or the QASAS to ensure proper compatibility is maintained and the proper type and number of vehicles required will be brought to the ASP for loading.

(5) All government vehicles transporting A&E (both on post and off post) shall be equipped with two 10 BC class or greater equivalent rated portable fire extinguishers. One must be CO2 or dry chemical if chemical munitions are being transported. The National Board of Fire Underwriters must approve all fire extinguishers. As a minimum one extinguisher should be mounted on the exterior of the vehicle and the other extinguisher carried in the cab. Personnel handling ammunition will be properly instructed in the use of fire extinguishers and will ensure that these fire extinguishers are readily available during all loading or unloading operations.

(6) Vehicles will not be loaded beyond their capacity. All A&E will be loaded and secured to prevent shifting of the load during transportation. The entire load must be within the cargo area of the vehicle and boxes will not extend above the top of the

vehicles tailgate. In open body type vehicles A&E will be covered with a fire/water resistant tarpaulin.

(7) Only the driver and assistant driver will ride in the cab of an explosives-laden vehicle. All other personnel (working parties) will be transported separately. The only exception to this policy is when the vehicle is acting as the prime mover of a weapon system engaged in the tactical portion of a training exercise. In this case troops and A&E may be transported in the same vehicle.

(8) Vehicles of any type transporting A&E will not be taken into a garage, repair shop, motor pool, field maintenance area, barracks area, troop area, or any other building or cantonment area. In case of emergency or vehicle breakdown the driver shall refer to the appropriate Emergency Response Guide (ERG) Reference and DD Form 836 for emergency procedures. See Appendix D for use of this Form.

(9) Placarding of explosives-laden vehicles identifies the type of hazards being transported and allows fire fighting personnel to determine the best and safest means of fighting a fire. Vehicles transporting A&E will be placarded on the front, rear and both sides of the vehicle. ASP personnel will assist units in determining which placard are required and when. It is recommended that vehicles regularly used to transport A&E be equipped with placard holder and shields. These holders will ensure that placards will not fall off during movement.

(10) Ammunition compatibility information pertaining to which types of A&E can be transported together is provided in Appendix M.

(11) During loading or unloading of vehicles laden with A&E, the engine will be turned off, all brakes set, wheels chocked, and fire extinguishers will be readily available.

(12) Other hazardous materials, such as oils, flammable substances, etc., will not be transported in an explosives-laden vehicle.

(13) DD Form 2890, Shipping paper and emergency response information for hazardous materials transported by government vehicles will be issued to every military driver transporting A&E. This form must be read and understood by each driver and must be retained until completion of the mission. This form provides emergency response instructions for the protection of one's self, the lading, the vehicle and other life and property from such hazards as fire, explosion, accident, or vehicle breakdown. The original driver will transfer this form to each successive driver for delivery to the simulators, propelling charges, etc., are provided with a written route plan from origin to destination.

(14) Commanders will ensure that explosives-laden vehicles transporting HE 1.1, 1.2, or 1.3 explosives, such as demolition explosives, mortar ammunition, fragmentation grenades, pyrotechnics, simulators, propelling charges, etc., are provided with a written route plan from origin to destination on all shipments.

(15) Vehicles transporting inert items and/or residue do not require a DD Form 626 or a DD Form 2890.

#### **4-11. MALFUNCTIONS:**

a. IAW AR 75-1, a preliminary Malfunction report will be completely filled out by the person experiencing a malfunction, dud or misfire, and if needed the QASAS of ASP personnel will help.

b. Malfunction involving ammunition, explosives or guided missiles require the following actions:

(1) The unit commander, or senior person in charge, will ensure that all available information on ammunition malfunctions are promptly obtained and reported for early determination of the cause of the malfunction and timely action to prevent similar malfunctions.

(2) The unit will immediately cease firing.

(3) The OIC will immediately notify Range Control and the unit ammunition officer (under whose responsibility the ammunition or the unit involved is maintained or issued). Range Control will notify the QASAS and ASP personnel.

(4) The OIC will secure the malfunction site to prevent the removal or relocation of ammunition or ammunition components, weapons, or weapons debris and ammunition packaging until authorized by the QASAS or his authorized representative.

(5) The unit will immediately begin obtaining all available facts pertaining to the malfunction.

c. Follow procedures of the appropriate TM/FM for hang fires or misfires. Report all duds and misfires to Range Control as soon as possible, the unit should relate all available facts pertaining to hang fires, misfires or duds to include number of rounds involved.

d. The handling of misfires and/or removal of the components from the weapons is the responsibility of the using unit. EOD personnel will not generally be used to handle misfires unless complications arise.

#### **4-12. ACCIDENTS INVOLVING AMMUNITION (Other than Malfunctions):**

a. Accidents that occur during movement, handling, or firing of ammunition will IMMEDIATELY be reported to Range Control. Range Control will immediately notify the Training Site Commander, Duty Officer, Post Safety Officer and QASAS of the accident.

b. A telephonic report will be made immediately, followed by an electrically transmitted message to addresses indicated in AR 385-40.

c. A DA Form 285-AB-R, Accident Report, will be prepared by the immediate supervisor and submitted to the Safety Office within ten (10) days.

#### **4-13. ABNORMAL CONDITIONS:**

If an abnormal condition is encountered with any ammunition, especially rockets or missiles, before being used, the unit should not attempt to use this ammunition. The QASAS and the ASP supervisor will be contacted immediately.

#### **4-14. USER SUBMISSION OF MISSILE FIRING DATA REPORTS:**

Missile firing data reports will be submitted IAW DA Pam 700-19. A copy will be provided the QASAS.

### **CHAPTER 5. TRAINING AMMUNITION MANAGEMENT PROCEDURES**

#### **5-1. GENERAL**

This chapter implements the MANDATORY training ammunition management and control procedures contained in DA Pam 710-2-1, Chapter I 1, Section III. Units are encouraged to develop specific procedures in the form of a unit Standard Operating Procedure (SOP).

a. The following documents are required to be maintained:

(1) TAMIS (TOTAL AMMUNITION MANAGEMENT SYSTEM) Authorization report (or equivalent).

(2) DA Form 5203, DODIC Master/Lot Locator Record.

(3) DA Form 5204, Serial Number Record.

(4) DA Form 581, Request for Issue/Turn-in.

(5) DA Form 3151, Ammunition Stores Slip.

(6) DD Form 5515, Training Ammunition Control Document.

(7) DA Form 2064, Documents Register for Supply Actions.

b. These documents are required to manage authorizations, to control issue of ammunition and to ensure all ammunition and residue is accounted for and controlled until turn-in to the ASP.

#### **5-2. TAMIS (TOTAL AMMUNITION MANAGEMENT SYSTEM) AUTHORIZATION REPORT:**

This document shows initial annual authorization by DODIC and is used as a base for maintaining a continuous running balance of remaining FY authorizations. It also provides a means for the ASP to anticipate upcoming ammunition needs and requisition required ammunition to meet those needs.

#### **5-3. DA FORM 581, REQUEST FOR ISSUE/TURN-IN:**

This form will be completed for training ammunition IAW Chapter 3 of this regulation.

a. All training ammunition supply actions must be assigned an expendable document number and be logged in the register. This applies to both the DA Form 581s for issue/turn-in transactions at the ASP and DA Form 5515 for unit level transactions.

b. Specific guidance for entries is contained in the following paragraphs.

#### **5-4. DA FORM 5203 AND 5204:**

a. Units will prepare a DA Form 5203 for each DODIC and a DA Form 5204 for each missile (or serial numbered item) authorized for the fiscal year.

b. All transactions (issue/receipt) will be posted to the appropriate DA Form 5203 or DA Form 5204. This permits accurate tracking of quantities on hand, issued or turned-in at all times.

#### **5-5. RECEIVING TRAINING AMMUNITION FROM THE ASP:**

a. When ammunition is received from the ASP, post entries from the DA Form 581 to DA Form 2064 and DA Form 5203 or DA Form 5204 as appropriate. When posting entries to DA Form 2064, include the date and quantity received for only the first item listed on the DA Form 581 or DA Form 5515.

b. Post receipt of each DODIC to DA Form 5203/5204 as appropriate. Enter the date, document number, quantity received and update the balance on hand. Add serial numbers to DA Form 5204.

#### **5-6. ISSUING TRAINING AMMUNITION TO USERS:**

A DA Form 5515, Training Ammunition Control Document, is a hand receipt when issuing ammunition to users and as a turn-in document for unexpended ammunition and residue when the event is completed. Specific procedures for use are outlined below. Each level that issues ammunition or receives ammunition will maintain a copy of the DA Form 5515. Do not use this form to issue items lower than the first line supervisor of soldiers utilizing the ammunition.

a. The activity maintaining the document register will assign an expendable document number from the expendable register to the DA Form 5515. Post only the first item listed on the DA Form 5515 to the document register.

b. Post each item from the DA Form 5515 to the appropriate DA Form 5203/5204. Include the date, document number from the DA Form 5515, unit designation, quantity issued and remaining on hand balance.

c. Use DA Form 5515 to pass responsibility to subordinate levels. For example, a company supply sergeant who receives ammunition on a DA Form 5515 may sub-hand receipt some or all of it to platoon leaders, squad leaders, etc., who will control ammunition use. This can be done using part 2 of the DA Form 5515 or a separate DA Form 5515.

d. Brief soldiers on their responsibility for use, control, turn-in and reconciliation. Stress that the briefing statements on the form must be properly completed upon return of the ammunition and/or residue, also remind them that ammunition should only be unpackaged for immediate use and that all packing material and residue should be kept clean and dry and must be returned. All opened boxes (broken seals) require a 100% inspection during turn-in.

#### **5-7. USER RETURN OF AMMUNITION OR RESIDUE:**

a. At the completion of firing, the person who signed for ammunition last on the DA Form 5515 collects all unexpended ammunition and all residue. The ammunition and residue is then inventoried and the DA Form 5515 annotated to reflect the quantity of ammunition and residue to be returned to the next higher level. If there is a shortage of residue, provide an explanation of the circumstances on the DA Form 5515.

b. The unexpended ammunition and/or residue are then returned to the activity which first issued the ammunition using the completed DA Form 5515 as a turn-in document.

c. Any unserviceable ammunition will have a statement explaining the reason for the unserviceability.

d. The receiving activity will ensure the following:

(1) Reconciles the quantity turned in against the issue DA Form 5515 and notes all shortages.

(2) Verifies that the turn-in DA Form 5515 includes a statement explaining the reason for any shortages and that all statements on the form are properly signed and dated.

(3) Signs the turn-in DA Form 5515 confirming receipt of the ammunition and residue and that the residue contains no live rounds, unfired primers, explosives or other hazardous material.

(4) Annotates the document register to reflect the issue transaction as closed.

(5) Post the DA Form 5203/5204, as appropriate, to reflect receipt of serviceable ammunition and updates the balance on hand.

(6) Prepares the ammunition for turn-in to the ASP.

(7) Initiates a DA Form 581 for turn-in IAW Chapter 3 of this regulation. Ensures the document register and DA Forms 5203/5204 are posted as required.

(8) Reports any suspected lost or unaccounted for live ammunition to the commander for appropriate action.

(9) Following turn-in to the ASP ensures that copies of the issue DA Form 581/Ammunition Stores Slip, DA Forms 5515 and the turn-in DA Form 581 are placed on file to be retained in the unit IAW AR 25-400.

## **CHAPTER 6**

### **6-1. OFF-POST REQUEST PROCEDURES:**

Units wishing to take ammunition off post to train or utilize as operational load must request, through email in memorandum format, an Off-post Authorization Request from the Garrison Commander. Be sure to include dates of proposed draw and use, amount and type of ammunition to be transported, CIIC level of ammunition to be transported, type of weapon and if force protection rounds will be required, if and where ammunition will be stored, training site location, and that you will have no less than 2 forms of communication (2 different cell phones, 1 cell phone and "On-Star" etc.). Units will be required to possess a map of the route they intend to take, and will not take placarded quantities of explosives through tunnels or over bridges that prohibit placarded quantities of ammunition. NOTE: Loads that do not require placards are permitted in tunnels and on bridges.

## **6-2. ARMED GUARD REQUIREMENTS:**

Armed Guards are required for all shipments of CAT I and II munitions, and are only required for CAT III and IV when in FORCECON Delta; However, the driver or assistant driver must be armed for all ammunition items in transit from FTIG, and must be annotated on the request that the driver or A-driver will be armed. FTIG ASP will provide force protection rounds as required. Exceptions to the armed guard requirement for Federal Technicians performing technician duties will be made on a case by case basis by the Post Commander.

# Appendix A

## DA 1687 Requirements and Example

| NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES<br><i>For use of this form, see DA PAM 710-2-1. The proponent agency is DCS, G-4.</i> |               |                  |  |   | DATE                   |
|--|---------------|------------------|--|---|------------------------|
| AUTHORIZED REPRESENTATIVE(S)   |               |                  |  |   |                        |
| ORGANIZATION RECEIVING SUPPLIES<br>3165 Transportation Battalion   |               |                  | LOCATION<br>AMMUNITION SUPPLY ACTIVITY |   |                        |
| LAST NAME-FIRST NAME-MIDDLE INITIAL  |               |                  | AUTHORITY                              |   | SIGNATURE AND INITIALS |
|  |               |                  | REQ                                    | REC                                     |                        |
| Smith, Joe R. SGT  | ETS: DDMMYYYY | YES              | YES                                    | SEE ITEM 6                              |                        |
| Walker, Johnny L. GS-12  | ETS: DDMMYYYY | YES              | NO                                     | SEE ITEM 6                              |                        |
| Morgan, Fred M. CPT  | ETS: INDEF    | YES              | YES                                    | SEE ITEM 6                              |                        |
| Snuffy, Joe P. SPC   | ETS: DDMMYYYY | NO               | YES                                    | SEE ITEM 6                              |                        |
| AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER   |               |                  |  |   |                        |
| THE UNDERSIGNED HEREBY <input checked="" type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE.    |               |                  |  |   |                        |
| THE AUTHORITY TO: Requisition or receipt for Class V supplies as indicated above.  |               |                  |  |   |                        |
| REMARKS<br>ASP, Authorized representatives listed above have passed security screening required by AR 190-11.                                  |               |                  |  |   |                        |
| I ASSUME FULL RESPONSIBILITY   |               |                  |  |   |                        |
| UNIT IDENTIFICATION CODE<br>UNIT UIC   |               |                  | DODAAC/ACCOUNT NUMBER<br>UNIT DODAAC   |   |                        |
| LAST NAME-FIRST NAME-MIDDLE INITIAL  | GRADE         | TELEPHONE NUMBER | EXPIRATION DATE                        | SIGNATURE                               |                        |
| LAST NAME, FIRST NAME, M   | O-5           | 555-555-5555     | ddmmmyyyy                              | Digital or Original Commander Signature |                        |

DA FORM 1687, MAY 2009

PREVIOUS EDITIONS ARE OBSOLETE

APD LC v1.00ES

Complete instruction by block number for DA Form 1687 when used to request Class 5 items.

- (1) **DATE** Enter the calendar date the form was prepared
- (2) **Authorized Representative(s) Organization Receiving Supplies** Enter the name of the unit
- (3) **Location** AMMUNITION SUPPLY ACTIVITY -OR- Unit Address
- (4) **Authorized Representative(s) Last Name, First Name, Middle Initial, Rank** Enter the name and rank of the person(s) authorized to request and/or receive ammunition. Also enter their ETS date. Ensure that the rank of the representative matches the scope of his/her responsibilities.
- (5) **REQ/REC** Enter "YES" in this block for each person authorized to request supplies. Otherwise, enter "NO". Enter "Yes" in this block for each person authorized receipt for supplies. Otherwise, enter "NO". For Army E-5 and above can request, for USMC E-4 and above can request.
- (6) **Signature and Initials** Must have a wet signature & digital CAC signature (Please refer to pdf instructions)
- (7) **Authorization by Responsible Supply Officer or Accountable Officer Delegates To** Enter an X in this box to show that the authorized representatives are delegated to request/receive supplies. Enter the statement "Requisition or receipt of Class 5 supplies as indicated above."

- (8) **Withdraws From Leave Blank.** Procedures for adding and deleting persons are not authorized for Class 5 supplies.
- (9) **Remarks** Enter the following statement "Authorized representatives listed above have passed security screening required by AR 190-11." (If unit's address is in the Location block, the Remarks block MUST have ASP, FTIG, PA prior to this statement. If it states AMMUNITION SUPPLY ACTIVITY in location block, the Remarks block MUST have ASP prior to this statement.)
- (10) **Unit Identification Code** Enter the unit UIC
- (11) **DODAAC/Account Number** Enter the unit DODAAC
- (12) **Last Name, First Name, Middle Initial** Enter name of Commander
- (13) **Grade** Enter the grade or rank of Commander
- (14) **Telephone Number** Enter full telephone number of Commander
- (15) **Expiration Date** Enter expiration date of the card. Must be the earlier of: the day prior to any listed ETS; the period the approving authority (CO) expects to remain in his/her position; not to exceed one year (364 days).
- (16) **Signature** Must be a wet signature & a digital CAC signature (Please refer to pdf instructions). Upon any element of data becoming outdated on this card, the entire card is no longer valid and will be replaced with a new card.

\*\*All NCOs must list either their ETS date or their mandatory retirement date, INDEF for NCO's will NOT be accepted.

| NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES  |  |              |                            |                 |                                    | DATE                               |
|---|--|--------------|----------------------------|-----------------|------------------------------------|------------------------------------|
| For use of this form, see DA PAM 710-2-1. The proponent agency is DCS, G-4.   |  |              |                            |                 |                                    | DDMMYYYY                           |
| AUTHORIZED REPRESENTATIVE(S)  |  |              |                            |                 |                                    |                                    |
| ORGANIZATION RECEIVING SUPPLIES   |  |              | LOCATION                   |                 |                                    |                                    |
| 3165 Transportation Brigade   |  |              | AMMUNITION SUPPLY ACTIVITY |                 |                                    |                                    |
| LAST NAME-FIRST NAME-MIDDLE INITIAL   |  |              | AUTHORITY                  |                 | SIGNATURE AND INITIALS             |                                    |
|   |  |              | REQ                        | REC             |                                    |                                    |
| Jones, Adam L. SFC  |  | ETS:DDMMYYYY | NO                         | NO              | SEE ITEM 6                         | <i>[Signature]</i> UIC2 to Approve |
| Walker, Robert A. GS-12   |  | ETS:DDMMYYYY | NO                         | NO              | SEE ITEM 6                         | <i>[Signature]</i> UIC2 to Approve |
| Payne, Thomas T. MAJ  |  | ETS:DDMMYYYY | NO                         | NO              | SEE ITEM 6                         | <i>[Signature]</i> UIC2 to Approve |
| Nothing Follows   |  |              |                            |                 |                                    | <i>[Signature]</i> UIC2 to Approve |
| AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER  |  |              |                            |                 |                                    |                                    |
| THE UNDERSIGNED HEREBY <input checked="" type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE. |  |              |                            |                 |                                    |                                    |
| THE AUTHORITY TO: APPROVE CLASS V REQUESTS FOR(LIST ALL DODAACS APPROVING FOR)AS INDICATED ABOVE  |  |              |                            |                 |                                    |                                    |
| REMARKS   |  |              |                            |                 |                                    |                                    |
| ASP, Authorized representatives listed above have passed security screening required by AR 190-11   |  |              |                            |                 |                                    |                                    |
| I ASSUME FULL RESPONSIBILITY  |  |              |                            |                 |                                    |                                    |
| UNIT IDENTIFICATION CODE  |  |              | DODAAC/ACCOUNT NUMBER      |                 |                                    |                                    |
| UNIT UIC  |  |              | UNIT DODAAC                |                 |                                    |                                    |
| LAST NAME-FIRST NAME-MIDDLE INITIAL   |  | GRADE        | TELEPHONE NUMBER           | EXPIRATION DATE | SIGNATURE                          |                                    |
| LAST NAME, FIRST NAME, MI   |  | O-5          | 555-555-5555               | ddmmYYYY        | <i>[Signature]</i> UIC2 to Approve |                                    |
| Signature (Original Hand or Digital)  |  |              |                            |                 |                                    |                                    |

DA FORM 1687, MAY 2009

PREVIOUS EDITIONS ARE OBSOLETE

AFD PE v1.00ES

Complete instruction by block number for DA Form 1687 when used to request Class 5 items.

- (17) **DATE** Enter the calendar date the form was prepared
- (18) **Organization Receiving Supplies** Enter the name of the unit
- (19) **Location** AMMUNITION SUPPLY ACTIVITY  
-OR- Unit Address
- (20) **Last Name, First Name, Middle Initial, Rank** Enter the name and rank of the person(s) authorized to request and/or receive ammunition. Also enter their ETS date. Ensure that the rank of the representative matches the scope of his/her responsibilities.
- (21) **REQ/REC** Enter "NO" in both blocks
- (22) **Signature and Initials** Must have a wet signature & digital CAC signature  
(Please refer to pdf instructions)
- (23) **Delegates To** Enter an X in this box to show that the authorized representatives are delegated to request/receive supplies. Enter the statement "Approve requests for issue and turn in of Class 5 supplies for (DODAAC(s))."  
-OR-  
If there are multiple DODAACS covered by one approving signature card it may say "Approve requests for issue and turn in of Class 5 supplies, see attached roster" & attach a roster listing the DODAACS and company names covered by the approving signature card
- Withdraws From** Leave Blank. Procedures for adding and deleting persons are not authorized for Class 5 supplies.
- (24) **Remarks** Enter the following statement "Authorized representatives listed above have passed security screening required by AR 190-11." (If unit's address is in the Location block, the Remarks block MUST have ASP, FTIG, PA prior to this statement. If it states AMMUNITION SUPPLY ACTIVITY in location block, the Remarks block MUST have ASP prior to this statement.)
- (25) **Unit Identification Code** Enter the unit UIC
- (26) **DODAAC/Account Number** Enter the unit DODAAC
- (27) **Last Name, First Name, Middle Initial** Enter name of Commander
- (28) **Grade** Enter the grade or rank of Commander
- (29) **Telephone Number** Enter full telephone number of Commander
- (30) **Expiration Date** Enter expiration date of the card. Must be the earlier of: the day prior to any listed ETS; the period the approving authority (CO) expects to remain in his/her position; not to exceed one year (364 days).
- (31) **Signature** Must have a wet signature & digital CAC signature (Please refer to pdf instructions). Upon any element of data becoming outdated on this card, the entire card is no longer valid and will be replaced with a new card.

**\*\*All NCO's must list either their ETS date or their mandatory retirement date, INDEF for NCO's will NOT be accepted.**

**\*\*\*If an individual is on the Approving DA Form 1687, they may NOT be on the Requesting Unit's Request/Receive DA Form 1687.**

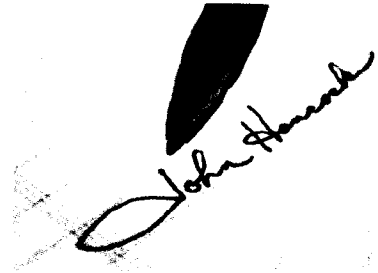
**Appendix B  
Dual Signature for 1687 Instructions**

**ENCLOSURE A, Step-by-Step Procedures for Preparing an Electronic Hand Written Signature on DA Form 1687**

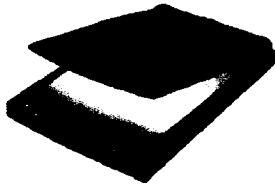
**HOW TO CREATE A DIGITAL COPY OF HANDWRITTEN (WET INK) SIGNATURE**

**STEP 1: Capture Handwritten (wet ink) Signature**

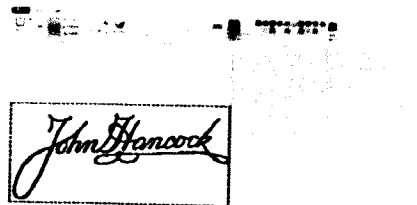
**a. Sign blank, white page with current signature and initials**



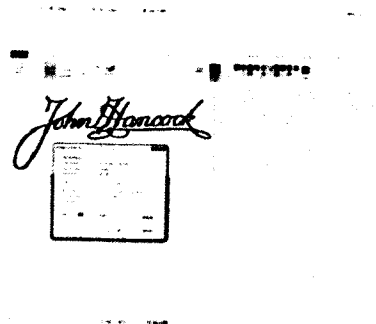
**b. Scan or take picture of signature – Send to Email and save on computer**



**c. Utilizing picture editor, crop saved signature to actual size of signature (see dotted lines around signature below); Save picture.**

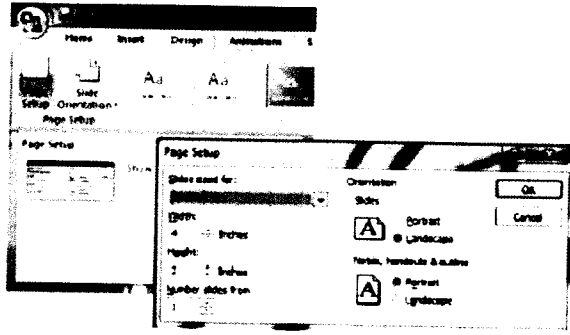


**d. Open Image Properties to Determine Picture Size (click on "Inches"); write down/take note of picture size.**

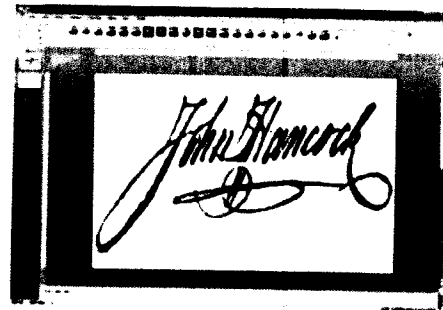


**ENCLOSURE A, Step-by-Step Procedures for Preparing an Electronic Hand Written Signature on DA Form 1687**

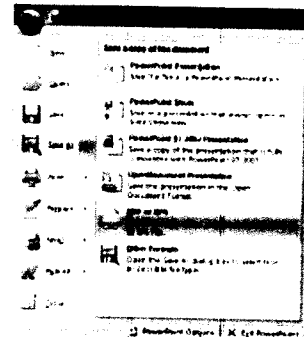
e. Create a new MS PowerPoint presentation; adjust size to match size of saved signature picture.



f. Import saved picture into MS PowerPoint; resize the page or signature to fit.



d. Save signature as PDF



**STEP 2: Add Handwritten Signature to Digital Signature**

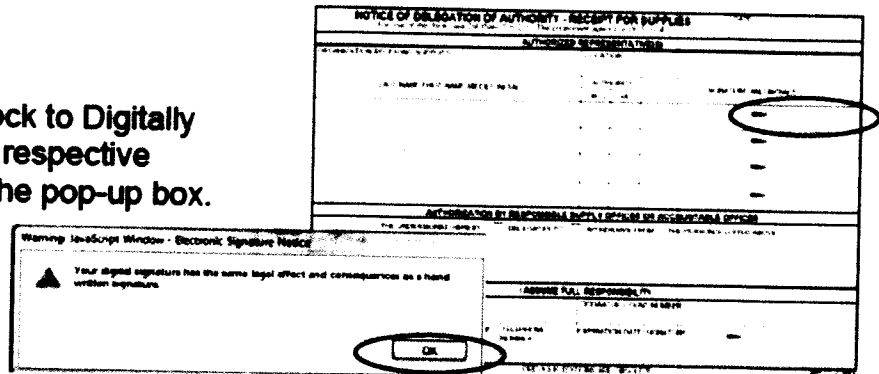
a. Open DA Form 1687 (download from [apd.army.mil](http://apd.army.mil))

A scan of DA Form 1687, 'NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES'. The form is divided into several sections. The top section is for 'AUTHORIZED REPRESENTATIVE' with fields for name, title, and signature. The middle section is for 'THE LINE PRINCIPAL' with fields for name, title, and signature. The bottom section is for 'ISSUING FULL RESPONSIBILITY' with fields for name, title, and signature. The form number 'DA FORM 1687, MAY 2006' is printed at the bottom left.

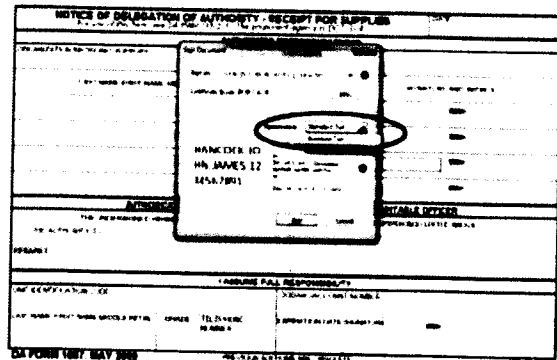
**ENCLOSURE A, Step-by-Step Procedures for Preparing an Electronic Hand Written Signature on DA Form 1687**

b. Complete all data entry requirements, as required in DA Pam 710-2-1, for Class V operations (ensure "Expiration Date" does not exceed either 365 days beyond date of form or earliest ETS date of individuals listed).

c. Click in Signature Block to Digitally Sign DA Form 1687 for respective individual; click OK on the pop-up box.



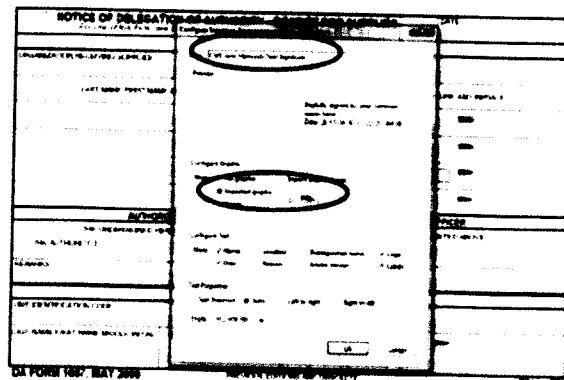
d. Select "Create New Appearance" from the Appearance drop-down box



e. Enter "Title" name (i.e., CW5 John Hancock Dual Signature)

f. Select "Imported Graphic" radio button

g. Click on "File" from "Import Graphic from" selector



ENCLOSURE A, Step-by-Step Procedures for Preparing an Electronic Hand Written Signature on DA Form 1687

h. Select "Browse" for the New Image (will only search for pdf)

i. Locate the file that was created in Step 1.

j. Click "OK"

k. Verify only the following boxes are selected: Name, Date, Logo, Label

l. Verify "Text Properties – Left to Right" is highlighted.

m. Click "OK"

n. Digitally signed documents will now display both Digital Signature and Electronic Handwritten Signature.

| NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES   |  | DATE                      |
|--|--|---------------------------|
| For use of this form, see (M.F.A.U. T10-2-1) The proponent agency is OCS (G-4)   |  | 10 Apr 2015               |
| ORGANIZATION RECEIVING SUPPLIES<br>1234 Army Brigade, Pentagon, Washington DC  | AUTHORIZED REPRESENTATIVE(S)<br>LOCATION<br>Ammunition Supply Activity |                           |
| LAST NAME - FIRST NAME - MIDDLE INITIAL  | AUTHORITY<br>REQ   | SIGNATURE AND INITIALS    |
| HANCOCK, JOHN J. DOD ID Expiration 3 Nov 2015  | YES YES  |                           |
| NOTICE: NOT USED (initials)  |  |                           |
| NOTICE: NOT USED (initials)  |  |                           |
| NOTICE: NOT USED (initials)  |  |                           |
| AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER   |  |                           |
| THE UNDERSIGNED HEREBY <input checked="" type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE |  |                           |
| THE AUTHORITY TO Request/receive ammunition items from the supporting ammunition supply activity.  |  |                           |
| REMARKS<br>The individuals listed above have been screened IAW AR 190-11. All other editions are superseded, except Contractor 01 Apr 15   |  |                           |
| I ASSUME FULL RESPONSIBILITY   |  |                           |
| UNIT IDENTIFICATION CODE   | WABCDE   | LOGO/ACCOUNT NUMBER       |
| LAST NAME - FIRST NAME - MIDDLE INITIAL  | GRADE TELEPHONE NUMBER   | EXPIRATION DATE SIGNATURE |
| BOSS, JAM D.   | COL 123-1423   | 02 Nov 2014               |

o. Do **NOT** use any other method to apply digital signature or electronic hand written signature (i.e., paste picture of signature directly to DA Form 1687) to the DA Form 1687.

**ENCLOSURE A, Step-by-Step Procedures for Preparing an Electronic Hand Written Signature on DA Form 1687**

**p. Send DA Form 1687 (PDF), via email, to all individuals required to sign the DA Form 1687.**

**q. Send completed DA Form 1687 (PDF), via email, to supporting Ammunition Supply Activity. Do NOT photocopy or scan.**

## **Appendix C**

### **Ammunition Holding Area Requirements**

PAARNG-TSC-LOG-S-ASP

24 Sep 14

#### **MEMORANDUM FOR RECORD**

**SUBJECT: Ammunition Supply Point Ammunition Holding Area**

1. The Ammunition Holding Area (AHA) is located on Ammo Rd. past the Ammunition Supply Point and is designed for using units and commercial carriers to temporarily park ammunition laden vehicles for safe storage.
2. Commanders utilizing the AHA will be responsible to ensure that:
  - a. Each vehicle has a valid DD 626 Vehicle Inspection signed off by an ASP representative and meets all requirements to haul ammunition to include:
    - (1) Two licensed HAZMAT qualified drivers.
    - (2) Two 10 BC fire extinguishers.
    - (3) Ammunition is properly loaded, tied down, and covered with a fire resistant waterproof tarp.
    - (4) Vehicles are properly placarded
  - b. No sorting, repacking, or breaking down ammunition is permitted in the AHA without an authorized ASP representative being present.
  - c. Only the personnel required to be with the vehicles are allowed in the AHA. Keep the minimum amount of personnel exposed to the risk as possible. Units are allowed to swap out personnel to sit with the vehicle as long as they are also licensed on the vehicle and are HAZMAT qualified.
  - d. Compatibility of ammunition must be strictly adhered to. Units are not authorized to change loads of ammunition unless given authorization by an ASP representative.
  - e. Bivouacs are not permitted to be set up in or directly outside of the AHA. Tents must be set up across Ammo Rd. in the wood line.
  - f. No refueling operations are permitted within the AHA.

- g. No smoking or alcoholic beverages are permitted inside of the AHA.
  - h. Units must remove all trash and ensure that the AHA is clean before clearing.
  - i. No POVs are authorized. Only military or GSA vehicles are permitted.
  - j. Leave all wildlife alone.
  - k. No open fires are permitted in or around the AHA.
  - l. No pictures are allowed to be taken of the AHA, the ASP, or surrounding areas.
3. The entry control point (ECP) at Ammo Rd. is manned 24 hours and only personnel with a valid Military ID in a military or GSA vehicle will be permitted past the gate.
4. Units using the AHA will be subjected to random inspections/checks by authorized ASP representatives to ensure units are in compliance with this memorandum and all pertinent regulations.
5. Units using the AHA will report the following:
- a. Any unusual occurrence in or around the AHA or ASP
  - b. Grass or forest fires in areas adjacent to the AHA
  - c. Dangerous practices of personnel in the AHA (i.e. smoking and/or consumption of alcoholic beverages)
  - d. Unauthorized tampering of ammunition and/or components
  - e. Unsecured gates, damage to the fence, defective telephone, or lighting strikes
  - f. The presence of suspicious personnel
6. FTIG Police and Security Force will conduct random patrols through the area 24 hours a day.
7. In case of emergencies, there is a land line telephone on the telephone poll at the west end of the AHA. The extension for the line is 2195. To dial an on post number, dial 2-xxxx. The following numbers are to be used in case of emergency:

ASP Office – 2-2538/2014

Police – 2-2727

Fire Department/Ambulance – 2-2111

Range Control – 2-2152

## **Appendix D**

### **Unforecasted Ammunition Request Letter of Instruction**

MEMORANDUM FOR: All Units Supported by Army National Guard (ARNG)  
Ammunition Supply Points (ASP), ARNG Class V Managers and all ARNG Ammunition  
Supply Point Supervisors

SUBJECT: Letter of Instruction (LOI) Regarding Unforecasted Class V Requests

1. The purpose of this LOI is to provide procedural guidance for processing unforecasted requests for issue of Class V at ARNG ASPs and Installation Management Command (IMCOM) (Active Duty Installations) ASPs. Class V requests for issue that are not properly forecasted in the Total Ammunition Management Information System (TAMIS) places an unplanned demand on the Class V supply system.
2. Forecasting Class V is the responsibility of the lowest level unit whose unit identification code account (UIC) will be used in TAMIS to request the ammunition.
3. Ammunition Forecast Definitions:
  - a. Definition of a forecasted request for issue of ammunition: any request for issue of munitions by TAMIS e581 beyond the "lockout" period – the current month, plus the next two months. (i.e. if, during the month of June an e581 is submitted, the request must be in the month of September, or beyond)
  - b. Definition of Unforecasted Request for Issue of Ammunition: any request for issue of munitions by TAMIS e581 which falls within the "lockout" period. This includes a change in scheduled forecast due to insufficient forecasts, requests to draw in different months if they fall within lockout and/or locations other than originally forecasted.
4. ARNG SAAS-ASP/TAMIS operators will not accept e581s for training ammunition with insufficient items forecasted until the Class V stock manager has acknowledged that filling such unforecasted requests will not result in reduction of support to forecasted units. Requests for special requisition, special shipment, or alteration of JMC scheduled RDD will not be considered without the approved unforecasted request letter received by the ASP and stock managers.
5. All requests for change to a unit's forecast that increase quantities or changes pick up dates will require the unit to submit an unforecasted Class V request. Decreases in quantities or changing the pickup date less than 15 days before or after the original requested draw date, unless that date changes to a different month, is the exception to this requirement.

**6. An unforecasted Class V memorandum is required by the ARNG-ILS-E for ALL unforecasted requests made by ARNG units or any other entity requesting support from ARNG ASPs.** The memorandum will be signed by an O-5 or higher from the unit's higher headquarters (not the State Training Ammunition Manager (STAM)). The memorandum for the unforecasted ammunition will include the following information:

a. Paragraph: the UIC of the unit requesting the ammunition, their DODAAC, unit name and unit location (installation), training date (date range), training location, and pick up date.

b. Paragraph 2: the Document Number of the invalid (unforecasted) e581 in TAMIS and the DODIC(s) and quantities being requested.

c. Paragraph 3: the reason(s) for the unforecasted ammunition request and the corrective action(s) taken to prevent an unforecasted request from recurring. If an unforecasted ammunition request occurs and is not the fault of the unit (i.e. range shut down because of weather, a range fire, etc), this should be stated in the memo as the reason for the unforecasted request. If this is the reason, this unforecasted request will not be charged against the State.

d. Paragraph 4 will include the unit POC/alternate to include phone numbers and email addresses.

**\*\*\* NOTE:** Without exception, memorandums incorrectly formatted or omitting all required data will be returned to the unit without action.

**7. For ARNG units training in their State and requesting ammunition from an ARNG ASP in their State:**

a. The memo will be routed thru the first O-5 in the unit's chain. If approved, the letter will be forwarded to the State's G-3/J-3 for validation. The State will validate in TAMIS that the unit has the ammunition authorized for the UIC in the letter (see attached TAMIS instructions).

b. The State will send the request to the ASP for action. If the ASP can support the request with on hand quantities, forward the request to NGB (Global Outlook – NG NCR NGB ARNG List NGGB ARNG-ILZ Ammunition Unforecasted). NGB will return its concurrence with each request, filing these memoranda in the States' folders for tracking purposes. NGB may take action to provide remedial training (through the use of DCO) to unit personnel where such training may be beneficial.

c. Requests unsupportable by ASPs will be forwarded to NGB (Global Outlook – NG NCR NGB ARNG List NGGB ARNG-ILZ Ammunition Unforecasted) for action. NGB will coordinate with Centralized Ammunition Management (CAM) office.

d. When sending the email regarding unforecasted ammunition; in the subject line of the email put the two letter abbreviation of the State submitting the unforecasted letter followed by the statement "Unforecasted Ammunition Request." An example would be: AB: Unforecasted Ammunition Request. Do not put in the subject line the State where the ASP is located.

e. In addition, all unforecasted ammunition requests will be accompanied with a summary report from TAMIS showing that the unit has authorizations for the DODICs requested in their memorandum. Instructions on how to retrieve this report from TAMIS is attached.

**8. Army National Guard units requesting ammunition at locations other than an ARNG ASP located in their State:**

a. Submit a memo, as in paragraph 6 above, thru the first O-5 in the unit's chain of command, thru the G-3/J-3. The State will validate the request and then forward the memo to the distribution list in Global Outlook titled "NG NCR NGB ARNG List NGGB ARNG-ILZ Ammunition Unforecasted".

b. The Class V Manager, ARNG-ILS-E will coordinate with the CAM office. The CAM will provide ARNG-ILS-E of any special instructions if the request is approved.

c. ARNG-ILS-E will coordinate with the requesting State Ammunition Manager (STAM) or unit on the outcome of their request.

**9. Army National Guard units requesting ammunition from Active Duty ASPs:** For tracking purposes copy NGB on all unforecasted requests from ARNG units even if not going to ARNG ASPs. In addition to following NGB instructions for unforecasted requests, units will also have to comply with the SOPs of any non-ARNG ASP.

**10. Other Military Commands, DoD agencies or organizations:**

a. Unforecasted Class V requests to ARNG ASPs will include the memo, as in paragraph 6 above, in addition to the TAMIS summary report showing their authorizations. The unforecasted request will first be sent to their ammunition manager who will then forward the memo to the ASP point of contact listed in TAMIS and to the distribution list in Global Outlook titled "NGGB ARNG-ILZ Ammunition Unforecasted".

b. **U.S. Marines:** Units will use the unit's Chain of Command when requesting unforecasted ammo. Units WILL NOT check with the ASPs or talk to the ASP prior to the unforecasted request being worked by its Higher Headquarters. The ASPs WILL NOT provide any inventory information to the units at this time. These requests will be forwarded to: [thomas.w.johns@usmc.mil](mailto:thomas.w.johns@usmc.mil), COM: 703-432-8772, DSN: 378-8772 only after the units HHQ has reviewed and approved this unforecasted request. PM Ammo Training Manager will work with the CAM Office and the ASPs to obtain ammo support. Ammunition supply points will not fill the unforecasted request without approval from PM

Ammo training manager, the CAM Office and ARNG-ILS-E personnel. He will then provide information back to the unit's Higher Headquarters of the status of the unforecasted request. Unit will be provided the status of the request and ONLY after this time will the units drop the unforecasted request to the ASP.

**\*\*\*NOTE:** The signature lines on Marine Corps letters do not list rank, only the last name and initials. In some cases the Battalion Commander authorizes "By Direction" signatures in their absence. This would also be noted in the signature line of some letters. Both of these are acceptable

c. **Regional Training Site (RTI):** Forward these requests to the distribution list in Global Outlook titled "NGGB ARNG-ILZ Ammunition Unforecasted". This request will be forwarded to ARNG-TRI POC MAJ Shawn Pratt, [shawn.e.pratt.mil@mail.mil](mailto:shawn.e.pratt.mil@mail.mil), COM: 703-607-7323 to determine if the request is valid.

d. **Army Reserves (USARC): NOTE: USARC UARs must be signed by an O-6, or above!** The unit submitting the request will send it first to their MSC headquarters who will submit the unforecasted request to USARC representative, Mr. Leon Smith, Chief, Training Ammunition Branch, Training Support Systems, USARC DCS, G-37, mailto: [leon.t.smith.civ@mail.mil](mailto:leon.t.smith.civ@mail.mil), COM: 910-570-9153, DSN: 670-9153, BB: 910-574-7521. Alternates CPT Lynessa Betts, mailto: [Lynessa.a.betts.mil@mail.mil](mailto:Lynessa.a.betts.mil@mail.mil), COM: (910) 570-8973 or CPT Dassie Jones, mailto: [dassie.m.jones2.mil@mail.mil](mailto:dassie.m.jones2.mil@mail.mil), COM: 317-532-4554; for Operational/Combat load submit requests to Mr. Denzil Whyatt, mailto: [denzil.e.whyatt.civ@mail.mil](mailto:denzil.e.whyatt.civ@mail.mil), COM: 910-570-9502, DSN: 312-670-9502. USARC POC will validate that the UIC has the authorizations. If valid, they will forward it to the address in Global Outlook titled "NGGB ARNG-ILZ Ammunition Unforecasted". NGB will then forward it to the appropriate ASP to determine support. The ASP will respond to USARC POC, the unit and to the distribution list in Global Outlook titled "NGGB ARNG-ILZ Ammunition Unforecasted". Army National Guard ASPs will not support USARC requests without approval from the USARC POC and from NGB.

e. **College, University or Other ROTC:** Units should submit their unforecasted request through their respective brigades to US Army Cadet Command for submission to HQ, TRADOC, Mr. Brad Helmick, [bradley.s.helmick.civ@mail.mil](mailto:bradley.s.helmick.civ@mail.mil), COM; 757-501-5642, DSN: 501-5642 or Mr. Archie Askew, [archie.l.askew.civ@mail.mil](mailto:archie.l.askew.civ@mail.mil), COM: 757-501-5643, DSN: 501-5643. If the request is approved by them, they will forward it to the ASP for action. At no time will any ammunition be issued which was not expressly ordered for and sent for use by the requesting entity.

f. **Cartridge Actuated Device/Propellant Actuated Device (CAD/PAD):** an unforecasted memorandum will be generated and the attached CAD/PAD worksheet will be completed: both will be sent to the "Unforecasted" address in the Global directory.

**11. The Supporting ARNG Class V Managers for ARNG ASPs will:**

a. Use the Asset Status Report from the National Level Ammunition Capability (NLAC) website or the Asset Status Report in the Standard Army Ammunition System-Modified (SAAS-MOD) to determine if assets on hand will support the quantities requested based on overage quantities listed on the report. The Class V Manager may only support unforecasted requests from inventory not covered by a forecast for the next 60 days. The Class V manager will run the Class V forecast in TAMIS to determine if the unit is authorized the DODICs requested.

b. If the Class V Manager can support the request according to the rules above the Class V Manager will email the unforecasted request memorandum to ARNG-ILS-E and state in the email they can support the unforecasted request and accept the unit's request for issue of Class V.

c. If the Class V Manager cannot support the request according to the rules above, the Class V Manager will immediately notify the customer. The Class V Manager can give the customer the option of reducing the requested quantity to the balance of available on-hand assets after determining a 60-day forecast reserve. In this case, the Class V Manager will also email the unforecasted request memorandum to ARNG-ILS-E as a supportable request and indicate the changed quantities requested by the unit on the memorandum.

d. Otherwise the Class V Manager will email the unforecasted request memorandum to ARNG-ILS-E as an unsupportable unforecasted request.

e. At no time will the ASP coordinate with the JMC CAM. All Class V unforecasted requests will be coordinated by ILS-E.

**12. For any unforecasted Class V requests for an IMCOM installation or Active duty unit, the following must be completed:**

a. The unit will not create an e581 prior to submission and approval of the unforecasted ammunition request by the Army Command (ACOM). Any e581 created prior to receiving ACOM approval will be cancelled. Units will coordinate with the ASP to determine if there is a substitute or if an in-lieu of Class V is available at the ASP and if so, is it acceptable to the unit.

b. The ACOM should receive the unforecasted ammunition request from the parent level at least 30 working days prior to requested pickup date.

c. The following information must be provided:

(1) Specify whether the unit has orders to deploy within the next six (6) months or has the unit been alerted for mobilization.

(2) UIC, name and installation of the requesting unit.

- (3) Requested DODICs/quantities (alphabetic order).
- (4) Units remaining FY TAMIS authorizations for requested DODICs.
- (5) Installation where needed and the requested pick up date.
- (6) Training dates (If OPLOAD request, leave blank).
- (7) Justification for not forecasting IAW AR 5-13.
- (8) Impact to unit if not supported.

d. For requests forecasted for the wrong month or installation, provide the following additional information (please annotate N/A if this is not applicable): Month and Installation where forecasted

**\*\*PLEASE NOTE:** The justification and impact should not have the same wording. Each should reflect information, which responds to the statement. In addition, the justification and impact should not be the same generic statement on multiple unforecasted ammunition requests. Requests containing incorrect or insufficient information will be returned to unit with no action taken.

### **13. Additional Information:**

a. When a unit is requesting unforecasted Class V within four weeks (28 days, counting weekends and holidays) and the items are unavailable at the supporting ASP, the unit may be required to fund shipment of the ammunition. Payment shall be in the form of a Transportation Account Code (TAC) with a minimum obligation of \$3000.00. The TAC code may come from either the unit or the Defense Movement Coordinator of the state wanting the ammunition. The actual bill may be more than \$3000. The Class V Manager will not forward the request to ARNG-ILS-E without the TAC information.

b. When a TAC is used for shipment of munitions and the final cost has been determined, a copy of the Commercial Bills of Lading (CBL) will be sent back to the State for their record keeping. **CBLs cannot be generated before shipment of the ammunition.**

c. The Joint Munitions Command (JMC) has proposed the following guidance to assist with unforecasted ammunition requests. If the unit has followed their chain of command guidance, has valid authorizations and has received approval; then the ASP can support with on hand assets only if they have ammunition in excess of their 90 day

requirements (in TAMIS) or the ammunition can be resupplied on the NEXT CAM monthly resupply WITHOUT changing the default RDD to cause an earlier shipment.

d. ARNG-ILS-E will coordinate with the CAM Office. The CAM Office will not support an unforecasted request if not routed through and approved by ARNG-ILS-E. ARNG-ILS-E will notify the supporting ASP of non-supportable requests. The ASP will in turn notify the unit POC that it will not be able to support their request.

e. A copy of the memorandum will be maintained on file for one year in the office that accepts electronic DA Forms 581 (TAMIS e581). Prior year memorandums of unforecasted request can be destroyed on 1 November.

f. Unforecasted Class V requests will be tracked by ARNG-ILS-E and posted on GKO. If a State acquires five (5) or more unforecasted Class V forecasts or if a unit is a repeat offender, stricter policies will be implemented to preclude any additional unforecasted requests. Personnel within the State or unit may be asked to take additional training with ARNG personnel regarding forecasting ammunition on Defense Connect On-Line (DCO).

g. The POC for this memo is Timisha Hall, mailto: [timisha.l.hall.civ@mail.mil](mailto:timisha.l.hall.civ@mail.mil), COM: 703-601-8244 or DSN: 327-8244.

# Appendix E

## Live Turn-In 581 Example

| REQUEST FOR ISSUE AND TURN-IN OF AMMUNITION   |           |         |                                       |        |                             |                                      |                 |                                       |                    | 1. ISSUE                     | 2. TURIN-IN                         | 3. DOCUMENT NO.        | 4. LOCAL USE | 5. PAGE               | 6. FOR LOCAL USE |
|---|-----------|---------|---------------------------------------|--------|-----------------------------|--------------------------------------|-----------------|---------------------------------------|--------------------|------------------------------|-------------------------------------|------------------------|--------------|-----------------------|------------------|
| For use of this form, see AR 710-2; the proponent agency is DCSLOG  |           |         |                                       |        |                             |                                      |                 |                                       |                    | <input type="checkbox"/>     | <input checked="" type="checkbox"/> | DODAAC-Julian Date-### |              | 1 OF 1                |                  |
| 7. SEND TO<br>N1PA FTIG, PA<br>Anasville, PA<br>W25RAY  |           |         | 9. REQUEST FROM<br>Unit Name:<br>UIC: |        |                             | 9. DATE MATERIEL REQUIRED (YYYYMMDD) |                 |                                       | 10. PRIORITY       | 11. ALLOCATION PERIOD        | 12. DODAAC<br>**Your DODAAC**       |                        |              |                       |                  |
| 13a. REQUESTED BY<br>**Requestor Prints name**  |           |         |                                       |        |                             | 13b. DATE<br>DDMMYY                  |                 | 13c. SIGNATURE<br>**Requestor signs** |                    |                              |                                     |                        |              |                       |                  |
| 14a. APPROVED BY<br>**Approver Prints name  |           |         |                                       |        |                             | 14b. DATE<br>DDMMYY                  |                 | 14c. SIGNATURE<br>**Approver signs    |                    |                              |                                     |                        |              |                       |                  |
| 15. ITEM  | 16. DODIC | 17. NSN | 18. NOMENCLATURE                      | 19. UR | 20. QTY REQUESTED/TURNED IN | 21. TEC                              | 22. ACTION CODE | 23. QTY ISSUED/RECEIVED               | 24. LOT/SERIAL NO. | 25. CC                       | 26. POSTED BY                       | 27. DATE (YYYYMMDD)    |              |                       |                  |
| 1   | ****      | ****    | *****                                 | CB     | QTY T/I                     | TRS                                  | TAR             |                                       |                    |                              |                                     |                        |              |                       |                  |
|   |           |         |                                       |        |                             |                                      |                 |                                       |                    | **Copy from Issue Document** |                                     |                        |              |                       |                  |
| 28. REMARKS<br>The above items were drawn on document number _____ (Issue Document #) _____ and were not expended. All other items drawn on that document number were expended and residue is being returned under document number _____ (Residue Document #) _____ |           |         |                                       |        |                             |                                      |                 |                                       |                    |                              |                                     |                        |              |                       |                  |
| <h1>Live Example</h1>   |           |         |                                       |        |                             |                                      |                 |                                       |                    |                              |                                     |                        |              |                       |                  |
| 29. RELATED DOCUMENT SERIAL NOS.  |           |         |                                       |        |                             |                                      |                 |                                       |                    |                              |                                     |                        |              |                       |                  |
| 30a. ISSUED BY<br>**Receiver prints name**  |           |         |                                       |        |                             | 30b. DATE (YYYYMMDD)                 |                 |                                       | 31a. RECEIVED BY   |                              |                                     | 31c. DATE (YYYYMMDD)   |              | 32. TAM'S CONTROL NO. |                  |
| 30c. SIGNATURE<br>**Receiver signs name**   |           |         |                                       |        |                             |                                      |                 |                                       | 31b. SIGNATURE     |                              |                                     |                        |              |                       |                  |

- Block 3 – Unit Live Ammunition Turn-In Document Number
- Block 8 – Unit name and UIC
- Block 9 – Turn-In Date
- Block 12 – Unit DODAAC
- Block 13a, 13b, 13c – Authorized Requestor prints name, date, and signs
- Block 14a, 14b, 14c – Authorized Approver prints name, date, and signs
- Block 16 – Live ammunition DODIC
- Block 17 – First four digits of NSN
- Block 18 – Nomenclature of ammunition item being turned in
- Block 19 – Unit of Issue
- Block 20 – Quantity the unit is requesting to turn-in
- Block 24 – Lot number of ammunition item

# Appendix F

## Residue Turn-In 581 Example

| REQUEST FOR ISSUE AND TURN-IN OF AMMUNITION  |                      |                      |                        |                       |                     |                                      |          |              |                       | 1. ISSUE                 | 3. DOCUMENT NO   | 4. LOCAL USE | 5. PAGE         | 6. FOR LOCAL USE        |                    |        |               |                     |
|--|----------------------|----------------------|------------------------|-----------------------|---------------------|--------------------------------------|----------|--------------|-----------------------|--------------------------|--|--------------|-----------------|-------------------------|--------------------|--------|---------------|---------------------|
| For use of this form, see AR 710-2; the proponent agency is DCS, G-4.  |                      |                      |                        |                       |                     |                                      |          |              |                       | <input type="checkbox"/> | <input checked="" type="checkbox"/> DODAAC-Julian Date-### |              | 1 OF 1          |                         |                    |        |               |                     |
| 7. SEND TO   |                      |                      | 8. REQUEST FROM        |                       |                     | 9. DATE MATERIEL REQUIRED (YYYYMMDD) |          | 10. PRIORITY | 11. ALLOCATION PERIOD |                          | 12. DODACC<br>Your DODACC                                  |              |                 |                         |                    |        |               |                     |
| NIPA FTIG, PA<br>Annville, PA<br>W25RAY  |                      |                      | Unit Name:<br><br>UIC: |                       |                     |                                      |          |              |                       |                          |  |              |                 |                         |                    |        |               |                     |
| 13a. REQUESTED BY  | 13b. DATE (YYYYMMDD) | 13c. SIGNATURE       | 14a. APPROVED BY       | 14b. DATE (YYYYMMDD)  | 14c. SIGNATURE      | 15. ITEM                             | 16. DOIC | 17. NSN      | 18. NOMENCLATURE      | 19. UI                   | 20. QTY REQUESTED/TURNED IN                                | 21. TEC      | 22. ACTION CODE | 23. QTY ISSUED/RECEIVED | 24. LOT/SERIAL NO. | 25. CC | 26. POSTED BY | 27. DATE (YYYYMMDD) |
| Requestor Prints Name  |                      | Requestor Signs      | Approver Prints Name   |                       | Approver Signs      | 1                                    |          | NSN          |                       |                          |  | TRS          | TIR             |                         |                    |        |               |                     |
| 28. REMARKS  |                      |                      |                        |                       |                     |                                      |          |              |                       |                          |  |              |                 |                         |                    |        |               |                     |
| The above items were drawn on document number _____ and were properly expended. All other items drawn on that document number and not expended are being returned under document number _____. |                      |                      |                        |                       |                     |                                      |          |              |                       |                          |  |              |                 |                         |                    |        |               |                     |
| Contents have been inspected and do not contain any live rounds, unfired primer, explosives, or dangerous materials.   |                      |                      |                        |                       |                     |                                      |          |              |                       |                          |  |              |                 |                         |                    |        |               |                     |
| Signed _____<br>(Signature of E-7 or above)  |                      |                      |                        |                       |                     |                                      |          |              |                       |                          |  |              |                 |                         |                    |        |               |                     |
| As a result of shortages a DA Form 5811-R is attached.   |                      |                      |                        |                       |                     |                                      |          |              |                       |                          |  |              |                 |                         |                    |        |               |                     |
| Residue Example  |                      |                      |                        |                       |                     |                                      |          |              |                       |                          |  |              |                 |                         |                    |        |               |                     |
| 30a. ISSUED BY   | 30c. DATE (YYYYMMDD) | 31a. RECEIVED BY     | 31c. DATE (YYYYMMDD)   | 32. TAMIS CONTROL NO. | 30b. SIGNATURE      | 30b. SIGNATURE                       |          |              |                       |                          |  |              |                 |                         |                    |        |               |                     |
| Receiver Prints Name   |                      | Receiver Prints Name |                        |                       | Receiver Signs Name | Receiver Signs Name                  |          |              |                       |                          |  |              |                 |                         |                    |        |               |                     |

DA FORM 581, JUL 1989

EDITION OF AUG 89 MAY BE USED

APD PE v1.0265

- Block 3 – Unit Residue Turn-In Document Number
- Block 8 – Unit name and UIC
- Block 9 – Turn-In Date
- Block 12 – Unit DODAAC
- Block 13a, 13b, 13c – Authorized Requestor prints name, date, and signs
- Block 14a, 14b, 14c – Authorized Approver prints name, date, and signs
- Block 16 – Blank
- Block 17 – NSN
- Block 18 – Nomenclature of residue item being turned in
- Block 19 – Unit of Issue
- Block 20 – Quantity the unit is requesting to turn-in/needed to reconcile issue
- Block 24 – Blank
- Block 28 – E-7 or above signs that no live rounds are mixed in with residue

# Appendix G

## DA 5811-R Certificate for Loss or Damaged Class V Example

| CERTIFICATE - LOST OR DAMAGED CLASS V AMMUNITION ITEMS  |                |             |                      |            |                       |       |
|---|----------------|-------------|----------------------|------------|-----------------------|-------|
| For use of this form, see DA FORM 710-2-1; the preparing agency is DCDLDB   |                |             |                      |            |                       |       |
| PART I - CERTIFICATION  |                |             |                      |            |                       |       |
| I certify that the items described in Blocks 1-6 below were so stated. Circumstances of the loss or damage are accurately described below.  |                |             |                      |            |                       |       |
| 1. STOCK NO.  | 2. DESCRIPTION | 3. QUANTITY | 4. ITEM WAS (Check)  |            | 5. DAMAGED BY (Check) |       |
|   |                |             | a. LOST              | b. DAMAGED | a. YES                | b. NO |
|   |                |             |                      |            |                       |       |
|   |                |             |                      |            |                       |       |
|   |                |             |                      |            |                       |       |
|   |                |             |                      |            |                       |       |
| 6. CIRCUMSTANCES OF LOSS OR DAMAGE  |                |             |                      |            |                       |       |
|   |                |             |                      |            |                       |       |
|   |                |             |                      |            |                       |       |
|   |                |             |                      |            |                       |       |
| 7a. SIGNATURE   |                |             | 7b. DATE             |            |                       |       |
| PART II - ACTION  |                |             |                      |            |                       |       |
| 8. I have reviewed the evidence pertaining to the loss or damage as stated. I agree <input type="checkbox"/> do not agree <input type="checkbox"/> that the loss or damage to the class V item(s) was <input type="checkbox"/> was not <input type="checkbox"/> due to negligence, willful misconduct, or deliberate unauthorized use. The following action shall be taken. |                |             |                      |            |                       |       |
| 9. No further action is required.   |                |             | CHECK ALL THAT APPLY |            |                       |       |
| 10. An accountability adjustment shall be made in the property book for the class V item(s) that were not lost through negligence, willful misconduct, or deliberate unauthorized use.  |                |             |                      |            |                       |       |
| 11. The damaged class V item(s) shall be repaired at fair wear and tear or the damage was not caused by negligence, willful misconduct, or deliberate unauthorized use.   |                |             |                      |            |                       |       |
| 12. The circumstances surrounding the loss or damage warrant the processing of a formal Report or Survey that will be initiated immediately by the responsible property office.   |                |             |                      |            |                       |       |
| 13a. SIGNATURE  |                | 13b. TITLE  |                      | 13c. DATE  |                       |       |

DA FORM 5811-R, AUG 69

USAFPS 01.01

- Block 1 – First four digits on NSN and the DODIC of the LIVE ammunition item
- Block 2 – Nomenclature or description of the ammunition item lost or damaged
- Block 3 – Quantity lost or damaged
- Block 4 – Check the appropriate box
- Block 5 – Check the appropriate box if applicable
- Block 6 – Circumstances that caused the loss or damage
- Block 7a, 7b – Name and signature of NCOIC or OIC preparing the form
- Part II – To be filled out by the first O-5 (or O-4 in position of O-5 responsibility)
- Block 8, 9, 10, 11, 12 – Check the appropriate box
- Block 13a, 13b, 13c – Name and signature, title, and date



# Appendix I

## DD 626 Vehicle Inspection Example

| MOTOR VEHICLE INSPECTION (TRANSPORTING HAZARDOUS MATERIALS)  |  |  |  |                 |   |              |             |  |  |                        |
|--|--|--|--|-----------------|---|--------------|-------------|--|--|------------------------|
| (Read instructions before completing this form.)   |  |  |  |                 |   |              |             |  |  |                        |
| This form applies to all vehicles which must be marked or placarded in accordance with Title 49 CFR.   |  |  |  |                 | 1. BILL OF LADING/TRANSPORTATION CONTROL NUMBER |              |             |  |  |                        |
| SECTION I - DOCUMENTATION  |  |  |  |                 | ORIGIN  |              | DESTINATION |  |  |                        |
| 2. CARRIER/GOVERNMENT ORGANIZATION   |  |  |  |                 | a.  |              | b.          |  |  |                        |
| 3. DATE/TIME OF INSPECTION   |  |  |  |                 |   |              |             |  |  |                        |
| 4. LOCATION OF INSPECTION  |  |  |  |                 |   |              |             |  |  |                        |
| 5. OPERATOR(S) NAME(S)   |  |  |  |                 |   |              |             |  |  |                        |
| 6. OPERATOR(S) LICENSE NUMBER(S)   |  |  |  |                 |   |              |             |  |  |                        |
| 7. MEDICAL EXAMINER'S CERTIFICATE*   |  |  |  |                 |   |              |             |  |  |                        |
| 8. (X if satisfactory at origin)   |  |  |  |                 |   |              |             |  |  |                        |
| a. HAZMAT ENDORSEMENT  |  | d. ERG OR EQUIVALENT COMMERCIAL:       |  | YES             |   | NO           |             | 9. CVSA DECAL DISPLAYED ON COMMERCIAL EQUIPMENT* |  |                        |
| b. VALID LEASE*  |  | e. DRIVER'S VEHICLE INSPECTION REPORT* |  |                 |   |              |             | a. TRUCK/TRACTOR                                 |  |                        |
| c. ROUTE PLAN  |  | f. COPY OF 49 CFR PART 387             |  |                 |   |              |             | b. TRAILER                                       |  |                        |
| SECTION II - MECHANICAL INSPECTION   |  |  |  |                 |   |              |             |  |  |                        |
| All items shall be checked on empty equipment prior to loading. Items with an asterisk shall be checked on all incoming loaded equipment.  |  |  |  |                 |   |              |             |  |  |                        |
| 10. TYPE OF VEHICLE(S)   |  |  |  |                 | 11. VEHICLE NUMBER(S)                           |              |             |  |  |                        |
| 12. PART INSPECTED (X as applicable)   |  | ORIGIN (1)                             |  | DESTINATION (2) |   | ORIGIN (1)   |             | DESTINATION (2)                                  |  | COMMENTS (3)           |
|  |  | SAT UNSAT                              |  | SAT UNSAT       |   | SAT UNSAT    |             | SAT UNSAT  |  |                        |
| a. SPARE ELECTRICAL FUSES  |  |  |  |                 |   |              |             |  |  |                        |
| b. HORN OPERATIVE  |  |  |  |                 |   |              |             |  |  | n. EXHAUST SYSTEM      |
| c. STEERING SYSTEM   |  |  |  |                 |   |              |             |  |  | i. BRAKE SYSTEM*       |
| d. WINDSHIELDWIPERS  |  |  |  |                 |   |              |             |  |  | m. SUSPENSION          |
| e. MIRRORS   |  |  |  |                 |   |              |             |  |  | n. COUPLING DEVICES    |
| f. WARNING EQUIPMENT   |  |  |  |                 |   |              |             |  |  | o. CARGO SPACE         |
| g. FIRE EXTINGUISHER*  |  |  |  |                 |   |              |             |  |  | p. LANDING GEAR*       |
| h. ELECTRICAL WIRING   |  |  |  |                 |   |              |             |  |  | q. TIRES, WHEELS, RIMS |
| i. LIGHTS AND REFLECTORS   |  |  |  |                 |   |              |             |  |  | r. TAILGATE/DOORS*     |
| j. FUEL SYSTEM*  |  |  |  |                 |   |              |             |  |  | s. TARPULIN*           |
|  |  |  |  |                 |   |              |             |  |  | t. OTHER (Specify)     |
| 13. INSPECTION RESULTS (X one) ACCEPTED  |  |  |  |                 | REJECTED  |              |             |  |  |                        |
| (If rejected give reason under "Remarks". Equipment will be approved if deficiencies are corrected prior to loading.)  |  |  |  |                 |   |              |             |  |  |                        |
| 14. SATELLITE MOTOR SURVEILLANCE SYSTEM: (X one) ACCEPTED  |  |  |  |                 | REJECTED  |              |             |  |  |                        |
| 15. REMARKS  |  |  |  |                 |   |              |             |  |  |                        |
| 16. INSPECTOR SIGNATURE (Origin)   |  |  |  |                 | 17. INSPECTOR SIGNATURE (Destination)           |              |             |  |  |                        |
| SECTION III - POST LOADING INSPECTION  |  |  |  |                 |   |              |             |  |  |                        |
| This section applies to Commercial and Government/Military vehicles. All items will be checked prior to release of loaded equipment and shall be checked on all incoming loaded equipment. |  |  |  |                 |   |              |             |  |  |                        |
|  |  | ORIGIN (1)                             |  | DESTINATION (2) |   | COMMENTS (3) |             |  |  |                        |
|  |  | SAT UNSAT                              |  | SAT UNSAT       |   |              |             |  |  |                        |
| 18. LOADED IAW APPLICABLE SEGREGATION/COMPATIBILITY TABLE OF 49 CFR  |  |  |  |                 |   |              |             |  |  |                        |
| 19. LOAD PROPERLY SECURED TO PREVENT MOVEMENT  |  |  |  |                 |   |              |             |  |  |                        |
| 20. SEALS APPLIED TO CLOSED VEHICLE; TARPULIN APPLIED ON OPEN EQUIPMENT  |  |  |  |                 |   |              |             |  |  |                        |
| 21. PROPER PLACARDS APPLIED  |  |  |  |                 |   |              |             |  |  |                        |
| 22. SHIPPING PAPERS/DD FORM 2890 FOR GOVERNMENT VEHICLE SHIPMENTS  |  |  |  |                 |   |              |             |  |  |                        |
| 23. COPY OF DD FORM 626 FOR DRIVER   |  |  |  |                 |   |              |             |  |  |                        |
| 24. SHIPPED UNDER DOT SPECIAL PERMIT 868   |  |  |  |                 |   |              |             |  |  |                        |
| 25. INSPECTOR SIGNATURE (Origin)   |  |  |  |                 | 26. DRIVER(S) SIGNATURE (Origin)                |              |             |  |  |                        |
| 27. INSPECTOR SIGNATURE (Destination)  |  |  |  |                 | 28. DRIVER(S) SIGNATURE (Destination)           |              |             |  |  |                        |

DD FORM 626, OCT 2011

PREVIOUS EDITION IS OBSOLETE.

Page 1 of 3 Pages  
Adobe Professional 8.0

Blocks 2 thru 11 to be filled out by unit before arriving at ASP

Ammunition Procedures