



**United States Property & Fiscal Office  
Pennsylvania Army National Guard  
Fort Indiantown Gap, PA 17003**

**USPFO-PA SSD Ammunition Supply Point  
Standard Operating Procedures**

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**13 February 2022**

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**Purpose, Scope, and History:** This regulation is a revision of a current regulation. This supersedes and makes obsolete FTIG Regulation 700-4. It establishes policies and procedures concerning operations and CLV supply the Ammunition Supply Point at Fort Indiantown Gap.

**Application:** 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 at Fort Indiantown Gap (FTIG). This includes ammunition for training, basic, or operational loads and that are required to conduct training either at FTIG or off post. Unless otherwise stated, masculine nouns and pronouns refer to both men and women.

**Proponent and Exception authority:** The proponent for this regulation is the United States Property and Fiscal Office for Pennsylvania (USPFO-PA), Supply and Services Division, Fort Indiantown Gap. The procedures in this publication are authoritative, as such, the procedures will be followed except when, in the judgment of the USPFO, exceptional circumstances dictate otherwise. Approved exceptions to this publication will be consistent with controlling law and regulation.

**Management Control Process:** This publication contains management control provisions in accordance with MICP per AR 11-2 and identifies management controls that must be evaluated.

**Supplementation:** Supplementation of this publication by any subordinate element within the Pennsylvania Army National Guard is prohibited.

**Suggested Improvements:** Users are invited to send comments and suggested improvements to this publication via e-mail directly to the ASP Supervisor.

**Distribution:** Distribution of this publication is made in electronic media only and is intended for the internal and external use of the PAARNG and any proponent utilizing support from the FTIG ASP. The signed original is filed at the office of Supply and Services Division, USPFO.

# ***SUMMARY of CHANGE***

USPFO-SSD-ASP Standard Operating Procedures

This revision dated 13 February 2022--

- Changes the regulation name from FTIG Regulation 700-4 to USPFO SSD ASP SOP
- Changes the regulation proponent from FTIG Training Center to Chief, Supply and Services Division, United States Property and Fiscal Office for Pennsylvania.
- Minor revisions throughout to mirror Army Regulation standard formatting, grammar, and punctuation.

## Chapter 1, General

- Revises 1-2. Responsibilities to reflect change in overall responsibility from Training Site to the Chief, Supply and Services Division, United States Property and Fiscal Office for Pennsylvania.
- Adds 1-2. (2) (j) statement “Appointment time must be adhered to.”
- Adds 1-2. (2) (k) statement “Unit Commanders will brief all personnel on ammunition amnesty program procedures quarterly. A refresher should be given during pre-firing briefs.”
- Adds 1-2. (3) (h) statement “Assumption of Command orders must be in memorandum format with all information required per AR 600-20 and digitally signed by the commander specified. Both must be submitted together.”
- Revises 1-3 General, (b) ASP Hours of Operation to reflect change in customer hours to 0730-1630.
- Adds 1-3 b (5) statement “Units must adhere to their requested appointment time.
- Revises chapter name of 1-4 Ammunition Amnesty Program Policy to include Explosives.

## Chapter 2, Authorization and Forecasting

- Moves 2-1. General 4 (d) statement “TAMIS determines the ammunition DODIC’s and quantities required for each training event. Use DA PAM 350-38 and DA PAM 700-16. These PAMs are only guides; unit must order ammunition that can be 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” from section 3-2 in previous regulation.

## Chapter 3, Ammunition Issue, Turn-in, Reconciliation, and Accountability

- Revises and adds 3-1. General (a) customer hours to reflect change in the rest of the regulation and statement “The ASP will be closed to customer transactions every Wednesday for staff operational and safety training.”
- Moves 3-1. (e) through (j) statements from Chapter 3-2 in previous regulation.
- Revises wording in 3-1 (k) statement “Units must detail adequate number of personnel to assist the ASP personnel in offloading, counting, weighing residue, and banding.”
- Adds 3-1. General (m) statement “prior to training” to specify when off-post ammunition must be cleared by the FTIG ASP.
- Revises 3-2. Required Documentation wording to specify guidance for each document from 3-1 in previous regulation.
- Replaces 3-2 (a) obsolete TS Form 95 with current FTIG Form 350-3, Installation In-Processing. Moves section from 3-1 in previous regulation.
- Updates 3-2 (b) to correct form number DA 3151, misprinted as 3131 in previous regulation, and rewords form guidance.
- Updates 3-2 (d) guidance to reflect updates in AR 700-28, DA PAM 700-16, HQDA, and NGB and adds statement “DA Form 1687s are valid for a period not exceed one year, one day prior ETS date of any person on the form, or termination of approving authority’s assignment, whichever is less. It is the Unit’s responsibility to ensure they are updated as required.”
- Updates 3-2 (f) referred Appendix to G.
- Updates 3-2 (g) referred Appendix to F and corrects Commander’s investigation AR 15-6 from misprint in previous regulation.
- Updates 3-2 (h) referred Appendix to H.
- Updates 3-2 (i) form name to correct title “DOD Multimodal Dangerous Goods Declaration,” adds statement “Do not use vehicles to transport ammunition on public highways or open installations without having DD Form 626 and DD Form 2890. Vehicles transporting inert ammunition items or inert residue do not require DD Form 626 or DD Form 2890,” and updates referred Appendix to I.
- Adds 3-4. Ammunition Accountability (b) reference to Chapter 3.
- Updates 3-5. Issues (a) cutoff time for units to reduce or cancel ammunition quantities to 48 hours to reflect guidance in the rest of the regulation.
- Moves and renames 3-6. Procedures for Drawing Ammunition from Chapter 2.

- Updates 3-5. Issues (i) (3) cutoff time for units to reduce or cancel ammunition quantities to 48 hours to reflect guidance in the rest of the regulation.
- Updates 3-2 (i) (4) referred Appendices to D, E, and F.
- Renames 3-7. Inspections from 3-6 in previous regulation.
- Renames 3-8. Live Ammunition Turn-In from 3-7 in previous regulation.
- Updates 3-8. (c) (1) referred Appendix to D.
- Updates 3-8. (c) (3) referred Appendix to E
- Updates 3-8. (d) referred Appendix to F.
- Updates 3-8. (f) referred Appendix to G.
- Corrects 3-8. (g) Commander's investigation AR 15-6 from misprint in previous regulation.
- Corrects 3-8. (k) Commander's investigation AR 15-6 from misprint in previous regulation.
- Renames 3-9. Ammunition Residue Turn-In from 3-8 in previous regulation.
- Adds 3-9. (b) statement "Commanders will ensure that an adequate number of personnel are dispatched assist ASP personnel in offloading, counting, weighing, residue, and banding.
- Renames 3-10. Brass Conversion Chart from 3-9 in previous regulation.
- Renames 3-11. Unpacking/Repackaging Ammunition from 3-10 in previous regulation.
- Adds 3-11. (c) statement "Conduct a safety and security inspection to ensure that they do not have any ammunition on their person, equipment, vehicles, or weapon system."
- Renames 3-12. Cleaning Ammunition Before Turn-In from 3-11 in previous regulation.

#### Chapter 4, Ammunition Safety and Security

- Adds 4-1. General, a, regulation AR 190-13 that was published after this previous regulation.
- Adds 4-2. Security, d and e, statement "PCMJ and/or local law enforcement."
- Moves 4-2. g. Security of Class V Material in Unit's possession from Chapter 2 in previous regulation.
- Corrects 4-2. g (9) Commander's investigation AR 15-6 from misprint in previous regulation.
- Renames 4-5. Storage, Ammunition Transfer Points and Ammunition Holding Area.

- Adds 4-5. c, Ammunition Holding Area as a new section and refers to Appendix B.
- Adds 4-8. Temporary Storage of Ammunition, c, regulation AR 190-13 that was published after this previous regulation.
- Adds 4-9. Storage of Ammunition at Unit Armories, b, regulation AR 190-13 that was published after this previous regulation.
- Adds 4-10. Transportation of Ammunition and Explosives, d, regulation AR 190-13 that was published after this previous regulation.
- Adds 4-10. e (6), regulation AR 190-13 that was published after this previous regulation.
- Updates 4-10. f (2), DAC website and changes recommended class of AMMO 64-DL.
- Updates 4-10. g (1) referred Appendix to H.

#### Chapter 6, Transportation of Ammunition Off-Post

- Revises POC e-mail information for submitting Off-Post requests (para 6-1e).

#### Appendix A, DA 1687 Requirements and Examples

- Revises examples of DA Form 1687s, updates guidance and procedural steps for completing the forms.

#### Appendix B, DA Form 1687 Dual Signature Instructions

- Removes entire section.

#### Appendix C, Ammunition Holding Area Requirements

- Revises example memo to include current emergency contact telephone numbers.
- Renames to Appendix B

#### Appendix D, Unforecasted Ammunition Request Guidance

- Revises to display the most current Unforecasted Ammunition Request guidance and updates POC names and phone numbers for NGB, USMC, USAR, and ROTC.
- Renames to Appendix C.

#### Appendix E, Live Turn-in 581 Example

- Revises to show the updated DA Form 581 example.
- Renames to Appendix D.

#### Appendix F, Ammunition Residue Turn-in 581 Example

- Revises to show the updated DA Form 581 example.
- Renames to Appendix E.

#### Appendix G, DA 5811 Certificate for Loss or Damaged Class V Examples

- Revises to show DA Form 5811 example.
- Renames to Appendix F.

#### Appendix H, DA 5692-R Ammunition Consumption Certificate Example

- Revises to show updated DA Form 5692-R example.
- Renames to Appendix G.

#### Appendix I, DD 626 Vehicle Inspection Example

- Renames to Appendix H.

#### Appendix J, DD 2890 Multimodal Dangerous Goods Declaration Vehicle Inspection Example

- Renames to Appendix I.

#### Appendix K, FTIG 350-3 Installation In-Processing Form

- Adds new form that replaces obsolete Training Site Form 95.
- Renames to Appendix J.

#### Appendix L, References

- Updates list of references pertinent to this regulation which includes Required Publications and Related Publications.
- Renames to Appendix K.

#### Appendix M, Glossary/Abbreviations

- Updates list of Abbreviations pertinent to this regulation.
- Renames to Appendix L.

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## Chapter 1 General

### 1-1. Purpose

a. This regulation establishes ammunition supply procedures for Fort Indiantown Gap (FTIG), identifies support to customers, and their responsibilities. It adheres to Department of Defense (DOD), Department of the Army (DA), and Forces Command (FORSCOM) security, accountability, safety, and logistics regulations.

b. Munitions are one of the most expensive commodities used by the Armed Forces. Because of the huge volume required for training, special procedures were implemented by the Department of the Army to insure that all organizations receive only *authorized* training ammunition. Army Regulation (AR) 5-13 and the Training Ammunition Management Information System (TAMIS) established guide lines to insure that organizations received authorized requirements and to stop the misuse, abuse, and stockpiling of training ammunition. It is imperative that all individuals involved with training ammunition be fully aware of these directives and their impact if not adhered to. This installation *WILL NOT* issue ammunition to any unit without the requirements in this Regulation being met.

### 1-2. Responsibilities

a. The Chief, Supply and Services Division, USPFO-PA, has the overall responsibility for the operation of the FTIG Ammunition Supply Point (ASP) and related activities.

b. It is the responsibility of the ASP to insure that all units comply with the requirements set forth in this Regulation. All personnel involved in ammunition activities will comply with DOD/DA/FORSCOM and applicable Regulation's governing ammunition operation. It is the user's responsibility to be aware of and in compliance.

c. *Responsibilities by organization.*

(1) *ASP.*

(a) Prepare, revise, and publish external Class V Regulation IAW current regulations, directives, and policies.

(b) Furnish ammunition based on quantities authorized, forecasted, and requested.

(c) Manage all ammunition using Standard Army Ammunition System (SAAS).

(d) Strictly observe ammunition requisition procedures.

(e) Maintain stock levels for mission requirements.

(f) Consolidate monthly ammunition forecasts from the appropriate commands.

(g) Process all requests for issue/turn in.

(h) Receive, store, issue, and retrograde ammunition.

(i) Observe and enforce explosive safety, security, and accountability requirements during all operation.

(j) Shipment of ammunition and residue as directed.

(2) *Major Subordinate Commands (MSC)* (or Organizations having final approving authority of DA Form 581/e581).

(a) Review and approve all requests for ammunition (DA 581/e581) submitted by subordinate units.

- (b) Manage and maintain records of subordinate unit authorizations and expenditures.
- (c) Ensure DA Form 581/e581s are IAW DA PAM 700-16.
- (d) Review subordinate unit forecasts. Use TAMIS to forward approved forecasts to the ASP.
- (e) MSC or organizations having final approving authority of DA Form 581/e581 will forward DA Form 1687 and assumption of command.
- (f) Approve issues for home station/other posts.

(3) *Unit.*

- (a) Analyze scheduled training and unit strength to eliminate unnecessary and/or unauthorized expenditures to ensure that Class V requests are limited to items and quantities authorized and needed to support training.
- (b) Submit accurate ammunition forecasts monthly to MSC for approval.
- (c) Reconcile DA Form 581/e581s with ASP.
- (d) Maintain safe practices, accountability, and appropriate security measures when handling, transporting, storing, and using ammunition.
- (e) Maintain appropriate regulations for types of ammunition and operations being performed.
- (f) Maintain accountability for all ammunition and residue components under unit control.
- (g) Ensure that personnel managing, handling, and transporting ammunition have been screened, trained & certified IAW AR 190-11, AR 600-55, 49 CFR, DA PAM 385-64, DA PAM 700-16, DOD 4500.9-R and this Regulation.
- (h) Ensure that DA1687s with required signatures, in proper format, are forwarded to the ASP. Assumption of Command orders must be in memorandum format with all information required per AR 600-20 and digitally signed by the commander specified. Both must be submitted together.
- (i) Ensure that 581/e581's are submitted to TAMIS at least 30 days prior to the requested pick up date.
- (j) Make an appointment for pick up and turn-in with the ASP. Appointment time *must* be adhered to.
- (k) Unit Commanders will brief all personnel on ammunition amnesty program procedures quarterly. A refresher should be given during pre-firing briefs.

**1-3. General**

*a. Concept of Operation.* The ASP will store and issue all authorized Class V (ammunition) items required to satisfy the needs of units training at FTIG. When requested items are not available, every effort will be made to issue a suitable and authorized substitute item. All issues will be made from the ASP, separate DA Form 581/e581s will be submitted for each scheduled issue.

*b. ASP Customer Hours of Operation.*

- (1) 0730-1630 hours six days a week (excluding federal holidays).
- (2) Wednesday is closed to customer transactions for staff operational and safety training.

- (3) Closed for lunch from 1200-1230 hours daily.
- (4) Supply transactions cease at 1530.
- (5) Units must adhere to their requested appointment time.

c. *Safety and Security.* The paramount consideration in operating an ASP is the safety and security of personnel, equipment, and stocks. When conflicts occur between safety, security, and training realism; safety and security will be given priority as Class V items are deliberately designed to be dangerous and destructive. All personnel associated with the ASP must be constantly aware of the potential dangerous and destructive qualities of these items.

(1) *General Safety Requirements.*

(a) All personnel engaged in ASP or munitions operations must be thoroughly trained in explosive safety, FORSCOM Reg 700-4-1, DA PAM 385-64, and be capable of recognizing explosive hazards.

(b) Improper, rough, and/or careless handling of explosive materials will not be tolerated.

(c) Munitions will be handled under the direct supervision of competent personnel who thoroughly understand the hazards and risks involved.

(d) The minimum number of personnel will be exposed for the minimum amount of time to the smallest quantity of explosives, consistent with safety, efficiency, and unit mission. Unnecessary personnel will be barred from hazardous areas.

(2) *General Security Requirements.*

(a) Munitions Storage Areas will be established IAW AR 190-11 and DA PAM 38564.

(b) All personnel involved with munitions are responsible for security to prevent unlawful entry, theft, or intentional destruction.

d. *References and Forms.* See Appendix J

e. *Glossary of Terms.* See Appendix K

#### **1-4. Ammunition and Explosives (A&E) Amnesty Program Policy:**

a. *A&E Amnesty Program* is established 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.

(1) There are two amnesty collection containers on FTIG. One at the base of Ammo Road and one on the corner of Range Road and Utility Road. Both collection containers can be used to drop off small arms (.50 cal and below) amnesty ammunition anonymously and free of any investigation or persecution. Prior coordination with ASP personnel is recommended.

(2) 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*.

(3) Prepare a new DA Form 581/e581 for the remaining found ammunition. Note in Block 28, the original issue document number and state, "This is an amended turn-in document."

(4) Individuals will not be subject to investigations and adverse actions as a result of implementing amended turn-in procedures. Once documents have been prepared, the

ammunition will be scheduled for turn-in. Ammunition 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.

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

b. *Ammunition Found on Post (AFOP)*. 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.

c. 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.

d. 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 DA PAM 742-1 will accomplish serviceability inspections.

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

f. Contact telephone numbers for assistance are:

o Range Control (717) 861-2152/2153 or DSN 491-2132 (Including Ambulance Support)

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

o FTIG Police: Comm. (717) 861-2727 or DSN 491-2727 (911 for Emergencies) (Contact the FTIG Police during non-duty hours)

## **Chapter 2**

### **Authorization and Forecasting**

#### **2-1. General**

a. Forecasts are required to be submitted in TAMIS no later than *ninety (90) days prior* to the training month. If ammunition is not properly forecasted in TAMIS, the ASP may not be able to support the request.

b. AR 710-2 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 must be forecasted to ensure availability at the ASP when needed. Combat load requirements will be established IAW FORSCOM Reg. 700-2 and 700-3. Additional instructions are included in AR 710-2 and DA PAM 700-16, Chapter 12.

c. DA PAM 700-16 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. Stock 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.

(3) Training ammunition requirements are based on data contained in DA PAM 350-38 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 700-16. Factors that impact requirements are:

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

(b) Training objectives.

(c) Equipment/weapon system availability.

(d) Range Time.

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

(4) Types and maximum ammunition training allowances are prescribed in DA PAM 350-38 and 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 for ROTC units: Headquarters, FORSCOM, ATTN: AFDP, Fort McPherson, GA 30330.

(a) 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.

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

(c) *Ammunition requests that are unforecasted are not guaranteed to be supported.* A memorandum from the first O5 in the unit's chain of command must be submitted for the unforecasted request to their ammunition manager to check for authorizations. The ammunition manager will attach a screenshot of the unit's TAMIS account showing that the unit is authorized the requested ammunition to the memorandum and submit to the ASP supervisor *no less than 30 days of requested pick up date*. Failure to comply will result in the ASP not supporting the unforecasted request.

(d) TAMIS determines the ammunition DODIC's and quantities required for each training event. Use DA PAM 350-38 and DA PAM 700-16. These PAMs are only guides; unit must order ammunition that can be totally expended 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.

## **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, to ensure ammunition will be available when needed. Units submitting DA Form 581/e581 for ammunition, which is not properly forecasted, may not receive it due to A&E not being available.

b. Ammunition requests **MUST** 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. Any requests submitted after the 30 day window will require a memorandum from the first O5 in the chain of command explaining the reasons for the late request. There is no guarantee that a late request will be supported by the ASP.

c. An original, current DA Form 1687 Signature Card, listing individuals authorized to *request and/or receive* ammunition, must be on file at the ASP before ammunition will be issued (See Appendix A). DA Form 1687s are valid for a period not exceed one year, one day prior ETS date of any person on the form, or termination of approving authority's assignment, *whichever is less*. It is the Unit's responsibility to ensure 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 Signature Card rules apply as those for requestors/receivers.

e. A copy of the Unit's Assumption of Command memo is 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 e581 that is submitted directly through TAMIS. 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. Ammunition requests which have not been properly forecasted will require an *unforecasted request memorandum*. Unforecasted request memorandums will be signed by the first O6 in the requesting unit's chain of command. If approved, they will be forwarded to the Pennsylvania G-3/J-3, STAM (State Ammunition Manager) for validation. See Appendix D for the Letter of Instruction (LOI) and detailed requirements for each branch. Units are only authorized *two (2)* unforecasted draws per UIC in a fiscal year. Once two unforecasted requests have been supported by the ASP, any additional requests will be *denied* in TAMIS.



## 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.

a. The ASP is open to customers six days a week 0730–1630 except federal holidays. The ASP will be closed to customer transactions every Wednesday for staff operational and safety training and will be closed for lunch from 1200-1230. No supply transactions will be initiated after 1530.

b. All units **must** make appointments for issue and turn-in of ammunition. If the unit does not have everything needed in order to properly conduct the process they will forfeit their appointment time and will have to wait until the next available opening.

c. All cuts must be made at least **48 hours prior** to scheduled pick up date. Unit representative from the DA Form 1687 must call to make the cuts and provide reasoning, which will be annotated on their DA Form 581.

d. Scheduled dates and times for residue turn-in are important to ASP operations. Close coordination will ensure smooth and timely transactions for both the ASP and using units.

e. Individuals authorized to requisition or receipt for ammunition and explosives must call the ASP NLT 10 days before the requested pickup date to ensure that the ASP has received all documents. (MOVED FROM 2-3 AMMUNITION RULES)

f. Commanders may authorize only SGT/E5 and above, Cpl/E4 and above for USMC, to request for pick-up of ammunition.

g. Only personnel in the rank equivalent of SGT/E5 and above (GS05) are authorized to receipt for category I and II (rockets, fragmentary grenades, demo, etc.).

h. Commanders will designate a responsible person to receipt for Category III and IV ammunition.

i. ASP personnel will check the person's DOD CAC to ensure the individual is on the signature card and is authorized to sign and receive the ammunition requested.

j. The Unit will supply all tie-downs, fire extinguishers, tarpaulin, and highway warning kit. The driver and co-driver must be HAZMAT qualified, have security awareness training, and 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.

k. Units must detail adequate number of personnel to assist the ASP personnel in offloading, counting, weighing residue, and banding.

l. All residue turn-ins must be inspected by NCOIC, SFC/E7 or above. This individual must sign a statement on the residue DA Form 581.

m. All ammunition brought onto FTIG **must be cleared** through the ASP **prior to training** 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 **must** 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.

n. *Annual Training (AT)*. Unit requests, submitted on DA Form 581/e581 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. If unit chooses to do multiple DA 581s the unit must allow ample training time to exhaust stocks on DA 581. If units chooses 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.

### **3-2. Required Documentation (Examples are available in the Appendices)**

The following forms will be used. Guidance for the completion of each form is in the appendices indicated. It is the unit's responsibility to have all paperwork properly filled out and ready for processing. If a unit does not have paperwork properly filled out prior to arrival at the asp, they may forfeit their appointment time and have to wait until the next available opening.

a. *FTIG Form 350-3*, Installation In-Processing. Units training on the FTIG Installation *must* provide this form during issue *and* turn-in. (See Appendix J)

b. *DA Form 3151-R*, (Ammunition Stores Slip). DA Form 3151-R is used by the ASP office for issue or turn-ins as a temporary receipt of a storage document that directs the relocation of specific items from the segregation area to specific storage locations. The ASP prepares a DA Form 3131-R for each DODIC in the shipment issue, live turn-in, or residue to be used by the unit and ASP as tally sheets during upload and download, issue, residue, etc.

c. *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. The DA Form 581-R is used for Issue, Live, and Residue turn-ins. (See Appendix D & E)

d. *DA Form 1687*, (Notification of Delegation of Authority-Receipt for Supplies). Using units must email a properly completed DA Form 1687 (See Appendix A) 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. The ASP *will not* issue or receive ammunition without a properly prepared DA Form 1687. DA Form 1687s are valid for a period not exceed one year, one day prior ETS date of any person on the form, or termination of approving authority's assignment, *whichever is less*. It is the Unit's responsibility to ensure they are updated as required. (See Appendix A for more details including signature requirements).

e. *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.

f. *DA Form 5692-R* (Ammunition Consumption Certificate). This document will be prepared before coming to the ASP to confirm that all items are consumed. The Unit Range Safety Officer (SSG/E6 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)

g. *DA Form 5811-R*, (Certificate, Lost or Damaged Class V Ammunition Items). The first lieutenant colonel (LTC/O5) or equivalent (GS-13 or above) in the chain of command, or major/O4 appointed on orders to a LTC level command position will sign the DA Form 5811-R,

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. Completed DA Form 5811-R will accompany turn-in documents to the ASP. When a shortage exists, this original document is required to complete reconciliation with the ASP. (See Appendix F)

*h. DD Form 626, (Motor Vehicle Inspection).* The ASP or unit's 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 AR 55-355 or call the ASP or QASAS for additional guidance. (See Appendix H).

*i. DD Form 2890, (DOD Multimodal Dangerous Goods Declaration).* The driver of each vehicle loaded with ammunition receives a DD Form 2890 before leaving the ASP. When returning to ASP, the driver updates the DD Form 2890 before leaving the field or training area. The ASP, or someone in the unit that is AMMO 62 qualified, will amend the DD Form 2890 IAW CFR 49, AR 385-64 and FM9-38. Do not use vehicles to transport ammunition on public highways or open installations without having DD Form 626 and DD Form 2890. Vehicles transporting inert ammunition items or inert residue do not require DD Form 626 or DD Form 2890. (See Appendix I)

### **3-3. 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).

### **3-4. Ammunition Accountability**

*a. Operational loads* of ammunition *must* be accounted for on unit property books IAW AR 710-2 and DA PAM 700-16. It must be listed by DODIC, lot number, and quantity. This ammunition *must be inventoried at least monthly* IAW DA PAM 710-2-1, paragraphs 7-2c and I-3c(1).

*b. Training ammunition* must be managed and accounted for IAW DA PAM 700-16. Correct use of specified forms and procedures (see Chapter 3 and 5 of this regulation) is required to provide an audit trail and ensure proper control and accountability of training ammunition.

### 3-5. 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. This will help to prevent accountability and inventory problems. For example: a unit requiring 1670 rounds of A059 5.56mm ammunition should round this quantity up to 1680 rounds which is the closest unit of issue. The *ASP reserves the right to make adjustments* to requested amounts, as needed, to meet the requirement. DA PAM 700-16 Tables F-2 thru F-13 provides unit pack information. Quantities of ammunition requested may be *reduced or canceled 48 hours* prior to the pick-up date. *No changes may be made at the time of pick-up.*

b. All units *must make appointments* for issue and turn-in of ammunition. If the unit does not have everything needed in order to properly conduct the process they will forfeit their appointment time and will have to wait until the next available opening.

c. 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.

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 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 an "unusable live ammunition" until inspected by ASP personnel.

g. Units will assist with the loading of ammunition and will inventory, along with ASP personnel, all ammunition items and ensure that the DODIC, lot number, and quantity match what is on the DA Form 3131.

### 3-6. Procedures for Drawing Ammunition

a. Ammunition must be forecasted IAW DA PAM 350-38 (STRAC) and DA PAM 700-16 on an e-581 through TAMIS.

b. The request for pickup of ammunition is approved by the Commander by means of current signature card.

c. Individuals authorized to requisition or receipt for ammunition and explosives must *call the ASP NLT 10 days* before the requested pickup date to ensure that the ASP has received all documents.

- d. ASP personnel will check the person's DOD CAC to ensure the individual is on the signature card and is authorized to sign and receive the ammunition requested.
- e. The *unit will supply* all tie-downs, fire extinguishers, tarpaulin, and highway warning kit.
- f. The driver and co-driver must be HAZMAT qualified, have security awareness training, and 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.
- g. All personnel involved in the ammunition process will have completed AMMO-108 and will need to provide their completed training certificates to the ASP or have it annotated on their military license.
- h. The ASP will provide hazard placards.
- i. Units drawing ammunition MUST adhere to the following rules:
- (1) **DO NOT OPEN SEALED AMMUNITION UNTIL IT IS NEEDED FOR USE.**
  - (2) Request and store only the ammunition your unit needs to conduct firing on the range – never more than is required.
  - (3) Call the ASP NLT 48 hours prior to appointment time to make any reductions in quantity prior to arriving to pick up the ammunition.
  - (4) Keep accurate records on all ammunition transactions, (i.e. Requests, turn-ins, 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. Appendices D, E, and F of this Regulation 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).
- m. Listed below is a checklist of all items required in order to pick up ammunition from the ASP:
- (1) Valid DA Form 1687 Signature Card (Individual requestor and receiver signing for the ammunition must be on the signature card).
  - (2) Commander's Assumption of Command orders with UIC.
  - (3) DOD CAC of the personnel signing for the ammunition. All personnel entering the ASP must have a valid DOD CAC. No one will be authorized entry to the ASP without their DOD CAC.
  - (4) DA Form e581 Request for Ammunition submitted in TAMIS no later than thirty (30) days prior to requested pick up date. Any requests submitted within 30 days will require a Late Request Memorandum from an O5 or higher in the chain of command.
  - (5) Items must be *properly forecasted* using TAMIS at least 90 days prior to pick up.
  - (6) Vehicles must be able to pass inspection at the ASP (see DD Form 626).
  - (7) Driver and co-driver must have valid military licenses on the vehicle they are driving, to include a trailer if applicable, be HAZMAT Qualified, have Security Awareness Training, and have endorsements on license, training certificates, or memorandum from the Commander.
  - (8) AMMO-67 and AMMO-108 are the required HAZMAT and Ammo Handlers training and need to be refreshed every two years.
  - (9) Enough tie-down straps to properly secure the ammunition and prevent shifting during transportation.
  - (10) Highway warning kit.

- (11) Tarpaulin (fire resistant and water proof) to cover ammunition.
- (12) Two (2) 10-BC rated or higher fire extinguishers (NOT POUNDS BUT BC)
- (13) For off post issue see the Chapter 6 or the ASP Supervisor for more information.
- (14) Hazmat Placards (1.1, 1.2, 1.3, and 1.4, etc.) will be provided.

n. NG units storing ammunition off post must have a Storage License approved by The State Safety Office IAW NGR 385-64, SSO PAARNG Ammunition and Explosives Safety Program SOP and Explosives Storage Limit and Licensing Program SOP.

o. Units shipping ammunition by air must get approval from the ASP Supervisor or QASAS.

### **3-7. 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, and/or Range Control personnel for proper ammunition accountability, safety, and security procedures.

c. Training ammunition management procedures specified in DA PAM 710-2-1 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 provide 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/E7 or above, to ensure lot numbers agree with the lot numbers printed on the container and that all ammunition components are present and are properly repacked. Ammunition inspection certificate signed by an SFC/E7 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 (serviceable or unserviceable) rests 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.

f. Upon receipt of a suspension/restriction notice, the ASP will notify units that have been issued these lots, units will then:

- (1) Immediately cease fire.
- (2) Notify Range Control of quantity of suspended/restricted ammunition on hand.
- (3) Turn-in suspended ammunition as soon as possible.

g. 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 available, units and ASP 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).
- (6) 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.
- (7) Proceed to the ASP to meet the coordinated appointment with sufficient certified vehicles to carry issued ammunition. The ASP conducts the exchange as requested 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.

### **3-8. Live Ammunition Turn-in**

**NOTE: Live ammunition and residue will not be transported in 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. All units must make appointments for issue and turn-in of ammunition. If the unit does not have everything needed in order to properly conduct the process they will forfeit their appointment time and will have to wait until the next available opening.
- c. 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 D).
  - (2) Unserviceable ammunition.
  - (3) Residue (Appendix E).
- d. Unserviceable or lost ammunition and residue will be reconciled on DA Form 5811-R (see Appendix F), and prepared IAW para 3-2(h) of this regulation.
- e. For *demolition materials* a copy of the DA Form 581 will be provided to Range Operations at the time range is closed.
- f. DA Form 5692-R, Ammunition Consumption Certificate (Appendix G), 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.
- g. 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/O5 in the chain of command (MAJ/O4 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.
- h. 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.

*i.* 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.

*j.* Prior to turn-in actions at the ASP, open containers will be inspected by an E7, or above, from the using unit to ensure lot integrity, unit pack, and correct quantities. The E7, 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.

*k.* 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. The survey or investigating officer will forward a letter of disposition to the ASP indicating the ammunition is no longer required.

*l.* 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. Propellant bags and increments from artillery and mortar will be destroyed IAW FTIG Reg 385-1. Only personnel trained in burning and firefighting 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/her designated representative. When accountability is verified, the ASP supervisor or designated representative will sign the unit's clearance form.

### **3-9. Ammunition Residue Turn-in**

*a.* All units *must make appointments* for issue and turn-in of ammunition. If the unit does not have everything needed in order to properly conduct the process they will forfeit their appointment time and will have to wait until the next available opening.

*b.* Commanders will ensure that an adequate number of personnel are dispatched assist ASP personnel in offloading, counting, weighing, residue, and banding.

*c.* All residue turn-ins must be inspected by a NCO E7, or above. This individual must sign a statement on the residue DA Form 581. A written explanation will be required for all live ammunition found mixed in with residue. 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.

d. The ASP 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.

### 3-10. Brass Conversion Chart

Use the data and procedures in this chart to compute the weight and/or quantity of expended cartridge cases. Some specific rounds will be counted individually, such as sniper ammunition. (DA PAM 700-16, Appendix G)

<b>WEIGHT CASE TYPE</b>	<b>(pounds/ea. casing)</b>
<b>.22 CALIBER, BRASS, SHORT</b>	<b>.0008</b>
<b>.22 CALIBER, BRASS, LONG</b>	<b>.0014</b>
<b>.50 CALIBER, BRASS, (ALL)</b>	<b>.121</b>
<b>9MM PISTOL, BRASS, (ALL)</b>	<b>.0094</b>
<b>5.56MM, BRASS, (ALL)</b>	<b>.0135</b>
<b>7.62MM, BRASS, (ALL)</b>	<b>.026</b>
<b>20.0MM, BRASS, SMALL</b>	<b>.2</b>
<b>20.0MM, BRASS, LARGE</b>	<b>.25</b>
<b>SHOTGUN BRASS, (ALL)</b>	<b>.036</b>

#### 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 of X weight = Weight of expended item cartridge cases

##### COMPUTATION

39,875 X .0008 = 31.9 pounds

Rounds X Pounds

Work to one decimal place.

#### HOW TO FIND QUANTITY

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

##### FORMULA

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

## COMPUTATION

82.0 POUNDS, DIVIDED BY .009 = 9,111.1 ROUNDS

Work to one decimal place.

### 3-11. Unpacking/Repacking Ammunition

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.

b. *Open boxes of ammunition only as needed, one crate or box at a time.* This will help the live ammunition turn-in and inspection. 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.

c. 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 any ammunition on their person, equipment, vehicles, or weapon system.

d. Inventory the remaining ammunition and residue, repack the live ammunition as close as possible to its original configuration to maintain lot number integrity.

e. Add the certification form (See fig 1) and return to the ASP (DA Pam 710-2-1).

f. 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. *Do not throw away packaging material for ammunition.* It may be needed to repackage items for turn-in.

g. Always use band or wire cutters to open ammunition boxes or pallets with proper protective equipment to include, but not limited to, goggles, face shields, and leather gloves. *Never use axes, shovels, or lug wrenches to cut or break steel banding on pallets or boxes.*

h. Save your ammunition packaging, it is 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.

i. 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.

j. Keep ammunition unitized and palletized as long as practical to allow for quick handling or returning to the ASP.

### 3-12. Cleaning Ammunition 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 preventative maintenance 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, AR 190-13, 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 DA PAM 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 Access Area. Weapons are only allowed in the ASP customer parking area, the ASP Administrative 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 (E5 and above), or DOD civilian (GS05 and above), or DOD contractor employee in an equivalent 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 require armed surveillance at all times.* Category II items will only be issued to a commissioned officer, warrant officer, noncommissioned officer (E5 and above), or DOD civilian (GS05 and above), or DOD contractor employee in an equivalent 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 AMMO-67 and AMMO-108 qualified, and licensed on the transport vehicle. Guards must 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 and/or local law enforcement 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 and/or local law enforcement 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 hours), and is mandatory for more than 24 hours of storage time.

g. *Security of Class V Material in Unit's possession.*

(1) Ammunition will be secured under AR 190-11 and AR 190-13.

(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.

(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. If ammunition or explosives are lost, stolen, or recovered, the Commander will comply with AR 15-6 and AR 735-5. Ammunition or explosives lost or stolen will be reported immediately to FTIG Police Department.

(10) A&E 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 ensuring only authorized personnel will receive Class V material from the ASP. Commanders will establish procedures for records check to be performed IAW AR 190-13 on each individual authorized to requisition or receipt for A&E.

#### **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, FTIG Reg 350-1, 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 until disposition of the A&E is determined by the QASAS or 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 sign of approaching storms or lightning, all activities in the ASP will stop, magazines will be secured, and the ASP magazines 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 be 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)**

- (1) Prior approval from Range Control is required before an ATP can be established.
  - (2) The QASAS will provide ammunition technical advice and assistance to the ATP operator.
  - (3) Unusual or special operations, such as sling-out, will be coordinated with the ASP.
  - (4) Advance coordination with the ASP is required in order to ensure proper utilization of the ATP.
  - (5) Establishment of a unit ATP is permitted in AREA D5, Grid coordinates UK 564 743. The ATP is limited to a maximum of 6 each 40-foot trailers.
  - (6) Only properly trained and equipped personnel will be permitted to operate an ATP.
  - (7) 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.
  - (8) 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 will 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.
  - (9) Security will be provided IAW Para 4-2 above.
  - (10) Storage will be on a roadside basis. Ammunition laden vehicles will be spaced according to Quantity-distance (QD)/compatibility requirements established in FM 9-38 or DA Pam 385-64.
  - (11) 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.
- c. *Ammunition Holding Area (AHA)* (see Appendix B) The AHA located on FTIG 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 in order to use the AHA.
- (1) 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.
- (m) Flat racks must stay on trucks/trailers.
- (n) *Absolutely no alcohol is permitted.*

**4-6. Field Storage in the Training Area.** Ammunition storage conditions differ greatly between the ASP, where large quantities are stored, and storage in the field or on board tactical/combat vehicles, where smaller quantities are stored outside. 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. Use DA PAM 385-64 and ATP 4-35.1 or contact your civilian QASAS or the ASP Supervisor for specific guidance in these areas. Follow the guidance in DA PAM 700-16, ATP 4-35, 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 identification clearly in view.
- b. At no time will ammunition be downloaded or stored in the cantonment area or maintenance/rendezvous areas.
- c. Ammunition stored in a field environment shall be segregated by DODIC and lot number to facilitate daily inventory and inspection IAW DA PAM 700-16, Chapter 12.
- d. Isolate rockets into single rows, all pointing into an embankment or some sort of barrier (never toward personnel training, parked vehicles, camp area etc.).
- e. Except for 2.75" rockets, never store WP munitions lying on their sides.
- f. 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.
- g. Post the appropriate fire or chemical hazards symbol(s) for each field storage area. Contact your QASAS for specific guidance.
- h. 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.
  - i. Do not stack ammunition more than *one pallet high* to ensure stack stability.
  - j. Stack ammunition boxes only 5 high on the ranges or in the training area.
  - k. 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.



- l.* Smoking is prohibited within 50 feet of ammunition-loaded vehicles, or stored ammunition.
- m.* Do not allow waste materials or litter to accumulate around your field storage site.
- n.* Do not allow dry vegetation and flammable debris to accumulate around your ammunition.
- o.* Place fire extinguishers 10 feet from the front and back of the vehicle loaded with ammunition or explosives, or ammunition stacked in the field.
- p.* Inform all training personnel and guards of the location of the fire extinguishers.
- q.* Unit personnel will not fight a fire when an ammunition item is either smoking or burning.
- r.* 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 AHA, 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 AR 190-13 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, DA PAM 385-64, DA PAM 700-16, Chapter 12, Section V, AR 385-64, 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 Unit Armories**

- 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 Regulation "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. Units must comply with NGR 385-64 (Army National Guard Ammunition & Explosives Safety Standards).
- b.* All non-PAARNG units must comply with AR 385-64, AR 190-11, AR 190-13 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 2977 – (Deliberate Risk Management Worksheet).
  - (2) Explosive Storage Limits and License. PAARNG entities will utilize NGB Form 38564-1 (T) (License) in the vault as required by NGR 385-64.
  - (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 (valid within five years of issue date).
  - (6) In addition to the postings, two fire extinguishers, rated 10-BC 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. PAARNG units will apply to the State Safety Office for a license by calling; DSN 491-8813/6781 or 717-861-8813/6781. See PAARNG Safety SOP #7 for instructions on obtaining a State License.
- 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.
- c. A unit transporting ammunition from their home station to an off post training location, or to/from the ASP, is responsible for ensuring compliance with the 49 CFR. Failure to do so could subject those involved to a fine.
- d. *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, AR 190-13, 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 Garrison Commander. (See Chapter 6 for more information).

e. *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 their 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) Be sure that your ammunition load has fore and aft restraint.

(4) Vehicles loaded with ammunition need 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, AR 190-13, 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, fire extinguishers will be 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.

(14) 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.

(15) Before you load any ammunition into your vehicle, determine your vehicle's load limit, and then determine the weight of the ammunition. This is usually listed on the front of the boxes or containers. Do not exceed vehicle maximum load limit.

(16) During the loading or unloading of vehicles, set the brakes, turn off the engine, and chock wheels.

(17) Load the ammunition and the properly secure the load to prevent movement.

(18) 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.

(19) Use a forklift when handling palletized ammunition and moving it short distances.

(a) Take care not to strike the ammunition with the forks.

(b) When using larger forklifts with long forks, such as the 6,000-lb or 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.

(c) 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 role 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 soldiers driving the truck (primary and alternate drivers), 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 the personnel listed, or evidence on the vehicle driver license must be provided to ASP Personnel at the time of issuing ammunition.

(a) All soldiers involved in the transportation of A&E are required to have **AMMO-67** and **AMMO-108** from DAC (Defense Ammunition Center) <http://www.dactces.org/>

(b) In order to ensure a smooth supply transaction, it is recommended that all soldiers receiving ammunition complete DAC **AMMO 64-DL** training as well.

*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 H for information on completing DD Form 626.

(2) Only limited quantities of small arms ammunition, not exceeding two full outer packs may be transported in the trunk of a sedan or cargo area of GSA vans and sedans.

(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 units 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) *must* be equipped with two 10BC class or greater equivalent rated portable fire extinguishers. One must be C02 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 will be 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 vehicle's 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 in cantonment area. In case of emergency or vehicle breakdown, the driver shall refer to the appropriate Emergency Response Guide (ERG) Reference and DD Form 2890 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(s) 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 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 along with a written route plan from origin to destination and any additional safety or information papers for the munitions being transported.

(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. Ammunition Malfunction Procedures**

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. (See Appendix O for guidance in completing a malfunction report.)

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

(1)The unit will immediately cease firing.

(2)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.

(3)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 authorized representative.

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

(5)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.

c. Follow procedures of the appropriate TM 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 then 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, Accident Report, will be prepared by the immediate supervisor and submitted to the Safety Office within ten (10) days.

**4-13. Abnormal Conditions of Ammunition.** 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 to 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 700-16, Chapter 12, 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 by the unit:

(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 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/e581, Request for Issue/Turn-in**

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

b. 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.

c. 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.** When ammunition is received from the ASP, post entries from the DA Form 581/e581 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. 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. A DA Form 5515 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.*

b. 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.

c. 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.

d. 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.

e. 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) Posts 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, DA Form 3131, and the turn-in DA Form 581 are placed on file to be retained in the unit IAW AR 25-400.

## **Chapter 6**

### **Transportation of Ammunition Off-Post**

#### **6-1. General**

a. 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 FTIG Garrison Commander. Email will be routed through Range Control with approved memo presented to the ASP Supervisor prior to any issue.

b. Be sure to include the following information in the memo:

(1) Dates of proposed draw and use.

(2) Amount and type of ammunition to be transported.

(3) CIIC level of ammunition to be transported.

(4) Whether or not force protection rounds will be required and type of weapon.

(5) If and where ammunition will be stored.

(6) Training site location.

(7) Confirmation that you will have no less than 2 forms of communication (2 different cell phones, 1 cell phone and "On-Star" etc.).

c. Units will be required to possess a map of the route they intend to take.

d. Units 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.

e. Email Off-Post requests through Range Control to the FTIG Garrison Commander, present the approved request to ASP Supervisor prior to issue date.

#### **6-2. Armed Guard Requirements**

a. Armed Guards are required for all shipments of CAT I and II munitions and are only required for CAT III and IV when FPCON Delta is in effect.

b. When armed guards are required, the driver or assistant driver must be armed for all ammunition items in transit to/from FTIG. The Off-Post request must annotate that the driver or A-driver will be armed.

c. 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.

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## Appendix A

### DA 1687 Requirements and Examples

DA Form 1687 may be created with *either* a digital signature *or* a handwritten (pen and ink) signature. If digital signatures are utilized, all signatures must be in digital format (\*IAW current guidelines) and contain the individuals name, DOD ID number, and date of the signature (electronic wet signature is no longer required but is acceptable). If handwritten pen and ink signatures are used then all signatures must be handwritten.

Electronic hand signature *included* with a digital signature does not constitute a need for all signers to have a hand signature included with their digital signature.

If handwritten signatures are used, all signatures must be handwritten. *Mixing of digital and handwritten signatures* on the same DA Form 1687 is *not authorized*. An electronic hand signature included with a digital wet signature is not acceptable for this scenario.

Example 1: All hand written signatures

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES					DATE
<small>For use of this form, see DA PAM 710-2-1. The proponent agency is DCS, G-4.</small>					20210808
AUTHORIZED REPRESENTATIVE(S)					
ORGANIZATION RECEIVING SUPPLIES USPFO FOR PA ACTIVITY				LOCATION ASP, Fort Indiantown Gap, Annville, PA 17003	
LAST, FIRST, MIDDLE INITIAL	ETS:XXXXXX	AUTHORITY		SIGNATURE AND INITIALS	
		REQ	REC		
GIAMPIETRO, TEL [REDACTED]	ETS:XXXXXX	YES	YES	[Handwritten Signature]	TG
POLLOCK, BR [REDACTED]	ETS:XXXXXX	ES	YES	[Handwritten Signature]	BP
HARRISON, AL [REDACTED]	ETS:XXXXXX	ES	YES	[Handwritten Signature]	AH
HUMMEL, GAR [REDACTED]	ETS:XXXXXX	ES	YES	[Handwritten Signature]	GH
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: Issue and Receipt of CL-V Supplies for W25RAY					
REMARKS Authority to Issue and Receipt CL-V Supplies for W25RAY PAGE 1 OF 3					
I ASSUME FULL RESPONSIBILITY					
UNIT IDENTIFICATION CODE W92JAA			DODAAC/ACCOUNT NUMBER W25RAY		
LAST, FIRST, MIDDLE INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE	
CASSARELLA, JAME [REDACTED]	COL	(717) 861 [REDACTED]	20220807	[Handwritten Signature]	

DA FORM 1687, NOV 2015 PREVIOUS EDITIONS ARE OBSOLETE APD LC v1.01ES

#### Instructions for units

- (1) **DATE** Use the dropdown menu to choose the creation date
- (2) **Organization Receiving Supplies** Enter the name of the unit
- (3) **Location** AMMUNITION SUPPLY ACTIVITY
- (4) **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 either their ETS date (enlisted) or CAC expiration date (officer or civilian). *Dates must be in YYYYMMDD format.* 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 E5 and above can request. USMC E4 and above can request. Civilian GS07 and above can request.

(6) **Signature and Initials** Must all be the same type of signature for all personnel including commander

(7) **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 V supplies as indicated above.” **Withdraws From** Leave Blank. Procedures for adding and deleting persons are not authorized for Class V supplies.

(8) **Remarks** Enter the following statement “ASP, Authorized representatives listed above have passed security screening IAW AR 190-13.”

(9) **Unit Identification Code** Enter the unit UIC. **DODAAC/Account Number** Enter the unit supply DODAAC

(10) **Last Name, First Name, Middle Initial** Enter name of Commander

(11) **Grade** Enter the grade of Commander (O-? format)

(12) **Telephone Number** Enter full telephone number of Commander

(13) **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). As shown in Example 2.

(14) **Signature** Same as (6).

*Upon any element of data becoming outdated on this card, the entire card is no longer valid and must be replaced with a new card.*

Example 2: All digital signatures. (A mix would be if any one person on the form manually signed but the remaining individuals digitally signed or vice versa. A digital signature with/without a wet electronic signature is ok to mix.)

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES <i>For use of this form, see DA PAM 710-2-1. The proponent agency is DCS, G-4.</i>					DATE
AUTHORIZED REPRESENTATIVE(S)					20210930
ORGANIZATION RECEIVING SUPPLIES 44TH MEDICAL BRIGADE, 6MLMC			LOCATION AMMUNITION SUPPLY ACTIVITY		
LAST, FIRST, MIDDLE INITIAL		AUTHORITY REQ REC		SIGNATURE AND INITIALS	
SSG PRUITT, [REDACTED] A E. ETS: 20220602		NO NO		PRUITT, LENA [REDACTED] BP <small>Digitally signed by PRUITT, LENA, 14141 0173 Date: 2021.10.04 11:37:26 -0400</small>	
SGT MAXWELL, [REDACTED] KAY S. ETS: 20221123		NO NO		MAXWELL, Y. SHE [REDACTED] AM <small>Digitally signed by MAXWELL, ANNAKAY-SHENEY, K.A. 136222001 Date: 2021.10.04 11:38:02 -0400</small>	
CPL LARA SALAS, [REDACTED] S D. ETS: 20221022		NO NO		LARA, SALAS, DAVE [REDACTED] AL <small>Digitally signed by LARA, SALAS ANDRES DAVYD, 153025 2147 Date: 2021.10.04 14:15:51 -0400</small>	
SFC BOOKAL, [REDACTED] LE J. ETS: 20250728		NO NO		BOOKAL, MICHELLE, JENELLE [REDACTED] MB <small>Digitally signed by BOOKAL, MICHELLE, JENELLE, 217082740 Date: 2021.10.04 11:01:02 -0400</small>	
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 (W90UF5) as indicated above.					
REMARKS ASP, Authorized representatives listed above have passed a security screening IAW AR 190-11.					
I ASSUME FULL RESPONSIBILITY					
UNIT IDENTIFICATION CODE WDD3AA			DODAAC/ACCOUNT NUMBER M81MA8		
LAST, FIRST, MIDDLE INITIAL		GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE
BURK, [REDACTED], D.		O-6	910-[REDACTED]	20220601	[REDACTED] <small>Digitally signed by BURK, JAMES DEBRA WYN, 118021540 Date: 2021.10.01 11:03:00 -0400</small>
DA FORM 1687, NOV 2015			PREVIOUS EDITIONS ARE OBSOLETE		APD LC v1.01ES

**Appendix B**  
**Ammunition Holding Area Requirements**  
PFO-SSD

1 February 2022

MEMORANDUM FOR RECORD

SUBJECT: Ammunition Supply Point Ammunition Holding Area

1. The Ammunition Holding Area (AHA) is located on Ammo Road past the Ammunition Supply Point and is designed for using units and commercial carriers to temporarily park ammunition laden vehicles for safe storage. Use of the AHA must be coordinated through the ASP.

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. Guard details will not exceed 4 personnel per vehicle, all must be AMMO 67 and AMMO 108 certified and licensed for the vehicle being used.

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. Bivouac 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 take all trash with them 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 photographs are allowed to be taken of the AHA, the ASP, or surrounding areas.
3. The entry control point (ECP) at Ammo Road 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 to the ASP during duty hours or the FTIG Police after duty hours:
- a. Any unusual occurrence in or around the AHA or ASP.
  - b. Grass or forest fires in areas adjacent to the AHA or ASP.
  - 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 defective lighting.
  - 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 utility pole at the west end of the AHA. The extension for the line is 5509. To dial an on post number, dial 2-xxxx. To dial off post 9- then the 10 digit number. The following numbers are to be used in case of emergency:
- Ambulance Support – 911 (Cantonment) or 2-2132 (Training Area or Ranges)  
FTIG Police – 911 or 2-2727  
Fire Department– 911 or 2-2111  
ASP Office – 2-2538/2014 Range Control – 2-2152/2153

## **Appendix C**

### **Unforecasted Ammunition Request Guidance**

Unforecasted Ammunition Request Letter of Instruction (LOI)

MEMORANDUM FOR SEE DISTRIBUTION

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

1. This LOI provides procedural guidance for processing unforecasted requests for issue of Class V at Army National Guard (ARNG) Ammunition Supply Points (ASP).

2. After authorizations are sub authorized each year the responsibility of forecasting Class V should be closely coordinated between the State Training Ammunition Manager (STAM) and the using unit who's Unit Identification Code (UIC) will be used in the Total Ammunition Management Information System (TAMIS) to request the ammunition. Any Class V request for issue which has not been properly forecasted or sub authorized in TAMIS places an unplanned demand or stress on the Class V supply system.

3. Definition of Forecasted and Unforecasted Ammunition Request:

a. Forecasted Request: Any request for issue of munitions by TAMIS e581 before the lockout period. Lockout period is the 90 day period following the last day of the current month (i.e. if, any day during the month of June an e581 is submitted, the request for issue must be in the month of September or beyond).

b. Unforecasted Request: Any request for issue of munitions by TAMIS e581 that falls after the lockout period. This includes a change in scheduled forecast due to insufficient forecast, requests to draw in different months if they fall within lockout, locations other than originally forecasted, and/or STAM's not sub allocating assets for unit to properly forecast.

i. An Unforecasted Class V Request must be submitted to increase quantities or change the pickup date.

ii. A decrease in quantities or changing the pickup date to less than 13 days before or after the original requested draw date, unless that date changes to a different month, is the only exception to this requirement.

4. ARNG ASP managers, supervisors, or operators will not accept unforecasted e581's from TAMIS to Standard Army Ammunition System (SAAS) or process an issue until the ASP Class V manager has acknowledged that filling such unforecasted request will not result in a reduction of support for forecasted units.



5. An unforecasted Class V memorandum is *required* by ARNG-G3/5/7-TRS for all unforecasted requests made by ARNG units or any other branch of service requesting support from ARNG ASPs. Use the Unforecasted Request fillable PDF or a manually generated memorandum to submit unforecasted ammunition request which must include the following information:

- a. Enter the requesting unit's address, office symbol, date, and purpose or subject.
- b. Paragraph 1: The UIC and the Department of Defense Activity Address Code (DODAAC) of the unit requesting the ammunition, unit name and unit location, training date (date range), training location, and pickup date and Transportation Account Code (TAC) if applicable.
  - i. Ammunition that's not available and outside normal resupply with a pickup date over 10 working days (excluding holidays, weekends, and Fridays) or more a TAC may be required by requesting unit or organization. The minimum obligation is \$4000.00 but the actual bill may be greater.
  - ii. Unit's submitting unforecasted Class V request for pickup under 10 working days (excluding holidays, weekends and Fridays) the Joint Munitions Command (JMC) Centralized Ammunition Manager (CAM), may not be able to support or a substantially higher charge to process and expedite the shipment will be assumed by the requesting unit.
- c. Paragraph 2: List Department of Defense Identification Code (DODIC), nomenclature/description, and quantities being requested. \*\*\*NOTE: If the request has more than five DODIC's, the continuation sheet must be utilized to include the tracking number from the initial memorandum as well as a signature by the *same* O6 or higher.
- d. Paragraph 3: Reason(s) for the unforecasted ammunition request, *even if it is not the fault of the unit* (i.e. range shut down because of weather, a ranger fire etc.) and the corrective action(s) taken to prevent an unforecasted request from recurring.
- e. Paragraph 4: Unit POC/alternate to include phone numbers and email addresses.
- f. Paragraph 5: Enter a tracking number using the requesting units UIC & state with a tracking number (i.e. W52RKM-AR-001). The tracking number will reset each fiscal year.
- g. The memorandum will be signed by an O6 or higher from the unit's higher headquarters and not the STAM. \*\*\*NOTE: *Without exception*, a memorandum will not contain edits, be incorrectly formatted or omit any of the required data or it will be returned to the unit without action and *must be* digitally signed.

6. Unforecasted Request Memorandum Routing Procedures:

- a. Route the completed memo through the first O6, or higher, in the unit's chain of command. If approved, the memo 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 and DODAAC.

b. The State will send the request to the ASP for action. If the ASP can support the request with on hand quantities, both the unit requesting and the ASP supporting the request need to be on the *same email* to the unforecasted request to Mr. Tim Oakley, Ammunition Program Manager, at Timothy.A.Oakley.civ@army.mil stating the ASP can support the unit's unforecasted request. ARNG-TRS/G-3 will return its concurrence with each request, filing each memorandum in the State's folder for tracking purposes. ARNG-G3/5/7-TRS may take action to provide remedial training through the use of Defense Connect Online (DCO) to unit personnel where such training may be beneficial.

c. Request that are *unsupportable* by ASPs will be forwarded to the G4 for action requesting a Transportation Authorization Code (TAC).

d. When sending the email regarding unforecasted ammunition; in the subject line of the email put the unit's name and UIC submitting the unforecasted request followed by "Unforecasted Ammunition Request." (i.e. 78th NGB W81OHJ Unforecasted Ammunition Request) .

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; e581 document numbers are a requirement as a cross referencing tool.

7. ARNG units requesting ammunition from active duty ASPs: For tracking purposes send all unforecasted requests from ARNG units even if not going to ARNG ASPs. \*\*\*NOTE: *In addition* to following ARNG-G3/5/7-TRS instructions for unforecasted requests, units will also have to comply with the SOPs of any non-ARNG ASP.

8. Other Military Commands (OMC), DOD agencies or organizations:

a. Read the attachment regarding procedures to process an unforecasted request at an ARNG ASP. If a specific organization is not represented and more guidance is needed, send questions to Tim Oakley, Ammunition Program Manager, at Timothy.A.Oakley.civ@army.mil for action.

9. The supporting ARNG Class V managers for ARNG ASPs will:

a. Use SAAS or the National Level Ammunition Capability (NLAC) website to determine if assets on hand will support the quantities requested based on excess quantities listed on the report. The ASP Class V manager may only support unforecasted requests from inventory not covered by a forecast for the next 90 days. The ASP Class V manager will run the Class V forecast in TAMIS to determine if the unit is authorized the DODICs requested.

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-G3/5/7-TRS stating in the email they can support the unforecasted.

b. 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-G3/5/7-TRS as a supportable request and indicate the changed quantities requested by the unit on the memorandum.

c. Otherwise the Class V manager will email the unforecasted request memorandum to ARNG-G3/5/7-TRS as an unsupportable unforecasted request.

d. Cartridge Actuated Device/Propellant Actuated Device (CAD/PAD), unforecasted request must include TAC if assets are needed in less than 30 days and the attached CAD/PAD worksheet used to receive authorization and memo will be sent to Tim Oakley, Ammunition Program Manager, at Timothy.A.Oakley.civ@army.mil for further action.

#### 10. Additional information:

a. 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 60 day requirements (in TAMIS) or the ammunition can be resupplied on the next CAM monthly resupply without changing the default Required Delivery Date (ROD) to cause an earlier shipment.

b. ARNG-LGS/G-4 will coordinate with the CAM office on unforecasted request requiring a TAC. ARNG-LGS/G-4 and the CAM office will not support an unforecasted request if not routed through and approved by ARNG-G3/5/7-TRS.

c. 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.

d. 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 prevent any additional unforecasted requests.

11. Point of contact for unforecasted ammunition request is Mr. Tim Oakley, Ammunition Program Manager, at Timothy.A.Oakley.civ@army.mil.

## **LOI Regarding Unforecasted Class V Request, Guidance for Other Military Commands, DoD Agencies or Organizations**

1. For other military commands, DoD agencies or organizations, submitting unforecasted request for Class V from an ARNG ASP follow guidance ARNG-LGS received specially from each organization:

a. U.S. Marine Corps: 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 (HHQ). The ASPs will not provide any inventory information to the units. These requests will be forwarded to POC: Darrell Ford at Darrell.Ford@usmc.mil or com 703-615-5023 only after the unit's 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. ASPs will not fill the unforecasted request without approval from PM ammo training manager, the CAM office, and ARNG-LGS personnel. He will then provide information back to the unit's HHQ 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.

b. Regional Training Site (RTI) forward these requests to the distribution list in global outlook title NG NCR NGB ARNG List NNG ARNG-ILZ ammunition unforecasted. This request will be forwarded to ARNG-TRI POC to determine if the request is valid.

c. Army Reserves (USARC) UARs must be signed by an O7, or above. The unit submitting the request will send UARs from the battalion through MSC Ammunition Manager with O7 CG/DCG approval signature NLT 21 days prior to the requested unit training event. Leon Smith, USARC Senior Ammunition Program Manager, G3/7/TMB, leon.t.smith.civ@army.mil, office 910-570-9153, Gov Cell 910-574-7521. USARC POC will validate that the UIC has the authorizations. If valid, they will forward it to the address in global outlook titled NG NCR NGB ARNG List NNG 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 in global outlook titled NG NCR NGB ARNG List NNG ARNG-ILZ ammunition unforecasted. ARNG ASP's will not support USARC requests without approval form the USARC POC and the NGB.

d. College, University, or other ROTC units should submit their unforecasted request through their respective brigades to US Army Cadet Command HQ, SFC Thomas Harper at Thomas.R.Harper.mil@army.mil, then through HQ, TRADOC, G-3/5/7 TOMA to Bradley S.

Helmick, bradley.s.helmick.civ@mail.mil 757-501-5642 and Archie Askew at Archie.L.Askew.civ@army.mil. G-3/5/7 TOMA will then process the UAR as needed and provide back to the serving ASP and/or Cadet Command's ammunition manager. At no time will any ammunition be issued which was not expressly ordered for and sent for use by the requesting entity.

e. IMCOM installation or active duty 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. The ACOM should receive the unforecasted ammunition request from the parent level at least 30 working days prior to requested pickup date. The following information must be provided:

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

ii. UIC, name and installation of the requesting unit.

iii. Requested DODICs/quantities (alphabetic order).

iv. Units remaining FY TAMIS authorizations for requested DODICs.

v. Installation where needed the requested pickup date.

vi. Training dates (if OPLOAD request, leave blank).

vii. Justification for not forecasting IAW AR 5-13.

viii. Impact to unit if not supported.

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

2. 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.

**Appendix D**  
**Live Ammunition Turn-In 581 Example, June 2021**

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 DA PAM 700-16; the proponent agency is DCS, G-4.				2. TURN-IN	<input checked="" type="checkbox"/> DODAAC-julian date-xxx		1 OF ?					
7. SEND TO N1PA FTIG, PA Annville, PA  W25RAY		8. REQUEST FROM Unit Name:  Unit UIC		9. DATE MATERIEL REQUIRED (YYYYMMDD)		10. PRIORITY		11. ALLOCATION PERIOD		12. DODACC **Unit DODAAC		
13a. REQUESTED BY **Requestor prints name				13b. DATE (YYYYMMDD) **DATE**		13c. SIGNATURE sign						
14a. APPROVED BY **Approver prints name				14b. DATE (YYYYMMDD) **DATE**		14c. SIGNATURE sign						
15. ITEM	16. DOCIC	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)
1	**	***	***	ea	qty T/I	TRS	TAR		**Copy from issue document**			
28. REMARKS The above items were drawn on document number _____ (issue document number) _____ and were not expended. All other items drawn on that document number were expended and residue is being returned under document number _____ (residue document number) _____.										29. RELATED DOCUMENT SERIAL NOS.		
30a. ISSUED BY **Receiver prints 30b. SIGNATURE Signs**				30c. DATE (YYYYMMDD) DATE**		31a. RECEIVED BY ASP personnel prints 31b. SIGNATURE ASP signs				31c. DATE (YYYYMMDD) DATE*		32. TAMIS CONTROL NO.

DA FORM 581, JUN 2021

PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.

APD AEM v1.00ES

- 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 **(Only required for CAT I/II and OPL documents)**
- 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 E**  
**Ammunition Residue Turn-In 581 Example, June 2021**

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 DA PAM 700-16; the proponent agency is DCS, G-4				2. TURN-IN	<input checked="" type="checkbox"/> DODAAC-julian date-xxx		1 OF ?					
7. SEND TO NIPA FTIG, PA Annville, PA		8. REQUEST FROM Unit Name:		9. DATE MATERIEL REQUIRED (YYYYMMDD)		10. PRIORITY	11. ALLOCATION PERIOD	12. DODACC **Unit DODAAC				
W25RAY		Unit UIC		13a. REQUESTED BY **Requestor prints name		13b. DATE (YYYYMMDD) **DATE**		13c. SIGNATURE sign				
				14a. APPROVED BY		14b. DATE (YYYYMMDD)		14c. SIGNATURE				
15. ITEM	16. DOCIC	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)
1		***				TRS	TIR					
28. REMARKS The above items were drawn on document number _____ (issue document number) _____ and were properly expended. All other items drawn on that document number that were not expended are being returned under document number _____ (live t/i document number) _____.  Contents have been inspected and do not contain any live rounds, unfired primers, explosives, or dangerous materials.  Signed _____ (signature must be E7 or above)  As a result of any shortages, a DA Form 5811-R is attached. (include statement if appropriate)									29. RELATED DOCUMENT SERIAL NOS.			
30a. ISSUED BY **Receiver prints				30c. DATE (YYYYMMDD)		31a. RECEIVED BY ASP personnel prints				31c. DATE (YYYYMMDD)		32. TAMIS CONTROL NO.
30b. SIGNATURE Signs**				DATE**		31b. SIGNATURE ASP signs				DATE*		

DA FORM 581, JUN 2021

PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.

APD AEM v1.00ES

- Block 9 – Turn-In Date
- Block 12 – Unit DODAAC
- Block 13a, 13b, 13c – Authorized Requestor prints name, date, and signs
- Block 14a, 14b, 14c – Not Required
- 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 F

### DA 5811 Certificate for Loss or Damaged Class V Example, June 2021

CERTIFICATE - LOST OR DAMAGED CLASS 5 AMMUNITION ITEMS For use of this form, see DA PAM 700-16; the proponent agency is DCS, G-4.						
PART I - CERTIFICATION						
<i>I certify that the item(s) described in blocks 1-5 below were as stated. Circumstances of the loss or damage are accurately described below.</i>						
1. STOCK NO.	2. DESCRIPTION	3. QUANTITY	4. ITEM WAS (Check)		5. DAMAGED BY NEGLIGENCE? (Check)	
			a. LOST	b. DAMAGED	a. YES	b. NO
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. CIRCUMSTANCES OF LOSS OR DAMAGE						
7a. SIGNATURE					7b. DATE	
<p style="text-align: center;"><b>PART II - ACTION</b></p> <p>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 5 item (s) was <input type="checkbox"/> was not <input type="checkbox"/> due to negligence, willful misconduct, or deliberate unauthorized use. The following actions shall be taken:</p> <p>9. No further action is required. <input type="checkbox"/></p> <p>10. An administrative adjustment shall be made in the property book for the class 5 item (s) that were not lost through negligence, willful misconduct, or deliberate unauthorized use. <input type="checkbox"/></p> <p>11. The damaged class 5 item(s) shall be repaired as fair wear and tear as the damage was not caused by negligence, willful misconduct, or deliberate unauthorized use. <input type="checkbox"/></p> <p>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 officer. <input type="checkbox"/></p>						
13a. SIGNATURE					13b. TITLE	
					13c. DATE	

DA FORM 5811, JUN 2021

PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.

APD AEM v1.06E8

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 Company Commander

Part II – To be filled out by the first O5; the only exception is an O4(P) in position of O5 responsibility. Then a memorandum indicating this must accompany the form. No other signatory authority is permitted. 7a. and 7b. may be signed by the same O5 in 13a.

Block 8, 9, 10, 11, 12 – Check the appropriate box(es)

Block 13a, 13b, 13c – Name and signature, title, and date of O5 level commander





# Appendix H

## DD 626 Motor Vehicle Inspection Example, October 2011

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

MOTOR VEHICLE INSPECTION (TRANSPORTING HAZARDOUS MATERIALS)										
<i>(Read Instructions before completing this form.)</i>										
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 a.				DESTINATION b.				
2. CARRIER/GOVERNMENT ORGANIZATION										
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. <i>(X if satisfactory at origin)</i>								9. CVSA DECAL DISPLAYED ON COMMERCIAL EQUIPMENT*		
a. HAZMAT ENDORSEMENT				d. ERG OR EQUIVALENT COMMERCIAL:		YES		NO		
b. VALID LEASE*				e. DRIVER'S VEHICLE INSPECTION REPORT*				a. TRUCK/TRACTOR		
c. ROUTE PLAN				f. COPY OF 49 CFR PART 397				b. TRAILER		
SECTION II - MECHANICAL INSPECTION										
<i>All items shall be checked on empty equipment prior to loading. Items with an asterisk shall be checked on all incoming loaded equipment.</i>										
10. TYPE OF VEHICLE(S)					11. VEHICLE NUMBER(S)					
12. PART INSPECTED <i>(X as applicable)</i>		ORIGIN (1)		DESTINATION (2)		ORIGIN (1)		DESTINATION (2)		COMMENTS (3)
		SAT UNSAT		SAT UNSAT		SAT UNSAT		SAT UNSAT		
a. SPARE ELECTRICAL FUSES										k. EXHAUST SYSTEM
b. HORN OPERATIVE										l. BRAKE SYSTEM*
c. STEERING SYSTEM										m. SUSPENSION
d. WINDSHIELDWIPERS										n. COUPLING DEVICES
e. MIRRORS										o. CARGO SPACE
f. WARNING EQUIPMENT										p. LANDING GEAR*
g. FIRE EXTINGUISHER*										q. TIRES, WHEELS, RIMS
h. ELECTRICAL WIRING										r. TAILGATE/DOORS*
i. LIGHTS AND REFLECTORS										s. TARPULIN*
j. FUEL SYSTEM*										t. OTHER <i>(Specify)</i>
13. INSPECTION RESULTS <i>(X one)</i> ACCEPTED					REJECTED					
<i>(If rejected give reason under "Remarks". Equipment will be approved if deficiencies are corrected prior to loading.)</i>										
14. SATELLITE MOTOR SURVEILLANCE SYSTEM: <i>(X one)</i> ACCEPTED					REJECTED					
15. REMARKS										
16. INSPECTOR SIGNATURE <i>(Origin)</i>					17. INSPECTOR SIGNATURE <i>(Destination)</i>					
SECTION III - POST LOADING INSPECTION										
<i>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.</i>										
18. LOADED IAW APPLICABLE SEGREGATION/COMPATIBILITY TABLE OF 49 CFR		ORIGIN (1)		DESTINATION (2)		COMMENTS (3)				
		SAT UNSAT		SAT UNSAT						
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 <i>(Origin)</i>					26. DRIVER(S) SIGNATURE <i>(Origin)</i>					
27. INSPECTOR SIGNATURE <i>(Destination)</i>					28. DRIVER(S) SIGNATURE <i>(Destination)</i>					

**Appendix I**

**DD 2890 Multimodal Dangerous Goods Declaration Vehicle Inspection Example, September 2015**

DD Form 2890 must be completed by a QASAS or installation-transportation-office-qualified individual or unit personnel that are certified with Ammo 62 (Technical Transportation of Hazardous Materials). *Certifier must visually inspect vehicle and load at the time of signature.*

DOD MULTIMODAL DANGEROUS GOODS DECLARATION			
This form may be used as a dangerous goods declaration as it meets the requirements of SOLAS 74, Chapter VII, regulation 54; MARPOL 79/78, Annex III, Regulation 4.			
1. SHIPPER/CONSIGNOR/SENDER		2. TRANSPORT DOCUMENT NUMBER	3. PAGE 1 OF PAGES
5. FREIGHT FORWARDER'S REFERENCE		6. CONSIGNEE	
		7. CARRIER (To be completed by the carrier)	
<b>24-HOUR EMERGENCY ASSISTANCE TELEPHONE NUMBERS:</b>			
DOD NON-EXPLOSIVE HAZMAT: (800) 851-8061/ (804) 279-3131 AT SEA: COLLECT: (804) 279-3131	DOD HAZ CLASS 1 (EXPLOSIVES) ONLY: COLLECT: (703) 695-4695/4696 or DSN: 225-4695/4696 (Watch Officer)	CHEMICAL/BIOLOGICAL WARFARE MATERIAL: (410) 436-6200 DSN: 584-6200	DOD SECURE HOLDING: (800) 826-0794 (For TSPs/drivers emergency secure holding issues, accidents, delays, and incidents) OIL/CHEMICAL SPILLS: NRC & TERRORIST HOTLINE: (800) 424-8802 AT SEA: COLLECT: (202) 267-2675
DOD RADIOACTIVE MATERIALS: COLLECT ARMY: (703) 695-4695/4696 USAF: (301) 981-5058 DLA: (800) 851-8061 AT SEA: COLLECT: (804) 279-3131 USN/MC: Use 24-hour emergency response number provided by activity.			
8. THIS SHIPMENT IS WITHIN THE LIMITATIONS PRESCRIBED FOR: (X as applicable)			
<input type="checkbox"/> MILITARY VESSEL <input type="checkbox"/> COMMERCIAL VESSEL <input type="checkbox"/> HIGHWAY/RAIL		9. CONTAINER PACKING CERTIFICATE OR VEHICLE PACKING DECLARATION, DD FORM 2781, IS ATTACHED (X if applicable)	
10. VOYAGE DOCUMENT NUMBER AND SAILING DATE (To be completed by the carrier)		11. PORT/PLACE OF LOADING	
12. PORT/PLACE OF DISCHARGE		13. DESTINATION	
14. SHIPPING MARKS	DESCRIPTION OF GOODS (UN No., PSN, HC, SHC, PG, number and kind of package, and additional information as required by regulations)	NET MASS/QTY (kg/l)	GROSS MASS (kg)
15. CONTAINER IDENTIFICATION NO./VEHICLE REGISTRATION NO.		16. SEAL NUMBER(S)	17. CONTAINER/VEHICLE AND TYPE
			18. TARE MASS (kg)
19. ADDITIONAL HANDLING INFORMATION			
20. RECEIVING ORGANIZATION RECEIPT			
Received the above number of packages/containers/trailers in apparent good order and condition, unless stated hereon:			
a. RECEIVING ORGANIZATION REMARKS			
b. HAULER'S NAME			
c. VEHICLE REGISTRATION NO.		d. SIGNATURE AND DATE	
e. DRIVER'S SIGNATURE			
21. SHIPPER PREPARING THIS FORM			
SHIPPER'S DECLARATION. I hereby declare that the contents of this consignment are fully and accurately described above by the Proper Shipping Name, and are classified, packaged, marked, and labeled/placarded and are in all respects in proper condition for transport according to applicable international and national government regulations.			
a. NAME OF COMPANY/MILITARY UNIT		b. NAME/STATUS OF DECLARANT/CERTIFIER	
c. PLACE AND DATE		d. SIGNATURE OF DECLARANT/CERTIFIER	

DD FORM 2890, SEP 2015

PREVIOUS EDITION IS OBSOLETE.

Adobe Designer 9.0

Appendix J  
 FTIG Form 350-3, May 2021

<b>INSTALLATION IN-PROCESSING</b>			
For use of this form, see FTIG REG 350-2, the proponent agency is FTIG Range Operations			
<b>1. ADMINISTRATIVE DATA (Completed by Range Operations)</b>			
<b>a. Organization</b>	<b>b. Log number</b>	<b>c. Component</b>	<b>d. Training dates</b>
<b>2. INSTRUCTIONS</b>			
Organizations will:			
a. Maintain this form during the training dates listed above.			
b. Attend applicable, required briefings in section 4 and verify attendance by obtaining briefing organizations signature. For additional information on required briefings reference FTIG Regulation 350-2, Chapter 1-9, Mandatory Briefings.			
c. Report to the applicable installation department in order to check-in and receive the appropriate, scheduled facilities, equipment and/or resources. Organizations will obtain a signature from the respective department when checking in.			
d. Return issued equipment to the respective department and receive their signature after being properly cleared.			
e. Be cleared from each applicable department, prior to reporting to Range Operations for installation out-processing.			
f. Complete section 5, prior to installation out-processing.			
g. Receive a conditional clearance for any outstanding requirements from one or more departments. Organizations with a conditional clearance are prohibited from utilizing installation resources until the previous conditionally cleared FTIG Form 350-3 is satisfied.			
<b>ORGANIZATION ACKNOWLEDGEMENT:</b>			
<b>a. Rank and name</b>	<b>b. Signature</b>	<b>c. Date</b>	
<b>3. IN-PROCESSING (Completed by Range Operations)</b>			
<b>a. Rank and name</b>	<b>b. Signature</b>	<b>c. Date</b>	
<b>4. BRIEFINGS</b>			
<b>Brief</b>	<b>Organization/location</b>	<b>Rank, name and signature (Completed by briefing agency)</b>	
Weekend Coordination	Range Operations, Fridays at 1330, building 11-11. (717) 861-2152/2153		
Ground Safety	State Safety Office, by appointment, building 11-9. (717) 861-8813/8895		
Medical Support	Troop Medical Clinic, by appointment, building 4-114 (717) 861-2091/2716		
COVID-19 Mitigation	COVID Cell, Monday-Friday 0700-1430, building 11-11 (717) 861-8423		
<b>5. DEPARTMENT CHECK IN AND CLEARANCE</b>			
<b>Department</b>	<b>Check-in (Department representative signature)</b>	<b>Check-out (Department representative signature)</b>	
Range Operations (SOPs, range equipment) Building 11-9, (717) 861-2152/2153			
Training Center Logistical Warehouse Building 11-91, (717) 861-2276/2279			
Billeting Building 11-7, (717) 861-8158/2540			
Ammunition Supply Point Building 25-50, (717) 861-2195			
Training Support Center Building 5-239, (717) 861-7830			
Medical Simulations Training Center Building 16-271, (717) 861-9990			
Morale Welfare & Recreation (MWR) Building 11-91, (717) 861-2276/2279			
<b>6. FEEDBACK (Completed by unit prior to installation clearance)</b>			
Did you encounter any unprofessional member of the installation staff?	Yes No (If yes, explain below)	Did you receive resource, facility or equipment that's condition negatively impacted your training?	Yes No (If yes, explain below)
Were the conditions of the Ranges and Training Areas adequate in meeting your training needs?	Yes No (If no, explain below)	Were you aware of all requirements before arriving to the installation?	Yes No (If no, explain below)
Explain answers above and list any additional concerns or suggestions on the back of this form.			
<b>7. OUT PROCESSING (Completed by Range Operations, signed by organization)</b>			
Does the organization have outstanding Safety Violations, Inquiries or reports?	Yes No (If yes, conditional clearance)	Is the organization conditionally cleared from any of the departments in section 5?	Yes No (If yes, conditional clearance)
Conditional	Final	Comments	<b>RANGE OPERATIONS SIGNATURE</b>
			<b>ORGANIZATION SIGNATURE</b>

FTIG FORM 350-3, MAY2021

PREVIOUS VERSIONS ARE OBSOLETE

## **Appendix K References**

### **Section I Required Publications**

#### **AMC-R 700-107**

Preparation of Standard Operating Procedures (SOPs) for Ammunition Operations, 3 February 2003

**Ammunition and Explosives Amnesty Program**, 21 May 2019

#### **AR 5-9**

Installation Agreements, 17 April 2018

#### **AR 5-13**

Army Munitions Requirements, Priorities, and Authorization Management Policy, 31 March 2021

#### **AR 75-1**

Malfunctions Involving Ammunition and Explosives, 9 February 2017

#### **AR 75-13**

Policy for Explosive Ordnance Disposal, 17 December 2019

#### **AR 190-11**

Physical Security of Arms, Ammunition, and Explosives, 17 January 2019

#### **AR 190-13**

The Army Physical Security Program, 27 June 2019

#### **AR 385-10**

The Army Safety Program, 24 February 2017

#### **AR 385-63**

Range Safety {MCO 3570.1C}, 30 January 2012

#### **AR 600-20**

Army Command Policy, 24 July 2020

#### **AR 702-6**

Ammunition Stockpile Reliability Program, 02 December 2016

#### **AR 710-2**

Supply Policy Below the National Level, 28 March 2008

#### **AR 725-50**

Requisition, Receipt, and Issue System, 13 November 1995

**AR 735-5**

Property Accountability Policies, 9 November 2016

**CFR 49**

Code of Federal Regulations

**CTA 50-909**

Field and Garrison Furnishings and Equipment, 01 August 1993

**DA PAM 350-38**

Standards in Weapons Training, 30 September 2021

**DA PAM 385-64**

Ammunition and Explosives Safety Standards, 24 May 2011, (\*RAR 001, 10 October 2013)

**DA PAM 385-65**

Explosive and Chemical Site Plan Development and Submission, 1 February 2008 (\*RAR 001, 20 July 2009)

**DA PAM 700-16**

The Army Ammunition Management System, 23 June 2021

**DA PAM 700-19**

Procedures of U.S. Army Munitions Reporting System, 18 January 2007

**DA PAM 710-2-1**

Using Unit Supply System (Manual Procedures), 01 December 2016

**DA PAM 710-2-2**

Supply Support Activity Supply System: Manual Procedures, 30 September 1998

**DA PAM 742-1**

Ammunition Surveillance Procedures, 22 November 2016

**DA PAM 750-8**

The Army Maintenance Management System (TAMMS) User's Manual, 22 August 2005

**DOD 6055.9 STD**

DOD Ammunition and Explosives Safety Standards, Change 2, 21 August 2009

**Explosives Storage Limit & Licensing Program SOP, (PAARNG), 21 May 2019**

**FORSCOM Regulation 700-3**

Ammunition Basic Load, 17 September 2004

**FORSCOM Regulation 700-4**

Training Ammunition Management,

**FORSCOM Regulation 700-4-1**

Ammunition Logistics, 16 November 2013

**PAARNG Ammunition and Explosives Safety Program SOP, 21 May 2019**

**SB 725-12**

Non-Expendable Reusable Shipping and Storage Containers, 27 July 1984

**SB 755-1**

Disposition of Used Ammunition Packing Material and Certain Specified Ammunition Components, 20 March 1981

**TB 9-1300-385**

Munitions Suspended or Restricted, 31 July 2006

**TM 9-1300-250**

Ammunition Maintenance, 25 September 1969 (Change dated 13 June 1988)

**TM 38-250**

Preparation of Hazardous Materials for Military Air Shipment, 13 July 2017

**YELLOW BOOK, Revision 17**

Hazardous Classification of United States Military Explosives and Munitions Substitution List  
Conventional Ammunition Substitutability/Interchangeability List, 17 April 2017 available at:  
<https://www.milsuite.mil/book/docs/DOC-372891>

**CAPULDI**

Conventional Ammunition Packaging and Unit Load Data Index, 6 April 2017, available at:  
<https://www3.dac.army.mil/DET/capuldi/capuldi.html>

**Section II**

**Related Publications**

**AR 700-4**

Logistics Assistance, 23 March 2017

**ATP 4-35.1**

Ammunition and Explosives Handlers Safety Techniques, 8 November 2016

**Section III**

**Prescribed Forms**

**DA Form 581**

Request for Issue and Turn-In of Ammunition

**DA Form 1687**

Notice of Delegation of Authority – Receipt for Supplies

**DA Form 2413**

Ammunition Condition Report

**DA Form 3020**

Magazine Data Card

**DA Form 3265**

Explosive Ordnance Incident Report

**DA Form 5515**

Training Ammunition Control Document

**DA Form 5692**

Ammunition Consumption Certificate

**DA Form 5811-R**

Certificate – Lost or Damaged Class 5 Ammunition Items (LRA)

**DA Form 7281**

Command Oriented Arms, Ammunition, and Explosives (AA&E) Security Screening and Evaluation Record

**DA Form 7708**

Personnel Reliability Screening and Evaluation

**DD Form 626**

Motor Vehicle Inspection (Transporting Hazardous Material)

**DD Form 2890**

DOD Multimodal Dangerous Goods Declaration

**SF 364**

Report of Discrepancy (ROD)

**SF 368**

Product Quality Deficiency Report

**FORSCOM Form 133-R**

Quantity Distance Verification FORSCOM Regulation 700-4-1



**Appendix L**  
**Glossary/Abbreviations**

**AFOP**

Ammunition Found On-Post

**AMC**

Army Material Command

**AMCOM**

U.S. Army Aviation and Missile Command

**ACOM**

Army Command

**ASP**

Ammunition Supply Point

**CL**

Combat Load

**CLASS V**

Ammunition

**DA**

Department of Army

**DDESB**

Department of Defense Explosive Safety Board

**DOD**

Department of Defense

**DODIC**

Department of Defense Identification Code

**DOT**

Department of Transportation

**DRMO**

Defense Reutilization and marketing Office

**DRU**

Direct Reporting Unit

**EOD**

Explosive Ordnance Disposal

**FORSCOM**

U.S. Army Forces Command

**HQ**

Headquarters

**IAP**

Installation Amnesty Program

**JMC**

Joint Munitions Command

**NEW**

Net Explosive Weight

**NICP**

National Inventory Control Point

**OPLOAD**

Operational Load

**OPROJ**

Operational Project

**PMO**

Provost Marshall Office

**PTR**

Public Traffic Route

**QASAS**

Quality Assurance Specialist Ammunition Surveillance

**QD**

Quantity Distance

**ROD**

Report of Discrepancy

**SAA**

Small Arms Ammunition

**SSD**

Supply and Services Division

**SOP**

Standing Operating Procedures

**SRC**

Standard Resource Code

**TAMIS**

Total Ammunition Management Information System

**USPFO-PA**

United States Property and Fiscal Office for Pennsylvania