

III CORPS AND FT. HOOD REGULATION 700-15

Logistics
FT. HOOD AMMUNITION HANDBOOK

**Department of the Army
Headquarters, III Corps and Ft. Hood
Ft. Hood Texas 76544
11 June, 2014**

Unclassified

SUMMARY OF CHANGE

Ft. Hood Regulation 700-15

Ft. Hood Ammunition Handbook

This major revision dated: 11 June, 2014

- Change all references of the Training Ammunition Request from to Training Ammunition Request e581 (electronic DA Form 581)
- Incorporates Interim Change 1 dated 5 Dec 2012 into this revision.
- Adds back the table of residue weights
- Deletes maps to various ammunition activities

Logistics

Ft. Hood Ammunition Handbook -

History. This is the second printing of this regulation as a United States Army Garrison (USAG) and Ft. Hood Regulation.

Summary. This regulation provides all personnel with training ammunition supply and management procedures to be used on Ft. Hood.

Applicability. Procedures outlined in this regulation apply to all units, activities, contractors, National Guard, Reserve units, and other agencies that use ammunition facilities or receive ammunition services at Ft. Hood.

Supplementation. Local supplementation of this regulation requires coordination with the Directorate of Plans, Training, Mobilization, and Security (DPTMS).

Suggested Improvements. The proponent of this regulation is Training Division, DPTMS. Send comments and suggested improvements on Department of the Army (DA) Form 2028 to Commander, USAG and Ft. Hood, ATTN: IMHD-PLO, Ft. Hood, Texas 76544.

FOR THE COMMANDER:

JAMES J. LOVE
Colonel, GS
Chief of Staff

Official:



CHARLES E. GREEN, SR.
Director, Human Resources

DISTRIBUTION:
IAW FH FORM 1853: S

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Chapter 1 Introduction

1-1. Purpose

This regulation provides ammunition procedures for all units to follow at Ft. Hood. All units drawing and using training ammunition on Ft. Hood will follow the procedures in this regulation.

1-2. References

Appendix A lists required and related publications.

1-3. Abbreviations and terms

The glossary explains abbreviations and terms used in this regulation.

1-4. Ammunition Supply Point (ASP) procedures

a. ASP stockage, the Ft. Hood ASP maintains a stockage or has on requisition enough training ammunition to support the 30 to 90 day forecast submitted by units in the Total Ammunition Management Information System (TAMIS). Other types of ammunition stocked by the ASP includes Operational Loads (OPL) (account code OPL), and test (account code Research and Development (RAD) ammunition. The ASP also stores ammunition for foreign services. Ammunition stocks not designated for training purposes will not be used for training.

b. ASP wall-to-wall quarterly inventories are scheduled inventories in which all ammunition stocks are counted as of a specific date. During a wall-to-wall inventory, all receipts, issues, obligations, and shipments are held until the completion of the inventory. No transactions will be posted to the stock records. If emergency issues/receipts are necessary, tight control and supervision are required to minimize discrepancies. Any customer ammunition action during an inventory must be coordinated with the ASP Accountable Officer. Wall-to-wall inventories are coordinated and scheduled each quarter and are 5 working days in duration.

1-5. Responsibilities of USAG Activities Ft. Hood

- a. DPTMS, USAG Ft. Hood is responsible for:
- (1) Ammunition stockpile management for all Class V stocks at the FTH ASP.
 - (2) Completing a monthly Supply Control Study (SCS) for training and United States Marine Corps (USMC) ammunition during the first week of each month. The SCS is the basis for all ammunition supply management decisions.
 - (3) Completing the National Level Ammunition Capability (NLAC) ammunition and missile requirements worksheets each month which is the means by which ammunition is requisitioned for Ft. Hood.
 - (4) Coordinating with the Joint Munitions Command (JMC) to ensure that required ammunition is on hand or on requisition to support the 90 day forecast on a monthly basis or as needed when new requirements surface.
 - (5) Maintaining requisition and due-in status..

(6) Monitoring OPL requirements to ensure stocks are on hand or on order to support these requirements.

(7) Acting as the single Point of Contact (POC) for Fort Hood (FTH) with regional managers at JMC and the Aviation and Missile Command (AMCOM) for all FTH ammunition requirements.

(8) Acting as the Training Ammunition Manager (TAM) Validator in TAMIS with responsibility for validating all ammunition requests submitted thru TAMIS using the electronic training ammunition request (e581, Request for Issue and Turn-in of Ammunition) for any type of ammunition to be drawn from the Ft. Hood ASP.

(9) Providing ammunition awareness training during senior leaders courses conducted by Ft. Hood Troop Schools.

(10) Providing TAMIS training and assistance to anyone who requests it.

(11) Providing ammunition technical assistance to anyone who requests it.

b. Directorate of Emergency Services (DES), USAG is responsible for:

(1) Inspecting units in the field to determine accountability and security of AA&E.

(2) Randomly selecting units and inspecting these units for accountability of both ammunition and residue and compliance with all applicable regulations.

(3) Randomly selecting and inspecting units with AA&E on the range or in training areas for compliance with all accountability, and security procedures. Inspectors will inspect to see if the Range Safety Officer (RSO) conducts shake down inspections before personnel leave the range each day.

(4) Reporting results according to the DES Standard Operating Procedures (SOP) and:

(a) Immediately notify Range Operations of safety and other serious discrepancies on ranges.

(b) Immediately notify the DPTMS Installation Operations Center (IOC) of discrepancies when they are discovered.

c. Troop Schools, DPTMS, USAG is responsible for:

(1) Establishing the Ammunition Handlers Course (AHC) to provide training In Accordance With (IAW) paragraph 9-6 of this regulation. Establishing the AHC Program of Instruction (POI) in coordination with DPTMS.

(2) Coordinating with DPTMS for an instructor to brief on the subject of ammunition management at the Executive Officer (XO)/S3 course and ammunition awareness at the Company Commander/ First Sergeant Pre-Command Course (CCFSPCC) course.

d. Range Operations, DPTMS, USAG is responsible for:

(1) Establishing and implementing range safety procedures. Identifying and allocating range space necessary for units to temporarily store ammunition safely when the Ammunition Holding Area (AHA) limits are met. Coordinating allocated areas with

the Ft. Hood Airspace Manager to ensure that fly-overs of stored munitions and explosives areas do **not** occur.

(2) Monitoring ammunition safety during range inspections to ensure units comply with safety requirements of AR 385-63 (Range Safety) and Ft. Hood range regulations.

Note: The III Corps Assistant Chief of Staff (ACofS), G1, is responsible for installation safety issues on Ft. Hood.

All of the following responsibilities are listed for information purposes only.

1-6. Responsibilities of Other Agencies

(This regulation is not a directive, but rather these responsibilities are being listed for information purposes only).

a. Logistics Resource Center (LRC), 407th Army Field Support Brigade (AFSB), Army Sustainment Command (ASC), and Army material Command (AMC) are responsible for:

(1) Management, operations, security, and quality assurance of the ASP and Army Regulation (AR) 5-9 (Area Support Responsibilities) responsibilities for Class V material.

(2) The FTH Ammunition Training and Certification Program, in accordance with (IAW) Forces Command (FORSCOM) Regulation (Reg) 350-10 (Training and Certification Program for Personnel Working in Ammunition Operations), of civilian, military ammunition handlers, and quality assurance personnel.

(3) The FTH Ammunition Internal Control Program according to AR 11-2 (Managers' Internal Control Program).

b. The Ammunition Branch, Supply and Services Division, Logistics Resource Center (LRC) is responsible for:

(1) Providing ammunition supply support for all customers of the FTH ASP.

(2) Conducting the Installation Ammunition Internal Control Program to include management of the installation quality assurance specialists, ammunition surveillance.

(3) The Ammunition Stockpile Reliability Program, the Ammunition Surveillance Program, and ammunition malfunction investigations on FTH.

(4) Serving as the technical expert for ammunition safety and serviceability on FTH.

(5) Serving as technical advisor for any unit on Ft. Hood needing ammunition assistance and AR 5-9 area ammunition users.

(6) Managing the ASP IAW AR 710-2 (Supply Policy Below the National Level), this regulation, and all other applicable regulations.

(7) Managing ASP stock records according to DA Pamphlet 710-2-2 (Supply Support Activity Supply System: Manual Procedures) and all other applicable regulations.

(8) Overseeing the receipt, storage, issue, accountability, and maintenance of Class V items stored at the FTH ASP.

(9) Operating and managing the Ammunition Residue Yard (ARY).

c. MSCs are responsible for:

(1) Acting as the central POC within their Major Subordinate Command (MSC) (division, group, sustainment command, or brigade) for all unit ammunition actions that must be submitted to their higher headquarters or to FORSCOM.

(2) Cross leveling authorizations within their MSC to meet unit requirements.

(3) Cross leveling monthly forecasts, within their MSC, to meet unit requirements.

(4) Sub-allocating the supply of ammunition shortage items as required when shortages are identified by DPTMS.

(5) Ensuring unit compliance with the requirements of TAMIS.

d. Brigade Ammunition Office (BAO). Throughout this regulation, the term BAO means the Brigade Ammunition Office, MSC ammo manager (division, sustainment command, or group), or their equivalent. BAO means whoever is the TAMIS system administrator or Approving Authority for a specific command level. BAOs are responsible for:

(1) Acting as the single POC for ammunition matters within their command.

(2) Acting as the ammunition staff officer for each Brigade Commander with staff relationships to the brigade S3, S4, and the Support Operations (SPO) Officer. The equivalent position in non-divisional brigades is often an additional duty position designated to serve the same functions as the BAO.

(3) Providing total ammunition management for their brigade.

(4) Maintaining records, reports of their unit's authorizations, forecasts, requests for issue, requests for turn-ins, authorization changes, and anything else that affects their unit's ammunition accounts.

(5) Acting as the TAMIS system administrator and providing TAMIS training and assistance for all units in their MSC.

(6) Acting as the approving authority for all requests for issue and for all turn-ins submitted by their units in TAMIS.

(7) Supervising their unit's monthly training ammunition forecasts.

(8) Screening ammunition documentation for accuracy and ensuring that documentation is submitted according to this and all other applicable regulations.

(9) Providing all units within the brigade and subordinate units with all ammunition information passed to them from other ammunition activities (for example, ASP closings, changes to regulations, substitute items, and changes in procedures).

e. Unit Commanders (active duty, Army National Guard (ARNG), and United States Army Reserve (USAR) units receiving ammunition support from FTH) are responsible for:

(1) Ensuring timely and accurate forecasting of unit training ammunition requirements using TAMIS.

(2) Ensuring accountability of ammunition, ammunition components, and ammunition residue according to AR 710-2, DA Pamphlet 710-2-1 (Using Unit Supply System – Manual Procedures), AR 190-11 (Physical Security of Arms, Ammunition, and Explosives), and this regulation.

(3) Maintaining OPL documentation according to established guidelines.

(4) Ensuring compliance with explosive safety regulations during storage, transportation, and handling of ammunition by their unit.

(5) Ensuring unit range officers and/or Noncommissioned Officers in Charge (NCOICs) maintain the safety, security of ammunition on the range according to this regulation, and other directives.

(6) Ensuring individuals, crews, or other groups receive proper training, instruction on safety requirements, and hazards involved in handling ammunition.

(7) Ensuring reliability, trustworthiness of personnel before the assignment of duties involving ammunition, and explosives control.

(8) Ensuring units do not forecast, draw, or expend more training ammunition than necessary to meet training requirements, and remain within their TAMIS authorizations.

(9) Ensuring ammunition and packing materials are handled carefully to prevent damage.

(10) Ensuring the requesting unit provides transportation, work detail, security for movement of ammunition to, and from the ASP.

(11) Ensuring ammunition will be expended for the intended purpose only. Note: Ammunition will not be abandoned, destroyed, fired indiscriminately, or otherwise disposed of to avoid making turn-ins to the ASP.

(12) Ensuring ammunition is not removed from the inner or outer packing containers until required for immediate use. Only open ammunition containers that will actually be used during the training event to prevent unused ammunition from becoming unserviceable or losing lot identity.

(13) Ensuring ammunition is not removed from FTH except as authorized by the proper military authority (such as, in conjunction with an exercise to be conducted at another installation).

(14) Ensuring tracer rounds are not delinked from 4-ball + 1-tracer belts of machine gun ammunition to prevent fires during red range conditions. Straight ball ammunition should be requested to be issued In Lieu Of (ILO) 4-ball + 1-tracer ammunition. Refer to paragraph 4-4 of this regulation for complete red range condition procedures.

(15) Ensuring procedures in DA Pam 700-19 (Procedures of US Army Munitions Reporting System) are followed.

(16) Ensuring live ammunition and residue turn-ins are conducted within 5 days of completion of a training event, unless the ASP grants an extension.

(17) Establishing an amnesty program according to paragraph 2-13 of this regulation.

(18) Ensuring that all individuals on DA Form 1687 (Notice of Delegation of Authority-Receipt for Supplies) who are authorized to receive ammunition have attended the AHC as described in paragraph 4-2f of this regulation.

1-7. Mobilization statement

Procedures in this regulation apply to units that are mobilizing through FTH. These procedures provide assistance to Commanders required to use FTH as a mobilization station. Specific procedures to provide Class V support to mobilizing units will be developed based on the specific mobilization unit and mission. Mobilizing units can request ammunition assistance from DPTMS.

Chapter 2

Ammunition Management General Procedures

2-1. Introduction

This chapter provides general information concerning ammunition management procedures including:

- a. Security of Class V material under unit control.
- b. Ammunition and explosives safety.
- c. Malfunctions.
- d. Misfires.
- e. Duds.
- f. Ammunition suspensions or restrictions.
- g. Test ammunition.
- h. Ammunition Found On-Post (AFOP) and amnesty program.
- i. Amended turn-ins.
- j. Quality Assurance Specialist, Ammunition Surveillance (QASAS)
- k. Commercial ammunition shipments.
- l. Movement of AA&E by unit or organization transportation.

2-2. Security of Class V materiel in unit possession

a. Ammunition will be secured IAW AR 190-11, FORSCOM Reg 700-4 (Ammunition), this regulation, and public law, whichever is more restrictive.

b. Inert/ expended Category I rocket and missile tubes, inert claymore mines, inert hand grenades, and rocket launchers used as training devices are vulnerable to pilferage, misuse, or conversion to live ammunition.

(1) Items that can be converted to live ammunition or explosives will be accounted for and secured as Category IV live ammunition and explosives.

(2) Devices or training aids described in paragraph 2-2b above will be conspicuously marked to prevent accidental turn-in or turn-in as residue from live ammunition. Mark inert or expended items for training purposes. Contact the Ammunition Surveillance Office (ASO) or Explosive Ordnance Disposal (EOD) should questions arise concerning the identification of an item so that an inspection can be made.

(3) Expended AT-4 (C995) tubes will be turned in to the ARY where they will be inspected for serviceability and reissued for training, if required. Launcher tubes will be issued to the unit by the ASP only to support unit training. Units will account for reissued AT-4 (C995) launcher tube training aids on unit property books. Launchers that have been converted to 9 millimeter (mm) sub-caliber devices must be clearly marked with "Inert" or "Empty," be drilled with 4 one fourth inch (7mm) holes that will not interfere with the training operation, be conspicuously labeled M190, and assigned a serial number locally (if not assigned by the ASP). Units that draw incorrectly marked launch tubes will be responsible for marking and drilling the tubes appropriately.

c. Protective seals will be used when ammunition and explosives are stored in an enclosed or covered vehicle, container, or structure to prevent unauthorized access to items in storage without resulting in damage to the seal. Additional policy and

procedures for the use of protective seals are in AR 190-51 (Security of Unclassified Army Property [Sensitive and Nonsensitive]).

d. Unserviceable ammunition will be given the same degree of security as the same type of ammunition in a serviceable condition.

e. Ammunition will not be removed from FTH, except as authorized by the proper military authority (for example, in conjunction with an exercise to be conducted at another training area or at another military installation). Specific permission must be obtained from the unit chain of command before ammunition issued from the FTH ASP can be taken off-post for any reason. This does not apply to unit's located off-post such as Reserve Officer Training Corps (ROTC) units, USAR units, and National Guard (NG) units, who draw ammunition from the FTH ASP to take to their home station and use at local ranges. These units must only coordinate with ASP Operations and the ASO for the proper inspections and documentation before departing Ft. Hood. Units requesting to transport ammunition off Ft. Hood must put the following remarks on their e581, "Ammunition drawn on this document will be transported off post to the unit's location at (enter city here), Texas (TX)."

f. Ammunition maintained in the field must not exceed that which can be properly safeguarded.

g. If ammunition or explosives are lost, damaged, stolen, or recovered, the Commander will comply with AR 15-6 (Procedures for Investigating Officers and Boards of Officers), AR 190-11, AR 710-2, and AR 735-5 (Property Accountability Policies). Ammunition or explosives lost or stolen while a unit is away from FTH will be reported to the nearest local police and immediately reported to the FTH military police.

h. Unit Commanders are responsible for the control of unit ammunition programs and ensuring that only authorized personnel will receipt for Class V materiel drawn from any ASP. As part of this selection process, personnel assigned duties involved in the control, accountability, shipment of AA&E will be screened, and evaluated using DA Form 7281 (Command Oriented Arms, AA&E Security Screening and Evaluation Record) IAW AR 190-11.

2-3. Ammunition and explosives safety

a. Ammunition will be stored, handled, transported, and used IAW DA Pamphlet 385-64 (Ammunition and Explosives Safety Standards). Ammunition transported off-post must also meet Department of Transportation (DOT) Code of Federal Regulations (CFR) 49.

b. Commanders will ensure personnel who handle or use ammunition or explosives are given adequate training concerning their respective involvement with the material.

(1) Personnel tasked to receive; transport, or issue ammunition or explosives must be thoroughly briefed on the hazards associated with the material. Additionally, personnel tasked with accountability will thoroughly understand supply related functions concerning accountability requirements for Class V materiel.

(2) Military and civilian personnel who work in the ASP and handle ammunition or explosives must receive mandatory training and certification IAW all applicable directives prior to being assigned duties as an ammunition handler in an ASP.

(3) Personnel tasked to transport ammunition and/or explosives must receive hazardous material familiarization training IAW AR 600-55 (The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing)). This training must be documented on the individual's operator's permit.

c. A safe range or training area can be established by following the instructions in the Range Operations book. Once the training area is established, follow the Range Operations checklist (figure 2-1 of the Range Operations book) for assistance in ensuring ammunition safety. If there are any questionable items, contact Range Operations for clarification. The ASP ASO can provide additional assistance.

d. Reliable personnel should be assigned to range ammunition points to ensure compliance with all safety rules, to supervise unpacking of ammunition to preclude unnecessary damage, and ensure ammunition is only issued to authorized personnel.

e. Cut banding on ammunition boxes with band cutters or metal cutters only. When cutting or working with banding, personnel must wear leather gloves and face shields. Under no circumstances will axes or any other type of tool besides band cutters and metal cutters be used to cut banding on ammunition boxes.

f. Before opening sealed ammunition containers, the unit's range Officer in Charge (OIC) or NCOIC will determine the requirement for each firing point. The range OIC or NCOIC will ensure that only the required amount of ammunition is unpacked for range firing. This method of operating reduces the possibilities for large quantities of ammunition being opened unnecessarily and becoming unserviceable. It also facilitates live turn-in of unused ammunition and a reduction of large amounts of ammunition at each firing point that also reduces the possibilities of casualties in the event of an accident.

g. Ammunition and explosives will be handled with care. Loose detonators, initiators, squibs, electrically activated devices, blasting caps, etc., will not be carried in pockets of clothing, tool kits, or any other personal item. Suitable containers will be used to provide adequate protection. Ammunition items and containers will not be tumbled, dropped, dragged, thrown, rolled, or walked on.

h. Unpacked ammunition items such as mortars and 2.75 inch rockets that have been dropped will not be fired. Tag them as dropped and turn them into the ASP.

i. Additional transportation safety guidance may be found in chapter 6.

j. Arms rooms and any room used to store aircraft crew members survival vests must be properly licensed for explosive storage using FORSCOM Form 133-R (Quantity Distance Verification) for storage of explosives. The license will specify the location approved for storage, the quantity of ammunition by Department of Defense Identification Code (DODIC), time restrictions on storage, and safety, security, and fire protection inspection requirements. Contact III Corps G-1, Safety for assistance in obtaining an explosive safety license for any of these facilities.

2-4. Malfunctions

- a. A malfunction is:
 - (1) The failure of an ammunition item to function as expected when fired or launched.
 - (2) The functioning of explosive components during a nonfunctional test.
- b. Malfunctions include abnormal or premature functioning of explosive ammunition items, warheads, missiles, rockets, resulting from proper handling, maintenance, storage, transportation, and tactical deployment.
- c. Malfunctions do not include accidents and incidents resulting from negligence, malpractice, vehicle accidents, or fires.
- d. When ammunition malfunctions occur:
 - (1) Cease fire.
 - (2) Care for any wounded.
 - (3) Immediately notify Range Operations by the quickest means available of the following:
 - (a) The type of malfunction (for example, in-bore premature).
 - (b) The weapon involved.
 - (c) The type of ammunition involved (for example, B584, Ctg. 40mm practice).
 - (d) The lot number of the ammunition involved (for example, MA-79E007-042).
 - (e) The quantity of that lot number remaining on hand.
 - (f) The time of malfunction.
 - (g) The possible cause of malfunction (for example, the weapon, the ammunition, firing procedures, or unknown).
 - (4) Do not move or disassemble the weapon, the ammunition, and the associated materiel until an authorized person from QASAS, EOD, Range Control, or a qualified weapon technician from the Logistics Assistance Office (LAO) has inspected and released the material.
- e. All misfires are required to be reported. Use DA Form 4379 (Ammunition Malfunction Report) or DA Form 4379-1 (Missile and Rocket Malfunction Report) to report malfunctions according to AR 75-1 (Malfunctions Involving Ammunition and Explosive).

2-5. Misfires

- a. A misfire is a failure of a component to fire or explode following an intentional attempt to fire or detonate that item.
- b. Misfires will be removed from weapons only on command from the range OIC or NCOIC. Removal of an unfired round should only be done by a trained, qualified armorer using extreme safety precautions and approved procedures established for that weapon system.
- c. Ammunition 40mm and larger and all guided missiles must be disposed of according to applicable Technical Manuals (TMs). EOD and the ASO will be notified of the situation through Range Operations. Units will wait for instructions from the

responding EOD personnel. Under no circumstances will unit personnel attempt to move or transport misfire ammunition for any reason without proper clearance by EOD.

d. See AR 75-1 for actions to be taken during misfires.

e. Place other misfires in a misfire pit. Upon completion of the range, misfires are placed in original containers, marked "misfire," and returned to the ASP by the unit as unserviceable ammunition.

2-6. Duds

a. A dud is an explosive ammunition item which has not armed as intended or that has failed to function after being armed.

b. Only qualified EOD personnel may destroy duds. Contact Range Operations with the following information prior to leaving the range:

(1) Dud coordinates.

(2) Site, by ground features.

(3) Method by which marked (mark duds with any distinctive device not closer than 12 feet (4 Meters) from the dud). Do not enter impact areas to mark duds.

(4) Dud type and caliber.

(5) Number of duds.

(6) Time item fired and suspected to be dud.

(7) Have a guide available to help EOD personnel.

(8) Name, rank, unit, and telephone number of individual making report.

c. Excessive duds are considered a malfunction. When excessive duds occur, refer to AR 75-1 for dud procedures.

2-7. Ammunition Suspensions and/or restriction.

a. Suspended ammunition is that ammunition determined to be unsafe for firing.

Restricted ammunition is ammunition that is unsafe to use under certain specified conditions or that has degraded performance.

b. The ASP will immediately notify DPTMS of any suspension that affects any on hand stocks so DPTMS can take action to order replacement stocks if necessary.

c. On receipt of a suspension or restriction notice from their BAO or if notified by Range Operations, units will:

(1) Immediately cease-fire and check ammunition lot numbers to determine if the suspension or restriction applies to ammunition in their possession.

(2) Notify Range Operations of the quantity of suspended or restricted ammunition on hand.

(3) The unit may have more than one lot number of a certain DODIC that is still serviceable and may have enough serviceable ammunition left to complete their training. If this is the case and the unit does not require an immediate replacement, the unserviceable ammunition will be segregated, to ensure it is not used and a turn in will be coordinated thru the BAO with the ASP under normal turn-in procedures.

(4) Suspended ammunition will not be taken to the ASP to be "exchanged" for serviceable ammunition. Replacement ammunition must be requested and issued from the ASP. Unserviceable ammunition must be turned in to the ASP.

(5) If the unit requires an immediate replacement the following procedures will be followed:

(a) The unit will immediately request replacement ammunition using normal TAMIS ammunition request procedures. The following remark will be added, "This ammunition is required for immediate use to replace ammunition that has been suspended which was drawn on doc number (insert unit document number here)."

(b) The BAO will call the Installation Ammunition Office in DPTMS and tell them of the circumstances of the suspension and all of the details about a unit that needs an immediate replacement of suspended ammunition.

(c) The amount of replacement ammunition requested will not exceed the total amount of that DODIC originally drawn minus what has already been fired. A forecast is not required for replacement ammunition; unit authorizations in TAMIS are required.

(d) The unit will call and e-mail the ASP to request an immediate appointment to draw replacement ammunition. The ASP will do everything possible to give the unit an appointment as soon as possible (ASAP) since the suspension was no fault of the unit.

d. Overhead Fire (OHF) Ammunition. Specific lots of ammunition are designated as suitable to be fired over the heads of troops. This usually occurs in a training event where troops are located in between an artillery firing point and the impact area. When requesting artillery ammunition, units will use Remark # 5 on the TAMIS e581, "to be used for overhead fire."

2-8. Requesting test ammunition

The Operational Test Command (OTC) will provide authorizations and forecast, if possible for all ammunition required for an approved Army Test and Evaluation Command (ATEC) test through TAMIS. A unit may be tasked to prepare an e581 to draw test ammunition. Units should contact their BAO for guidance when requesting test ammunition. The BAO should contact OTC if they are required to draw ammunition for an OTC test.

2-9. Ammunition Found On-Post (AFOP)

a. Individuals finding ammunition on post should not handle or disturb the munitions. AFOP will be reported immediately by telephone to the FTH military police, Range Operations (if AFOP is found in a training area or range), or EOD. The report should include the following information:

(1) The type of ammunition found (if known).

(2) The exact location of the AFOP.

(3) Any other pertinent information known or requested.

b. Individuals reporting AFOP will not be subject to adverse action or investigation and are encouraged to assist military police in their investigation.

c. The AFOP program is not a substitute for normal turn-in procedures and will not be used to circumvent standard supply procedures. Units discovering ammunition after reconciling their account are required to make an amended turn-in IAW paragraph 2-10 below.

d. Ft. Hood leaders and Soldiers must be aware of AFOP procedures.

e. Any AFOP of unknown origin (excluding small arms ammunition cartridges .50 caliber and below) is considered hazardous and will not be moved by untrained personnel. Supporting EOD and/or QASAS personnel will respond to recover AFOP upon notification. EOD and/or QASAS will determine when recovered AFOP is unsafe for storage or handling and must be destroyed. Other items will be returned to the ASP for disposition.

f. EOD personnel will document receipt of AFOP with a DA Form 3265 (Explosive Ordnance Incident Report). EOD units preparing the DA Form 3265 will not record the names of individuals making a turn-in.

g. EOD personnel may store AFOP in assigned explosive storage areas provided all explosive safety and security requirements are met and under the following guidelines:

(1) EOD is authorized to hold AFOP in assigned storage areas when the ASP is not open. AFOP stored by EOD will be turned in to the ASP as soon as the mission workload permits it, but not later than three working days following the recovery. Should stored quantities reach the explosive safety limits of the EOD storage facilities or compatibility becomes a problem, EOD will immediately coordinate an AFOP turn-in with the ASP. The ASP will provide the EOD unit with procedures to be used for recalling ASP personnel to accept an AFOP turn-in. Should difficulties be encountered in contacting personnel according to the published procedures, EOD will notify the LRC Duty Officer.

(2) A copy of the DA Form 3265 will be completed on recovery and will remain with the AFOP when items are placed in storage. The original copy of the DA Form 3265 will be kept in EOD unit files to account for the recovered ammunition. A copy of the 3265 will be provided to the ASP to use as supporting documentation for the gain posted to the accountable records.

h. During normal ASP operating hours, ASP personnel will respond in a timely manner to accept AFOP deliveries. The ASP will give assistance to EOD personnel by providing or coordinating for transport and handling beyond the capability of EOD to return AFOP to the ASP. Turn-in of AFOP by EOD units will receive priority. The ASP will immediately account for AFOP and EOD will be released as soon as possible.

i. Small arms ammunition (.50 cal and below) that is found on-post may be delivered directly to the ASP during normal duty hours. After normal duty hours, call the Logistics Resource Center (LRC) duty officer for turn-in of AFOP.

j. Ammunition residue found on-post may be turned in to the ARY during normal duty hours on a walk-in basis. After duty hours, ammunition residue may be held by the finding unit until the ARY opens.

k. The AFOP recovery program will be publicized in conjunction with the Ammunition Amnesty Program as discussed in paragraph 2-13 below.

l. AFOP (ammunition, explosives, or residue) must be transported in a military vehicle. AFOP that is found on-post will not be transported in the passenger compartment of any vehicle. AA&E will not be transported in privately owned vehicles except as outlined in paragraph 6-3 of this reg.

2-10. The Ammunition Amnesty Program

a. The Ammunition Amnesty Program is necessary to ensure maximum recovery of military ammunition, explosives, and valuable ammunition residue items. The program is established to provide an opportunity for individuals to return ammunition that has been stolen, misplaced, or erroneously left in the possession of an individual. These returns can be made without fear of prosecution. Therefore, amnesty turn-ins will not be the basis for initiation of an investigation of individuals making the turn-in.

b. 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 after reconciling their account will make an amended turn-in on Ft. Hood (Request for Issue and Turn-in of Ammunition). Any item deemed unsafe will be reported to EOD or ammunition QASAS.

c. IAW FORSCOM Reg 700-4, the use of local ammunition amnesty boxes is at the discretion of the installation commander. If use of an amnesty box is approved by the installation commander, before the amnesty box can be put into use, the requesting unit must get specific instructions from the FORSCOM Safety Director, the FORSCOM Senior QASAS for design identification, location, and operating instructions of the amnesty box. The Senior Military Commander on FTH has authorized the use of Amnesty Boxes on the installation. Amnesty boxes are located in three places on Ft. Hood; the ASP, the ARY, and North FTH. Amnesty boxes are painted bright red and are clearly marked.

d. ASP personnel will accept turn-ins of ammunition under the Amnesty Program provisions during normal ASP operating hours at the ammunition surveillance workshop (ASW) located in building 92060 located at West Ft. Hood. No paperwork from a unit is required for an amnesty/AFOP turn-in. The ASP will initiate a DA Form 3151-R (Ammunition Stores Slip) to establish an audit trail on all AFOP turn-ins.

e. The Garrison Commander will:

(1) Plan, schedule, publicize (in coordination with the Public Affairs Office), execute semi-annual amnesty days twice a year during fall, and spring post-wide clean-up on the installation.

(2) This facilitates the collection of abandoned or unauthorized AA&E and exercises Ft. Hood's Amnesty Program.

f. Unit Commanders will:

(1) Ensure personnel discovering ammunition after reconciling their account make an amended turn-in on FTH. This procedure will also be used for all amnesty ammunition recovered by any individual in the unit at any time. Any item deemed unsafe will be reported to EOD or the ASP QASAS.

(2) Brief Soldiers on the Ammunition Amnesty Program procedures quarterly and prior to each exercise or training event that requires the use of ammunition. A reminder should be given during pre-firing briefings.

(3) Ensure the location and telephone number of the ASP and the ASW amnesty turn-in point is posted throughout the unit area. Commanders will post directions in unit areas to provide this information.

(4) Designate an amnesty Noncommissioned Officer (NCO) (1 per company, Sergeant or above).

g. The amnesty NCO:

(1) Will attend the Ammunition Handlers Course.

(2) Will not create an atmosphere of intimidation for turn-in of amnesty ammunition.

(3) Will receive all amnesty ammunition and explosives from any unit personnel.

(4) Any amnesty ammunition deemed unsafe will be reported to EOD or ammunition QASAS.

(5) Will coordinate with the ASP for turn-in of amnesty ammunition within 24 hours or the next duty day; all ammunition and explosives will be transported in a military vehicle.

h. ASP will:

(1) Accept ammunition turned-in under the provisions of this program. Individuals turning-in ammunition under the Amnesty Program are not required to have a turn-in document and are exempt from the 24 hour advance turn-in notification to the ASP.

(2) Respond in a prompt and timely manner to accept ammunition from unit amnesty NCOs.

Chapter 3

Training Ammunition Management

3-1. Total Ammunition Management Information System (TAMIS)

The Training Ammunition Management Information System-Redesigned (TAMIS-R) was renamed TAMIS on 1 October 2007, the start of FY 08.

3-2. TAMIS hierarchy

a. TAMIS is designed with a hierarchy that establishes the processing chain (up and down this chain) for ammunition actions. The lowest level is a battalion or separate company Unit Identification Code (UIC) unit level account, the next level up could be a battalion, brigade or group account level, up to the division or sustainment command account level, up to the III Corps level, to FORSCOM, and DA level.

b. The complete DA hierarchy can be viewed by navigating the directory in TAMIS. All hierarchy actions must go from the unit through the TAMIS hierarchy to FORSCOM.

3-3. Requirements determination and submission

a. Requirements definition. The type/quantity of training ammunition needed to attain and sustain weapons proficiency as determined by the Commanders training plan, within the Standards in Training Commission (STRAC) strategies.

b. Training ammunition requirements determination and submission of annual requirements is both a mission and installation responsibility.

c. Units will follow the guidance from their higher headquarters when submitting their training ammunition requirements in TAMIS for the next FY.

3-4. Initial Fiscal Year (FY) authorizations

a. Training ammunition authorizations definition. The amount of ammunition by DODIC given to a unit each year as its annual budget for training ammunition. The amount given is based on the unit requirement, ammunition available, and within DA budget constraints. Authorizations are passed down from a unit's higher headquarters through the TAMIS hierarchy levels to a UIC level account.

b. Units should follow the procedures established by their higher headquarters for the initial distribution of their FY authorizations.

c. Training ammunition authorizations must be sub-authorized down to the UIC level account since ammunition can only be forecasted and requested from a unit level account. Only a unit level account can submit an e581 in TAMIS. Ammunition authorizations left in account levels (anything above a UIC level account **cannot** be forecasted or expended.

d. BAOs should print a TAMIS sub-authorization comparison report for their MSC and brigade level accounts (if they use brigade level accounts) on the first day of each month, and reconcile any over or under authorizations they have in these reports. The goal is that the over and under columns on each MSC comparison report is zero for all items authorized. This means that all authorizations for that brigade/unit have been sub-authorized to the lowest level where they may be forecasted and requested.

e. Initial FY authorizations should be sub-authorized down to the UIC level accounts by the 15 of July each year. This gives units the last 2 weeks in July to submit their first forecast for the month of October in the new FY.

3-5. Requests for additional FY training ammunition authorizations

a. A unit or MSC may request additional FY training ammunition authorizations at any time if they discover that their current authorizations will not support their training requirements or if they are fielded with a new weapon system that requires new training ammunition authorizations.

b. Units should follow the guidance from their higher headquarters for requesting additional FY training ammunition authorizations. Additional authorization requests must go thru a unit's TAMIS chain of support for approval.

3-6. Forecasting procedures

a. Definition. Forecasting is the means by which units tell installations and their higher headquarters the type and quantity of ammunition and in what month they want to draw that training ammunition from a certain ASP. All forecasts must be submitted through TAMIS.

b. Forecasts are based on when ammunition is required to be drawn from an ASP, not when the unit training dates are. Example: A unit has training scheduled to start on Thursday, 1 May 2014 and wants to draw this ammo on Wednesday, 30 April 2014. This ammo should be forecasted for April, not May. Unit ammo managers should always look at a calendar to make sure they are forecasting ammunition for when they plan to draw it from the ASP, not when training starts. Early draws of training ammunition are authorized IAW the TAMIS Users Manual. Ammunition forecasted for any month can be drawn 7 calendar days prior to the first day of that month. Example,

a unit has forecasted ammunition in May 2014 and they submit a e581 (electronic DA Form 581, Request for Issue and Turn-in of Ammunition) to draw it on 28 April 14, this is allowed. If a unit needs to draw ammo in a month they have not forecasted it, they must submit an Unforecasted Ammunition Request (UAR). Follow the procedures in paragraph 3-9.

c. All units, active duty, NG, USAR, and USMC, United States (US) Navy who desire to draw training ammunition from the Ft. Hood ASP will use the following procedures in paragraph 3-7.

3-7. Submitting ammunition forecasts for training on Ft. Hood

a. Forecasts:

(1) It is the responsibility of the ammunition supply system to provide 100 percent of the properly authorized and forecasted ammunition to units. This means units can get any ammunition they request if they have the remaining authorizations and if they submit a proper forecast in TAMIS.

(2) Units must ensure that their forecast has been entered into TAMIS by the last calendar day of each month or IAW with the guidance from their higher headquarters. There is a DA mandatory 60 day lock-in. This means in the submission month of March; April, and May are already locked in and units can only submit a forecast for the months of June and out ending in a 12 month period. Forecasts can be made for two different FYs without changing the FY indicator in TAMIS. In a locked in month, units can only *decrease* or move a forecast. Forecast moves in TAMIS between units can only be made in the same month at the same installation. Forecasts for locked in months cannot be entered into TAMIS after the TAMIS cutoff date and all ammunition required that has not been properly forecasted must then be requested as a UAR. See paragraph 3-9 below for UAR procedures.

b. TAMIS forecasting - Specific forecasting procedures can be found in the TAMIS Users Manual available on the TAMIS web site at <https://tamis.army.mil>. A person must have TAMIS access in order to sign into TAMIS and reach the TAMIS help menu. To access the user's manual, click on "Help," then click on "User Manual" to get the on-line users manual. A hard copy of this can also be printed but it is very large.

3-8. Submitting forecasts for training at other installations

a. Off-post training that requires Home Station Training (HST) ammunition. Commanders conducting training on installations other than Ft. Hood who desire to use part of their HST ammunition authorizations at other installations, must forecast the ammunition required, using TAMIS, 60 days prior to the month of the planned training event. Units should use the same forecasting schedule that is required for ammunition use on FTH. If a unit does not have the right to forecast ammunition off-post, they should contact their BAO to get that right.

b. Units training at the National Training Center (NTC) are authorized a standard ammunition package as part of the normal rotational unit support from NTC. This will be

issued to rotational units by NTC. The authorizations for this ammunition will come from NTC. NTC will tell the training brigade exactly what ammunition they will be issued.

c. Ammunition above and beyond the standard NTC package may be requested for use at NTC. Units requesting additional HST ammunition for use at NTC must first get approval from the NTC operations officer of the training scenario that requires this additional ammunition. This approval will be provided to DPTMS by e-mail and only then will coordination be made for additional training ammunition supply support at NTC.

d. Units that have additional ammunition shipped to the NTC and do not expend that ammunition may be required to provide the NTC with a Transportation Account Code (TAC) code to pay transportation costs for return shipment if they desire to get those authorizations returned to their HST account. Any HST ammunition shipped to NTC and not expended and left at NTC will be lost by the requesting unit and will become property of NTC for them to use as they see fit. This issue will be deducted from the requesting units TAMIS HST FY authorizations even if it is not expended at NTC. Requests for ammunition items above the standard package will reduce a unit's annual TAMIS authorizations.

e. Units training on installations other than NTC who require training ammunition are required to forecast those ammunition needs to that installation in TAMIS. Requested quantities will reduce the unit's annual authorizations. MSC ammunition managers will submit an e-mail request a minimum of two months prior to the scheduled training event to DPTMS with the following information:

- (1) Installation where training will be conducted.
- (2) UIC that will draw the ammunition.
- (3) Training dates.
- (4) Required ammunition by DODIC and quantity.
- (5) Desired pick-up date.

f. The requesting unit must coordinate with the off-post installation for ammunition availability.

g. Should the servicing installation not be able to provide the requested items, the unit can request that the item be shipped from Ft. Hood provided the item has been properly forecasted and is available on-post and adequate time remains for shipment. The requesting unit may be required to fund transportation costs.

h. Units drawing ammunition at other installations will turn-in residue and unused ammunition and clear all documents before departing that installation.

3-9. Unforecasted Ammunition Requests (UAR)

a. Units that need training ammunition that have not submitted a valid forecast in TAMIS may submit a UAR. In all cases, units (the requesting UIC) must have remaining authorizations and unforecasted ammunition in TAMIS before they can submit a UAR. If a unit does not have remaining authorizations to cover the UAR, they must first request additional authorizations from their higher headquarters.

b. The ammunition supply system has no responsibility to support UARs, but DPTMS will make every effort to UARs as long as supporting a UAR does not affect the ability to support forecasted requirements. Forecasted requirements take

priority over UARs. Mobilizing and deploying units have priority for ammunition support above all others.

c. If DPTMS cannot support a UAR, that information will be passed back to III Corps or the requesting unit for them to take action with FORSCOM to determine whether or not the UAR will be supported.

d. Units will submit a UAR IAW figure E-14 using e-mail through their BAO to III Corps who will send it to DPTMS. If the FTH unit is not a III Corps unit they can send the UAR directly to DPTMS. In certain circumstances units may be required to submit a UAR memorandum signed by their Battalion Commander. Units will be notified of this requirement when the e-mail UAR approval is sent from DPTMS.

e. e581's may reference more than one UAR but multiple 581s MAY NOT reference the same UAR. The best practice to follow is for one UAR to match one Ft. Hood.

f. All UARs require at least one full working day to process once received in DPTMS.

g. DPTMS, USAG Ft. Hood only processes UARs for units training at Ft. Hood. If a unit needs unforecasted ammo from another installation that unit should contact the III Corps Ammo Manager or that other installation.

h. Once the UAR is processed, an approval or disapproval e-mail will be sent to III Corps or the requesting unit.

Chapter 4

Training Ammunition Supply Procedures

4-1. Overview

a. This chapter describes the ammunition supply procedures used by FTH to:

- (1) Delegate authority using DA Form 1687.
- (2) Request ammunition.
- (3) Turn-in ammunition.
- (4) Account for ammunition.

b. The goals of the ammunition supply system are:

(1) To provide 100 percent of the ammunition that is properly authorized and forecasted by a unit. This includes ensuring the correct quantity and type of ammunition is on hand and ready for use where needed.

(2) To ensure ammunition and explosives is accounted for until relief from responsibility is granted to the requesting unit. The information, guidance, and requirements in this section will help units meet these goals.

4-2. DA Form 1687 (Notice of Delegation – Receipt for Supplies)

a. Unit Commanders are responsible for a unit's ammunition program and for ensuring that only authorized personnel will receipt for Class V drawn from the ASP. This is accomplished through the use of DA Form 1687. Personnel signing for ammunition from the FTH ASP must present their Ammunition Handlers Course card to the ASP Operations desk in order to sign for ammunition. Other types of certification equivalent to the AHC may be accepted ILO the AHC but this must be coordinated with the ASP prior to a unit drawing ammunition.

b. Prepare DA Form 1687 according to DA Pam 710-2-1(Using Unit Supply System (Manual Procedures) (Standalone Pub)) and figure E-2.

Make them valid for the period the approving authority expects to remain in their position or a period not to exceed one year, whichever is less.

c. Commanders can only authorize Sergeants (E-5 and above) and their civilian equivalent (General Schedule GS-05 and above) to digitally sign requests (block 13c of the e581) to receive ammunition. Commanders will be selective when assigning personnel to duties involving control of AA&E. Only personnel who are mature, stable, and have shown a willingness and capability to perform assigned tasks in a dependable manner will be assigned to duties which involve responsibility for the control, accountability, and shipment of AA&E. As part of the selection process, personnel assigned duties involved in the control, accountability, and shipment of AA&E will be screened and evaluated using DA Form 7281. Personnel will not be placed on a unit signature card until the security screening process using DA Form 7281 has been completed. If a person will be authorized to receive ammunition, they will not be placed on a Signature Card until they have attended the AHC. Completed forms will be retained on file in the BAO/Approving Authority office until the individual departs or is relieved of his or her AA&E oriented duties. Commanders may delegate authority to contractors to approve ammunition requests (block 14 a-c of an e581) and receive ammunition from an ASP (block 31b). Contractors may not request ammunition. USMC units are exempt from the rank requirement provisions of DA PAM 710-2-1, para. 11-9g (2) for requesting ammunition. USMC Commanders must follow the procedures to properly delegate authority using DA Form 1687. Only persons in the rank of Sergeant and above are authorized to receipt for Category I and II AA&E as defined in AR 190-11.

d. Upon any element of data on a DA Form 1687 becoming outdated, the entire card is no longer valid and will be replaced with a completely new card. This procedure is required in order keep all signature cards up-to-date. For manually prepared Signature Cards, all entries, except the signature and initials, will be either legibly printed in ink or typewritten. The individual signatures and initials will be written in blue or black ink. Neither carbon copy of signatures, traced over signatures, nor photocopies of originals will be accepted. Signature Cards may also be prepared and sent electronically.

e. Signature Cards will have either ALL electronic signatures on them or ALL manual signatures on them. A card with mixed signatures (both electronic and manual on the same card) WILL NOT be accepted.

f. The ASP requires 3 copies of the DA Form 1687 and Assumption of Command orders. The ASP places the original on file and provides a copy to the unit and to the Ammunition Holding Area (AHA).

g. Approving Authority Signature Cards. The Commander who controls the ammunition authorizations for a brigade or MSC will designate responsible persons to authenticate (sign block 14a-c on the e581) ammunition requests; this will normally be the BAO/Approving Authority. There is no rank requirement for personnel to approve ammunition requests. Approval Signature Cards may be prepared electronically also.

h. The appointment orders or assumption of command orders for the individual delegating the authority (the person who signs the DA Form 1687) must accompany the DA Form 1687(manual or electronic).

i. All Signature Cards must have the following statement in the remarks block.
“Authorized representatives listed above have passed security screening required by AR 190-11 and FH Reg 700-15.

j. Only individuals on the DA Form 1687 authorized to receive (sign for) ammunition from the ASP must have attended the AHC prior to receiving ammunition at the ASP. Requestors do not have to attend the AHC.

4-3. Processing Requests for Issue

a. Units must submit an e581 Request for Issue in TAMIS and have it approved by their BAO/Approving Authority, validated by their unit validator (if they have one) and finally validated by the TAM before they can request an appointment to draw from the ASP. Two things must be done before a unit submits an e581.

(1) A unit must check to see if they have adequate remaining authorizations and forecast to support the amount of ammunition being requested. If they do not have adequate remaining authorizations or forecast, these must be obtained first before submitting the e581. TAMIS will not allow a unit to request more ammunition than they have remaining authorizations for. e581's submitted without adequate remaining forecast to cover the request should not be approved by the BAO/equivalent and if they reach DPTMS, may be disapproved by the installation TAM. The TAM validator for Ft. Hood is DPTMS.

(2) If a unit does not have sufficient remaining authorizations and forecast to cover the requested amounts of ammunition they require, these problems must be corrected before an e518 can be submitted. Both of these can be corrected by authorizations and/or forecast being internally cross-leveled within the MSC or brigade. Once a unit has adequate remaining authorizations and forecast, then they can submit an e581 in TAMIS.

(3) Units should not submit multiple e581s for draw in the same week with the ammunition requested separated for different ranges. Units will make a bulk one time draw and then it is their responsibility to issue ammo to their units on separate ranges on a DA Form 5515.

b. Separate e581s must be submitted for:

- (1) Training ammunition.
- (2) OPL ammunition.
- (3) Test ammunition.
- (4) MTT ammunition.

c. Complete the e581 according to the TAMIS Users Manual.

d. There is a limit of 20 DODICs per e581. If a unit needs to request more than 20 DODICs they must submit two or more e581s.

e. Only one e581 can be submitted by one unit per day for the same type of ammunition as listed above in paragraph 4-3b. One unit **cannot** submit 2 or more e581s for forecasted ammunition to be drawn on the same day. If this situation arises,

the unit should plan to draw ammunition on different days or combine all requests to one e581 to be drawn on one day, again not to exceed 20 DODICs.

f. Requests for OPL ammunition items are processed in the same manner as a forecasted ammunition requests, except the e581 must have a unit property book document number assigned by the Property Book Officer (PBO). This number should be placed in block three on the e581. The unit must have an OPL Request e-mail approval from DPTMS before submitting an OPL e581. A company level Department of Defense Address Activity Code (DODAAC) different from the DODAAC used for training ammo must be used when requesting OPL. Units must also have separate signature cards for OPL listing the OPL DODAAC.

g. Submission of the e581.

(1) Training ammunition requests using the TAMIS e581, will be processed from the requesting unit through the unit's BAO/equivalent Approver to the installation TAM validator for validation. III Corps unit e581s will also go thru a unit validator at III Corps. Once validated by the installation TAM, the request will be automatically forwarded to the ASP in TAMIS.

(2) TAMIS will automatically send e-mail messages to every level in the approval chain as each level completes their action. Units should track their e581s through each step of the approval process until they receive an ASP Accept e-mail.

h. Approval of an e581. The BAO will:

(1) Verify quantities requested are within remaining authorizations and forecasts for the training period specified.

(2) Verify that the unit is using the correct UIC and DODAAC.

(3) Ensure that the requested draw date is within the 3 working days prior to the start of training. Ammunition draws are not authorized any earlier than 3 working days prior to the date training will start. This assists in controlling the amount of ammunition in the AHA. Exceptions to this requirement will be handled on a case-by-case basis.

(4) Ensure the requestor is in the grade of E5 or GS-5 or above.

(5) Ensure the e581 has Red Range Condition remarks IAW para. 4-4 of this regulation if the unit is requesting machine gun or sniper ammunition.

(6) If the e581 is for OPL or UAR ammunition, make sure the appropriate remarks are entered.

(7) If requesting artillery ammunition, Overhead Fire remarks are entered.

(8) Digitally sign the e581 as the Approver using their Common Access Card(CAC).

i. DPTMS is the TAM validator for FTH and will process e581s as follows:

(1) Validate or not validate the e581 based on the correct preparation of the e581 and the requesting units remaining authorizations and forecasts.

(2) DPTMS will validate e581s within 8 working hours of receiving them if they are properly prepared.

(3) Once validated, the e581 will be automatically sent to the ASP through TAMIS.

(4) All units will submit requests for training ammunition on an e581 using TAMIS. Hard copy, manual issue requests on DA FORM 581 are only authorized for use by foreign countries and if TAMIS is down and permission to use a hard copy DA Form 581 is given by DPTMS..

(5) The e581 should arrive at DPTMS through TAMIS, 7 calendar days (one full calendar week) prior to the requested draw date. Example: A unit has an approved draw date of Monday, 13 May 2013. The e581 should arrive at DPTMS by close of business on Monday, 6 May 2013. Units are encouraged to submit their e581s one to two weeks prior to the start of their training. DPTMS will process all e581s within 8 working hours of receiving them if everything is correct on the e581.

(6) Any e581s submitted less than 7 calendar days prior to the draw date may be supported on a space available basis at the ASP. That means the ASP will issue to the unit when they can. Units should coordinate all short notice e581s with the ASP.

(7) The exact status of any e581 in the approval process can be checked by anyone using the e581 report in the reports - standard menu option in TAMIS. If a unit e581 has not progressed in the approval process after 2 days, then a unit representative or BAO should call the next level in the approval process to determine the status of the e581.

(8) Once the quantities on the e581 have been approved, only the BAO can decrease the quantity requested prior to the issue date. Units requesting to decrease the amount of ammunition they want to draw must call or e-mail their BAO who must e-mail DPTMS and request the cuts. On the date of issue, when the unit arrives at the ASP to draw the ammo, the unit may, at that time, decrease the quantities to be drawn. Comments will be added to block 28 of the e581 by ASP operations personnel stating who decreased the quantities.

(9) Requests for increases to e581s already submitted will not be processed. If a unit needs more ammunition than the original amount requested, they must cancel the original e581 and submit a new e581 for the increased amount.

(10) The unit is responsible for notifying the ASP and to tell them that the original e581 is being cancelled and to request that the new e581 be given that same appointment. This all depends on what the increase is and if the ASP can accommodate the new amounts at the same appointment.

j. When selecting stocks, if any ammunition item requested is not available, ASP Stock Control will immediately notify DPTMS. This notification will be immediate upon discovery. If a substitute or ILO item is available and on the current substitution list, ASP Stock Control can automatically issue that substitute item. If no substitute is available, ASP Stock Control will notify DPTMS. If DPTMS cannot resolve the shortage, they will notify the unit's BAO/Approving Authority of the non-availability of an item. The BAO/Approving Authority will notify the customer unit.

k. Requesting a draw appointment from the ASP

(1) An appointment from the ASP may be requested up to 30 days prior to the date that the ammunition is required.

(2) Units can only request an appointment if their e581 has already been TAM validated by DPTMS.

(3) Once their e581 has been TAM validated, they must request a draw appointment by e-mailing the ASP at the current ASP address for appointment. This will be published by the ASP and sent to all BAO's. The ASP requires the following information in the appointment request: unit name, unit document number, primary

requested draw date, 2 alternate draw dates, DODIC and quantity of ammunition requested (all lines), unit POC and their phone number.

l. Emergency Issue (EI). Any e581 that is submitted that has a draw date the same as the submission date or the next working day is called an EI. Once approved by the BAO/Approving Authority, the BAO/Approving Authority should call DPTMS to tell them they have just approved an EI. E-mail will not suffice for this notification.

m. The requesting unit will coordinate directly with the ASP by e-mail to request an appointment to draw ammunition after the e581 has been TAM validated.

(1) The unit pick-up appointment dates will not be earlier than three calendar days prior to the first training date.

(2) Ammunition is normally only drawn during the month it is forecasted. For example: ammunition that is forecasted for June is normally drawn in the month of June. TAMIS allows a unit to pick up next month's ammunition 7 calendar days prior to the start of that month and therefore, DPTMS allows this also.

(3) All units will report to the ASP not later than their approved appointment time on their confirmed appointment date for issues. Any unit that is more than 30 minutes late may have their appointment cancelled at the discretion of the ASP Operations Section.

4-4. Red Range Condition (RRC) procedures

a. At any time during the year, ranges on FTH can go to range condition red which means there is to be no use of machine gun ammo with tracers, pyrotechnics, white phosphorus, and other types of ammunition that may start fires as directed by Range Operations. Only Range Operations can tell anyone what the current range conditions are. The following procedures have been established to allow units to request 4 ball + 1 tracer (4+1) small arms machine gun ammunition and add a remark for straight ball ammunition to be issued ILO 4+1 ammunition so units can still conduct machine gun training under red range conditions.

b. This applies to 3 types of machine gun ammunition and .50 cal sniper ammunition only. This does not apply to M16 ammunition. You do not use ball (A059 or AA33) ILO tracer ammunition (A063) for M16 night fire. If range conditions are red, units cannot shoot M16 Night Fire using tracer ammunition.

Table 4-1. Machine gun ammunition affected by Red Range Conditions (RRC)

Weapon	4 Ball + 1 Tracer	Straight Ball
M249 SAW 5.56mm	A064	A062
M60 MG 7.62mm	A131	A143
M2 MG .50 cal	A557	A555
Sniper Rifle .50 cal	A606 (API)	A525 (AP)

Legend:

AP - Armor Piercing
 API - ARMOR Piercing Incendiary
 CAL - Caliber
 MG - Machine Gun
 MM - Millimeter

- c. If a unit would like to be issued straight ball ILO 4+1, they must put one of the following DODIC remarks next to the prime DODIC being requested:
 - (1) Request we be issued A062 ILO A064 due to red range conditions.
 - (2) Request we be issued A143 ILO A131 due to red range conditions.
 - (3) Request we be issued A555 ILO A557 due to red range conditions.
 - (4) Request we be issued A525 ILO A606.
- d. If a unit would like to be issued 4 + 1 ammunition, they must put one of the following DODIC remarks next to the prime DODIC being requested.
 - (1) Unit requests A064.
 - (2) Unit requests A131.
 - (3) Unit requests A557.
 - (4) Unit requests A606.
- e. No matter what, there must be a statement on the e581 next to A064, A131, A557, or A606. e581s without this required statement may be disapproved.
- f. If the DA Form 581 gets to the ASP without these remarks and the unit wants straight ball ILO 4+1, they must send their BAO an e-mail to be forwarded to DPTMS listing the unit, document number, draw dates, and DODICs concerned.
- g. If the unit is issued the 4+1 ammunition and they need straight ball they **cannot** make a one-for-one exchange. It has to be an issue and a turn-in. The unit will have to submit a new e581 for straight ball and then turn in the 4+1 later after coordination with the ASP. The important part in this is that the unit gets issued straight ball ammunition ASAP so there is no interruption of training. The turn-in of the 4+1 ammo can be made later, but the 4+1 ammunition must not be used.
- h. If the unit or BAO does not put any remarks on the e581, the e581 may be disapproved.
- i. The ASP and DPTMS will not inform units of the current range conditions, units must contact Range Operations for the information. DPTMS and the ASP will not automatically cut or change any ammunition requested due to red range conditions without unit, BAO, or MSC ammunition manager approval.
- j. Unit's are not authorized to delink any type of linked ammunition in the field to remove tracers to prevent fires.
- k. The ASP will request that a report of survey be initiated if they discover a turn-in of all tracers that have been delinked from 4 + 1 ammunition.

4-5. Receiving issues from the ASP

- a. Prior to arriving at the ASP for issue, the unit is responsible for providing:
 - (1) Sufficient vehicles to pick-up the requested ammunition in one trip. If assistance is needed in calculating load plans, the unit can contact their BAO and also the ASP Operations Office at least two days before the scheduled pick-up. For tie-down information, contact the Ammunition Surveillance Office. In the event that required vehicles are not available, for example, failure of Department of Defense (DD) Form 626 (Motor Vehicle Inspection) inspection or mechanical failure, the unit representative will be required to reduce quantities of amounts to be drawn that can be safely transported on available vehicles; open documents or shuttle runs to draw all ammunition requested are not authorized.

All e581 draw documents will be closed out when a unit leaves for the day.

(2) A DD Form 626 will be prepared at the unit motor pool prior to the issue for each vehicle to be used for transporting ammunition or explosives (see appendix E, figure E-7, and chapter 6). The DD Form 626 does not supersede normal preventive maintenance checks and services.

(3) Required materials consist of sufficient fire retardant canvas to cover the entire load of ammunition, enough cargo straps to secure the load, with two straps for each pallet, as well as one strap for the front and one strap for the rear of a full trailer load of palletized ammunition; two 10 BC rated fire extinguishers, which must be serviceable and sealed for each vehicle; applicable placards; tape to attach the explosive placards; and equipment organic to the vehicles. Placards must be obtained by the unit through local purchase supply channels. The ASP will not provide materials needed to secure the load; mark and/or placard the vehicle, fire extinguishers, or provide vehicle repair capability.

(4) Required guards (reference AR 190-11). Category I and II ammunition and explosives will be placed in the custody of a commissioned officer, warrant officer, noncommissioned officer (sergeant E-5 or above), DOD civilian (GS-05 or above), or DOD contracted employee in a similarly responsible position. Armed guards must accompany each vehicle transporting Category I and II items. Armed guards must have a magazine and 10 rounds of ammunition, and must be present at appointment time. Guard ammunition cannot be drawn at the same time as Category I and II ammunition.

(5) An authorized individual to receive ammunition as indicated on the DA Form 1687; Sergeant (E-5) or above for Category I and II ammunition and/or a responsible individual designated by the Unit Commander for category III and IV items.

(6) Sufficient personnel to perform loading operations.

b. Prior to the unit's arrival at the ASP, the ASP will select stocks to fill the request, by selecting the stocks with the following criteria:

(1) Ammunition condition code (condition code C and B will be issued first).

(2) Lot quantity (small lots first).

(3) Oldest lot.

(4) Correct account code.

c. Conducting ammunition pick up.

(1) Units should report to the ASP Operations Office with all paperwork, the unit copy of the e581 and a DD Form 626 for each vehicle that will be carrying ammunition.

(2) Each vehicle will be inspected for compliance with safety standards outlined on the DD Form 626 prior to entry into the storage area. After vehicles pass inspection, they may proceed to the ammunition storage area to draw the requested ammunition.

(a) Vehicles failing a safety inspection will not be allowed into the storage area of the ASP and will not be allowed to transport ammunition. The unit and/or BAO representative will be notified of any canceled issue documents when a vehicle fails to pass a safety inspection.

(b) If, after an inspection, sufficient vehicles are **not** available to transport the quantities requested, the unit representative will be required to reduce the quantities to amounts that can be safely transported on the available vehicles or reschedule the appointment.

(c) If a unit has only one vehicle loading ammunition and that vehicle fails the safety inspection, the unit may make efforts to either correct deficiencies or provide a substitute vehicle. If a satisfactory vehicle is not available within a reasonable time (30 minutes or less), the appointment will be subject to cancellation.

(d) A unit may have more than one vehicle at the ASP to draw ammunition. If one or more of those vehicles does not pass the safety inspection, the unit has until the last vehicle, that did pass the safety inspection, has completed loading inside the ASP, to complete repairs on vehicles that did not pass or provide substitute vehicles in order to draw and load all ammunition requested. If sufficient vehicles are not available by the time the last vehicle has completed loading, any remaining quantities will be zeroed out and the unit will be required to submit another e581 requesting the remainder of the ammunition not drawn. This draw will be at least 2 days after the original draw to give the system time to process the e581. Exceptions to this policy can only be granted by DPTMS and the ASP. Units are encouraged to begin loading the most critical items first on vehicles that have passed inspection.

(3) When the customer is receiving ammunition from the ASP, unit personnel will load the designated stocks aboard their vehicles. The ASP will provide Material Handling Equipment (MHE), if available, to load palletized ammunition onto customer vehicles. If MHE is not available, ammunition will be loaded by hand by the customer unit.

(4) During the loading process, ASP area personnel and unit representatives will jointly inventory ammunition issued by DODIC, NSN, lot number, serial number (if applicable), condition code, and quantity.

(5) The ASP area representative and the unit representative will both verify the quantities issued to the unit on the DA Form 3151-R.

(6) Upon completion of issue operations, vehicles will be moved to the parking lot adjacent to the ASW for final count, final inspection of the load, completion of DD Form 626, pick up DD Form 836 (Dangerous Goods Shipping Paper/Declaration and Emergency Response) if required, and emergency response instructions required for hazardous material being transported by government vehicle. Loaded vehicles will remain at the ASW until all document processing is complete.

(7) After completion of the issue of the requested ammunition, the unit representative will take all issue the documents to the ASP front desk where the quantities issued are recorded on the e581. The unit representative will sign all copies of the e581. The ASP will retain the original copy, copy number 2 will be sent to DPTMS; copy 3 is forwarded to the reconciliation section; copy 4 is forwarded to the unit BAO or equivalent; and copy 5 (with a copy of DA Form 3151-R) is returned to the unit representative. If there are any problems, the unit will contact their BAO prior to departing the ASP.

(8) Ammunition issued or turned in at the ASP will be posted to TAMIS automatically by Standard Army Ammunition System-Modernized (SAAS-MOD) not later than the next working day after the issue or turn-in occurs. TAMIS authorizations for ammunition not drawn or for serviceable ammunition turned in will normally be available for a unit's use one working day after the issue or turn-in is completed.

d. Prior to leaving the ASP, the customer unit should have in their possession or on their vehicles:

(1) The requested ammunition (verify the quantities issued before leaving the issue area).

(2) Unit copies of:

(a) e581.

(b) Browse Sheet (lists all residue items required to be turned-in).

(c) DA Form 3151-R.

(d) DD Form 836 for each vehicle if required.

(e) DD Form 626 for each vehicle.

4-6. Appointment and document cancellation

All units will report to the ASP at the time set for their appointment. Any unit that is more than 30 minutes late is subject to having their appointment cancelled.

a. Cancellation of an appointment.

(1) Only ASP Operations can cancel appointments.

(2) Prior to the appointment being cancelled, the following must occur:

(a) The ASP will notify the unit's BAO.

(b) The BAO will try to resolve the problem.

(3) If the BAO **cannot** resolve the problem within a reasonable amount of time, the appointment will be cancelled. The ASP Operations supervisor has the final determination on whether or **not** a unit appointment will be cancelled.

(4) The BAO will notify the unit stating the reason for the cancellation.

(5) The unit must reschedule another appointment through the ASP Operations Office.

b. Cancellation of a document.

(1) Prior to an issue document being cancelled, the following must occur:

(a) The ASP will notify the unit's BAO.

(b) The BAO will try to resolve the problem.

(2) If the BAO cannot resolve the problem within a reasonable amount of time, the document will be cancelled.

(3) The document will be stamped *cancelled* or *cancelled* will be written on the document.

(4) The original e581 will be filed at the ASP and a copy will be returned to the BAO and DPTMS.

(5) The BAO will notify the unit stating the reason for the cancellation.

(6) The unit must prepare a new e581 and the unit must schedule another appointment with the ASP.

4-7. Ammunition Consumption Certificate

a. Certain items used for training purposes require tight control to ensure they do not leave military custody or are not being used for anything other than their designated military purpose. A DA Form 5692-R is required for this purpose. Refer to the browse sheet/required residue return listing provided by the ASP at the time of issue for items requiring a DA Form 5692-R.

- b. The unit range OIC (E-6 or above) will sign the DA Form 5515 (Training Ammunition Control Document) and control all ammunition used on the range.
- c. The unit range safety officer (E-6 or above) will certify quantity drawn, quantity to be returned, and quantity consumed in training.
- d. A Warrant Officer 1 (WO1) or higher will perform unit safety officer duties at any training event requiring expenditure of explosives at other than ranges on Army installations or when Category I items are used in live fire exercises.
- e. The unit range safety officer will verify placement of charges, actual detonation, and certify the quantity of munitions expended. The unit range safety officer must sign the DA Form 5692-R.
- f. The original copy of each certificate of expenditure will be attached to the turn-in document. Documents will be provided to the ASP during the turn-in and/or reconciliation process. The ASP will **not** clear units without the required certifications and signatures.
- g. The DA Form 5692-R will be used as a cross-reference against ammunition reported as expended.

4-8. Using ammunition

- a. Prior to using ammunition or explosives, units must have a well defined plan for the expenditure of ammunition being drawn from the ASP.
- b. After receiving the ammunition and/or explosives from the ASP, check the issue e581 and the DA Form 3151-R for any restrictions concerning use of the ammunition drawn. The restrictions are written on the e581 and DA Form 3151-R by the ASO and may affect the range or planned use of the item. Example: 155mm ammunition was picked up for a range and it is discovered that the projectile lot number is restricted to use with a point detonating fuse only. If the training calls for use of other types of fuse such as mechanical or time, use other lots or draw different ammunition to comply with this restriction. Notify the BAO immediately should a problem be encountered.
- c. Only open 10 percent of the ammunition needed for immediate use. Retain packing material to repack any live ammunition. Returning live ammunition is easier when only the number of boxes required to conduct training have been opened. Problems occur when more ammunition than needed is opened and lot number integrity is lost.
- d. Training ammunition will be accounted for at each level of distribution down to the first-line supervisor. See paragraph 4-18 of this regulation for transferring on hand training ammunition between companies in the same battalion. Use DA Form 5515 as a hand receipt for issuing ammunition in various quantities from parent unit (battalion) to subordinate unit (company), from one supervisory level to another, or from one person to several recipients. An example of a DA Form 5515 showing the sub-issue and turn-in procedures from the individual originally drawing the ammunition on an e581 is shown in figure E-2.
 - (1) Use a different DA Form 5515 for each issue. Total sub-issue quantities cannot exceed total quantities on hand in the unit. Each level that receives or issues ammunition must keep a copy of the issue DA Form 5515. Do not use DA Form 5515 to issue ammunition lower than the first-line supervisor.

(a) The original document number will be carried forward to any sub-issue DA Form 5515. Use an alpha character suffix to the original document number to identify different sub-issues.

(b) Additional sub-issues may be made using the second part of the DA Form 5515 and additional DA Form 5515. The organization receiving ammunition on a e581 will maintain a copy of each sub-issue DA Form 5515 to provide an audit trail of issues of all ammunition down to the first line supervisor and return. A copy of the supporting DA Form 5515 will be attached to the issue Ft. Hood. Supporting DA Form 5515s will be maintained with the e581 for two years.

(c) DA Form 5515 used as a sub-issue will identify any residue required to be returned to the issuing individual. Additionally, appropriate restrictions concerning usage will be noted on the sub-issue DA Form 5515. A safety briefing will be given to the individual signing for the items, including briefings on transportation, handling, storage, and use, as appropriate.

(d) Brief Soldiers on their responsibility for authorized use, turn-in, and reconciliation of ammunition items issued to them. Give this briefing before and immediately following any training activity that includes ammunition. Blocks 19 and 20 of DA Form 5515 contain the required briefing and debriefing certificates. Upon completion of each training event, ensure that all personnel turn in ammunition or residue in their possession.

e. Units will not maintain more ammunition at a range than is expected to be used within a 48 hour period. The only exception to this is a gunnery or Field Training Exercise (FTX).

f. Unit Commanders will establish procedures that ensure maximum recovery of live ammunition and residue prior to departing the field site.

g. After all personnel have turned in ammunition and residue, conduct a safety inspection to ensure no one has live ammunition or residue in their possession, equipment, or vehicles.

h. Inventory the remaining ammunition and residue. Repack the live ammunition as close as possible to its original configuration. Maintain lot number integrity

i. The activity that originally drew the ammunition on e581 will:

(1) Reconcile the quantities of ammunition and residue returned against the residue quantity required.

(2) Note all shortages.

(3) Verify statements explaining the circumstances causing the shortages are obtained.

(4) Sign the DA Form 5515 in blocks 17 and 18, confirming receipt of the ammunition and residue turned in and that the residue does not contain live rounds, primers, explosives, or other extraneous material. A completed DA Form 5515 is shown in figure E-2. Use DA Form 5515 to sub-issue ammunition and/or explosives to reconcile the quantities for turn-in.

j. Units firing missiles must complete a missile firing data report (DA Form 3120 (Missile Firing Data Report (Hawk and Patriot)), DA Form 3662 (Longbow Hellfire

Missile Firing Data Report), DA Form 5582-R (ATACMS Missile/MLRS Practice Rocket Firing Data Report), DA Form 5583 (Missile Firing Data Report (Hellfire), DA Form 7212 (Missile Firing Data Report (Stinger), and DA Form 7213-R (Missile Firing Data Report (Dragon and Tow)) as outlined in DA Pamphlet 700-19 (Procedures of US Army Munitions Reporting System). The report must be turned in to the installation ASP, unit BAO or equivalent, and the Aviation Missile Command according to the regulations listed in this paragraph.

4-9. Unit Ammunition Accounting Procedures

a. Once received by the unit, ammunition will be continuously accounted for by DODIC, quantity, lot number, and serial number (if assigned) until the unit is relieved from responsibility. Acceptable methods of relief from accountability include an e581 for turn-in, reflecting a complete turn-in of all live and/or residue, any of the methods outlined in AR 735-5, or a AR 15-6 investigation, report of survey, or statement of charges.

b. The same individual will not conduct successive inventories. Unit armorers will never conduct monthly or other property book inventories of ammunition stored in the arms room.

c. Empty launch tubes of Category I items issued as a training aid and in the unit's possession, will be maintained on the property book and inventoried monthly.

(1) The property book officer will transfer responsibility for the item to an individual who will store and maintain it by use of a DA Form 2062 (Hand Receipt/Annex Number) or automated means.

(2) Inventories of the item will be conducted according to procedures established in AR 710-2, DA Pamphlet 710-2-1, and by the property book officer. Discrepancies will be rectified with any potentially unaccountable losses reported to the military police.

(3) Category I residue items (such as AT-4 tubes) issued as a training aid and in the unit's possession will be inventoried monthly.

d. Class V Dummy, Drill, and Inert (DDI) ammunition issued to a unit will be inventoried monthly when in storage. Results of the inventory will be filed in the unit's permanent files. Items unaccounted for will be reported to the appropriate agencies. Relief from responsibility is stated in DA Pamphlet 710-2-1 and AR 735-5.

e. Live ammunition or explosives issued to a unit or organization for long-term use, (periods longer than 30 days), other than approved Ammunition Transfer Holding Point (ATHP) operations, will be inventoried monthly. The individual performing the monthly inventory will verify the on hand quantities by subtracting the expended quantities from the original issue document (for example, e581 or DA Form 5515).

f. Ammunition stored in unit arms rooms will also be inventoried upon change of custody of the arms room.

(1) Units will establish procedures governing accountability of ammunition in the arms room.

(2) Items packaged in sealed containers may be accepted as the quantity marked. Loose rounds must be accounted for individually. Sealed containers showing signs of tampering will be immediately opened and inventoried.

g. Units, which have established a training AHA or ATHP operation, will inventory the ammunition in the AHA or ATHP daily.

(1) Physical inventory is conducted by counting the palletized configuration and/or outer pack. Banded pallets will not be disassembled to count individual boxes. Sealed boxes will not be opened to count individual items. If markings are believed to be incorrect, a physical count of each item will be made to those configurations suspected to be incorrectly marked.

(2) The DA Form 3020-R (Magazine Data Card) will be used as a storage aid only. DA Form 3020-R will be used during ATHP and/or field ASP operations. Magazine data cards will **not** be used to determine quantities when conducting inventories. Inventories will be recorded on the magazine data cards as they are conducted. Sample Magazine Data Cards (MDCs) are shown in figure E-9.

(3) Records of inspections of items in field storage will be maintained until the issue document has been cleared by the ASP.

h. Under field conditions, whenever possible, ammunition will be stored in locked and sealed containers, such as a Container Expresses (CONEX) or sealed trailer. If the unbroken, serial numbered seal (on the CONEX) is the same seal installed on the container at the completion of the last inventory, data from the last inventory may be used. Seals on the CONEX will be broken at least weekly to inspect the condition of the contents and conduct a physical inventory of the container. Do not break any depot pack seals on ammunition boxes or cans until that ammunition is ready to be expended. Under field conditions, ammunition will be under constant surveillance. Commanders must decide whether to post armed guards to protect ammunition.

i. If Class V items are found missing during an inventory, immediate action will be taken as outlined in AR 190-11.

(1) The military police will be immediately notified of any loss of ammunition or explosives.

(2) AR 190-11, paragraph 8-2a(8)(b) requires that a DA Form 3056 (Report of Missing/Recovered Firearms, Ammunition and Explosives) be submitted within 72 hours for any incidents of ammunition or explosives losses (includes recovery). The DA Form 3056 will be forwarded to the III Corps EOC for primary action with a copy provided to the ASP for reconciliation of the issue document. Losses must meet or exceed those quantities as listed in AR 190-11, chapter 8, paragraph 8-2a (Commanders may report lesser quantities).

(3) Units will submit a serious incident Report if required.

4-10. Ammunition turn-in procedures

To facilitate turn-ins to the ASP, preserve ammunition and maintain lot integrity; units will keep ammunition in its original package prior to use. Excessive unpacking of ammunition, prior to issuing to firing unit, results in additional time spent repackaging before turn-in to the ASP. Unpacking and exposing ammunition to the elements may cause deterioration, which may affect functional and physical characteristics of the items.

a. Figures E-3 and E-4 list instructions for completing a DA Form 581 for turn-in of live ammunition and residue. Manual DA Forms 581 must be used as TAMIS has not automated the turn-in process yet. Data used on the issue e581 must match data used on the turn-in DA Form 581. This includes DODIC issued, training event code, TAMIS control number, line item numbers, and lot numbers.

b. Upon completion of range firing, units must turn-in all unexpended and salvageable ammunition components and packing materials. Units must maintain sufficient packaging material to facilitate a live turn-in, if necessary, should ensure that the ammunition, and residue turned-in reflects the balance owed back to the ASP as well as ARY. This is done by checking turn-ins against the unit copy of the browse sheet /required residue return list provided by ASP. All unit turn-ins must be completed within 5 working days following the last range firing date to avoid becoming delinquent.

c. If the ASP cannot give a unit a turn-in appointment within 5 working days of their last training date, they will give the unit the next available appointment and will also give the unit an automatic extension on their delinquent date until one day after the assigned turn in date. The unit must contact the ASP Reconciliation Section and give them the new delinquent date in order for that extension to be applied to the original issue document.

d. A unit is delinquent on their stated delinquent day which is the 6th working day after their last training date or end of mission date. The unit does not have that day to complete turn-ins. Units will not be granted extensions once they become delinquent. Delinquent units will not be issued ammunition until documents are cleared except for certain types of OPL ammunition, see chapter 5 for OPL ammunition reconciliation procedures. Unit representatives should contact their BAO within 24 hours of completion of a training event to schedule a turn-in appointment.

e. Units having multiple issue documents for one training event (such as gunnery) should turn-in and reconcile documents as items are expended. Holding residue or residue turn in documents for turn-in and reconciliation until the end of the training event is not advisable.

f. Units will reconcile issue documents, segregate live ammunition from ammunition residue, and perform necessary inspections to verify residue prior to departing the range or military training area.

g. The unit will inspect ammunition turn-ins before the turn-in is made at the ASP. Opened ammunition containers will be inspected by a Sergeant First Class or above from the unit returning the items. Ensuring that the lot numbers on the ammunition agree with the lot numbers printed on the container and that all ammunition components are present and are properly repacked as close to depot configuration as possible. Do not reseal open containers.

h. Supplementary charges removed from artillery projectiles when proximity fuses are used will be repacked in the empty fuse containers. The containers will be properly marked and the contents clearly labeled on the outside before the charges are returned to the ASP.

i. Small arms ammunition that is issued linked will not be de-linked for any reason other than to adjust the belt length. Ammunition that has been de-linked for adjustment of belt length will be only re-linked under the supervision of a QASAS.

j. Ammunition misfires returned to the ASP must be conspicuously marked "misfire." Ensure rounds are reported as specified in AR 75-1 and this regulation. Contact the ASW if there is any doubt concerning handling procedures.

k. 2.75 inch rocket ammunition will be returned in the original containers with shielding restraint band or shorting clip installed to prevent accidental initiation by stray electrical currents.

l. Projectiles must be returned with the correct lifting plugs installed.

m. Final determination of the condition of ammunition, for example, serviceable or unserviceable, rests with ASP QASAS.

(1) Unserviceable returns reflecting neglect or mishandling will be classified as non-fair wear and tear. To complete the turn-in reconciliation containing items declared non-fair wear and tear, the battalion or separate company level Commander will initiate a report of survey action according to AR 735-5 and submit a statement to that effect.

(2) Serviceable training ammunition turn-ins will also be inspected to determine if the user opened an excessive number of boxes compared to the quantity issued and used (10 percent of ammunition issued opened, but not used).

n. Units will process statements and request turn-in of unexpended ammunition through their BAO or equivalent. The unit must provide the BAO a copy of the final DA Form 581 listing all types, quantities of ammunition, and residue to be turned in. Separate turn-in of DA Forms 581 will be prepared for each original issue document.

o. Units requesting a turn-in must have a copy of the issue document (e581) and DA Form 3151-R, when processing the request. Issue lot numbers on the turn-in document will be confirmed by ASW personnel during the ammunition inspection. The computer generated DA Form 3151-R will be used by surveillance personnel to confirm lots being turned-in by the customer unit.

p. When there is a shortage between the quantity of live ammunition turned in and the quantity issued less expended, the using unit will submit a DA Form 3692 (Certificate - Lost or Damaged Class 5 Ammunition Items). In Part I of the form, the using Unit Commander will fill out blocks 1 through 6 and sign and date the form in blocks 7a and 7b. The first Lieutenant Colonel (LTC) in the chain of command will complete Part II of the form. This form must be signed by a LTC or above. A Major Acting Commanders signature will not be accepted.

q. The BAO will coordinate a unit turn-in (live and/or residue) appointment with ASP Operations for live turn-in appointment and the ARY for a residue turn-in appointment. The BAO will then notify the unit of the date and time of the appointment.

(1) The ASW will accept units on a walk-in and/or standby basis if live ammunition is still in depot sealed containers.

(2) If a unit requests a turn-in appointment before the original delinquent date (6th working day after completing range firing) and the ASW is unable to provide a turn-in appointment within the 5 working day requirement, the unit issue document will automatically be extended for 3 days after the turn-in appointment. However, this extension will not be granted if the unit and/or DAO fails to request a turn-in appointment before the original delinquent date. The unit will then become delinquent on the original delinquent date. Delinquent documents will not be extended.

The only thing that can be done to a delinquent document is that all remaining serviceable ammunition and residue must be turned in and the document cleared.

(3) The unit will provide the following information to ASP Operations when scheduling a turn-in appointment: unit, issue document number, DODIC, quantity of ammo being turned in, the document number of the turn-in DA Form 581, and the status of the ammunition being turned in, such as sealed or unsealed. Units will arrive at the ASP on time with:

- (a) Ammunition to be turned-in.
- (b) Completed DD Form 626 prior to departing for the ASP.
- (c) Individual on the signature card authorized to turn-in material: a Sergeant or above to turn-in Category I and II items, a responsible individual of any rank may turn in Category III and IV materiel.
- (d) The unit copy of the turn-in DA Form 581.
- (e) Guards and ammunition detail (if required).
- (f) Any necessary packing material for repackaging loose rounds. (Use the packing material that came with the ammunition). Note: Supplementary charges removed from artillery projectiles will be packed in empty fuses containers.
- (g) Ammunition segregated and in proper containers. Note: Small arms ammunition issued in a linked configuration will not be de-linked to remove the tracer rounds.
- (h) A copy of the original issue document, e581 that matches each turn-in being processed.

(i) A copy of the issue DA Form 3151-R.

(4) The residue yard will accept walk-ins on a standby basis (first come, first served) for ammunition residue not exceeding:

- (a) A 5-ton (4535 kilograms) truck or larger load.
- (b) 1000 pounds (454 kilograms) of brass or links.
- (c) 100 steel or brass 105mm or larger casings.
- (d) 100 propellant charge containers.
- (e) 100 metal cans.
- (f) 100 boxes for 2.75 inch rockets, 4.2 inch mortars, 60mm or 81mm mortars, and 105mm or larger ammunition.

p. Units will take the following actions upon arrival at the ASP:

- (1) Report to the ASW for vehicle inspection and completion of the DD Form 626.
- (2) After the DD Form 626 is completed, the unit will be directed to off load their ammunition into the ASW for inspection.
- (3) ASP stock records will prepare a DA Form 3151-R for the ammunition to be turned in. The unit NCOIC will verify the quantity is recorded correctly on the DA Form 3151-R.
- (4) Unit proceeds to ASP Operations to process documents and obtain badges.
- (5) The ammunition is then placed in storage and the area representative signs the receiving checker's block of the DA Form 3151-R.

If ammunition is found that is not recorded on the DA Form 3151-R during the turn-in, the unit must return to the ASW.

(6) Upon completion of the turn-in, the unit returns to the ASP Operations Section with all copies of the completed DA Form 3151-R.

(7) The Operations Section verifies that the DA Form 3151-R is complete.

(8) The unit receives a copy of the DA Form 581 and DA Form 3151-R, verifies turn-in credit is correct, and then departs the ASP.

q. USAR and/or NG units requiring a turn-in appointment for a weekend or holiday period must coordinate a turn-in time with the ASP at the time of the original issue. USAR and/or NG units with full-time staff members should attempt to have those personnel coordinate a turn-in during normal duty hours. However, since all units must clear issue documents before departing the FTH military training area, weekend and holiday turn-ins may be required. Units must coordinate with the LRC ammunition contracting officer representative for overtime.

4-11. Amended turn-ins

a. If a unit finds ammunition or residue from an issue where all turn ins have already been completed they will prepare and complete an amended turn-in. Prepare a new DA Form 581, noting the original issue document number, if known, in block 29 of the turn-in document. Enter the statement, "This is an amended turn-in document" in the remarks section of the turn-in document.

b. The first LTC in the unit chain of command must sign the amended turn-in to ensure units do not abuse the turn-in procedures.

c. Individuals will not be subjected to investigations and adverse actions as a result of implementing amended turn-in procedures.

d. Request a turn-in appointment. Turn-ins will be made during normal duty hours for the ASP.

e. Ammunition will be maintained under the security and control of the unit at authorized locations until it can be returned to the ASP.

f. The advantage of an amended turn-in over an amnesty turn-in is that ammunition can be immediately accounted for at the unit level. Individuals will not hold, transport, and turn-in items without documents authorizing them to be in possession of ammunition. Additionally, units will receive credit in TAMIS for serviceable ammunition turned in under the amended turn-in procedures in the same manner that credit is received for normal serviceable turn-ins providing the original issue document number is noted on the turn in paperwork. Units will not receive credit for unserviceable turn-ins.

4-12. Partial turn-in of live ammunition

Partial turn-ins of live ammunition are not an accepted normal turn-in procedure. They will be considered only under specific emergency situations. Example: Battalion A has 120mm tank ammunition on hand at the range and a worldwide suspension has affected all lots on hand at the ASP. Battalion B needs

tank ammunition for an upcoming gunnery. Battalion A has lot numbers on hand that were not affected by the suspension and are anticipating turning in 500 rounds that will not be needed. Because of this unusual situation, a partial turn-in of the unused ammunition can be coordinated through the ASP and the serviceable ammunition can then be issued to battalion B.

4-13. Residue turn-in procedures

- a. Authorized personnel will return all ammunition residue listed on the browse sheet/mandatory residue return listing to the ARY on a separate Ft. Hood.
- b. In the event that a unit turns in residue from a document that is not part of the residue document being turned in, the unit and ASP will account for this residue on a separate DA Form 3151-R. Units will list residue missing and as a part of the explanation, refer to the residue document on which the excess residue was turned-in. To prevent a buildup of large quantities of ammunition residue during training periods units are encouraged to conduct partial turn-in of smaller quantities of residue not requiring an appointment.
- c. Units will provide a sufficient detail to off-load and work ammunition residue. The work detail must include an NCO from the unit.
- d. If five or more live rounds of ammunition below .50 caliber are found by residue yard personnel during small arms brass screening turn-ins, the unit will be rejected from the residue yard. If any ammunition, .50 caliber or above is found in the residue, the unit will be rejected from the residue yard.
- e. ARY Operations will notify the units BAO or equivalent immediately if a unit is rejected from the residue yard.
- f. If a unit is rejected from the residue yard due to live ammunition found in residue, the Company Commander must sign a statement on the turn-in DA Form 581 certifying that the ammunition has been properly screened and is free of live ammunition before another turn in can take place.
- g. If the unit is again rejected on the same turn-in document, the unit must have the first Lieutenant Colonel in the chain of command sign a statement certifying the ammunition has been properly screened and is free of live ammunition.

4-14. Ammunition residue certification and verification process

- a. Ammunition residue is treated as potentially containing live ammunition and/or hazardous material until officially certified as being free of ammunition and/or hazardous material. Only competent trained technicians, QASAS or ASP ammunition inspectors, can officially certify residue as being free of ammunition and/or hazardous material according to FORSCOM Reg 700-4. Unit residue inspections, verifications required to be recorded on ammunition, and residue documentation (DA Forms 581 and 5515-R) are not substitutes for the official certification. Ammunition residue that has not completed the entire screening, certification, verification process must be handled, transported, and stored like live ammunition.
- b. For residue turn ins, the unit turn-in document will include the remark "Contents have been inspected. They do not contain any live rounds, unfired primers,

explosives, or other dangerous material.” This statement will be signed by the unit representative performing the field inspection prior to delivery of residue to the ARY. This inspection will be made by a unit officer or senior NCO designated in writing by the Unit Commander. The unit’s verifications are required to be recorded on ammunition and residue documentation (DA Forms 581 and 5515), but are not a substitute for the official certification as outlined in paragraph 4-14a.

c. As a minimum, there will be two separate inspections performed at the ARY. First, a 100 percent inspection and second, a verification (sampling) inspection. The 100 percent inspection must be performed by a technically qualified military or civilian ammunition inspector. A qualified government individual (QASAS or another designated representative) must perform the second inspection (verification). The unit will provide sufficient number of personnel to expeditiously open and reassemble ammunition containers and to provide support to inspectors.

d. Sample signatures of the QASAS and ASP ammunition inspectors performing the residue certification and verification must be provided to Defense Reutilization and Marketing Office (DRMO) who is responsible for handling, storing, and disposing of the material. All certifications/ verifications will clearly show the name, organization, signature and phone number of the individuals doing the inspection. One of the two following statements will be used on the turn-in paperwork to DRMO.

(1) The statement to be used for the 100 percent inspection is, “We certify and verify that the property listed has been inspected by us and to the best of our knowledge contains no items of a dangerous nature.”

(2) The statement to be used for the sampling verification inspection is, “We certify and verify that the property listed has been inspected on a sampling basis and to the best of our knowledge contains **no** items of a dangerous nature.” These statements will appear on the documentation used to release the material from DRMO or to the public.

e. ARY hours of operation are 0730 - 1600 Monday through Friday. Units must make every effort to reduce turn-in time by proper preparation of turn-in documentation, providing sufficient personnel to handle residue, ensuring all items to be turned-in are properly assembled, and completely segregated from live ammunition. No residue will be accepted for processing after 1500 hours.

4-15. Reconciliation

a. Reconciliation of Training Ammunition

(1) Training ammunition drawn on a TAMIS DA Form 581 issue document and its associated residue remains accountable until it is turned in and properly cleared by final reconciliation at the ASP. This is to ensure that all ammunition drawn is expended, turned in, or it’s matching residue is turned in.

(2) According to DA Pamphlet 710-2-2, all training ammunition issued must be reconciled or cleared within 5 working days (not counting National holidays, training holidays, and Thursdays) from the last training date or the end of mission date stated on the original issue DA Form 581 or that unit (UIC) account and that UIC account only will become delinquent. That unit (UIC level account) will not be issued any more training ammunition until that account is reconciled or cleared. The unit will become delinquent on the 6th working day from the last training date.

(3) If a company (standard derivative UIC of the battalion UIC) in a battalion account (AA UIC) becomes delinquent, then the entire battalion account (AA UIC) is delinquent and no company in that battalion may draw training ammunition. Example: Company, 2/8 CAV, 1CD (UIC: WAGRB0) becomes delinquent as a result of ammo issued to them from the ASP on an e581 under the battalion account (UIC: WAKPAA). In this case, the entire UIC account WAGRAA is delinquent and no company in 2/8 CAV, 1CD can draw ammo until that delinquency is resolved.

(4) If a Headquarters and Headquarters Company (HHC) of a brigade becomes delinquent, that entire brigade and all battalions in that brigade do **not** become delinquent. Example: HHC, Aviation Brigade, 1CD (UIC: WH85AA) becomes delinquent, this does not affect any other unit in the Avn Bde or in 1CD as they all have different UIC level accounts. The hierarchy in TAMIS can be used as a reference to determine separate UIC accounts. If there is a UIC question, the ASP Reconciliation section should call DPTMS for a clarification.

(5) Units will report to their BAO with copies of all documents pertaining to one issue to reconcile or clear that document prior to their delinquent date. The BAO will reconcile the document to see that it should clear before taking the documents to the ASP for final reconciliation. If the document will not clear, the unit will be sent back to complete processing such as providing a Statement of Loss or Damage on DA Form 5811-R. This must be signed by the first Lieutenant Colonel or higher in the unit chain of command or a Major appointed on orders to an LTC command position as the Acting Commander or a DA civilian equivalent (GS-13).

(6) The BAO will hand carry the documents to the ASP Reconciliation Section who will process the documents within one working day. Documents delivered to the ASP on the delinquent date will be considered delinquent while the ASP is processing them. The ASP will then notify the BAO by phone or e-mail if a unit becomes delinquent and does not clear. All documents will be returned to the BAO within one working day after they are received at the ASP.

(7) A unit must take one of the following actions before their delinquent date in order to prevent becoming delinquent:

(a) If no live ammunition is left after a training event, the unit must turn-in all residue and have their documents cleared through their BAO and the ASP prior to close of business the day before the delinquent date. If the unit gets an appointment to turn-in residue beyond their delinquent date, they will be automatically granted an extension of their delinquent date to three (3) working days after the residue turn-in date. This additional 3 days is to allow the BAO/unit time to complete processing of the documents with the ASP after the live turn-in.

(b) If the unit has unexpended live ammunition, they must go through their BAO to make a live turn-in appointment the day before their delinquent date. If they or the BAO fail to make an appointment, the unit will become delinquent. The unit will be automatically extended to 3 working days past the live turn-in date. This additional 3 days is to allow the BAO or unit time to complete processing of the documents with the ASP after the live turn-in. BAOs should notify the ASP if a document is arriving at the ASP to be cleared on the delinquent date. If the Brigade Ammunition Office (BAO) or

unit fails to deliver the document to the ASP by 1500 on the day before their delinquent date, the unit will become delinquent.

(d) The BAO will notify the ASP Reconciliation Section of any of these appointments that include an automatic extension of a delinquent date. These automatic extensions will be included in the next version of the ASP delinquent document report.

(8) If a unit is a no-show for a live turn-in appointment or if they are at fault for their live turn-in appointment being cancelled, they will become delinquent at that time.

(9) The unit or BAO will then have to reschedule another live turn-in appointment.

(10) The ASP will notify by phone or e-mail the BAO of a unit that becomes delinquent. A complete record of this notification will be maintained by the ASP Reconciliation Section. The BAO will immediately notify the unit that is becoming delinquent and will make a written record of this notification. The ASP Reconciliation Section will publish and distribute to all MSCs a delinquent document report every week that lists all open documents and their status. Failure of the ASP Reconciliation Section to notify a unit or BAO or failure to include a document on the delinquent document report as delinquent is not grounds for that unit to be issued training ammunition. It is the unit or BAO responsibility to ensure that all documents are cleared properly.

b. Investigations

(1) A unit will not initiate an investigation into lost or missing ammunition or residue until an initial reconciliation has been completed by the ASP Recon Section. If after the initial reconciliation, the ASP Recon Section tells the unit's BAO that the unit must initiate an investigation only then will a 75 day investigation extension be granted for that document.

(2) Only one 75 day investigation extension will be granted per document.

(3) If the investigation is not completed and the results not forwarded to the ASP Recon Section by the end of the 75 day extension that document will be considered delinquent.

c. Reconciliation by Off Post Units

(1) Off post units will reconcile all ammunition draw documents before they leave FTH.

(2) If this is not possible because the unit cannot stay at FTH, they will take steps to clear all draw documents ASAP.

(3) If an off post unit becomes delinquent, their BAO will be notified. If the document is not cleared or if no response from the BAO is received within 30 days, III Corps G4 will be notified, who will then assist in resolution of the delinquency.

d. Reconciliation of Operational Load Ammunition - See Chapter 5 for OPL reconciliation procedures

4-16. Extension of training dates

a. Approvals for extensions of training dates for training ammunition issues will only be granted when units can justify that a training event has been extended or they are required to remain in the field to complete this training which will last longer than the original training dates specified on a e581.

b. A memorandum containing a complete justification signed by a Lieutenant Colonel or equivalent (GS-13) in the unit chain of command or a Major appointed on

orders to a LTC level command position must be submitted to the ASP Reconciliation Section before the delinquent date.

c. Requests for extensions for more than 30 calendar days will be reviewed and approved on a case-by-case basis by the ASP Accountable Officer.

d. When a decision is made the units BAO will be notified. If approved, the training dates and delinquent date on the original issue e581 will be extended and all concerned offices notified.

e. Training dates will normally not be extended beyond the deadlines set by DPTMS for each FY. Requests for exception to this policy should be sent thru the unit's ammunition chain of support to DPTMS. DA has very specific guidelines on the use of training ammunition from one FY to the next.

4-17. Requesting ammunition residue

a. Units may request ammunition residue items by submitting an e-mail to the ASP Accountable Officer. The e-mail should state the type and quantity of ammunition residue the unit is requesting and the reason why. Approval will be in a reply to the e-mail request. If approved, the unit can then take the e-mail approval to the ARY and draw the items requested.

4-18. Transfers of training ammunition

a. Units are not allowed to transfer training ammunition from one unit to another outside of their battalion. It is only legal to transfer ammunition from a battalion to subordinate units (companies) in that same battalion. Examples:

(1) 720th Military Police (MP) Battalion (BN) draws ammunition from the ASP and can legally issue and/or transfer it to any company in the 720th MP BN.

(2) 1-82 Field Artillery (FA) BN draws ammunition from the ASP and can legally issue and/or transfer it to any battery in their battalion.

(3) 1-5 Calvary (CAV) draws ammunition and wants to transfer it to 2-5 CAV; this is not allowed. In the above example, ammunition not used by 1-5 CAV must be turned in to the ASP. 2-5 CAV should process a UAR to draw what the ammunition they need.

(4) Unforecasted ammunition needed on very shortage notice can take less than one day to approve and then a unit can draw the ammunition the next working day.

(5) Legal ammunition transfers must be completed using DA Form 5515 as a hand receipt for issuing ammunition in various quantities from a parent unit to a subordinate unit, from one supervisory level to another, or from one person to several recipients. The same form (issue copy) will be used as a turn-in document for unexpended ammunition and residue when the training event is completed. No other form will be substituted for the DA Form 5515.

(6) This policy may be waived for brigade level ATHP operations. BAOs that want to run an ATHP may request an exception to this policy in an e-mail to DPTMS. The e-mail should include the unit running the ATHP, the units that will be supported from that ATHP, and the inclusive dates of the ATHP operation. If approved, DPTMS will forward the e-mail to Range Operations.

Chapter 5 Operational Load (OPL) and Combat Load (CL)

5-1. General procedures

a. OPL ammunition is that ammunition used in the performance of day-to-day missions as opposed to training ammunition which is normally used during training exercises such as weapons qualification, gunnery and field training exercises. OPL includes eight different types of ammunition. Each of these different types of OPL and how they will be managed is addressed in the paragraphs below.

b. OPL ammunition does not have training dates assigned like training ammunition, so OPL ammunition will be assigned mission dates by the TAMIS TAM Validator, DPTMS, USAG.

c. DPTMS is the approving authority for all OPL ammunition mission dates.

d. Approved mission dates will be entered in the remarks block of the e581 when it is validated by DPTMS. In all cases, for all OPL ammunition that can become delinquent, the delinquent date will begin the day after the end of mission date and will always be 5 working days after this date. This provision does not apply to items in paragraphs 5-6, 5-7, and 5-8 which ***never*** go delinquent. All OPL requests for all items except for Cartridge Activated Devices and Propellant Actuated Devices (C/P) require a statement on the OPL request stating that the unit understands that these items must be maintained on unit property books. C/P items do not require unit Property Book accountability as they are installed on aircraft. All other types of OPL ammunition require company level Property Book accountability.

c. If OPL of any kind (not C/P) is stored in a unit arms room, that arms room must be licensed to store ammunition. C/P items are not authorized to be stored in a unit arms room. III Corps Safety is the (POC) for licensing arms rooms.

d. A unit's training ammunition account does not become delinquent if they have an OPL account/document that becomes delinquent. These accounts are maintained under 2 separate (DODAACs) and (UICs) on separate unit signature cards (DA Form 1687) so one account does not affect the other. It is the responsibility of each unit and (BAO) to ensure issued documents, no matter what kind, are properly reconciled and cleared.

5-2. Requesting C/P OPL

a. TAMIS forecasts for C/P items are not used by DPTMS to request C/P items. ACOMs require their units to forecast C/P items in TAMIS. All units should follow their higher headquarters guidance for the forecasting of C/P items in TAMIS.

b. DPTMS can obtain any C/P item if they are given 30 days notice of a requirement. Once a unit determines that they need C/P items, they will send an e-mail request to their BAO who will forward the request to DPTMS. Requests will be prepared IAW figure E-12.

c. A copy of the request should also be sent through the unit's BAO to the III Corps G-3 Mission Support Element (MSE) Ammo manager so they can obtain and distribute authorizations if required.

d. All requests will include the tail number of the aircraft for which the replacement items are being requested. Once approval has been given by DPTMS, the unit will call the ASP to make an appointment to draw these items.

e. Once an appointment to draw from the ASP is obtained, only then should the requesting unit submit an OPL e581 using TAMIS. The e581 will be processed through the normal TAMIS channels to DPTMS for TAM validation.

(1) If C/P is needed in less than 30 days, the requesting unit may be required to provide a TAC code for transportation costs.

(2) When a unit has delinquent training ammunition documents, the unit will still be issued C/P.

f. When C/P items are drawn from the FTH ASP, the e581 will be held open for 5 working days from the end of mission date. The 6th working day after the end of mission date is the delinquent date for C/P issue documents. A matching or substitute unserviceable C/P item for each serviceable item drawn must be turned in 5 working days after the end of mission date. The ASP reconciliation section will be responsible for the reconciliation of all C/P issues.

g. Residue from C/P items will be turned in like all other residue.

h. C/P that is about to expire and have been removed from an aircraft must be repackaged using the replacement item's packaging and container before turn-in to the ASP. Markings should be obliterated and the container marked or tagged with the following information:

(1) DODIC and National Stock Number (NSN).

(2) Nomenclature.

(3) Lot number.

(4) Part number (if available).

(5) Installation date.

(6) Removal date.

(7) Aircraft type and tail number the item was removed from.

(8) Quantity.

(9) Shelf and/or service life expiration date.

(10) Reason for the item being unserviceable (if that item is unserviceable for reasons other than shelf and/or service life expiration).

i. Computation of shelf life and service life. Since C/P service limits can be based on shelf or service life, the date that occurs first is the C/P service limit expiration date.

(1) All FTH units will comply with service limits cited in appendix D of Technical Bulletin (TB) 9-1300-385 (Munitions, Restricted, or Suspended) and all updates. Additional data can be found in TM 43-0001-39 (Army Ammunition Data Sheets for Cartridges, Cartridge Actuated Devices and Propellant Actuated Devices (PADS) (Federal Supply Class 1377)) series publications.

(2) If a conflict on service limits is encountered, TB 9-1300-385 takes precedence. Questions on Army service limits or requests for extension will be addressed in a unit

request to their BAO who will forward the request to DPTMS who will coordinate with JMC for resolution.

j. C/P does not require property book accountability, but must be accounted for on a hand receipt before installation or upon removal from an aircraft and/or helicopter. Once installed, they are accounted for on the aircraft inventory record (AR 710-2).

k. Units must conduct monthly inventories of those items that are not installed on aircraft or that are stored in survival vests. Units will inventory items installed on aircraft or stored in survival vests when maintenance operations provide access to them.

l. C/P is not authorized to be stocked by any unit other than the FTH ASP. DA policy does not allow any activity to store C/P, the FTH ASP is only able to store C/P that have been requested by a unit and are awaiting pick up.

m. Class V repair parts will be segregated from other repair parts and conspicuously marked to reflect their hazard.

5-3. Requesting all other types of OPL

a. Units are required to forecast OPL needs in TAMIS. Unit's should follow their higher headquarters guidance for forecasting C/P items in TAMIS. But forecasts are not used by DPTMS to request OPL.

b. DPTMS requires 30 days notice in order to obtain OPL.

c. An e-mail OPL Request is required if a unit needs OPL. DDI OPL requests must include the nomenclature on each DODIC requested. Requests will be prepared IAW figure E-12.

d. Once the items have been requested or if they are on hand the unit OPL request will be approved by DPTMS.

e. The installation OPL account (UIC: WFHOPL) will be used when requesting funeral detail ammo (A080) and for some types of ceremonies that use 75mm Blank (C025). This account may also be used for ACP guard and CRB ammunition. The e-mail approval message from DPTMS will tell the requestor exactly whose authorizations and what account they should use when preparing the e581.

f. Unit accountability and reconciliation procedures for the different types of OPL will be IAW paragraphs 5-4 through 5-10 below.

5-4. Funeral detail ammunition (A080)

a. Description. This is ammunition used in the performance of rendering honors at a military funeral normally A080, cartridge 5.56mm blank.

b. BAOs will request mission dates for funeral detail ammunition based on the unit tasking. DPTMS is the approving authority for mission dates.

c. Normally mission dates for funeral detail ammunition will not be longer than 90 days. If a unit tasking for funeral detail is longer than 90 days they should put those dates with justification in the OPL Request and DPTMS will assign mission dates to match the tasking.

d. Funeral detail OPL documents become delinquent 5 working days after the end of mission date. But funeral detail ammunition will always be issued to a unit no matter what type of ammunition account may be delinquent for that unit. This is because military funerals must be supported in all cases. Example: a unit's training account or

any other type of ammunition account for that unit is delinquent but the unit requires funeral detail ammunition. This unit will be issued funeral detail OPL ammunition; however, funeral detail OPL documents must still be cleared.

5-5. Salute ammunition (C025)

- a. Description. This is 75mm blank ammunition used for rendering honors at military ceremonies.
- b. IAW AR 710-2, a unit may only draw a 30 day supply of salute OPL.
- c. Units and BAOs can request mission dates longer than 30 days but in most cases mission dates will not exceed 30 days.
- d. DPTMS may approve exceptions to the normal 30 day mission dates for salute OPL ammunition.
- e. Salute OPL documents become delinquent 5 working days after the end of mission date. A unit will not be issued more salute ammunition until they properly reconcile and clear all salute OPL ammunition draw documents.
- f. The only exception to this policy is Headquarters and Support Company (HSC) III Corps, who is responsible for providing 75mm ammunition to render daily honors to the flag. HSC III Corps will always be issued 75mm ammunition even if they have a salute OPL ammunition document that has become delinquent. It is up to the unit and their BAO to get those documents cleared ASAP.

5-6. Duty ammunition (A260, A363, AA49)

- a. Description. OPL used by Law Enforcement Activities (LEA) in the performance of their day-to-day mission. These LEAs include DES, Special Response Team (SRT), Military Police (MP), CID, and ACP guards.
- b. Mission dates for duty ammunition can be unlimited since these items become property book items once drawn and do not require reconciliation.
- c. The ASP will file all duty ammo issues with a suspense date 1 year from the issue date when that ammunition must be inspected.
- d. Annual OPL inspections are the responsibility of the owning unit and their BAO.
- e. Duty ammunition will not be turned in unless classified as unserviceable by a (QASAS) or if that mission no longer exists.
- f. Duty ammunition draw documents ***never*** become delinquent. A unit can be reported that they have duty OPL ammunition that is overdue for an annual periodic inspection.

5-7. Facilities Guard Ammunition (A059, A363, AA33, AA49)

- a. Description. OPL ammunition used by units in the performance of missions to guard installation and unit facilities such as an airfield, the ASP, the AHA, and/or the gate to their cantonment area
- b. Mission dates for facilities guard ammunition will be requested by the unit's BAO on the OPL request based on the tasking. Mission dates should match the tasking dates. Mission dates will be approved by DPTMS.

c. Facility guard OPL ammunition maintained by a unit may be kept for an unlimited period of time. Units are required to maintain Property Book accountability for facility guard OPL ammunition.

d. Facility guard OPL ammunition does not have to be turned in unless classified as unserviceable by a QASAS.

e. Facility guard OPL ammunition must be inspected annually and a unit will be reported if they have facility guard OPL ammunition that is overdue for an annual periodic inspection. In this case, the unit and BAO must take action to get that ammunition inspected ASAP.

5-8. Arms, Ammunition and Explosives (AA&E) Guard Ammunition (A059, A363, AA33, AA49)

a. Description. OPL ammunition used for guarding Category CAT I and II ammunition when drawn from the ASP and during transport to a training area and ammunition used for guarding shipments of bulk quantities of weapons.

b. AA&E guard ammunition maintained by a unit may be kept for an unlimited period of time. Units are required to maintain Property Book accountability for AA&E guard OPL ammunition.

c. AA&E guard OPL ammunition does not have to be turned in unless classified as unserviceable by a QASAS.

d. AA&E guard OPL ammunition draw documents *never* become delinquent. When drawn this type of OPL becomes a Property Book item and Property Book procedures apply to it. AA&E guard OPL must be inspected annually. A unit will be reported if they have AA&E guard OPL ammunition that is overdue for an annual periodic inspection. In this case, the unit and BAO must take action to get that ammunition inspected ASAP.

e. It is the unit's and the BAO's responsibility to ensure that AA&E guard OPL ammunition is properly inspected once a year.

5-9. Crisis Reaction Battalion (CRB) Ammunition (A059, AA33)

a. Description. This is 5.56mm ammunition used by the CRB for the installation CRB mission.

b. Mission dates for all issues of CRB ammunition will be the same as that unit's tasking for the CRB mission.

c. CRB issues must be reconciled 5 working days after the end of mission date.

d. When a unit is notified that they will be taking over the CRB mission, they must contact III Corps Safety office to get their Arms Rooms licensed to store the CRB ammunition.

e. CRB ammunition will not be transferred directly from one unit to another. It will always be turned in by the outgoing unit to the ASP, who will then issue it to the incoming unit.

f. A DPTMS representative will be present at all CRB ammunition issues and turn-ins. CRB ammunition during this operation will be lined up in Guard Point order and each can will be verified against the list of all CRB guard points. DPTMS will provide the current approved list of all CRB guard points and the ammunition required for each guard point to each incoming BAO to be used for this inventory.

5-10. Ammunition Basic Load (ABL) or Combat Load (CL)

ABL and CL computation, requirements, requesting, and approval is a responsibility of the mission side (FORSCOM) not the Installation Management Command (IMCOM) and USAG. This includes any ammunition needed for any type of deployment. Units should contact their higher headquarters G-4 for information on ABL and CL.

Chapter 6

Ammunition Transportation

6-1. Drivers license HAZMAT Endorsement

a. All drivers of ammunition vehicles must be familiarized with Hazardous Materials (HAZMAT) procedures for ammunition pickups from the ASP. The HAZMAT training must be according to AR 600-55. HAZMAT familiarization must be annotated on the driver's license with the date the training was conducted. This endorsement is good for 2 years from the date of training.

b. Training in transporting HAZMAT will be consistent with part 171, title 49, Code of Federal Regulations (CFR) and AR 600-55. Military vehicle operators must meet normal licensing requirements, and must receive, as a minimum, introductory or familiarization training in the following areas:

- (1) Definition of hazardous materials.
- (2) Placard requirements.
- (3) Handling (loading and unloading) hazardous materials.
- (4) Regulations and procedures pertaining to transporting hazardous materials.
- (5) Operation of emergency equipment to include fire extinguishers.
- (6) Forms and records (includes accident reporting).
- (7) Blocking and bracing.
- (8) Emergency response procedures (for example, spillage).
- (9) Vehicle parking rules.
- (10) Route selection.

c. Commanders may obtain the following materials to assist in developing a training program for transporting HAZMAT:

- (1) DA Pamphlet 385-64 with changes.
- (2) Course number; Secure Mail Transfer Protocol Five (SMPT-5), Hazardous Materials Handling. For information about this course kit, write to the following address: Dean, School of Military Packaging Technology, ATTN: AMXMC-SMPT-A, Aberdeen Proving Ground, Maryland 21005-5001.

(3) Defense Logistics Agency Handbook (DLAH) 4145.6 (Hazardous Materials Storage and Handling Handbook) published by the Defense Logistics Agency; available through normal publication channels.

d. Unit instructors must be certified IAW paragraph 9-3 of this regulation, familiar with the subjects in Table 9-1 of this regulation, and must be designated in writing by the Commander as qualified instructors for familiarization training.

6-2. Ammunition Transportation Requirements

a. Ammunition is hazardous material and must be transported with extreme care. A vehicle may be capable of transporting various classes of supplies, but may not be considered safe enough to transport ammunition. This section contains procedures that may assist units in transporting ammunition safely.

b. All vehicles used for transporting ammunition will be inspected using DD Form 626 (see figure E-7). Inspection standards on DD Form 626 are mandatory requirements that provide safety for everyone involved.

(1) A preliminary inspection must be conducted prior to leaving the unit motor pool. Using the criteria in paragraph 6-2 below, a qualified member of the unit must inspect the vehicle and record the results on a DD Form 626 (see figure E-7).

(a) Complete header blocks (under origin column).

(b) Complete items 1-15 (under origin column).

(c) Signature of inspector (at origin).

(2) The unit's inspection will be verified at the ASP or AHA by a QASAS or an ammunition inspector (Military Occupational Specialty (MOS) 89A) prior to loading any ammunition. Units can ensure vehicle(s) pass the ASP/AHA inspection by conducting a thorough inspection at the unit. Minor deficiencies that can be corrected by the driver at the ASP and/or AHA will be re-inspected. Vehicles are loaded only when deficiencies are corrected.

(3) ASP surveillance personnel complete items 18-24 of the DD Form 626 after the ammunition is loaded and secured (blocking and bracing or tie-down straps) on the vehicle.

(4) Minimum inspection standards for military vehicles transporting ammunition on FTH are outlined in paragraph 6-6. These standards are used by surveillance and AHA personnel in conjunction with DD Form 626 for inspecting each vehicle.

(5) When vehicles containing ammunition to be returned to the ASP fail an inspection, the vehicle will not be permitted to travel on any roadway. Vehicles may be relocated, if the inspector determines the risk is acceptable, to a location where the ammunition can be off-loaded from the vehicle, the appropriate actions taken with the ammunition, and vehicle.

c. Vehicles transporting Class 1.1, 1.2, or 1.3 munitions are not allowed within the cantonment area; they must follow marked ammunition truck routes. Vehicles transporting Class 1.4 munitions may take small arms ammunition, not to exceed 5 wire-bound boxes of .50 caliber ammunition or smaller, hazard classification 1.4S only, to unit arms rooms by traveling the most direct route to and from the ammunition truck route.

d. Government vehicles transporting ammunition and/or explosives will display appropriate placards at all times.

e. Government vehicles transporting ammunition and explosives on or off the installation must display the appropriate placards on all four sides of the vehicle as well as meet all requirements, including hazardous material documentation for transportation of ammunition and explosives on public highways, IAW CFR 49 (Department of Transportation).

f. The correct placards to be used can be determined by using the yellow hazard classification book <http://www.dac.army.mil/vista/catalog/> under column heading "HZ CL/DIV." Placards may be obtained through the local purchase procedures.

g. Explosive placards are in 49 CFR, sections 172.500 through 172.560. Placards will be applied to vehicles at the time of loading and removed when munitions are removed.

h. High Mobility Multipurpose Wheeled Vehicles (HMMWVs) have restrictions when transporting explosive material. Any DOT class ammunition is authorized to be transported on HMMWVs if they meet criteria in DA Pamphlet 385-64.

i. Tanks and Bradley's traversing from firing ranges on the east side of the range complex to the west side of the range complex and vice versa may do so with ammunition on board, but the weapon system must be properly cleared, ammunition must be properly stored in the vehicles ammunition storage racks with the doors closed and locked; the turret and/or main gun must be in the travel lock position. Tracked vehicles must use tank trails, crossing paved roads only at approved tracked vehicle crossings. Road guards must be provided on both sides of the crossing site on all paved roads to protect the public. Road guards must wear reflective vests at all times and have operable flashlights during hours of poor visibility. Units must take the most direct route east to west and vice versa, crossing Murphy Road on the tank trail just east of Range Control (building 56000) crossing Murphy Road again at the intersection of South Range Road. Tracked vehicles must use tank trails along the south range road to the west side of the range complex.

6-3. Commercial ammunition shipments

a. Directions. All inbound commercial trucks must use the north Clarke Road exit on Highway 190 in order to be inspected prior to delivering their cargo to the ASP.

(1) Shipments inbound to Ft. Hood. For shipments destined for Ft. Hood, all trucks arriving during duty hours (0730-1400, Monday through Wednesday and Friday) will enter Ft. Hood at the north Clarke Road exit through ACP 9. Once inspected inbound ammunition deliveries can then proceed to the south Clark Road entrance at ACP 9A to proceed to the ASP on West Ft. Hood. The ASP Accountable Officer or ASP Operations will notify the DES of any ASP closure dates and times (for example, for inventories). After duty hours, all trucks will be directed north on Clarke Road through ACP 9 to the AHA or to Highway 190 if departing Ft. Hood.

(2) Safe haven requests. When trucks laden with ammunition not destined for FTH cannot continue to their destination, the carrier may request safe haven at FTH before proceeding to their final destination. If an inbound shipment arrives too late to be off-loaded at the ASP, the truck will be directed to the AHA until the next duty day

b. ACP procedures and guidance.

(1) ACP guards are not authorized to break the seals on commercial ammunition trucks. Only qualified ammunition inspectors, QASAS, or EOD personnel will break seals on commercial ammunition shipments. Only QASAS personnel will re-certify, reseal, and release the ammunition loads from the suspect truck holding area.

(2) Once a truck arrives at ACP 9 or 9A, the number on the seal of the trailer or container must be checked against the seal number written on the bill of lading. If the numbers match and there is nothing else suspicious about the paperwork, the truck, or the driver, then the truck should be directed to the ASP or AHA.

(3) If the trailer or container seal is broken, the seal numbers don't match, or the guards are suspicious of the truck, driver, or paperwork for any reason, ACP guards will immediately direct the truck to the side of the road at the ACP, monitor the truck and driver, and notify the DES ACP Operations Division.

(4) The DES Operations Division will respond to ACP guard suspicions by directing MPs to investigate. Once on site, MPs will verify the validity of the truck and shipment by contacting the Military Traffic Management Command (MTMC) Continental United States (CONUS) Operations Emergency Operations Center (EOC). Once contacted, MPs should verify the data on the arriving shipment, including the carrier name, bill of lading number, origin, and destination.

(5) If the MP validates the legitimacy of the shipment, the MP will direct the truck to the ASP or AHA. However, if the seal is broken or the MP is suspicious of the truck for any reason, the MP will notify the DES immediately to report the suspect truck.

(6) Upon notification of the presence of a suspect truck, the DES will:

(a) Contact the III Corps EOC and report the suspect truck incident.

(b) Provide an escort vehicle with at least two armed MPs to escort the truck to the Department of Defense Explosives Safety Board (DDESB) approved suspect truck holding area in the vicinity of grid coordinates PV 073392.

(c) Provide access through ACP 14 (if closed) and clear and secure Old Copperas Cove Road between Clarke Road and the gate at the Copperas Cove city limit.

(d) Contact Range Control and notify them of the incident to verify if any units are currently conducting any training in the area.

(e) Contact the LRC EOC at 287-8000 to have QASAS, EOD, and LRC ASP personnel to respond as appropriate.

(f) Hold the suspected truck at the suspect truck holding area until it is cleared by QASAS.

6-4. Transporting explosives in a passenger vehicle

Explosives will not be transported in the passenger compartment of a vehicle except in cases involving limited quantities of small arms ammunition (no more than two full outer packs). The ammunition must be in closed containers, properly secured in the vehicle, and seats available for all personnel. The use of privately owned vehicles to transport explosives is prohibited, excluding ROTC and marksmanship programs when a government owned vehicle is not available. It is permissible to transport limited quantities of Hazard Class Division (HD) 1.4 small arms ammunition in government vehicles such as sedan-type vehicles, or in cargo compartments of government-owned, van-type vehicles.

6-5. Movement of AA&E by unit transportation

- a. It is prohibited to carry, move, or store military ammunition and explosives in privately owned vehicles either on or off of the installation.
- b. Commanders will ensure that enough security measures are taken to protect munitions from being moved by unit transportation, on or off the installation. Security measures will be adhered to according to AR 190-11, chapter 7. AA&E items will not be left unattended or unsecured at any time.
- c. Categories I and II AA&E must be placed in the custody of a commissioned officer, warrant officer, Non-Commissioned Officer (NCO) (Sergeant E-5 and above) or DOD civilian (GS-05 and above), or Department of Defense (DOD) contractor employee in a similarly responsible position. Categories I AA&E will be provided armed guard surveillance. Category II AA&E will be provided armed guard surveillance provided State or territorial law does not prohibit the arming of guards. In the event that state and territorial law prohibits arming of guards for Category II AA&E, a request for exception to this requirement along with the compensatory security measures will be submitted according to AR 190-11, paragraph 2-4.
- d. Category III and IV AA&E will be under the continuous positive control of a designated responsible person.
- e. Movement security criteria does not apply to AA&E issued to individual Soldiers or units performing mission requirements. See AR 190-11, chapter 2 for physical security requirements of AA&E deployed in the field for training or operational purposes.
- f. Bulk shipments of AA&E by unit transportation will be placed in approved shipping containers; for example, CONEX, Military Owned Demountable Container (MILVAN), Shipping Container (SEAVAN). The container will be secured with approved locks.
 - (1) Containers will be placed door-to-door or door-to-immovable object to prevent unauthorized entry.
 - (2) A detailed packing list will be placed in the container for inventory purposes with serial numbered items listed by serial number.
 - (3) AA&E shall not be left unsecured in vehicles.

6-6. Minimum inspection standards for military vehicles transporting ammunition on Ft. Hood

- a. References:
 - (1) DA Pamphlet 385-64.
 - (2) FORSCOM Reg 700-4.
 - (3) DD Form 626.
- b. Purpose. To clarify and standardize inspection points on the DD Form 626 and to establish local procedures that meet requirements set forth in references 6-2a(1) and (2) of this regulation for ammunition vehicle inspections.
- c. Policy.
 - (1) Vehicle inspections will be performed according to DA Pamphlet 385-64 and this regulation. A DD Form 626 (2 copies) will be prepared to record inspection results and will be retained by the vehicle driver for the duration of the shipment.

(2) Personnel performing inspections will identify the reason for rejection and necessary corrective actions. Vehicles are not approved for loading or transport until all requirements have been met.

d. Responsibilities.

(1) Commanders of units providing a vehicle to transport ammunition are responsible for ensuring that the vehicle has passed an inspection based on the standards outlined in paragraph 6-2e of this regulation. This inspection will be conducted at the unit motor pool along with normal Preventative Maintenance Checks and Services (PMCS) prior to dispatching the vehicle. When units load their own vehicles, they are to complete the inspection and ensure that the standards for loaded vehicles are met.

(2) ASP Ammunition Surveillance Section. A QASAS or ammunition inspector (contractor) ensures that vehicles arriving at the ASP for pick up or turn-in of ammunition conform to these standards. Additionally, QASAS will conduct regular spot-check inspections of vehicles in the AHA. Vehicles in the AHA found with deficiencies will be reported to the owning unit for repair or replacement.

(3) The 664th Ordnance Company or a civilian ASP contractor is responsible for ensuring that inspection standards are met at the AHA. Military ammunition storage specialists will conduct vehicle inspections at the AHA. However, the AHA OIC, or NCOIC will approve vehicle rejection.

e. Vehicle inspection standards.

(1) Engine, body, cab, and chassis clean.

(a) Objects that obstruct or prevent the driver from properly operating the vehicle will be removed.

(b) Oily rags or other flammable materials are not allowed. Nonflammable materials may be kept neatly in the cab or toolbox.

(c) Accumulation of oil, grease, hydraulic fluid, or brake fluid will be removed. Only small amounts of these substances that remain after wiping or amounts which have formed a bead around joints in hard to reach areas or around gaskets are allowed. These fluids must not be dripping from engines or other components.

(d) Brake fluid, oil, and fuel levels should be checked before vehicles are approved for loading.

(2) Steering mechanism. Must be securely mounted and must be operational.

(3) Horn must work.

(4) Windshield and windshield wipers. Windshields will be free of shattered glass and multiple cracks (starbursts) or foreign matter that would hamper the driver's view. Both windshield wipers must work. Safety goggles must be worn when windshields are not used.

(5) Spare electrical fuses (only required for Transportation Motor Pool (TMP) vehicles).

(6) Rear view mirrors. Vehicles must have 2 operable rear view mirrors.

(7) Highway warning equipment and first-aid kit(s). This equipment must be serviceable and carried on the vehicle.

(8) Vehicle must have at least 2 serviceable fire extinguishers with a minimum rating of 10-BC. Two fire extinguishers with a rating of 5-BC do not equal one 10-BC rating. Extinguishers must be sealed and fully charged on the charge indicator dial. Fire extinguishers should be mounted or placed so that they are readily available for emergency use; fire extinguishers will not be locked inside the Operators Vehicle Maintenance (OVM) box or carried in the cargo space with ammunition.

(9) Lights. Turn signals, brake lights, hazard markers, headlights, and taillights must work.

(10) Exhaust system. The exhaust system will be securely mounted and must not spout flames, sparks, or fumes that could cause a fire or affect personnel riding in the cab.

(11) Fuel. Fuel will not be allowed at an inspection point unless vehicle has been converted to use liquid petroleum gas.

(12) Fuel tanks, lines, and inlets. Fuel tanks and lines must not have any leaks. Inlet caps must be present and secured to tank inlet.

(13) Coupling devices. Coupling devices must be properly assembled. Components will not be missing or broken. Electrical and interconnecting cables must be properly installed and functioning.

(14) Brakes. All brakes, including parking brakes, must work properly.

(15) Landing gear assembly. Landing gear must be correctly assembled, securely mounted, lubricated, and an operational check made before loading.

(16) Springs and associated parts. Springs and suspension must not be broken or missing parts.

(17) Tires. All tires with damage extending into the cord body or tires worn in the center with no tread remaining will cause vehicle rejection. All tires must be inflated to the correct operating pressure.

(18) Cargo space.

(a) Cargo space will be free of grease, oil, gasoline, protruding nails, sharp objects, or other items that may cause damage to the ammunition. Floors will not be deteriorated inside or have holes extending through the bed.

(b) Personnel will not ride in the cargo area with ammunition. The ASW QASAS may grant an exception to this policy for vehicles carrying small quantities of small arms (.50 caliber and below).

(c) Empty boxes or residue are not allowed on a vehicle with ammunition. Spare tires, OVM items, pioneer tools, and field gear will be secured to prevent movement and must not rest on the ammunition. It is suggested that field gear not be transported with ammunition, with the exception of tarpaulins or tenting used to protect the ammunition. Units may transport empty boxes and residue on trailers pulled by ammunition-laden vehicles. Similarly, vehicles may carry empty boxes and residue while pulling ammunition-laden trailers.

(19) Electrical wiring. Electrical wiring must be secured and protected from the ammunition. There must be no bare wires.

(20) Tailgates and sideboards. Tailgates, sideboards, and latches will be in place and secure. These restraints must not pull open without releasing latches.

(21) Tarpaulins. Open vehicles will carry fire retardant tarpaulins, canvas, or other waterproof and fire retardant covers to protect ammunition from the elements and to enhance security as defined in paragraph 6-5e(26) below. Tarpaulins must be large enough to cover the entire load.

(a) Protective covering is required when transporting ammunition on Ft. Hood.

(b) Covers should be secured when the vehicle is in motion.

(22) Other:

(a) Vehicles with loose or missing lug nuts on a wheel will be rejected.

(b) Parking brakes must be set and wheels chocked when loading or unloading ammunition or when the vehicle is left unattended (for example, when in the AHA).

(c) Drivers may be trained at unit level to familiarize with HAZMAT procedures for ammunition pickups from the ASP. The HAZMAT training must be according to AR 600-55. Hazardous material familiarization must be annotated on the driver's license.

(d) Category I and II missiles and rockets will be transported in an enclosed and covered vehicle. Two drivers will accompany the shipment to ensure that at least one driver maintains continuous observation of the shipment. Both drivers must have valid licenses with HAZMAT familiarization annotated on the licenses. Commanders may arm these drivers to satisfy the armed guard requirement or provide additional personnel to be used as armed guards. There may be some situations where travel on a public highway is necessary to reach training areas. Off the military installation, CAT I missiles and rockets will be placed in approved shipping containers (for example, CONEX, MILVAN, and SEAVAN). The container will be secured with approved locks and seals and placed door-to-door or door-to-immovable object to prevent unauthorized entry.

(23) Mixed loads. The ammunition transportation compatibility chart found in appendix D provides a simplified matrix for determining compatibility requirements. These requirements will be strictly adhered to when loading ammunition on vehicles. Units are authorized to transport two ammunition items that are not compatible by carrying one item in a truck cargo area and the other item in an attached trailer.

(24) Securing loads.

(a) The load will not exceed the cross-country weight limit prescribed for the vehicle.

(b) All ammunition, except separate loading projectiles, will be securely packaged in the original manufacturer's pack or tightly repacked in metal or wooden containers.

(c) All palletized or loose, separate loading projectiles and loose (unpalletized) propelling charge containers will be secured to prevent movement during transportation.

(d) When the vehicle is equipped with tie down anchors inside the cargo area, ammunition is to be secured to the vehicle with serviceable web cargo straps.

(e) When the vehicle is not equipped with tie down anchors inside the cargo area and ammunition cannot be secured to the vehicle, the cargo is to be strapped together to form a single unit (unitized).

(f) Unitized loads, containers, or pallets must be tied down, sandbagged or blocked, and braced by other means to prevent movement.

(g) All ammunition will be contained within the cargo area. The load will not extend past the front, rear, or sides of the cargo area.

(h) Pallets/containers will not extend more than one third of their height above sideboard stakes, platform trailers, not more than two thirds of their height above tailgates, and sideboards of other vehicles. This requirement may be disregarded when Multiple Launch Rocket System (MLRS) pods are transported on the Heavy Expanded Mobility Tactical Truck (HEMTT), provided the pods are properly secured to prevent movement.

(i) Customer units are responsible for providing sufficient web cargo tie down straps to unitize the load. Each pallet will be secured with a minimum of two straps. Fore and aft pallets will be secured with a minimum of three straps. Sandbags or other suitable material may be used to further secure the load. Recommended tie down strap is the 5,000 pound (2,270 kilograms) capacity nylon web strap (NSN: 1670-00-725-1437). Other tie down straps may be used if approved by ASP quality assurance personnel.

(j) When sideboards are used, they will be properly assembled and placed. Similarly, doors and tailgates on vehicles will be securely latched.

(k) Tractor fifth-wheel wedges will be installed in the highway position unless cross-country conditions warrant a change to the "off-highway" mode. These wedges will be returned to the highway position upon returning to hard surface operation.

(l) These requirements for securing loads do not apply to armored tracked vehicles when on board ammunition storage compartments and restraining devices are used.

(m) Unit leaders are responsible for ensuring compliance with requirements described above whenever ammunition is transported (for example, from the ASP, AHA, ranges, arms rooms, etc.). Ammunition surveillance personnel enforce these requirements when vehicles are loaded for shipment from the ASP.

(25) Weight distribution and overloading weight must be evenly distributed within the cargo area (driver and passenger sides). The ASP will load vehicles to the cross-country weight only.

(26) Tarpaulins:

(a) Protective covering is required when transporting ammunition on Ft. Hood.

(b) Tarpaulins should be secured when the vehicle is in motion.

(c) Tarpaulins are required when storing vehicles in the AHA. Unit Commanders are responsible for providing covers for all unit vehicles in the AHA. Vehicles will not be allowed entry into the AHA without a tarpaulin.

f. Units should conduct daily inspections of vehicles secured in the AHA (more often during high winds or inclement weather) to ensure vehicles are properly covered.

g. Special instructions to vehicle drivers. A DD Form 836 will be prepared by Surveillance only for all shipments leaving Ft. Hood and traveling over public roads. The DD Form 836 will remain with the load until the ammunition is expended or turned in. This form describes the nature of the explosive hazards within the load, fire fighting instructions, fragmentation hazards in case of explosion, proper distances to maintain from other vehicles, and other pertinent safety information. Surveillance personnel must brief drivers on instructions contained on this form prior to releasing explosive-laden vehicles from the ASP.

h. DD Form 626. This form originates at the unit's motor pool (items 1 through 16) for all empty vehicles provided to transport ammunition on Ft. Hood. Loaded vehicles at the ASP, AHA, or on the range, will receive an on-site inspection. Items 18 through 26 are checked prior to releasing loaded vehicles. Vehicle drivers arriving at the ASP or AHA to pick up or deliver ammunition will have a properly prepared DD Form 626 for each vehicle.

i. Explosive placards. Explosive placards will be displayed on all four sides of the vehicle(s) and/or trailer(s) containing ammunition. Surveillance personnel note placard requirements on the DD Form 626 when ammunition is picked up at the ASP. Note: Placards will be displayed for the greatest hazard to be transported on the vehicle. Placards must not be displayed on empty vehicles.

Chapter 7

Temporary Storage of Ammunition

7-1. Temporary storage locations

a. Ammunition may only be temporarily stored in the AHA, on the range, in a downrange area or in a unit arms room with certain limitations (See Appendix B).

b. Security requirements must be adhered to.

c. One hundred percent accountability (by the DODIC, lot number, and serial number) will be maintained at all times.

d. Compatibility of ammunition must be observed at all times. Ammunition with a blast or mass fire hazard maintained in the training areas will be located away from troop living areas, petroleum, oil, and lubricant (POL) points, vehicle parks, and maintenance areas. Ammunition stored on the ground will be stored at unbarricaded inhabited building distance and unbarricaded public traffic route distance (see DA Pamphlet 385-64). Ammunition stored on vehicles or trailers will be stored by compatibility grouping (see appendix C).

e. Ammunition will be stored under the provisions of DA Pamphlet 385-64 and public law, whichever is more restrictive.

f. Sensitive, classified, and pilferable items require special controls when stored or moved. Stocks will be stored, secured, and protected according to the Controlled Inventory Item Code (CIIC) as listed on <http://www3.dac.army.mil/vista/catalog/index.asp> .

g. Magazine Data Cards are working documents that help control the receipt, storage, issue, and inventory of ammunition or explosives within a storage location. Magazine data cards are not formal accountable documents. Magazine data cards will be used in all storage locations, both in garrison and downrange.

7-2. Limitations for ammunition stored in unit areas

Storage in unit areas is governed by Department of the Army message SUBJECT: Storage of Ammunition and Explosives in Arms Rooms dated 1 Aug 11 which is reprinted in its entirety in Appendix B.

7-3. Ammunition Holding Area (AHA) operations

The 664 Ordnance (OD) Company (Co) currently operates the AHA and their AHA SOP will be the guidance for all AHA operations. In the future, AMC and/or the 407th AFSB may take over responsibility for AHA operations. If that is the case, their SOP will be the governing directive for AHA operations.

a. Ammunition stored in the AHA will be stored on unit vehicles unless it is required to be stored in a CONEX.

b. CONEX containers may be available for storage of certain types and quantities of training ammunition.

c. Ammunition items in CAT I and II must be secured in a locked CONEX while in storage at the Ft. Hood AHA. CAT I items may be stored in the back of vehicles under certain circumstances. The AHA NCOIC will direct armed guard surveillance of any vehicles storing CAT I items. Ammunition items not CAT I and/or CAAT II, but similar to those, may be stored on vehicles in sealed or banded containers. The contents of the container must be inventoried and recorded on FH Form 700-X4 (AHA Vehicle Inspection).

d. Prior to allowing an ammunition-laden vehicle in the AHA, a joint inventory performed by AHA personnel and a unit representative must be completed. Vehicle inspection and inventory is recorded on the FH Form 700-X4. Both the AHA representative and unit representative will sign the FH Form 700-X4 when it is agreed that the inventory is accurate. Units will not be authorized access to the AHA live yard unless accompanied by AHA personnel.

e. Temporary storage of ammunition or residue in the AHA is limited to eight days. One eight-day extension can be coordinated with the AHA through the 664th Ordnance Company. An automatic extension will be granted when the turn-in date is scheduled beyond the original eight days. Units exceeding extension will be restricted from storage in the AHA for 72 hours. Upon notification, units must remove ammunition from the AHA. Units with delinquent accounts will not be extended in the AHA. Safety devices and shorting clips are required for ammunition stored in the AHA. Units should contact their BAO or the ASO for safety related questions. Compatibility of items stored in the AHA must be maintained at all times. Arrangements can be made with the 553d Corps Supply and Service Battalion (CSSB) Staff Duty Officer (SDO) for after duty hours or contingency (emergency) access to the AHA.

f. EOD is authorized to store limited quantities of demolition materials in designated CONEXs for use in emergency response situations for an unlimited time. An inventory will be conducted monthly of the on hand ammunition according to DA Pamphlet 710-2-1 and will be provided to the ASP stock records section and AHA personnel. Explosive limits will **not** be exceeded under any circumstance. Items returned from EOD responses will be segregated from serviceable materials.

g. All rockets and missiles should have the nose pointed toward the right (passenger) side of the vehicle.

h. Access to stored ammunition on weekends is by appointment only. Appointments must be made 48 hours in advance with the 553rd CSSB Support Operations, Ammunition section. Unit(s) missing appointments will be denied access

until the following working day. If unit(s) does not have an appointment, access to the AHA will be denied.

i. Tarpaulins are required when storing vehicles in the AHA. An 18 inch (45 centimeters) air gap should be maintained between the tarpaulin and the ammunition. Unit Commanders are responsible for providing tarpaulins for all of their vehicles in the AHA. Vehicles will not be allowed entry into the AHA without tarpaulins.

j. Units will conduct daily inspections to ensure vehicles are properly covered and ammunition is secure.

k. Trans-loading of ammunition in or around the AHA Operations building or live yard of the AHA is not allowed.

l. Daily inventories will be conducted by owning unit personnel.

CHAPTER 8

Range and Training Area Operations

8-1. Responsibilities

a. All Unit Commanders of units receiving ammunition support from Ft. Hood will ensure:

(1) Accountability of ammunition, ammunition components, and ammunition residue according to AR 710-2, DA Pamphlet 710-2-1, and all applicable regulations.

(2) The conduct of range operations is in accordance with this regulation.

(3) Compliance with safety regulations during the storage, transportation, and handling of ammunition by the unit.

(4) OICs maintain safety and accountability of ammunition on the range.

(5) All Soldiers on the range receive proper training and instruction on safety requirements and hazards involved in handling ammunition.

(6) The reliability and trustworthiness of personnel before assignment to duties involving control or handling of ammunition and explosives.

(7) Their unit does not forecast, draw, or expend more training ammunition than necessary to meet their training requirements.

(8) Ammunition is expended for its intended purpose only.

(9) Ammunition is not abandoned, destroyed, fired indiscriminately, or otherwise disposed of to avoid returning it to the ASP.

(10) Ammunition is not removed from the outer or inner packing containers until required for use. This prevents unused ammunition from becoming unserviceable or losing lot identity.

(11) The procedures in DA Pamphlet 700-19 are adhered to when firing missiles. Use forms included in DA Pamphlet 700-19 to comply with missile and rocket firing reporting guidelines.

(12) Suspected bad ammunition is immediately reported to Range Operations on frequency modulation channel 30.45.

ATHP Operations

(1) Units will be allowed to run an ATP for brigade level exercises by requesting an exception to policy to paragraph 4-18 of this regulation.

(2) This request will be an e-mail from the unit's BAO to DPTMS. It will list the units involved and the dates of the ATHP operation. Approval will be sent from DPTMS to the BAO in a reply to the request e-mail.

8-2. Accountability of AA&E on ranges

a. Units must maintain all ammunition documents applicable to the ammunition in their possession during training. The purpose of these documents is to account for the unit's ammunition, control issue of all ammunition items, ensure that unexpended ammunition, missiles, and residue are controlled and accounted for by the unit until they are returned to the ASP or ARY. The following forms will be used:

- (1) e581
- (2) DA Form 3151-R
- (3) DA Form 5515
- (4) DA Form 5203

b. Units will continuously account for ammunition by DODIC quantity, lot number, and serial number (if assigned) until the unit is relieved from responsibility for that ammunition. Units will account for training ammunition at each level of distribution down to the first-line supervisor.

c. Units will not maintain more ammunition in the field than is expected to be used within a 48 hour period.

8-3. Security of AA&E

a. Unit Commanders are responsible for the security and control of a unit's ammunition and for ensuring that only authorized personnel receipt for Class V materiel drawn from the ASP. Unit Commanders will ensure that:

(1) Ammunition is secured at all times under the provisions of this regulation, AR 190-11, and all applicable local regulations.

(2) Immediate action is taken according to AR 190-11 and AR 710-2 if any Class V items cannot be accounted for during an inventory.

b. The Range OIC will notify Range Operations when ammunition has arrived on the range and is accounted for and secured according to this regulation and Ft. Hood Reg 350-40 (Range Control Operating Procedures).

(1) Ammunition will not be stored on ranges overnight without Range Operations approval.

(2) Units approved to store ammunition or explosives on the range overnight must maintain radio contact with Range Operations throughout the period. The following additional guidelines for storage are provided:

(a) Units may store ammunition and explosives in a Range Operations building or vehicle under constant surveillance.

(b) Ammunition and explosives will be consolidated in one location.

(c) A perimeter barrier with three strands of concertina wire stacked in a pyramid shape should be erected to secure munitions. The barrier should have one entry or exit point. Use single strands of concertina wire if the exercise is a mobile situation (that is, being in one location less than 24 hours).

(d) Provide security lighting at the storage site, if available (generator and light sets).

(e) Post the area with restricted area signs. Signs can be obtained from Range Operations.

(f) Supervisory personnel should conduct periodic checks to ensure guards are on duty and to deter the presence of unauthorized personnel.

(g) Entry and exit procedures will include spot checks of personnel and vehicles for unauthorized material.

(h) Use security identification cards, badges, or sign-in and out system for admission to ammunition storage areas.

(i) Only government vehicles are allowed entry to the storage area.

c. Commanders must decide whether to post armed guards to protect ammunition. After making a determination based on regulatory guidance, Commanders will review AR 190-14 (Carrying of Firearms and Use of Force for Law Enforcement and Security Duties) before arming guards. Unit Commanders must notify Range Operations before arming guards.

(1) If guards are armed, Commanders must provide them a briefing on AR 190-14 and ensure they are qualified with their assigned weapons. If armed guards are used, they will remain outside the site perimeter.

(2) The use of armed guards for security of ammunition issued to crews of tanks, self-propelled artillery, or crew served weapons and stored within vehicles is at the discretion of the Unit Commander.

(3) Personnel performing guard duties should have a communication system other than voice (such as radio, whistles, or horns) as a means of reporting intrusions or requesting assistance from the Sergeant-of-the-Guard or other appropriate response force.

(4) Units must notify Range Operations immediately if any ammunition (unused or dud) or explosive material is found within the maneuver area. Do not attempt to move the discovered ammunition.

8-4. Ammunition recovery on ranges

a. Unit Commanders will establish procedures that ensure maximum recovery of live ammunition and residue before departing the field site.

b. Supervisors will brief Soldiers on their responsibility for authorized use, turn-in, and reconciliation of ammunition items issued to them. This briefing will be given before and immediately following any training activity that includes ammunition. Blocks 19 and 20 of DA Form 5515 contain the required briefing and debriefing certificates.

c. Range OICs will ensure that personnel turn-in ammunition or residue in their possession when the training event is complete (“No Brass, No Ammo” checks).

d. After personnel have turned-in ammunition and residue, range personnel and supervisors will conduct a safety inspection to ensure they do not have live ammunition or residue in their possession, equipment, or vehicles.

e. If any Class V items are unaccounted for during an inventory, units will take immediate action.

f. Units will turn-in residue and unexpended ammunition to reconcile the original Ft. Hood at the ASP when the training is complete.

8-5. Range safety

- a. The Range OIC and RSO will:
 - (1) Remain on the range when the range is "hot."
 - (2) Comply with the provisions of:
 - (a) AR 385-63.
 - (b) FMs and TMs pertinent to specific firing operations.
 - (3) Attend Range Operations briefings.
 - (4) Properly clear all weapons or weapons systems before leaving the firing line.
 - (5) Conduct an inspection prior to departure from the range or training facility to ensure personnel do **not** depart the range in possession of:
 - (a) Unauthorized ammunition.
 - (b) Explosives.
 - (c) Pyrotechnics.
 - (d) Residue.
 - (e) Unexploded Ordnance (UXO).
- b. Police of ranges.
 - (1) Before departing a range or training facility, the OIC will contact Range Operations and request a range inspector.
 - (2) Using units collect and remove brass, tank sabot petals, and wire from Tube-Launched Optically-tracked Wire-guided (TOW) and Dragon firing on ranges. The only exception is the collection of spent brass expended from aircraft mounted weapons over extended terrain or otherwise in an inaccessible area (that is, impact areas containing unexploded high explosive ordnance).
- c. Unauthorized removal of the following items is prohibited on all ranges.
 - (1) Brass.
 - (2) Scrap metal or munitions containers (boxes, cans, etc.).
 - (3) Live ammunition.
 - (4) Any type of residue.
 - (5) Any item from ranges or impact area.
 - (6) UXO.
- d. Range residue and scrap will be treated as prescribed in Ft. Hood Reg 350-40.

Chapter 9

Training and Certification of Ammunition Personnel

9-1. Ammunition training requirements

This chapter implements training and certification requirements for personnel involved with ammunition, explosives planning, and operations. The intent of these requirements is to increase munitions safety awareness, technical, accountability knowledge, and operational proficiency of all ammunition personnel.

9-2. References for ammunition training

- a. Title 49 CFR.
- b. DOD 4500.9 (Transportation and Traffic Management).
- c. DOD 6055.9 (Ammunition and Explosives Safety Standards).

- d. AR 600-55.
- e. DA Pamphlet 385-64.
- f. FORSCOM Reg 350-10.

9-3. Training and Certification Program

IMCOM has stated that all IMCOM ammunition activities will follow the requirements of FORSCOM Reg 350-10 for the training and certification of personnel working in ammunition operations.

9-4. Hazardous Material (HAZMAT) Familiarization training

Unit Commanders are responsible for ensuring that all personnel involved with packaging of or preparation of ammunition for transportation shall be provided HAZMAT awareness and familiarization training.

- a. Table 9-1 lists recommended computer based training courses.

Table 9-1. Recommend courses

Title	Course number
Introduction to ammunition	AMMO 45
HAZMAT familiarization & safety in transportation	AMMO 67

Legend:

HAZMAT – Hazardous Material

- b. The courses in Table 9-1 courses can be ordered from the Defense Ammunition Center at the following web page: <http://www.dac.army.mil/AS/produ.html>.

9-5. Ammunition Handlers Course (AHC)

The Ft. Hood Troop School sponsors and instructs the Ammunition Handlers Course (AHC) formerly called the Ammunition Awareness Course (AAC). This course is required only for persons who will sign for ammunition and explosives from the ASP. No other persons are required to have completed the AHC.

9-6. Training records

- a. Units will maintain records of all training completed according to paragraphs 9-3, 9-4, 9-5, and 9-6 above.
- b. These records must include, as appropriate:
 - (1) The name of the persons who have completed HAZMAT familiarization.
 - (2) The most recent training completion date of the training.
 - (3) A description, copy, or the location of the training materials used.
 - (4) The name and address of the person providing the training.

9-7. Technical assistance

If a unit needs ammunition technical assistance, they should first contact their BAO. If their BAO cannot help them, the BAO should call the Installation Ammunition Office, Training Division, DPTMS for assistance. Units should not contact DPTMS directly if possible, they should always contact their BAO first.

APPENDIX A

References

Section I. Required Publications

AR 5-9

Area Support Responsibilities cited in para 1-6a (1), 1-6b(5), 1-7a, and 1-7b(5)

AR 5-13

Total Army Munitions Requirements Process and Prioritization System cited in para 3-7a (2) and figure F-14)

AR 11-2

Managers' Internal Control Program cited in para 1-6(a3)

AR 15-6

Procedures for Investigating Officers and Boards of Officers cited in para 2-2g, 4-9a, and 4-10a

AR 75-1

Malfunctions Involving Ammunition and Explosives cited in para 2-4f, 2-5f (1), 2-5g, 2-6c, 2-6e, and 4-11h

AR 190-11

Physical Security of Arms, Ammunition, and Explosives Cited in para 1-7e (2), 2-2a, 2-2g, 2-2h, 2-14b (3), 4-2i, 4-5a(4), 4-9i, 4-9i (2), 6-5b, 6-5c, 6-5e, 8-3a (1), 8-3a (2), and figure D-1

AR 190-14

Carrying of Firearms and Use of Force for Law Enforcement and Security Duties cited in para 8-3c and 8-3c (1)

AR 190-51

Security of Unclassified Army Property (Sensitive and Nonsensitive) cited in para 2-2c

AR 385-63

Range Safety(MCO 3570.1C) cited in para 1-6D (2) and 8-5a (2a)

AR 600-55

The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing) cited in para 2-3b (3), 6-1A, 6-1B, 6-6e(22)(c), 9-2d, 9-6a, and 9-(6b)

AR 710-2

Supply Policy Below the National Level cited in para 1-6(b6), 1-6(e2), 1-6i(2), 2-2(g), 2-10i, 4-9(c2), 5-2j, 5-5b, 8-1(a1), 8-3(a2)

AR 735-5

Property Accountability Policies cited in para 2-2(g), 4-10a, 4-10d, and 4-11k (1)

CFR 49

Code of Federal Regulations Title 49 – Transportation cited in para 2-3a, 6-1b, 6-2e, 6-2g, 9-2a, 9-6b, and appendix D

DA Pam 385-30

Composite Risk Management cited in Appendix B

DA Pam 385-64

Ammunition and Explosives Safety Standards cited in para 2-3a, 6-1c (1), 6-2g, 6-5a(1), 6-6a(1), 6-6c(1), 7-1d, 7-1e, 7-3f, 9-2e, 9-6c(1)

DA Pam 700-19

Procedures of US Army Munitions Reporting System cited in para 1-6e (15), 4-8j, and 8-1a(11)

DA Pam 710-2-1

Using Unit Supply System (Manual Procedures)(Standalone Pub) cited in para 1-7e(2), 4-2b, 4-2c, 4-9c(2), 4-9d, 7-3f, and 8-1a(1)

DA Pam 710-2-2

Supply Support Activity Supply System: Manual Procedures cited in para 1-6b (7) and 4-15a (2)

DLAH 4145.6

Hazardous Materials Storage and Handling Handbook cited in para 6-1(c3), 9-6c (3)

DOD 4500.9

Transportation and Traffic Management cited in para 9-2b

DOD 5100.76-M

Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives (AA&E) cited in 2-14b (3)

DOD 6055.9

Ammunition and Explosives Safety Standards cited in para 9-2c

FH Reg 350-40

Range Control Operating Procedures cited in para 8-3b and 8-5d

FH Reg 700-15

Ft. Hood Ammunition Handbook cited in para 4-2(i), Appendix E.

FM 5-19

Composite Risk Management cited in Appendix A, para b (2) and d (4) (d)

FORSCOM Reg 350-10

Training and Certification Program for Personnel Working in Ammunition Operations cited in para 1-6a(2), 2-3b(2), 9-2f, and 9-3

FORSCOM Regulation 700-4

Ammunition cited in para 2-2a, 2-10c, 4-14a, and 6-6a (2)

TB 9-1300-385

Munitions, Restricted, or Suspended cited in para 5-2i and 5-2i (1)

TM 43-0001-39

Army Ammunition Data Sheets for Cartridges, Cartridge Actuated Devices and Propellant Actuated Devices (C/P) (Federal Supply Class 1377) cited in para 5-2i

Section II. Related Publications**DA Pam 25-30**

Consolidated Index of Army Publications and Blank Forms

Section III. Prescribed Forms**DA Form 581**

Request for Issue and Turn-in of Ammunition cited in para 2-8, 2-10(b), 2-10(f-1), 2-11, 2-13b, 2-13e(1), 3-4c, 4-2c, 4-2g, 4-3, 4-3g(4), 4-3i(4), 4-4, 4-5c, 4-6b(6), 4-8b, 4-9d, 4-9d(1)(b), 4-9e, 4-9i, 4-10a, 4-10i, 4-10l, 4-10o(3), 4-10o(3)(a), 4-10o(3)(e), 4-10p(8), 4-11a, 4-13a, 4-13f, 4-14a, 4-14b, 4-15a, 4-15a(2), 4-15a(3), 5-1d, 5-2e, 5-2f, 8-2a(1), 8-4f, figure E-3 and figure E-4

DA Form 581-1

Request for Issue and Turn-In of Ammunition Continuation Sheet cited in figure E-3 and figure E-4

DA Form 1687

Notice of Delegation of Authority – Receipt for Supplies cited in para 1-6e (18), 4-1a(1), 4-2a, 4-2b, 4-2c, 4-2d, 4-2f, 4-2h, 4-2i, 4-4a(5), and figure E-1

DA Form 2062

Hand Receipt/Annex Number cited in para 4-9c (1)

DA Form 3020-R

Magazine Data Card (LRA) Cited in para 4-9g(2) and figure E-9

DA Form 3056

Report of Missing/Recovered Firearms, Ammunition, and Explosives cited in para 4-9i(2)

DA Form 3151-R

Ammunition Stores Slip cited in para 2-10d, 4-5c (5), 4-5c (7), 4-5d(2)(c), 4-8b, 4-10o, 4-10o (3)(j), 4-10p(3), 4-10p(5), 4-10p(6), 4-10p(7), 4-10p(8), and 8-2a(2)

DA Form 3265

Explosive Ordnance Incident Report cited in para 2-9f and 2-9g (2)

DA Form 3662

Longbow Hellfire Missile Firing Data Report cited in para 4-8j

DA Form 4379

Ammunition Malfunction Report cited in para 2-4e

DA Form 5515

Training Ammunition Control Document cited in para 2-8b(2), 4-8d, 4-8d(1), 4-8d(1)(a), 4-8d(1)(b), 4-8d(1)(c), 4-8d(1)(d), 4-8h, 4-8i(4), 4-9e, 4-14a, 4-14b, 4-18a(5), 8-2a(3), 8-4b, figure D-2

DA Form 5582-R

ATACMS Missile/MLRS Practice Rocket Firing Data Report (LRA) cited in para 4-8j

DA Form 5583

Missile Firing Data Report (Hellfire) cited in para 4-8j

DA Form 5692-R

Ammunition Consumption Certificate (LRA) cited in para 4-7, 4-7a, 4-7e, 4-7g, and figure D-6)

DA Form 5811

Certificate - Lost or Damaged Class 5 Ammunition Items cited in para 4-11p, 4-13b, 4-16c, figure D-5

DA Form 7212

Missile Firing Data Report (Stinger) cited in para 4-8j

DA Form 7213-R

Missile Firing Data Report (Dragon and Tow) (LRA) cited in para 4-9j

DA Form 7281

Command Oriented Arms, Ammunition, and Explosives (AA&E) Security Screening and Evaluation Record cited in para 2-2h and 4-2c

DD Form 626

Motor Vehicle Inspection cited in para 4-5a(1), 4-5a(2), 4-5c(1), 4-5c(2), 4-5c(6), 4-5d(2)(e), 4-10o(3)(c), 4-10p(1), 4-10p(2), 6-2b, 6-2b(1), 6-2b(3), 6-2b(4), 6-6a(13), 6-6b, 6-6c(1), 6-6h, 6-6i, and figure D-7)

FH Form 700-X4

AHA Vehicle Inspection cited in para 7-3c, 7-3d, and figure D-8

FORSCOM Form 133-R

Quantity Distance Verification cited in para 2-3j

DA Form 4379

Ammunition Malfunction Report cited in para 2-4 e.

DA Form 4379-1

Missile and Rocket Malfunction Report cited in para 2-4 e.

DD Form 836

Dangerous Goods, Shipping Paper/Declaration and Emergency Response cited in para 4-5c. (6), 4-5 d. (2) (d), 4-10 q. (3) (a), 4-10 p. (1), 6-6 g.

DA Form 5203

DODIC Master/Lot Locator Record cited in para 8-2 a. (4)

DA Form 5515-1

Training Ammunition Control Record cited in Figure E-2

Section IV. Referenced Forms**DA Form 2028**

Recommended Changes to Publications and Blank Forms

FH Form 1853

Distribution Scheme

Appendix B

DA MESSAGE: ARMS ROOM STORAGE OF AMMUNITION

Arms Room Storage

1. General.

a. Storage of HD 1.2.2, 1.3, or 1.4 ammunition and explosives (AE) in arms rooms is permitted only when storage in an approved AE storage facility (i.e., an ammunition holding area (AHA) or ammunition supply point (ASP)) would adversely impact operations or result in an unnecessary commitment of resources (e.g., require unit personnel to provide 24-hour security or extended travel).

b. When storage of training AE that is HD 1.2.2, 1.3, or 1.4 in an approved AE storage area would adversely impact operations or result in an unnecessary commitment of resources the below applies. Access convenience is not considered valid justification for storage of AE outside an approved AE storage area.

(1) Active, Reserve or National Guard units not located near an approved AE storage facility may store such training AE in an arms room for a limited period that shall not exceed the suspense on the issued Ft. Hood (Request for Issue and Turn-In of Ammunition) or 90 days, whichever is shorter.

(2) Active units located in the region of an approved AE storage facility may store such training AE inside an arms room for a limited period not to exceed the suspense on the issued Ft. Hood (Request for Issue and Turn-In of Ammunition) or 30 days, whichever is shorter.

c. Storage of ceremonial AE that is HD 1.2.2, 1.3, or 1.4 is not considered an operational necessity. However, a limited quantity-- the number of rounds or items required to meet unit training requirements without requiring an excessive number of resupply efforts--of HD 1.3 and HD 1.4 ceremonial AE (e.g., 75 mm blank, 105 mm blank) may be stored in an arms room provided no other practical alternative exists.

2. Risk assessment and explosives license.

a. Prior storing AE that is HD 1.2.2, 1.3, or 1.4 in an arms room, the unit commander or the responsible authority will approve a risk assessment that justifies such storage based on operational necessity and/or safety considerations. When considering approval of the risk assessment, the commander or responsible authority will consider the need to expose personnel to the proposed amount of AE for the proposed length of time. Risk assessments for such storage will be coordinated with garrison and/or installation safety, logistics, security, fire protection, and ammunition surveillance personnel. The approved-risk assessment will be posted in the arms room

and arms room personnel will be briefed, at least annually, on its contents.

b. DA PAM 385-30, (Mishap Risk Management) and a Certificate of Risk Acceptance (CoRA), will not be used to circumvent the above requirements or to store AE that is HD 1.2.2, 1.3, and 1.4 in an arms room for convenience.

c. Arms rooms will be licensed in compliance with DA PAM 385-64, Chapter 5.

3. Storage limits and requirements. When storage of AE that is HD 1.2.2, 1.3, or 1.4 is approved:

a. Up to 100 pounds Net Explosives Weight (NEW) of AE that is HD 1.3 and up to 50 pounds NEW of AE that is HD 1.2.2 may be stored, in addition to any HD 1.4 in the arms room. However, only the minimum quantity of AE required will be stored in the arms room.

b. Ceremonial AE. When an arms room is in the vicinity (30 minutes or less) of an approved AE storage area the amount of ceremonial AE that is HD 1.3 and/or HD 1.4 stored will not exceed one full outer pack. When the arms room is more than 30 minutes from the nearest approved AE storage area, the amount of ceremonial AE that is HD 1.3 and/or HD 1.4 stored will not exceed 100 pounds NEW. The NEW of any ceremonial AE stored will be included in the calculation of HD 1.3 quantities in paragraph c(1) above. Ceremonial AE that is HD 1.2.2, 1.3, and 1.4 may only be stored in the arms room of the unit having the ceremonial mission.

c. Compliance with Quantity-Distance (QD) criteria is not required.

d. When HD 1.2.2 is stored inside or at less than Inhabited Building Distance (IBD) from inhabited buildings (e.g., barracks or office buildings) fragment barriers are required to be used as a mitigating measure. Minimum acceptable fragment barriers include 1/4 inch of mild steel plate, one layer of sand bags, 12 inches of loose sand or soil, or equivalent level protection.

e. AE will be stored in its original container with original packaging. If it is not, the storage requires an explosives safety site plan. An explosives safety site plan is required because containerization and packing are considered in the HD determination. However, arms rooms that support guard forces or military police may have one outer pack of each caliber of small arms ammunition (ammunition, without projectiles that contain explosives (other than tracers), that is .50 caliber or smaller, or for shotguns) unsealed for use.

f. Storage of AE that is HD 1.2.2, 1.3, and 1.4 in an arms room will be consistent with the requirements of DA Pamphlet 385-64 and the security requirements of AR 190-11. The use of metal storage containers, cabinets, or cages is required. AE storage in arms rooms must meet the general housekeeping and storage criteria for

storage an approved AE storage facility (e.g., no combustibles, solvents, petroleum products, or radioactive items will be stored in the vicinity of the AE).

g. The appropriate fire and/or chemical hazard symbols will be properly posted on the arm's room door. (If only HD 1.4 ammunition is stored in an arms room the appropriate symbol does need not be posted on the building's exterior, unless installation/facility policy requires posting.

h. Property book, hand receipt, accountability and inventory procedures will be consistent with 710-series regulations and pamphlets. Monthly sensitive item inventories of AE stored in arms rooms will include verification that the quantity stored and length of time such storage has occurred are within limits of the approved storage license.

i. The commander or responsible authority will determine the acceptable duration of storage (see a(2) above) based on a documented risk assessment, consideration of the risks of storage versus the risks of transportation, and training mission requirements.

j. Training AA&E, which will be separated as far as physically possible from operational AA&E, will be distinctly labeled as training ammunition and listed separately on the arms room inventory.

k. AA&E will be stored per storage compatibility requirements.

l. Quantities in excess of the above must comply with all QD requirements of DA PAM 384-64, Chapter 8, including submission of an explosives safety site plan.

4. Storage of HD 1.2.2, HD 1.3, and HD 1.4 ammunition in arms rooms at Training Forward Operating Bases (TFOBs) and Tactical Training Sites (TTSs) on Army installations.

a. TFOBs and TTSs are defined as any area on an Army installation that replicates an overseas operating base in a theater of operation (e.g., Forward Operating Base (FOB), Combined Operating Base (COB)). On TFOBs and TTSs, the term "arms room" is defined as any site or structure that provides a secure location for storing authorized AE, protects AE assets from the elements, and provides a degree of mitigation from the potential explosives hazards.

b. AE that is HD 1.2.2, 1.3, and 1.4 that is authorized to be stored in an arms room includes HD 1.2.2 (40mm and below), HD 1.3 (small arms ammunition), and HD 1.4 (smoke grenades, signals, and simulators).

c. The commander operating the TFOB or TTS will determine the actual quantities to be stored consistent with the cardinal principle of explosives safety--expose the minimum number of people to the minimum amount of explosives for the minimum amount of time--not to exceed the number of rounds or items required to meet unit training requirements without requiring an excessive number of re-supply efforts.

d. AE storage locations at TFOBs and TTSs do **not** require an approved Explosives Safety Site Plan (ESSP). However, prior to storing AE at a TFOB or TTS, each location must have an approved Explosives Storage License that includes:

- (1) The name and/or identifying number of the AE storage location.
- (2) The unit responsible for the AE storage location.
- (3) The DODIC, HD, storage compatibility group

Storage Compatibility Group (SCG), maximum authorized quantity, and NEW for each type of AE to be stored.

(4) A risk assessment prepared per DA PAM 385-30 (Mishap Risk Management) or FM 5-19 (Composite Risk Management) that identifies the potential risks associated with storing the identified AE, mitigating measures to reduce risk to exposed personnel and property, and acceptance of any residual risk by the commander responsible for operating the TFOB or TTS.

e. (5) Completed explosives storage licenses, including the risk assessment, will be coordinated with installation logistics, security, fire protection, and ammunition surveillance personnel. The final coordinating office will be installation safety, both garrison and mission. The senior Safety Director will have final approval authority for each explosives storage license.

(1) Copies of the approved license will be maintained by the Safety Office, the originating unit, and at each licensed location.

(2) Copies of each TFOB and TTS approved explosives storage license and associated risk assessment will be forwarded to the US Army Technical Center for Explosives Safety either electronically to MCAL.DAC.EST.SitePlan@conus.army.mil or hardcopy to Defense Ammunition Center, Attn: JMAC-EST, 1 C Tree Road, Building 35, McAlester, OK 74501-9053.

f. AE storage must comply with the following:

(1) Munitions must be segregated by DODIC and lot number.

(2) Munitions accountability must be maintained and accurately reflect the quantity on hand in storage. Personnel must ensure that authorized quantities are **not** exceeded.

(3) AR 190-11 applies.

(4) HDD 1.2.2 munitions should be stored in a manner that defeats expected fragments(see paragraph c(4) above.

(5) AE storage locations will be placarded with appropriate Fire and/or Chemical Hazard Symbols.

(6) Lightning protection or compensatory measures (e.g. withdrawing 100 feet in the event of an electrical storm) must be used.

Appendix C

Compatibility Table for Class 1 (Explosive) Materials (Motor Vehicle Transportation)

Refer to 49 CFR and unit HAZMAT qualified personnel. Note: In view of ammunition and explosives storage principles and the considerations for mixed storage, ammunition and explosives are assigned to the appropriate one of 12 storage compatibility groups (A through H, J, K, L, and S).

a. Group A: Initiating explosives. Bulk initiating explosives, which have the necessary sensitivity to heat, friction, or percussion to make them suitable for use as initiating elements in an explosive train. Examples are wet lead azide, wet lead styphnate, wet mercury fulminate, wet tetracene, and dry Pentaerythrite Tetranitrate (PETN).

b. Group B: Detonators and similar initiating devices. Items containing initiating explosives that are designed to initiate or continue the functioning of an explosive train. Examples are detonators, blasting caps, small arms primers, and fuses.

c. Group C: Bulk propellants, propellant charges, and devices containing propellant with or without their means of ignition. Items that upon initiation deflagrate, explode, or detonate. Examples are single-, double-, triple-base, and composite propellants, rocket motors (solid propellant), and ammunition with inert projectiles.

d. Group D: Black powder, High Explosives (HE), and ammunition containing HE without its own means of initiation and without propelling charge. Ammunition and explosives that can be expected to explode or detonate when any given item or component thereof is initiated. Examples are bulk Trinitrotoluene (TNT), Comp B, black powder, and wet Research and Development Explosive (RDX) or PETN, bombs, projectiles, Cluster Bomb Units (CBUs), depth charges, and black powder saluting charges.

e. Group E: Ammunition containing HE without its own means of initiation and with propelling charge. Ammunition or devices containing HE and containing propelling charges. Examples are artillery ammunition, rockets, or guided missiles.

f. Group F: Ammunition containing HE with its own means initiation and with or without propelling charges. HE ammunition or devices (fused) with or without propelling charges. Examples are items initiated by means of a bouchon firing device, grenades, sounding devices, and similar items having an in-line explosive train in the initiator.

g. Group G: Fireworks, illuminating, incendiary, smoke including HC or tear producing munitions other than those munitions that are water activated or which contain white phosphorus or flammable liquid or gel. Ammunition that, upon functioning, results in an incendiary, illumination, lachrymatory smoke, or sound effect. Examples are flares, signals, incendiary or illuminating ammunition, and other smoke or tear producing devices.

h. Group H: Ammunition containing white phosphorus or other pyrophoric material with or without explosives. Ammunition in this group contains fillers, which are spontaneously flammable when exposed to the atmosphere. Examples are White

Phosphorus (WP), Plasticized White Phosphorus (PWP), or other ammunition containing pyrophoric material.

i. Group J: Ammunition containing flammable liquids or gels with or without explosives. Ammunition in this group contains flammable liquids or gels other than those that are spontaneously flammable when exposed to water or the atmosphere. Examples are liquid or gel filled incendiary ammunition.

j. Group K: Ammunition containing toxic chemical agents with or without explosives. Ammunition in this group contains chemicals specifically designed for incapacitating effects more severe than lachrymation. Examples are artillery or mortar ammunition, fused or unfused grenades, rockets or bombs filled with a lethal or incapacitating chemical agent.

k. Group L: Ammunition not included in other compatibility groups. Ammunition having characteristics that do not permit storage with other types of ammunition, or kinds of explosives, or dissimilar ammunition of this group. Examples are water activated devices, prepackaged liquid-fueled rocket engines, fuel-air explosive devices, Triethyl Aluminum Plasticized (TPA) (thickened Triethyl Aluminum (TEA)), and damaged or suspect ammunition of any group. Types presenting similar hazards may be stored together, but not mixed with other groups.

l. Group S: Ammunition presenting no significant hazard. Ammunition so designed or packed that an explosive effect when in storage is confined and self-contained within the item or package. An incident may destroy all items in a single pack, but must not be communicated to other packs so all are destroyed. Examples are thermal batteries, explosive switches or valves, and other ammunition items packaged to meet the criteria of this group.

Appendix D Salvage and Residue Weights

a. Users may weigh expended small arms ammunition cartridges to determine if the ammunition issued to the unit was fired and if the total quantity of ammunition issued, less live ammunition turned-in, equals the amount of residue turned-in.

<http://www.dac.army.mil/vista/catalog/> gives the weight for each type of small arms cartridge casing. Casings not listed there will be determined locally.

b. Use the weights in this appendix to compute the total weight of residue for each small arms DODIC issued.

c. To determine brass weight from the quantity of live ammunition issued, multiply the number of live rounds by the weight factor (pounds) given in this appendix. For example: A user that is issued 30,000 rounds of 5.56mm ammunition must return 405 pounds (184 kg) of brass (30,000 X .0135 = 405 pounds (lbs) or 184 kilograms). A user that is issued 30,000 rounds of 5.56mm ammunition and turns-in 12,000 rounds of live 5.56mm ammunition, must return 243 pounds (110 kg) of brass (30,000 – 12,000 X .0135 = 243 lbs or 110 kilograms).

d. To determine the number of rounds from the weight of brass, divide the brass weight by the weight factor (pounds). For example: see table E-1.

Table C - 1. Brass conversion chart

Case type	Case weight in pounds	Case weight in kilograms
.22 cal, brass short	0.0008	0.0004
.22 cal, brass, long	0.0014	0.0006
.30 cal, brass, carbine	0.0101	0.0046
.30 cal, steel, carbine	0.0081	0.0037
.30 cal, steel, all other	0.0286	0.0130
.38 cal, brass, all	0.0090	0.0041
.45 cal, brass, all	0.0124	0.0056
.45 cal, steel, all	0.0120	0.0054
.50 cal, brass, all	0.1210	0.0549
5.56 mm, brass, all	0.1110	0.0504
9 mm, brass, parabellum	0.0090	0.0041
20 mm, brass, small	0.2000	0.0908
20 mm, brass, large	0.2500	0.1135
25 mm, steel, all	0.4800	0.2179
Shotgun brass	0.0350	0.0159
All other brass	Individual count	Individual count

Legend

cal – Caliber
mm – Millimeter

Note:

1 pound = .454 Kilograms
1 Kilogram = 2.2 pounds

Appendix E
Sample Forms and Illustrations

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES <i>For use of this form, see DA PAM 710-2-1. The proponent agency is ODCSLOG.</i>					DATE
					1 Oct 00
AUTHORIZED REPRESENTATIVE(S)					
ORGANIZATION RECEIVING SUPPLIES 1/505th FA BN			LOCATION Ft Hood TX 76544		
LAST NAME-FIRST NAME-MIDDLE INITIAL	SOCIAL SECURITY NUMBER	AUTHORITY		SIGNATURE AND INITIALS	
		REQ	REC		
Smith, Joe CPT ETS:Indef		YES	YES	Joe Smith JS	
Snuffy, James SFC ETS: Indef		NO	NO	James Snuffy JS	
Black, John SGT ETS: 31 May 06		NO	YES	John Black JB	
Brown, Jennifer SPC ETS: 15 Jan 01		NO	YES	Jennifer Brown JB	
AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER					
THE UNDERSIGNED HEREBY <input checked="" type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE, THE AUTHORITY TO: Request, Receive, Turn-in Class V supplies from ASP/AHA/ARY Fort Hood Tx 76544					
REMARKS Authorized representatives listed above have passed security screening as required IAW AR 190-11.					
I ASSUME FULL RESPONSIBILITY					
UNIT IDENTIFICATION CODE WFK7TT			DODAAC/ACCOUNT NUMBER WBPCLL		
LAST NAME-FIRST NAME-MIDDLE INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE	
Peacock, Joe L.	O-3	287-0000	30 SEP 01	Joe Peacock	

Figure E-1. Instructions for preparing DA Form 1687 (Notice of Delegation of Authority – Receipt of Supplies)

- (1) Date: Enter the calendar date the form is prepared.
 - (2) Organization receiving supplies: Enter the name of the unit and, if prepared by a hand or sub-hand receipt holder to delegate authority to request or receipt for ammunition items, the hand receipt number or name of the section involved.
 - (3) Location: Enter the name of the installation on which the unit is located.
- Authorized Representative(s):
- (4) Last name, first name, and middle initial: Enter the name and rank of the person(s) authorized to request or receive ammunition. Also, enter the person's rank, and above the person's name, enter their Expiration Term of Service (ETS) date.
 - (5) Social security number: Leave blank. Enter "not used" on next available line when all lines are not used.
 - (6) REQ/REC: Enter "YES" in this block for each person authorized to request supplies. Otherwise, enter "NO."

(7) Signature and initials: Enter the signature and initials of authorized representatives.

Authorization by Responsible Officer or Accountable Officer:

(8) Delegates to: Enter an "X" in this box to show that the authorized representative is delegated to request/receipt for supplies. Enter the statement, "Requisition or receipt of Class 5 supplies as indicated above." Withdraws from leave blank. Procedures for adding and deleting persons are not authorized for Class 5 supplies.

(9) Remarks: Enter the ASP or other activity to which form is being sent. Enter the following statement: "Authorized representatives listed above have passed security screening required by AR 190-11. Certified IAW FH Reg 700-15."

(10) UIC: Enter UIC.

(11) DODAAC/account number: Enter the unit DODAAC and any locally assigned account number.

(12) Last name, first name, and middle initial: Enter name of responsible person.

(13) Grade: Enter grade or rank of responsible person.

(14) Telephone number: Enter telephone number of responsible person.

(15) Expiration date: Enter expiration date of the card, not to exceed one year.

Review cards quarterly for accuracy.

(16) Signature: Enter signature of responsible person.

Note: Upon any element of data becoming outdated on this card, the entire card is **no** longer valid and will be replaced with a new card. All entries except the signature and initials will be either printed in ink (legibly) or typewritten. The signatures (payroll) and initials will be written in ink.

TRAINING AMMUNITION CONTROL DOCUMENT <small>For use of this form, see AR 710-2; the proponent agency is DCSLOG.</small>				1. DOCUMENT NO. WK4ABC-9121-0009-A		2. PAGE 1 OF 1		3. DOCUMENT SERIAL NO. AA5515 000 000 027			
SECTION A						SECTION B					
4. FROM S-4 1-505th Arty Bn Ft Knox, KY		5. TO A Btry 1-505th Arty Bn Ft Knox, KY		6. DATE ISSUED 30 May 89		23. FROM		24. TO		25. DATE ISSUED	
				7. DATE TURNED IN 7 Jun 89						26. DATE TURNED IN	
8. ITEM	9. DODIC/NOMENCLATURE	10. LOT/SERIAL NO	11. QTY ISSUED	12. QTY RESIDUE REQUIRED	13. QTY RESIDUE TURNED-IN	14. QTY LIME TURNED-IN	27. QTY ISSUED	28. QTY RESIDUE REQUIRED	29. QTY RESIDUE TURNED-IN	30. QTY LIME TURNED-IN	
1	A071 CTC, 5.56mm ball, M193	LC 10-05	950	-----	9.5 lbs						
2	R557 Rocket, HE, 66mm, M72A2	12345678	10	10 launcher 10 blocks	10 launcher 10 blocks						
	LAST ITEM										
15. ISSUED BY Kenneth Wright, SFC, S-4			16. RECEIVED BY Bob Jones, SSG, A Btry			31. ISSUED BY			32. RECEIVED BY		
17. TURNED-IN BY Bob Jones, SSG, A Btry			18. RECEIVED BY Kenneth Wright, SFC, S-4			33. TURNED-IN BY			34. RECEIVED BY		
Before issue, soldiers told to return all A&E and residue upon request. Failure to do so punishable under UCMJ.			19a. BRIEFED BY Bob Jones, SSG, A Btry			19b. DATE 6 Jun 89			25a. BRIEFED BY		
Upon turn-in request, soldiers told to return all A&E and residue upon request. Failure to do so punishable under UCMJ.			20a. BRIEFED BY Bob Jones, SSG, A Btry			20b. DATE 6 Jun 89			25b. DATE		
All issued ammunition was account for - either expended or turned-in			21a. VERIFIED BY Don Ogles, 1LT, XO			21b. DATE 6 Jun 89			27a. VERIFIED BY		
The above residue items are met and have been 100 percent inspected and contain no live A&E.			22a. INSPECTED BY Bob Jones, SSG, A Btry			22b. DATE 6 Jun 89			27b. DATE		
36. REMARKS Issue document SN#: AA581 000 000 047											

DA FORM 5515, AUG 89

EDITION OF APR 86 IS OBSOLETE.

Copy 2

Figure E-2. Instructions for preparing DA Form 5515 (Training Ammunition Control Document)

(1) Document number: The activity that draws the ammunition from the ASP on Ft. Hood (for example, a battalion S4 or the supply activity in a **non**-divisional company) enters a document number from the expendable document register. Each subsequent issuer uses the same document number when preparing DA Forms 5515 to further issue the training ammunition. Enter document number obtained from issue Ft. Hood. Issuing authority will add an alpha suffix code to document number for each sub-issue.

(2) Pages: Enter total number of DA Form 5515 and DA Form 5515-1 with this document number.

(3) Not Applicable (N/A)

Section A:

(4) From: Enter the name and address of the sub-issuing activity.

- (5) To: Enter sub-receiving activity name and address.
 - (6) Date issued: Enter the calendar sub-issue date.
 - (7) Date turned in: Leave blank.
 - (8) Item: Enter the item number.
 - (9) DODIC/Nomenclature: Enter the DODIC and the item nomenclature. Enter the words "Last Item" after last entry.
 - (10) Lot/Serial Number: Enter the lot number. Also, serial number for each item if item has a serial number.
 - (11) Qty issued: Enter the quantity issued.
 - (12) Qty residue required: Enter nomenclature and amount of residue required to be returned (residue return requirements are shown in table E-1).
 - (13) Qty residue turned in: Leave blank.
 - (14) Qty live turned in: Leave blank.
 - (15) Issued by: The individual making the sub-issue will sign payroll signature this block.
 - (16) Received by: The individual receiving the sub-issue will sign their payroll signature in this block.
 - (17-18) Leave blank.
 - (19) Briefed by and date: Complete this block when ammunition is sub-issued or issued for consumption. Individual conducting the briefing will sign his or her payroll signature and enter the calendar date of the briefing.
 - (20-22) Leave blank.
- Section B:
- (23-38) Leave blank.
 - (39) Remarks: Enter all related document serial numbers.

Figure E-2. Instructions for preparing DA Form 5515 (Training Ammunition Control Document) continued

REQUEST FOR ISSUE AND TURN-IN OF AMMUNITION										1. ISSUE	3. DOCUMENT NO.			4. LOCAL USE	5. PAGE	6. FOR LOCAL USE	
For use of this form, see AR 710-2; the proponent agency is DCSLOG										2. TURN-IN	X W81THH-0033-0100			LIVE T/I	1 OF 1		
7. SEND TO Accountable Officer West Fort Hood ASP Fort Hood, Texas 76544				8. REQUEST FROM 61st ASMB Fort Hood Texas 76544 WBHNAA TAMIS UIC WBHNAA				9. DATE MATERIEL REQUIRED (YYYYMMDD)			10. PRIORITY	11. ALLOCATION PERIOD		12. DODACC W81THH			
13a. REQUESTED BY Brown, James SFC							13b. DATE			13c. SIGNATURE							
14a. APPROVED BY							14b. DATE			14c. SIGNATURE							
15. ITEM	16. DOCIC	17. NSN	18. NOMENCLATURE	19. UJ	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	L306	1370-00-182-3408	Sig Illum Red Star Cluster	EA	7	RIQ	TAR										
2	L307	1370-00-756-2588	Sig Illum Grnd White Star Cluster	EA	5	RIQ	TAR										
3	L311	1370-00-629-2336	Sig Illum Grnd Red Star Para	EA	5	RIQ	TAR										
LAST ITEM																	
28. REMARKS										29. RELATED DOCUMENT SERIAL NOS.							
1. The above items were drawn on Document # W81THH-93-0100 and were not expended. All other items drawn on that document were properly expended.																	
2. Residue turn-in is under Document # W81THH-0033-0101.																	
3. Unit appointment date is _____ Time _____.																	
4. POC: _____ Phone: _____																	
5. Delinquent date: _____.																	
30a. ISSUED BY				30c. DATE (YYYYMMDD)		31a. RECEIVED BY				31c. DATE (YYYYMMDD)		32. TAMIS CONTROL NO.					
30b. SIGNATURE						31b. SIGNATURE											

DA FORM 581, JUL 1999

EDITION OF AUG 89 MAY BE USED

USAPA V1.00

Figure E-3. Instructions for preparing DA Form 581 (Request for Turn-In of Live Ammunition)

- (1) Issue: Leave blank.
- (2) Turn-in: Check turn-in block.
- (3) Document number: Enter unit document number from the expendable document register. The unit document number consists of the DODAAC, Julian date, and serial number.
- (4) For local use.
- (5) Pages: Enter total number of Ft. Hood and 581-1s with this document number.
- (6) N/A
- (7) Send to: Enter the name and address of the supporting ASP.
- (8) Request from: Enter name, address, and UIC of using unit.

- (9) Date materiel required: Enter appointment date and time at ASP.
- (10) Priority: Leave blank.
- (11) Allocation period: Enter the allocation period from the original draw document.
- (12) DODAAC: Enter the using units DODAAC.
- (13a) Requested by: Enter name of authorized requestor, as indicated by using units DA Form 1687.
- (13b) Date: Enter the Julian date request prepared.
- (13c) Signature: Enter signature of authorized requestor, as indicated on using units DA Form 1687.
- (14a) Approved by: Enter the name of the authorized approving authority. Depending upon the type of organization, the approving officer may be an S-4, division ammunition officer, or other authority.
- (14b) Date: Enter Julian date request approved.
- (14c) Signature: Enter signature of authorized approving authority.
- (15) Item: Enter item number.
- (16) DODIC: Enter DODIC.
- (17) National Stock Number (NSN): Enter NSN.
- (18) Nomenclature: Enter nomenclature. Enter the words "Last Item" after the last entry.
- (19) Unit of Issue (UI): Enter unit of issue.
- (20) Quantity (Qty) requested/turned in: Enter quantity being turned in.
- (21) Training Event Code (TEC): Enter training event code (see the TAMIS Users Manual).
- (22) Action code: Enter one of the following codes:
- (a) Normal Issue (NIS).
 - (b) Training Assets Returned (TAR).
 - (c) Turn-In Residue (TIR).
 - (d) Initial Issue Basic Load (IBL).
 - (e) Basic Load Receipts (BLR).
 - (f) Rotate basic load (RBL).
 - (g) Normal Turn-In (NTI) combat
- (23) Leave blank.
- (24) Enter lot number to be turned in. If multiple lot numbers, enter only one lot number per line.
- (25-27) Leave blank.
- (28) Remarks: Enter the following statements as applicable:
- (a) "The above items drawn on document number xxxxxx were not expended. All other items drawn on that document number were properly expended." (Training only)
 - (b) "Residue turn-in is under document number xxxxxx." (Training only).
 - (c) "The vehicle listed below passed the safety inspection required by figure 11-1." (Optional entry)

Figure E-3. Instructions for preparing DA Form 581 (Request for Turn-In of Live Ammunition) Continued

(d) "As a result of shortages, Ft. Hood1-R is attached." Note: Enter this statement and attach completed Ft. Hood-R when there is a shortage between the quantity of unexpended ammunition issued and ammunition returned to the ASP (training only).

(29) Related document serial numbers: List all supporting DA Forms 581 and 581-1.

(30-31) Leave blank.

(32) TAMIS control number: Leave blank.

Figure E-3. Instructions for preparing DA Form 581 (Request for Turn-In of Live Ammunition) Continued

REQUEST FOR ISSUE AND TURN-IN OF AMMUNITION														
For use of this form, see AR 710-2; the proponent agency is DCSLOG														
1. ISSUE		3. DOCUMENT NO.		4. LOCAL USE		5. PAGE		6. FOR LOCAL USE						
2. TURN-IN		X		W81THH-0033-0100		LIVE T/I		1 OF 1						
7. SEND TO Accountable Officer West Fort Hood ASP Fort Hood, Texas 76544				8. REQUEST FROM 61st ASMB Fort Hood Texas 76544 WBHNAA TAMIS UIC WBHNAA				9. DATE MATERIEL REQUIRED (YYYYMMDD)		10. PRIORITY		11. ALLOCATION PERIOD		12. DODACC W81THH
13a. REQUESTED BY Brown, James SFC							13b. DATE		13c. SIGNATURE					
14a. APPROVED BY							14b. DATE		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	L306	1370-00-182-3408	Sig Illum Red Star Cluster	EA	7	RIQ	TAR							
2	L307	1370-00-756-2588	Sig Illum Grnd White Star Cluster	EA	5	RIQ	TAR							
3	L311	1370-00-629-2336	Sig Illum Grnd Red Star Para	EA	5	RIQ	TAR							
LAST ITEM														
28. REMARKS 1. The above items were drawn on Document # W81THH-9327-0100 and were not expended. All other items drawn on that document were properly expended. 2. Residue turn-in is under Document # W81THH-0033-0101. 3. Unit appointment date is _____ Time _____. 4. POC: _____ Phone: _____ 5. Delinquent date: _____.											29. RELATED DOCUMENT SERIAL NOS.			
30a. ISSUED BY				30c. DATE (YYYYMMDD)		31a. RECEIVED BY				31c. DATE (YYYYMMDD)		32. TAMIS CONTROL NO.		
30b. SIGNATURE						31b. SIGNATURE								

DA FORM 581, JUL 1999

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Figure E-4. Instructions for preparing DA Form 581 (Request for Turn-In of Residue)

- (1) Issue: Leave blank.
- (2) Turn-in: Check turn-in block.
- (3) Document number: Enter unit document number from the expendable document register. The unit document number consists of the DODAAC, Julian date, and serial number. It cannot be a duplicate
- (4) Enter: RESIDUE.
- (5) Pages: Enter total number of Ft. Hood and 581-1s with this document number.

- (6) N/A
- (7) Send to: Enter the name and address of the supporting ASP.
- (8) Request from: Commander, unit name, UIC, and Ft. Hood, TX.
- (9) Date material required: Leave blank.
- (10) Priority: Leave blank.
- (11) Allocation period: Leave blank.
- (12) DODAAC: Enter the using units DODAAC.
- (13a) Requested by: Enter name of authorized requestor, as indicated by using units DA Form 1687.
- (13b) Date: Enter the Julian date request prepared.
- (13c) Signature: Enter signature of authorized requestor, as indicated on using units DA Form 1687.
- (14a) Approved by: Enter the name of the authorized approving authority. Depending upon the type of organization, the approving officer may be an S-3, S-4, BAO, or other authority.
- (14b) Date: Enter Julian date request approved.
- (14c) Signature: Enter signature of authorized approving authority.
- (15) Item: Enter item number.
- (16) DODIC: Enter DODIC the residue came from.
- (17) NSN: Enter the first 4 of the DODICs NSN.
- (18) Nomenclature: Enter nomenclature of the residue item from the Browse Sheet.
- (19) UI: Enter unit of issue from the browse Sheet
- (20) Qty requested/turned in: Enter quantity being turned in.
- (21) TEC: Enter Training STRAC (TRS).
- (22) Action code: TIR
- (23) Leave blank.
- (24-27) Leave blank.
- (28) Remarks: Enter the following remarks: The above items are residue from ammunition drawn on document number WABCD-9999-0001. Note: only one issue document number can be referenced on a residue turn-in. Residue from two different issue documents must be turned in on two separate residue turn-in documents.

All other blocks: leave blank

Figure E-4. Instructions for preparing DA Form 581 (Request for Turn-In of Residue Continued

CERTIFICATE - LOST OR DAMAGED CLASS 5 AMMUNITION ITEMS

For use of this form, see DA PAM 710-2-1; the proponent agency is DCSLOG

PART I - CERTIFICATION

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.

1. STOCK NO.	2. DESCRIPTION	3. QUANTITY	4. ITEM WAS (Check)		5. DAMAGED BY NEGLIGENCE? (Check)	
			a. LOST	b. DAMAGED	a. YES	b. NO
1305-A131	CTG 7.62MM BRASS	500 LBS	X			
1305-A131	CTG 7.62MM LINKS	200 LBS	X			

6. CIRCUMSTANCES OF LOSS OR DAMAGE

The above items were not recoverable from the range due to the ammunition was fired from an aircraft while in flight.

SAMPLE

7a. SIGNATURE TED A. JONES, CPT, AV, Commanding <i>T.A. Jones</i>	7b. DATE 4 NOV 00
--	--------------------------

PART II - ACTION

8. I have reviewed the evidence pertaining to the loss or damage as stated. I agree do not agree that the loss or damage to the class 5 item (s) was was not due to negligence, willful misconduct, or deliberate unauthorized use. The following actions shall be taken.

	CHECK ALL THAT APPLY
9. No further action is required.	<input checked="" type="checkbox"/>
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.	
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.	
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.	

13a. SIGNATURE <i>Robert J. Smith</i>	13b. TITLE ROBERT J. SMITH, LTC, AV, Commanding	13c. DATE <i>4 Nov 00</i>
--	--	------------------------------

DA FORM 5811-R, AUG 89

USAPPC V1.01

Figure E-5. Instructions for preparing DA Form 5811-R (Certificate – Lost or Damaged Class 5 Ammunition Items)

Part I

- (1-5) Items short will be described in detail and quantity.
- (6) Circumstances surrounding the loss or damage will be described.
- (7) Organizational Commander will sign and date PART I.

Part II

(8-12) First LTC in the chain of command will review the circumstances surrounding the loss or damage and determine the appropriate action to be taken because of the loss or damage to government property. The Ft. Hood1-R must be signed by an officer in the rank of LTC or higher in the units chain of command. A Major Acting Commander cannot sign this form.

Note: Completed DA Form 5811-R will accompany turn-in documents to the ASP. When a shortage exists, this document is required to complete reconciliation with the ASP.

Figure E-5. Instructions for preparing DA Form 5811-R (Certificate – Lost or Damaged Class 5 Ammunition Items) continued

- (1) Issue: Leave blank.
- (2) Turn-in: Check turn-in block.
- (3) Document number: Enter unit document number from the expendable document register. The unit document number consists of the DODAAC, Julian date, and serial number.
- (4) For local use.
- (5) Pages: Enter total number of Ft. Hood and 581-1s with this document number.
- (6) N/A
- (7) Send to: Enter the name and address of the supporting ASP.
- (8) Request from: Enter name, address, and UIC of using unit.
- (9) Date materiel required: Enter appointment date and time at ASP.
- (10) Priority: Leave blank.
- (11) Allocation period: Enter allocation period from the original draw document.
- (12) DODAAC: Enter the using units DODAAC.
- (13a) Requested by: Enter name of authorized requestor, as indicated by using units DA Form 1687.
- (b) Date: Enter the Julian date request prepared.
- (c) Signature: Enter signature of authorized requestor, as indicated on using units DA Form 1687.
- (14a) Approved by: Enter the name of the authorized approving authority. Depending upon the type of organization, the approving officer must be an S-4, division ammunition officer, or a higher ranking officer.

Figure E-6. Instructions for preparing DA Form 5692-R (Ammunition Consumption Certificate) Continued

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 1 - 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. MILITARY HAZMAT ENDORSEMENT			d. ERG OR EQUIVALENT COMMERCIAL:			YES		NO		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. WINDSHIELD/WIPERS										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>												
		ORIGIN (1)		DESTINATION (2)						COMMENTS (3)		
		SAT	UNSAT	SAT	UNSAT	SAT	UNSAT	SAT	UNSAT			
18. LOADED IAW APPLICABLE SEGREGATION/COMPATIBILITY TABLE OF 49 CFR												
19. LOAD PROPERLY SECURED TO PREVENT MOVEMENT												
20. SEALS APPLIED TO CLOSED VEHICLE; TARPULIN APPLIED ON OPEN EQUIPMENT												
21. PROPER PLACARDS APPLIED												
22. SHIPPING PAPERS/DD FORM 836 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>						

DD FORM 626, MAR 2007

PREVIOUS EDITION IS OBSOLETE.

Reset

Page 1 of 3 Pages
Adobe Professional 7.0

Figure E-7. DD Form 626 (Motor Vehicle Inspection)

INSTRUCTIONS

SECTION I - DOCUMENTATION

General Instructions.

All items (2 through 9) will be checked at origin prior to loading. Items with an asterisk (*) apply to commercial operators or equipment only. Only Items 2 through 7 are required to be checked at destination.

Items 1 through 5. Self explanatory.

Item 6. Enter operator's Commercial Driver's License (CDL) number or Military OF-346 License Number. CDL and OF-346 must have the HAZMAT and other appropriate endorsements IAW 49 CFR 383.

Item 7. *Enter the expiration date listed on the Medical Examiner's Certificate.

Item 8.a. APPLIES TO MILITARY OPERATORS ONLY. Military Hazardous Materials Certification. In accordance with applicable service regulations, ensure operator has been certified to transport hazardous materials.

b. *Valid Lease. Shipper will ensure a copy of the appropriate contract or lease is carried in all leased vehicles and is available for inspection. (49 CFR 376.12 and 376.11(c)(2)).

c. Route Plan. Prior to loading any Hazard Class/Division 1.1, 1.2, or 1.3 (Explosives) for shipment, ensure that the operator possesses a written route plan in accordance with 49 CFR Part 397. Route Plan requirements for Hazard Class 7 (Radioactive) materials are found in 49 CFR 397.101.

d. Emergency Response Guidebook (ERG) or Equivalent. Commercial operators must be in possession of an ERG or equivalent document. Shipper will provide applicable ERG page(s) to military operators.

e. *Driver's Vehicle Inspection Report. Review the operator's Vehicle Inspection Report. Ensure that there are no defects listed on the report that would affect the safe operation of the vehicle.

f. Copy of 49 CFR Part 397. Operators are required by regulation to have in their possession a copy of 49 CFR Part 397 (Transportation of Hazardous Materials Driving and Parking Rules). If military operators do not possess this document, shipper will provide a copy to operator.

Item 9. *Commercial Vehicle Safety Alliance (CVSA) Decal. Check to see if equipment has a current CVSA decal and mark applicable box. Vehicles without CVSA, check documentation of the last vehicle periodic inspection and perform DD Form 626 inspection.

SECTION II - MECHANICAL INSPECTION

General Instructions.

All items (12.a. through 12.t.) will be checked on all incoming empty equipment prior to loading. All UNSATISFACTORY conditions must be corrected prior to loading. Items with an asterisk (*) shall be checked on all incoming loaded equipment. Unsatisfactory conditions that would affect the safe off-loading of the equipment must be corrected prior to unloading.

SECTION II (Continued)

Item 12.a. Spare Electrical Fuses. Check to ensure that at least one spare fuse for each type of installed fuse is carried on the vehicle as a spare or vehicle is equipped with an overload protection device (circuit breaker). (49 CFR 393.95)

b. Horn Operative. Ensure that horn is securely mounted and of sufficient volume to serve purpose. (49 CFR 393.81)

c. Steering System. The steering wheel shall be secure and must not have any spokes cracked through or missing. The steering column must be securely fastened. Universal joints shall not be worn, faulty or repaired by welding. The steering gear box shall not have loose or missing mounting bolts or cracks in the gear box mounting brackets. The pitman arm on the steering gear output shaft shall not be loose. Steering wheel shall turn freely through the limit of travel in both directions. All components of a power steering system must be in operating condition. No parts shall be loose or broken. Belts shall not be frayed, cracked or slipping. The power steering system shall not be leaking. (49 CFR 396 Appendix G)

d. Windshield/Wipers. Inspect to ensure that windshield is free from breaks, cracks or defects that would make operation of the vehicle unsafe; that the view of the driver is not obscured and that the windshield wipers are operational and wiper blades are in serviceable condition. Defroster must be operative when conditions require. (49 CFR 393.60, 393.78 and 393.79)

e. Mirrors. Every vehicle must be equipped with two rear vision mirrors located so as to reflect to the driver a view of the highway to the rear along both sides of the vehicle. Mirrors shall not be cracked or dirty. (49 CFR 393.80)

f. Warning Equipment. Equipment must include three bidirectional emergency reflective triangles that conform to the requirements of FMVSS No. 125. FLAME PRODUCING DEVICES ARE PROHIBITED. (49 CFR 393.95)

g. Fire Extinguisher. Military vehicles must be equipped with two serviceable fire extinguishers with an Underwriters Laboratories rating of 10 BC or more. (Commercial motor vehicles must be equipped with one serviceable 10 BC Fire Extinguisher). Fire extinguisher(s) must be located so that it is readily accessible for use and securely mounted on the vehicle. The fire extinguisher must be designed, constructed and maintained to permit visual determination of whether it is fully charged. (49 CFR 393.95)

h. Electrical Wiring: Electrical wiring must be clean and properly secured. Insulation must not be frayed, cracked or otherwise in poor condition. There shall be no uninsulated wires, improper splices or connections. Wires and electrical fixtures inside the cargo area must be protected from the lading. (49 CFR 393.28, 393.32, 393.33)

Figure E-7. DD Form 626 (Motor Vehicle Inspection) (continued)

INSTRUCTIONS

SECTION II (Continued)

i. Lights/Reflectors. (Head, tail, turn signal, brake, clearance, marker and identification lights, Emergency Flashers). Inspect to see that all lighting devices and reflectors required are operable, of proper color and properly mounted. Ensure that lights and reflectors are not obscured by dirt or grease or have broken lenses. High/Low beam switch must be operative. Emergency Flashers must be operative on both the front and rear of vehicle. (49 CFR 393.24, 25, and 26)

j. Fuel System. Inspect fuel tank and lines to ensure that they are in serviceable condition, free from leaks, or evidence of leakage and securely mounted. Ensure that fuel tank filler cap is not missing. Examine cap for defective gasket or plugged vent. Inspect filler necks to see that they are in completely serviceable condition and not leaking at joints. (49 CFR 393.83)

k. Exhaust System. Exhaust system shall discharge to the atmosphere at a location to the rear of the cab or if the exhaust projects above the cab, at a location near the rear of the cab. Exhaust system shall not be leaking at a point forward of or directly below the driver compartment. No part of the exhaust system shall be located where it will burn, char or damage electrical wiring, fuel system or any other part of the vehicle. No part of the exhaust system shall be temporarily repaired with wrap or patches. (49 CFR 393.83)

l. Brake System (to include hand brakes, parking brakes and Low Air Warning devices). Check to ensure that brakes are operational and properly adjusted. Check for audible air leaks around air brake components and air lines. Check for fluid leaks, cracked or damaged lines in hydraulic brake systems. Ensure that parking brake is operational and properly adjusted. Low Air Warning devices must be operative. (49 CFR 393.40, 41, 42, 43, 44, 45, 47, 48, 49, 50, 51, 52, 53, and 55)

m. Suspension. Inspect for indications of misaligned, shifted or cracked springs, loosened shackles, missing bolts, spring hangers unsecured at frame and cracked or loose U-bolts. Inspect for any unsecured axle positioning parts, and sign of axle misalignment, broken torsion bar springs (if so equipped). (49 CFR 393.207)

n. Coupling Devices (Inspect without uncoupling). Fifth Wheels: Inspect for unsecured mounting to frame or any missing or damaged parts. Inspect for any visible space between upper and lower fifth wheel plates. Ensure that the locking jaws are around the shank and not the head of the kingpin. Ensure that the release lever is seated properly and safety latch is engaged. Pintle Hook, Drawbar, Towbar Eye and Tongue and Safety Devices: Inspect for unsecured mounting, cracks, missing or ineffective fasteners (welded repairs to pintle hook is prohibited). Ensure safety devices (chains, hooks, cables) are in serviceable condition and properly attached. (49 CFR 393.70 and 71)

o. Cargo Space. Inspect to ensure that cargo space is clean and free from exposed bolts, nuts, screws, nails or inwardly projecting parts that could damage the lading. Check floor to ensure it is tight and free from holes. Floor shall not be permeated with oil or other substances. (49 CFR 393.84)

p. Landing Gear. Inspect to ensure that landing gear and assembly are in serviceable condition, correctly assembled, adequately lubricated and properly mounted.

SECTION II (Continued)

q. Tires, Wheels and Rims: Inspect to ensure that tires are properly inflated. Flat or leaking tires are unacceptable. Inspect tires for cuts, bruises, breaks and blisters. Tires with cuts that extend into the cord body are unacceptable. Thread depth shall not be less than: 4/32 inches for tires on a steering axle of a power unit, and 2/32 inches for all other tires. Mixing bias and radial on the steering axle is prohibited. Inspect wheels and rims for cracks, unseated locking rings, broken, loose, damaged or missing lug nuts or elongated stud holes. (49 CFR 393.75)

r. Tailgate/Doors. Inspect to see that all hinges are tight in body. Check for broken latches and safety chains. Doors must close securely. (49 CFR 177.835(h))

s. Tarpaulin. If shipment is made on open equipment, ensure that lading is properly covered with fire and water resistant tarpaulin. (49 CFR 177.835(h))

t. Other Unsatisfactory Condition. Note any other condition which would prohibit the vehicle from being loaded with hazardous materials.

Item 14. For AA&E and other shipments requiring satellite surveillance, ensure that the Satellite Motor Surveillance System is operable. The DTTS Message Display Unit, when operative, will display the signal "DTTS ON". The munitions carrier driver, when practical, will position the DTTS message display unit in a manner that allows the shipping inspector or other designated shipping personnel to observe the "DTTS ON" message without climbing aboard the cab of the motor vehicle.

SECTION III - POST LOADING INSPECTION

General Instructions.

All items will be checked prior to the release of loaded equipment. Shipment will not be released until deficiencies are corrected. All items will be checked on incoming loaded equipment. Deficiencies will be reported in accordance with applicable service regulations.

Item 18. Check to ensure shipment is loaded in accordance with 49 CFR Part 177.848 and the applicable Segregation or Compatibility Table of 49 CFR 177.848.

Item 19. Check to ensure the load is secured from movement in accordance with applicable service outload drawings.

Item 20. Check to ensure seal(s) have been applied to closed equipment; fire and water resistant tarpaulin applied on open equipment.

Item 21. Check to ensure each transport vehicle has been properly placarded in accordance with 49 CFR 172.504.

Item 22. Check to ensure operator has been provided shipping papers that comply with 49 CFR 172.201 and 202. For shipments transported by Government vehicle, shipping paper will be DD Form 836.

Item 23. Ensure operator(s) sign DD Form 626, are given a copy and understand the hazards associated with the shipment.

Item 24. Applies to Commercial Shipments Only. If shipment is made under DOT Special Permit 868, ensure that shipping papers are properly annotated and copy of Special Permit 868 is with shipping papers.

Figure E-7. DD Form 626 (Motor Vehicle Inspection) (continued)

AMMUNITION HOLDING AREA CHECKLIST		
SECTION I		
Ammunition loaded vehicles will not be accepted into the AHA unless items 1 through 10 in this section are checked 'YES' (If the question does not apply check 'YES').		
	YES	NO
1. Has the unit provided a completed DD Form 626 signed by a unit representative indicating the vehicle has been inspected IAW the DD Form 626, and has the vehicle been spot inspected by the AHA Representative for compliance with the DD Form 626?		
2. Is the ammunition stowed for transport on the vehicle IAW Fort Hood Pamphlet 700-15 and current vehicle load drawings?		
3. Are all ammunition items packed in wooden boxes, metal containers or original manufacturer's package (except separate loading projectiles) and are all containers sealed?		
4. Has a joint inventory been conducted?		
5. Is the ammunition load compatible?		
6. Have correct explosive placards been securely affixed to all four sides of the vehicle or the conex if required?		
7. Have all ammunition (DODICS) on the sensitive items been secured in a conex?		
8. Has a lock and seal been provided when ammunition is loaded in a conex?		
9. Has the vehicle/trailer been chocked to prevent movement and has the parking brake been set?		
10. Is the ammunition covered with a tarp?		
SECTION II		
All questions in this section must be answered 'YES' prior to releasing a vehicle hauling ammunition from the AHA, (check 'YES' if the question does not apply).		
	YES	NO
11. Has the unit provided a completed DD Form 626 signed by a unit representative indicating the vehicle has been inspected IAW the DD Form 626, and has the vehicle been spot inspected by the AHA Representative for compliance with the DD Form 626?		
12. Is ammunition stowed for transport on the vehicle IAW Fort Hood Pamphlet 700-15 and current load drawings?		
13. Has a joint inventory been conducted?		
14. Have current explosive placards been securely affixed to all four sides of the vehicle if required, are 2-10 BC Fire Extinguishers on the vehicle and is the ammunition load compatible?		

Figure E-8. FH Form 700-X4 (AHA Vehicle Inspection) (continued)

(11) Printed name: print first, middle initial, and last name of individual performing the activity.

Note:

1. Complete instructions. Make all entries neat, legible, and with a ballpoint pen. Do **not** use felt tip pens or pencils. Make all entries at the time of the activity.
2. Protection. If a MDCs deteriorate as a result of climatic conditions or the actions of rodents or insects, etc., place the forms in plastic envelopes (or a substitute) to prevent deterioration. The General Services Administration (GSA) catalog contains items in the 7510 class that may be used for this purpose. An example is envelope, transparent, NSN 7510-00-272-9804. This item is made of plastic has bound edges and metal eyelets for hanging.

Format for an Unforecasted Ammunition Request (UAR)

Items in bold, italics, and underlined are not part of the e-mail request and are added for clarity and explanation only.

E-mail Subject: UAR from 1-5 CAV, WAGLAA, 1/1 CD

Body of Request

Request unforecasted support as follows:

1. Unit name, higher hqs and UIC: 1-5 CAV, 1/1 CD, WAGLAA
2. Is the unit deploying within the next 6 months: Yes

DODIC Quantity

A080	22,800	<u>List requested items in DODIC order</u>
A111	8,000	<u>Request quantities to the nearest unit pack</u>
A598	2,000	

3. Installation where needed: Ft. Hood, TX
4. Requested draw date: 2 August 07

This date cannot be a weekend, Thursday, holiday, or training holiday

5. Training dates: 6 - 22 August 07

Training dates cannot exceed 30 days except for a gunnery exercise

6. Justification for not forecasting IAW AR 5-13: This training event was just added to the unit training schedule as a training area just became available and the month of August was already locked in.
7. Impact to training if not supported: Soldiers will not be prepared to deploy to Joint Readiness Training Center (JRTC).
8. Authorizations: This unit does have remaining current FY authorizations to support this request.

If the unit forecast was made for the wrong month or the wrong installation, provide this information in the justification.

For III Corps Units, these requests are submitted by e-mail from the BAO to III Corps to DPTMS. For non-III Corps units, these requests are submitted by e-mail from the BAO directly to DPTMS.

Figure E-10. Format for an Unforecasted Ammunition Request (UAR)

Format for an OPL Request

Items in bold, italics and underlined are not part of the e-mail request and they are added here only for clarity.

E-mail subject: OPL Request from 2- 5 CAV BN, WAN4AA, 1/1 CD

Body of Request

Request OPL support for 2-5 CAV BN, 1/1 CD as follows:

Mission Dates: 7 - 25 April 14

Requested draw date: 4 April 14

DODIC	Quantity
-------	----------

A080	2280
------	------

Justification: Required for funeral detail unit that the unit was just tasked with by Headquarters, 1CD

NOTE: For III Corps Units, these requests are submitted by e-mail from the BAO to III Corps to DPTMS. For non-III Corps units, these requests are submitted by e-mail from the BAO directly to DPTMS.

Figure E-11. Format of an Operational Load (OPL) Request

Format for an OPL Request for C/P

Items in bold, italics and underlined are not part of the e-mail request and they are added here only for clarity.

E-Mail Subject: C/P Request from 1-227 AVIATION (AVN) BN, WAAWAA, AVN BDE, 1CD

Body of Request

Request OPL support for 1-227AVN BN, 1CD as follows:

Requested draw date: 2 August 07

DODIC	Quantity
MD66	2
MH92	6
	2,000

Justification: These items service life will expire in 60 days.

Note: DPTMS requires 30 days notice to get any unit any CAD or PAD item, if a unit has a critical emergency and needs an item sooner; they need to explain this in the justification and an attempt will be made to get the item here sooner.

If the unit forecast was made for the wrong month or installation, also provide the installation where forecasted and the month it was forecasted. Prior to shipment of approved UAR ammunition, the unit must provide a fund cite to (JMC) if priority shipment costs will be incurred.

Format for an OPL Request for C/P

Items in bold, italics and underlined are not part of the e-mail request and they are added here only for clarity.

E-Mail Subject: C/P Request from 1-227 AVIATION (AVN) BN, WAAWAA, AVN BDE, 1CD

Body of Request

Request OPL support for 1-227 AVN BN, 1CD as follows:

Requested draw date: 11 June 14

DODIC	Quantity
MD66	2
MH92	6
	2,000

Justification: Service life on these items will expire in 60 days.

John T. Smith
SSG, Bde Ammo NCO
1-227 Avn Bn

Note: DPTMS requires 30 days notice to get any unit any CAD or PAD item, if a unit has a critical emergency and needs an item sooner; they need to explain this in the justification and an attempt will be made to get the item here sooner.

JMC requires an Excel spreadsheet with certain C/P information on any new request for a C/P item. Since this format changes periodically, the exact data to be submitted with a C/P request will be provided to units by DPTMS.

If the unit forecast was made for the wrong month or installation, also provide the installation where forecasted and the month it was forecasted.

Figure E-12. Format for an OPL Request for (C/P)

Glossary

Section I. Abbreviations

AAC

Ammunition Awareness Course

AA&E

Arms, Ammunition, and Explosives

ABL

Ammunition Basic Load

ACofS

Assistant Chief of Staff

AFOP

Ammunition Found On-Post

AFSB

Army Field Support Brigade

AHA

Ammunition Holding Area

AHC

Ammunition Handlers Course

AMC

Army Material Command

AMCOM

Aviation & Missile Command

AP

Armor Piercing

API

Armor Piercing Incendiary

AR

Army Regulation

ARNG

Army National Guard

ARY

Ammunition Residue Yard

ASC

Army Sustainment Command

ASO

Ammunition Surveillance Office

ASP

Ammunition Supply Point

ASW

Ammunition Surveillance Workshop

ATEC

Army Test and Evaluation Command

ATHP

Ammunition Transfer and Holding Point

ATTN

Attention

AVN

Aviation

BAO

Brigade Ammunition Officer

BC

Fire Extinguisher Classification

BLR

Basic Load Receipts

BN

Battalion

CAC

Common Access Card

CADS

Cartridge Actuated Devices

CAL
Caliber

CALS
Committee for Ammunition Logistics Support

CAT
Category

CAV
Cavalry

CBU
Cluster Bomb Unit

CCFSPCC
Company Commander First Sergeant pre-Command Course

CD
Cavalry Division

CID
Criminal Investigation Division

CIIC
Controlled Inventory Item Code

CFR
Code of Federal Regulations

CL
Combat Load

COB
Combined Operating Base

CONEX
Container Express

CONUS
Continental United States

C/P
Cartridge Activated Devices and Propellant Actuated Devices

CRB

Crisis Reaction Battalion

DA

Department of the Army

DAO

Division Ammunition Officer

DOD

Department of Defense

DDESB

Department of Defense Explosive Safety Board

DDI

Dummy, Drill, and Inert

DES

Directorate of Emergency Services

DLAH

Defense Logistics Agency Handbook

DOD

Department of Defense

DODAAC

Department of Defense Address Activity Code

DODIC

Department of Defense Identification Code

DOT

Department of Transportation

DPTMS

Directorate of Plans, Training, Mobilization, and Security

DRMO

Defense Reutilization and Marketing Office

EI

Emergency Issue

EOC
Emergency Operations Center

EOD
Explosive Ordnance Disposal

ESSP
Explosive Safety Site Plan

ETC
Et cetera

ETS
Expiration Term of Service

FH
Ft. Hood

FM
Field Manual

FOBSCOM
Forward Operating Base

FORSCOM
Forces Command

FSC
Federal Supply Classification

FTX
Field Training Exercise

FY
Fiscal Year

GSA
General Services Administration

HAZMAT
Hazardous Materials

HD
Hazard Class Division

HE
High Explosive

HEMTT
Heavy Expanded Mobility Tactical Truck

HMMWV
High Mobility Multipurpose Wheeled Vehicle

HST
Home Station Training

IAW
In Accordance With

IBD
Inhabited Building Distance

IBL
Initial Issue Basic Load

IOC
Installation Operations Center

IMCOM
Installation Management Command

ILO
In Lieu of

JMC
Joint Munitions Command

JRTC
Joint Readiness Training Center

LAO
Logistics Assistance Office

LBS
Pounds

LEA

Law Enforcement Activity

LRC

Logistics Resource Center

LTC

Lieutenant Colonel

MDC

Magazine Data Card

MG

Machine Gun

MHE

Material Handling Equipment

MILVAN

Military Owned Demountable Container

MLRS

Multiple Launch Rocket System

MM

Millimeter

MOS

Military Occupational Specialty

MOT

Mobilization Training

MP

Military Police

MSC

Major Subordinate Command

MSE

Mission Support Element

MTMC

Military Traffic Management Command

N/A
Non Applicable

NCO
Noncommissioned Officer

NCOIC
Noncommissioned Officer in Charge

NEW
Net Explosive Weight

NG
National Guard

NIS
Normal Issue

NLAC
National Level Ammunition Capability

NSN
National Stock Number

NTC
National Training Center

NTI
Normal Turn-In

OHF
Overhead Fire

OIC
Officer in Charge

OPL
Operational Load

OTC
Operational Test Command

OVM
Operators Vehicle Maintenance

PARA
Paragraph

PBO
Property Book Officer

PETN
Pentaerythrite Tetranitrate

PMCS
Preventative Maintenance Checks and Services

POC
Point of Contact

POI
Program of Instruction

POL
Petroleum, Oil, and Lubricants

PWP
Plasticized White Phosphorus

QASAS
Quality Assurance Specialist, Ammunition Surveillance

QD
Quantity Distance

QTY
Quantity

RAD
Research and Development

RBL
Rotate Basic Load

RDX
Research and Development Explosive

REG
Regulation

OTC

Reserve Officer Training

RRC

Red Range Conditions

RSO

Range Safety Officer

SAAS-MOD

Standard Army Ammunition System – Modernized

SCG

Storage Compatibility Group

SCS

Supply Control Study

SDO

Staff Duty Officer

SEAVAN

Shipping Container

SMTP

Secure Mail Transfer Protocol

SOP

Standard Operating Procedures

SPO

Support Operations

SRT

Special Response Team

STHA

Suspect Truck Holding Area

STRAC

Standards in Training Commission

TAC

Transportation Account Code

TAM

Training Ammunition Manager

TAMIS

Total Ammunition Management Information System

TAMIS-R

Training Ammunition Management Information System - Redesigned

TB

Technical Bulletin

TEA

Triethyl Aluminum

TEC

Training Event Code

TFOB

Training Forward Operating Base

TIR

Turn-In Residue

TM

Technical Manual

TMP

Transportation Motor Pool

TNT

Trinitrotoulene

TOW

Tube-launched Optically-tracked Wire-guided

TPA

Triethyl Aluminum Plasticized

SEAVAN

Shipping Container

TTs

Tactical Training Sites

UAR

Unforecasted Ammunition Request

UBL

Unit Basic Load

UIC

Unit Identification Code

US

United States

USAG

United States Army Garrison

USAR

United States Army Reserve

USMC

United States Marine Corps

UXO

Unexploded Ordnance

WP

White Phosphorus

1CD

1st Cavalry Division

Section II. Terms**Accountability**

Obligation of an individual officially designated to account for property according to a prescribed system showing authorized debits, credits, and available balances. The property does not have to be in their possession. Responsible officers have an accountability responsibility also.

AFOP and amnesty

AFOP is ammunition or explosive items or residue abandoned at a training or cantonment area not belonging to the finding unit or element that should be turned in to the ASP with no questions asked and no paperwork required. Amnesty ammunition or residue is a small quantity of ammunition, explosives, and residue turned in to the chain

of command after the unit or element has reconciled and closed out the ammunition issue document.

Allocation

A supply term meaning a release of a item in worldwide short supply and managed intensively worldwide where supply does not meet demand or forecast.

Ammunition and explosives

Includes, but is not necessarily limited to all items of ammunition; chemical propellants, liquid and solid; high and low explosives; guided missiles; warheads; devices; signals; components thereof, including chemical agent fillers; and substances associated therewith presenting real or potential hazards to life and/or property.

Authorization

An annual amount of ammunition a unit is allowed to expend.

Chemical agent

A solid, liquid, or gas, which, through its chemical properties, produces lethal or toxic effects on humans or animals. Excluded from chemical agents are fillers consisting of riot control agents, chemical herbicides, smokes, flame producing items, and individual disassociated components of chemical agent ammunition.

Compatibility

Ammunition of explosives are considered compatible if they may be stored or transported together without significantly increasing either the probability of an accident or, for a given quantity, the magnitude of the effects of such as accident. Refer to DA Pamphlet 385-64.

Component

Any part of a complete item of ammunition.

Cook-off

Round of ammunition fired as a result of overheating.

DAO or equivalent

The single point of contact dealing with ammunition matters for the command.

DODIC

Department of Defense Identification Code – a suffix added to the Federal Supply Class (FSC) (for example, A071).

Dud

A munition which was not armed as intended or which has failed to function after being armed.

Emergency issue

An issue of ammunition of the following type: An issue of training ammunition required on the same or next duty day it is requested; contingency stock issue; or replacement of ammunition in the hands of units that has been suspended.

Forecast

How units tell an installation when they need training ammunition. Forecasts are submitted through TAMIS.

Hang-fire

See Malfunction.

Inert

Ammunition containing no explosives or chemical agents.

Magazine

Any building or structure except an operating building used for storage of ammunition, explosives, or loaded ammunition components. Includes such facilities as an aboveground magazine, igloo-type magazine, railroad car, motor truck, temporary shelter, or an open storage site.

Malfunctions

Failure of item to function according to its expected performance or functioning of the explosive components during a non-functional test. A critical malfunction is one, which may cause a hazard under the circumstances described above. For purpose of clarity, malfunctions do not include accidents and incidents resulting from negligence, malpractice, or implementation in such situations as vehicle accidents, fires, etc. However, malfunctions do include abnormal or premature function of explosive ammunition during normal handling, maintenance, storage, transportation, and tactical performance. Malfunctions include cook-off, hang-fire, etc.

Misfire

A misfire is a failure of a round to fire after initiating action is taken. The failure may be due to a faulty firing mechanism or a faulty element in the propelling charge explosive train.

Munitions

Any type of military ammunition or explosives.

Net Explosive weight

The total quantity of explosive material or high explosive equivalency in each item or round to be used when applying quantity distance criteria or other standards.

Operating building

Any structure except a magazine in which operations pertaining to manufacturing, processing, handling, loading, or assembling of ammunition and explosives are performed.

Residue

Includes wooden and metal boxes, packaging material, brass, links, clips, bandoleers, metal or fiber containers, lifting plugs, or other non-explosive items remaining after ammunition has been fired.

Responsibility

Obligation of an individual to take care of certain property entrusted to him. It rises from possession of property or from the obligation of command or supervision of others who have possession.

Riot control agent

A chemical that produces temporary irritating or disabling effects when in contact with the eyes or when inhaled.

Storage Compatibility

A relationship between different items of ammunition explosives and other dangerous material whose characteristics are such that a quantity of two or more of the items stored or transported is no more hazardous than a comparable quantity of any one of the items stored alone.

Waiver

Written authority from a theater Commander permitting deviation from a mandatory rule for a limited time pending correction of the condition or written authority from an Installation Commander permitting deviation from an advisory provision. The latter type local waivers are also granted for specific periods of time.