

LOGISTICS READINESS CENTER SUPPLY AND  
SERVICE DIVISION

Ammunition Supply Point (ASP)

External Standard Operating Procedure

Building 6000

10440 First Division Road

Harmony Church

Fort Benning, GA 31905

Revised May 2025

## SUMMARY OF CHANGES

This is a revision of all previous versions of the Fort Benning External Ammunition Supply Point Standard Operating Procedures (SOP)

- Paragraph 3-5(b) - Added “Vehicles not equipped with anchor points and have wooden floors will require blocking and bracing. The ASP will require the wood necessary to block and brace. However, the unit is responsible to provide the necessary nails and equipment to facilitate the blocking and bracing of the load.”
- Paragraph 3-5(b) – Added “During the DD Form 626 inspection the inspector will visually verify that the unit has necessary PPE to conducted ammunition operations.”
- Paragraph 3-11(i) – Added “Shortages and Live/Blank Mix – If a container of ammunition is opened on the range and a shortage or live/blank mixture is found the unit should stop training immediately and immediately notify Range Control. Range Control will contact QASAS to respond to the range to investigate the shortage or live/blank mixture. To the best of their ability the unit should keep all seals and repack slips that came from the container(s) in question.”
- Paragraph 5-1(d) – Removed “Due to excessive breakout of unit munitions during training, additional time will be required in which the unit will be charged local overtime rates as well as restock fees (See AMC-R 700-77 paragraph 2-6d).”
- Updated References – Corrected multiple title changes.

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## CHAPTER 1: INTRODUCTION

### 1-1-PURPOSE

- a. This external SOP provides commanders with procedures to follow at the Fort Benning Ammunition Supply Point (ASP) and Ammunition Surveillance Workshop to obtain timely ammunition support. This regulation applies to all units, organizations, and activities assigned or attached to Fort Benning, inactive Department of Defense (DOD) components and other Government sponsored services and agencies using the installation ammunition facility or ranges.

### 1-2. AMMUNITION SUPPLY POINT LOCATION AND OPERATING HOURS

- a. The Fort Benning ASP is located on 1st Division Road, Building 6000. Issue and turn-in of ammunition, explosives and other Class V material will be accomplished at this location.
- b. Hours of Operation: Open Monday through Friday from 0800 to 1630. Processing times for Unit Issue Appointments are **0800-1300**. Processing time for Unit returns are **0800-1100** daily. During Unit turn-ins (**live and or residue**) physical work will be terminated at **1430** for live ammunition returns being processed at the Surveillance Workshop/Renovations, and **1430** for residue returns to afford the ASP personnel the opportunity process documents either manually or through automated means as well as conduct clean-up and warehouse maintenance operations and or close out procedures. To request additional service time for support (overtime), unit commands will need to contact the Logistics Readiness Center Supply and Services Division at **706-545-1716**.
- c. The ASP customer service department can be reached at the following phone numbers if you are requesting to schedule a unit pick-up (Issue), Turn-In (Live Ammunition and Residue) or issue/concerns regarding your DA Form 1687 submissions. Contact ASP customer service at **(706-544-6299/6667 or 706-626-1727)**.

### 1-3. ASP CLOSURES AND WALL TO WALL OR QUARTERLY INVENTORIES

- a. Using units can refer to the Total Ammunition Management Information System (TAMIS) ASP News section for the most updated and current ASP Closure schedule. During wall-to-wall inventories (Quarterly Inventories), the ASP will be closed and will not support unit issues or turn-in appointments. Additionally, organizations shipping munitions to the ASP must review and adhere to the ASP's closure schedule located in the

Transportation Facilities Guide (TFG). The ASP is closed every Federal Holidays and weekends. We are open for support during Training Holidays.

## CHAPTER 2- DELEGATION OF AUTHORITY- DA FOM 1687 REQUIRMENTS

### 2-1 –Requirements

- a. Use the Delegation of Authority (DA Form 1687) for ammunition when an accountable or responsible person wants to designate personnel as authorized representatives to request or sign for ammunition at the user level. Use this form to request or receipt or turn-in of all ammunition.
- b. The DA Form 1687 for ammunition is required for units to request and receive ammunition from the ASP, to approve DA Form 581 for issue of ammunition (sign block 14c), and to certify that authorized personnel who are involved with the responsibility of the control, accountability, and shipment of ammunition are properly screened, trained, and qualified to perform the required functions. The requester (person listed on Block 13 A-C of the E581) and the approver (person listed on Block 14-A-C of the E581) will not be the same person on the delegation authority for ammunition or DA Form 581. The delegation authority for ammunition may be signed either electronically (digital signature) or with an actual signature (pen and ink) not both. All entries on the DA Form 1687 will be typed.
- c. If the form is signed electronically, all signatures must be electronic and the form must be provided to the ASP in a signed, fillable .pdf file. Scanned copies of digital signatures are not authorized. The ASP will maintain electronically signed delegation authority for ammunition in an electronic file.
- d. If the form is signed with an actual signature (pen and ink), all signatures must be actual signatures. Scanned copies of original signatures are not authorized. The ASP will maintain signed delegation authority for ammunition in a paper file.
- e. Regardless of how the form is signed, the individuals will be verified or validated during the issue or turn-in process by comparing the individuals' names, DOD identification expiration date identified on their Common Access Card-CAC (**you must provide your CAC when arriving to the ASP and reporting to ASP customer service for processing and receiving or turning in supplies**) with the information listed on the associated delegation authority for ammunition (DA Form 1687). If discrepancies are identified, the unit will not be allowed to receive ammunition until the discrepancies are corrected.

- f. On appointment, commanders or designated representatives will send a copy of Assumption of Command orders or appointing memorandum (MFR) to the ASP. **See Appendix A** for instructions regarding preparation of your DA Form 1687.
- g. Both the requesting and approving authorities will provide DA Form 1687 to the ASP. The ASP will verify that the authorized signatures of the requesting and approving officials appear on each request. Unit commands and S-3's must ensure that Assumption of Command Orders accompany all DA Form 1687's submitted to the ASP. The Unit Identification Code (UIC) and Department of Defense Activity Address Code (DODAAC) listed on the delegation authority (DA Form 1687) for ammunition will match the UIC listed on the unit commander's assumption of command orders and be properly registered with the Logistics Support Activity. Unit ammunition managers will ensure the UIC and DODAAC in TAMIS is properly aligned to the UIC and DODAAC on the delegation authority for ammunition. For organizations that approve for multiple subordinate battalions, please prepare a memorandum for record IAW the guidelines in **Appendix B- UIC and DODAAC MFR SAMPLE**. The purpose of this requirement is to bypass placing multiple UIC and DODAAC's in step seven of the DA Form 1687 when preparing approver cards. If your organization approves request via TAMIS for more than one organization, simply place the wording "see attached MFR in the UIC and DODAAC block on the 1687. This requirement is for Approve Cards ONLY. The ASP may reject or disapprove any approved/validated e581s that have invalid UICs or DODAACs, or documents that are not supported by a proper DA Form 1687 and assumption of command orders for the requesting unit, or for failure to reconcile past transactions IAW DA PAM 700-16 and AR 700-28.
- h. Unit commands will ensure the delegation authority for ammunition is valid for a period the approving authority expects to remain in their position, not to exceed 1 year. The card will become invalid if any information changes, such as the DOD identification expiration date.
- i. Use of NAVMC 11797 vise DA Form 1687 is no longer authorized at ASC ASPs. AR 700-100, Paragraph 7c (6) states: The requesting service command and or activity will follow the supporting service component's retail ammunition support regulations, procedures, processes, and documentation. The supporting service command and/ or activity will provide the requestor with detailed instructions required for issue and turn-in of ammunition.

## **2-2- WHEN TO REPLACE YOUR DA FORM 1687**

- a. A new DA Form 1687 will not be valid if ANY element of the data becomes outdated or changed and must be replaced with a new card(s). It is the unit commands responsibility to submit updated DA Form 1687's to the ASP Customer Service Department prior to reporting

for ammunition receipts or returns (turn-ins). Guidance regarding the submission of DA Form 1687's will be emailed to personnel who are listed in Total Ammunition Management Information System (TAMIS) as authorized requestors and approvers.

- b. Unit commands who fail to ensure that they have a valid DA Form 1687 on file will not be serviced until the requirements are met. **Appendix A- DA FORM 1687 PREPARATION GUIDE**, outlines specific step by step instructions to take when preparing your DA Form 1687 for personnel identified to Approve and or Request/Receive class V supplies from the Ammunition Supply Activity.
- c. New DA Form 1687 will be submitted when:
  - 1) The Commander changes.
  - 2) The delegated personnel listed are no longer apart of the organization.
  - 3) Additional personnel are added to request, receive or turn-in Class V supplies.
  - 4) Cards have expired.
- d. Unit commands should frequently review DA Form 1687 files to ensure that cards are in good standing (valid) with the ASP.

## **2-3 PERSONNEL AUTHORIZED TO REQUEST FOR CLASS V SUPPLIES**

- a. The unit commander may designate subordinate unit personnel, indicated as follows, to request or receive ammunition:
  - 1) Controlled inventory item code I and II. E-5 or above only.
  - 2) All other ammunition. Any unit personnel, to include contractors (if authorized in the contract).
- b. The unit commander may designate subordinate unit personnel at the sergeant level, GS-5, WG-5 or above, or contractors (if authorized in the contract) to approve requests for ammunition (sign block 14c on DA Form 581).
- c. Commanders should only designate responsible individuals to receive ammunition in categories III/IV.
- d. IAW AIN 014-22 Delegation of Authority Guidance (DA Form 1687) for US Army units, the current rank authorized to request ammunition is E-5 and above. The United States Marine Corps (USMC) authorizes personnel in the rank of Corporal/E4 and above to request ammunition for the purposes of receiving stocks from Army Ammunition Supply Activities (ASA). The USMC is authorized to assign trained personnel in the rank of Corporal/E4 and above to request ammunition to include Category I and Category II items.



## **2-4- PERSONEL RELIABILITY AND SCREENING**

- a. Commanders will ensure that a DA Form 7708 (Personnel Reliability Screening and Evaluation) is completed for individuals who are working with, requesting, transporting, and receiving ammunition and explosive items. This screening is required in accordance with (IAW) AR 190-11- Physical Security of Arms, Ammunition, and Explosives and AR 190-13-The Army Physical Security Program. Units will maintain completed DA Form 7708's within their organizations for personnel listed on the unit's DA Form 1687. Please do not send these forms to the ASP.

## **2-5- AMMUNITION HANDLER'S PROGRAM REQUIREMENTS**

- a. All personnel designated/listed on the unit's valid DA Form 1687 (as a person to receive munitions) are required to have an Ammunition Handler's Card when reporting to the ASP to receive Class V supplies. Ammunition Handler's Card will be issued by the installation G-3 Ammunition Office. Unit leadership will ensure that personnel handling and transporting ammunition have completed the following distance learning course work for ammunition handlers through the Defense Ammunition Center (DAC) online portal. The required courses are Ammo 45- Introduction to Ammunition –AMMO 45-DL; Ammo 67- Hazmat Familiarization Training- Ammo 67 DL and Ammo 108- Ammunition Handler's Course- Ammo 108-DL.
- b. Unit personnel who cannot receive the Ammunition Handler's Card via the Fort Benning G-3 office must bring valid certificates of the required prerequisite course and provide visual validation to ASP's Customer Service Department upon reporting to receive Class V supplies. Failure to provide a valid Ammunition Handler's Card or valid certificates will result in the unit not being able to receive supplies. NOTE: Civilian and Military personnel assigned to the Directorate of Training and Sustainment (DOTS) who are classified as Munitions Handlers and conduct daily operations involving receiving, turn-in, transportation and storage of munitions for the Maneuver Center of Excellence (MCOE) will not be required to provide the Ammunition Handler Card. The website to register for the required courses is <http://www.dactes.org> . Send an email to the G3 Installation Training Ammunition Manager [david.w.haas10.civ@army.mil](mailto:david.w.haas10.civ@army.mil), requesting an appointment to receive your Ammo Handlers Card. Appointment days are weekly, Wednesday & Thursday between 1330-1600. Contact Mr. Haas 706-545-5457 for more details regarding the Ammo Handler Requirements.

## 2-6- DELEGATION OF AUTHORITY FOR CONTRACTOR PERSONNEL.

- a. IAW Headquarters Department of the Army (HQDA) Executive Order 223-17- Army Auditability Program, Code of Federal Regulations (CFR) 48, Section 1552.237-76- Government Contractor Relations and Federal Acquisition Regulation (FAR) Parts 45,48 and 51, DA Form 1687 will not be used to delegate or appoint contractor personnel to receive, turn-in or transfer government equipment or supplies. Unit commands who have contractors and require them to request, receive or turn-in class V supplies at the Ammunition Supply Activity (ASA).ASP will be require preparing a memorandum of record to the ASP signed by the Contracting Officer Representative (COR) or Government Service equivalent. See Appendix A for Sample MFR format.

## CHAPTER 3- AMMUNITION REQUEST PROCEDURES

### 3-1- REQUESTING CLASS V AMMUNITION ITEMS

- a. All requests for issue of ammunition is submitted via TAMIS. Request must be submitted 15 days prior or earlier to the unit's Date Material Required (DMR) identified in block 9 of the TAMIS generated E581- Request for Issue or Turn-in of Class V Supplies. Once request is submitted it is the unit's responsibility to ensure the document is processed in its entirety (requested, approved, and validated by the Installation Training Ammunition Manager, and ASP Accepted). The unit must check the status of the request in TAMIS and schedule an appointment with the ASP. Do not assume that your request has been completed. Do not expect to pick up ammunition on the requested issue date until confirming the appointment with ASP customer service. All requests received at the ASP within 5 working days of issue require a letter of lateness signed by the first O-5 in the chain of command. All requests received at the ASP within 3 working days of issue will require a letter of lateness signed by the first O-6 in the chain of command. **LETTERS OF LATENESS DO NOT GUARANTEE THE SAME DAY SUPPORT.**
- b. Late ammunition request poses an undue hardship on ASP personnel, its workload, man hours, and dedicated mission obligations. Units who fail to submit ammunition requests 5 working days from the requested delivery date (RDD) or pick-up date, create a backlog of support which greatly affects other units who adhered to the published standard. Units/Commands requiring late request support must be prepared to provide reimbursement funds to the Logistics Readiness Center (LRC). **Late requests will be supported by the ASP up to 72-hours after the ASP accepts the late request via TAMIS.** Unit personnel must contact ASP's customer service department and check to see if the document (s) requested late are

ready for pick-up. **Same Day late request will follow the same procedures.** “Emergency” Training Ammunition request will only be supported for deploying units with a short training suspense and departure (90 Day Window).

- c. Appointments that are missed will be rescheduled and will be reported to the command of the unit in violation. Customers arriving 30 minutes after the scheduled issue timeframe (see para 1-2b) without notifying the ASP of late arrival may not be serviced that day. If the schedule permits, the unit can be placed on standby and serviced after other scheduled units. If no call is made to the ASP or the unit is a no show, then their appointment is cancelled, and they must reschedule an alternate issue date. Appointments based on the quantity of munitions being issued. In the event units need to cancel an appointment after ASP, the requester must log into TAMIS and cancel the appointment. Send email correspondence to the ASP’s stock records department. See page 48 of this SOP for the stock records department’s phone number. You will be provided with an email with whom to send cancellation notifications.
- d. It is the customer’s responsibility to ensure they have sufficient vehicles for pick-up based on quantity and compatibility of the functions being requested. If the unit does not have sufficient vehicles, their issue will be cancelled and rescheduled accordingly. NOTE: It is strongly recommended that unit personnel who are tasked to receive munitions from the ASP contact the ASP’s Surveillance Department at least **72 hours** prior to reporting to the ASP for guidance on the total number of vehicle compartments required for their requested ammunition items. Contact the Surveillance Department at one of the following phone numbers **(1)-706-544-7343, (2) 706-5447345, (3) 706-544-7346 or (4) 706-544-7781**. ASP will not do half issues or “flips” to units that do not provide enough vehicles. All issues must be done in one pick up. If the unit insists on continuing with ammunition drawing, knowingly not having enough vehicles the unit must decide what ammunition items to cut from their documents prior to being allowed in the storage area to receive class V stocks.
- e. During the request process, units will request Live and Blank ammunition items onto separate E581 documents. Additionally, it is strongly recommended that unit personnel assigned as requestors (personnel who have TAMIS access and sign block 13 A-C of the E581) request Class V items that are deemed Category I and II on separate documents from other training items. This will expedite the turn-in process.
- f. In the remarks blocks of the TAMIS E581 units must include whether they will require substitute munitions or munitions issued “In Lieu Of” a specified Department of Defense Identification Code (DODIC). Unit personnel requesting must also ensure that they identify if training will be conducted off-post. This is very important regarding how your

ammunition is prepared by the ASP prior to issue. All ammunition that will be transported off post, or along public highways, must be in the original packaging configuration or IAW a DOT-approved special packaging instruction. Typically, the ASP will pre-pull your requested items days prior to your arrival so that they can be safety checked by ASP Surveillance. If this step is not identified on the E581 in TAMIS, it will cause a significant delay in receiving your items. Be prepared to possibly move range hot times further if this occurs.

- g. Units who often request Nonstandard Ammunition and Explosives (NSA&E) types (SOCOM) must provide the ASP with an updated Interim Hazard Classification (IHC) that displays the classifications validation period. NSA&E is defined as Class V energetic or inert materials, and/or nonexplosive components (including packing and storage containers) that do not have a National Stock Number (NSN) or hazard classification assigned. Validation periods are only good for 1 year. SOCOM units will be required to provide the ASP with the IHC upon request of the ammunition item which requires it. This can be done in TAMIS by importing the IHC into the request module prior to finalizing the document request. IHC's for non SOCOM related units will typically be provided by DAC. DAC will only publish new IHC's when the items current IHC expires. Units must be situationally aware of this when selecting ammunition that requires IHC that may possibly expire prior to receipt/issue the training dates listed on block 9 of the E581-TAMIS. The ASP will not issue any munitions in which the IHC is expired prior to the date of issue. Contact the ASP's Surveillance Department if your documents contain DODICS that are classified as nonstandard. See **Appendix C** for a complete listing of DODICS.
- h. The ASP will not issue less than an inner packaging of small arms munitions. 50 caliber and below. Prior to submitting the TAMIS request the unit must ensure they have computed the round count to the nearest can and case quantity for all small arms issue except Operational Load (i.e., A064 contains a case quantity of 1600 rounds, 4 drums of 200 rounds per can. Unit requesting 1700 rounds would receive only 1600 rounds.). Units may request additional assistance from the ASP Accountable Officer or ASP management about acquiring data for small arms ammunition and packaging digests.
- i. Requests for Operational Load Munitions. Units will submit an e581 IAW this SOP. Units will draw ammunition from the ASP using the same criteria as for training. Units should adhere to guidance IAW AR 710-2 paragraph 2-44 when utilizing and receiving munitions classified as operational load.

- j. When requesting ammunition that will be used for overhead fire the unit will enter the statement “To be used for overhead fire” in the remarks block of the e581.
- k. IAW Fort Benning G-3 guidance, units will not request no more than 20 line items per document. Contact the Installation Training Ammunition Manager from the contact list in paragraph 2-5c of this SOP for further guidance.

### **3-2- FORECASTING**

- a. The TAMIS forecasting system is used to notify supporting ammunition supply activities that a specific unit intends to draw specific ammunition items during a specified month. Forecasts must be kept synchronized with training plans, and they should be reviewed and updated monthly, especially after reconciling a previous issue. Refer to AR 5-13- Army Munitions Requirements and MCOE regulation 350-19- Training Directive for further guidance. Additionally contact G-3 IAW with paragraph 2-5b above. Additionally, units will also refer to the G-3 with questions regarding unforecasted munitions requesting procedures and guidelines.

### **3-3- DA FROM 581**

- a. Units will conduct all requests for issue or turn-in of ammunition to or from the retail ASA using DA Form 581.
- b. Generate all requests for ammunition from TAMIS. At no time will requests for the issue be supported by the retail ASA without a validated DA Form 581. This ensures that the using unit received the proper authorization for each item requested. When a request cannot be generated from TAMIS due to system unavailability or other reasons, the ASP will accept a manual DA Form 581 provided that the following two approvals are granted: (1) Brigade or higher ammunition officer’s signature in block 14c. (2) Validation by either installation TAMIS manager for training ammunition or ACOM, ASCC, or DRU ammunition officer for CL, OPL, or test ammunition.
- c. Signatures are required within blocks 13c and 14c for all requests for issue of ammunition. Signature requirements for blocks 13c and 14c are as follows: (1) Block 13c. Any individual designated by the unit commander. (2) Block 14c. Sergeant (E-5 or above), GS-5 or above, wage grade (WG)-5 or above, or contractors (if authorized in the contract).
- d. Signatures are not required in blocks 13c and 14c for requests for turn-in of ammunition, except as follows: (1) Original request for issue of ammunition was not processed through TAMIS. (2) CIIC I or II items were issued on the original issue document. (3) The request is

for the turn-in of live ammunition (that is, CL or OPL) formally accounted for on the organizational property book.

- e. During the request process, after the ASP has accepted your documents(s), the ASP's Stock Records section will pre-select your requested ammunition items by smallest lot, oldest lot available and its condition code in order of precedence (**Condition Code C**- Priority of Issue- Serviceable, **Condition Code B**- Issuable with Qualification-Training Use Only, and **Condition Code A**-Issuable Without Qualification).
- f. Quantities may be rounded up or down to nearest unit inner pack only if the issue quantity cannot be less than a full inner pack (example, MK-19 belted ammunition). Units must have sufficient fiscal year authorizations available for quantities to be rounded up to the nearest unit pack. The next step after the ASP's stock records department stock selects your requested munitions, the ASP Surveillance Department will check items for Notice of Ammunition Restrictions (NAR) or any Ammunition Information Notices (AIN) to determine if the munitions selected are safe for issue.
- g. Requests for changes to a document must be submitted by someone in the requestor /approver channel through email. Contact the ASP Manager at 706-544-7268 for email addresses to send a request for changes. Increases or changes in date of pick-up that runs from one month to another MUST be approved by ITAM. The ASP will accept decreases at any time, even the day of issue (this will affect unit issue process so expect delays), if the change is made by the requestor or approver (validated via email as conformation from requestor or approver identified in TAMIS).
- h. Immediately after the items are checked for any NAR's or AIN's the ASP's Surveillance Department will prepare a DD Form 2890 - DoD Multimodal Dangerous Goods Declaration (by unit request only). DD Form 2890 is prepared per document. For example, a unit can request ammunition items on multiple documents which may possibly be compatible enough to be transported on one single flatbed truck. In this case, the unit will receive a DD Form 2890 for multiple documents and a DD Form 626 Motor Vehicle Inspection for the truck carrying the ammunition. This form is required if you transport munitions over public highways and roads. Additionally, this document will aid in determining the total number of vehicles or vehicle compartments (truck and trailer combinations) you may require on your pickup/issue date. Refer to paragraph 3-1 d for ASP Surveillance point of contact phone numbers if you have questions.

### 3-4- DA FROM 5515- AMMUNITION CONTROL DOCUMENT

- a. Units will use DA Form 5515, Training Ammunition Control Document, as a hand receipt for issuing ammunition from parent unit to subordinate unit, from one supervisory level to another, or from one person to several recipients. The DA Form 5515 will also be used as a turn-in document for unexpended ammunition and residue from the hand receipt holder to the level that originally drew the ammunition from the ASP, when the training event is completed. See DA PAM 700-16, Chapter 12 paragraph 12-8, for further guidance.

### 3-5- ARRIVING TO THE ASP

- a. Upon arrival to Fort Benning ASP, units will park their vehicle (s) that are designated to transport ammunition items on the ASP's vehicle inspection pad. Unit personnel, driver and or technical commander will report to the ASP Surveillance Operations department at building 6000 and request for vehicle inspection. All unit vehicles designated to transport Class V items must pass a Motor Vehicle Inspection given by qualified ASP Surveillance personnel. Units must arrive according to the timelines provided in section 1-2b of this SOP. Unit personnel who operate any mode of government transportation must be licensed for the vehicle in which they are operating and possess the vehicle's current dispatch as a part of the inspection. Vehicles failing the inspection are rejected by the ASP and given 1 hour to fix the deficiency. See **Appendix L**- Pre-Combat Execution checklist prior to reporting to the ASP for business.
- b. The unit may be placed on standby by the Accountable Officer or his/her designated representative. If standby is not possible due to workload they will be rescheduled. The ASP Surveillance inspector will inspect such vehicles daily using a DD Form 626-motor Vehicle Inspection Form, completing all three sections. The DD Form 626 is good throughout the duration of the training event (identified on the DA Form 581 block 28 training dates) **ONLY** for the vehicle used to transport the ammunition. Each vehicle required to receive your document(s) will receive its own individual motor vehicle inspection. The inspector and one of the drivers must sign Section III of DD Form 626. During the DD Form 626 inspection the inspector will visually verify that the unit has the necessary PPE to conduct ammunition operations. Units will bring enough tie-down straps to secure loads to ammunition laden pallets and secure pallets to vehicles. Units who fail to provide tie-down straps to secure loads will not be allowed to depart the ASP until the load is properly secure IAW all applicable regulatory guidance. The unit will be charged overtime reimbursement fees if at fault. A minimum of two tie-down straps per pallet of ammunition is required to secure the load to the pallet. Additional straps will be required to secure loads to the vehicle platform. Vehicles not equipped with anchor points and have wooden floors will require blocking and

bracing. The ASP will require the wood necessary to block and brace. However, the unit is responsible for providing the necessary nails and equipment to facilitate the blocking and bracing of the load.

- c. If unit representatives are reporting to receive Class V supplies deemed Category I or II ammunition items, an armed escort is required. Upon reporting to receive supplies, after receiving the Motor Vehicle Inspection (DD Form 626), unit personnel will inform the ASP Surveillance representative or ASP Customer Service that the document you are present to receive contains Category I or II ammunition Items. Units receiving CAT I or CAT II ammunition must provide a guard for their weapons and ammunition. The ASP will no longer store them in its facility during the issue or turn in process. Guards must be armed with their assigned weapon and have a minimum of 10 rounds per M4 or 10 rounds per M-9 or the quantity deemed necessary by the unit command. Live munitions are not allowed in the ASP that are not a part of the operations (i.e. guard escort ammunition) Exceptions are the Military Police, Law Enforcement on official duty or personnel assigned to perform interior guard due to Intrusion Detection System (IDS) outages. See **Appendix D** for further guidance about requirements for Special Controlled Items that Require an Ammunition Consumption Certificate (DA Form 5692).
- d. On the date of issue provided by the ASP, unit personnel designated to receive class V items will report to the ASP Customer Service Department of building 6000. Once your vehicle has been inspected and successfully passed the Motor Vehicle Inspection, you will provide ASP Customer Service with the TAMIS generated E581 displaying the document number, your common access card (CAC) and the DD Form 626 given to you by the ASP Surveillance representative. Upon completion of successful check-in and the ASP has verified receiving personnel on the unit's DA Form 1687, you will be provided with your documents (DA Form 581, DA Form 3151-R-Ammunition Stores Slip, and any restriction notices and safety messages), and will proceed to the next step given by the ASP's customer service representative.

### **3-6- TRANSPORTATION AND SECURITY REQUIREMENTS**

- a. Prior to dispatching vehicles from the unit area to pick up ammunition, commanders and leadership must ensure that vehicles will pass a stringent vehicle pre-inspection conducted IAW DD Form 626, Motor Vehicle Inspection. Units will follow transportation standards IAW DA PAM 385-64 when transporting munitions.



- b. Unit personnel tasked to transport munitions must ensure that vehicles designated to transport Class V items have the following when arriving at the ASP to receive their inspection (DD Form 626).
1. 2 each 10 B. C rated fire extinguishers or higher that are in good working order,
  2. Warning Triangles that are in operable condition,
  3. Appropriate dispatch or rental agreement for the vehicle that will carry the munitions.
  4. Appropriate driver's license or OF346 (Military Members- tactical vehicles) for the vehicle in which they are operating.
  5. Fire retardant tarpaulins (tarps), when operating flatbed style vehicles. We strongly recommend purchasing them through TARP SURPLUS (<http://www.tarpsurplus.com/fireretardanttarps.htm>)
  6. Wheel Chocks and serviceable Drip Pans.
  7. Medical Examiners Card (DOD Civilian or Contactor).
  8. Commercial Driver's License (DOD Civilian or Contractor).
  9. Explosives placards- one for each side of the vehicle and trailer (if applicable). The flip and lock variations provide the best durability (**National Stock Number** (NSN) 9905-01-371-5231. Vehicles are placarded according to the highest hazard.
    - i. 1.1 Mass explosion hazard (C-4, TNT, dynamite
    - ii. 1.2 Projection hazard (Missiles, rockets)
    - iii. 1.3 Fire hazard (Simulators, smoke grenades
    - iv. 1.4 No significant blast hazard (Small arms)
    - v. If you have 2 or more categories, placard according to the highest hazard.
  10. Blocking and Bracing equipment such as nails, hammers, saws (2x4 will be provided by ASP) and or Tie Down straps rated 5,000 to 10,000 pounds. Units must have enough tie-down straps to secure their ammunition to its pallet and pallet to the vehicle. Use NSN 1670-00-725-1437 for military grade aircraft type tie-down straps rated at 5,000 pounds or higher.
- c. IAW DA PAM 385-64-Ammunition and Explosive Safety Standards, All Government trucks transporting any class of explosives (both on post and off post) will be equipped with two portable fire extinguishers rated class 10BC or greater. It is recommended that these two fire extinguishers be rated 2A:10BC to enable users to fight a class "A" fire. One must be CO2 or a dry chemical if chemical munitions are being transported. Commercial trucks transporting explosives for the Army are required to have only one 10BC or greater rated fire extinguisher.

- d. Placarding of explosives-laden vehicles gives firefighters an idea of the hazards that a vehicle contains. All vehicles hauling ammunition and/or explosives for the Army within the United States require proper DOT placards for off post movement.
- e. Unit commands are responsible for the security and control of the unit's ammunition program and for ensuring that only authorized personnel will receive class V supplies. Requirements for security of ammunition can be found in AR 190-11.
- f. Unit personnel will provide unserviceable ammunition with the same degree of security that is afforded to other categories of ammunition (for example misfired ammunition).

### **3-7- GENERAL VEHICLE SAFETY REQUIRMENTS**

- a. Government-owned motor vehicles used to transport hazardous materials must be inspected frequently by a qualified person to see that mechanical condition and safety devices are in good working order. The periodic inspections of such vehicles will be documented using a DD Form 626 (Motor Vehicle Inspection), or a similar local form.
- b. Operators must conduct a daily inspection to determine that:
  - 1. Fire extinguishers are serviceable and of proper (10-BC or greater) rating. Extinguishers must have an intact inspection seal or a gage to verify that the extinguisher is full.
  - 2. Electric wiring is in good condition and properly attached.
  - 3. Fuel tank and piping are secure and not leaking.
  - 4. Brakes, steering, and other equipment are in good condition.
  - 5. The exhaust system is not exposed to accumulations of grease, oil, gasoline, or other fuels and has ample clearance from fuel lines and other combustible materials.
- c. All lifting devices on vehicles used in explosives operations will have a serviceable mechanism designed to prevent the sudden dropping of the load if power fails.
- d. All ammunition or explosives loaded on vehicles will be secure and stable before movement. Additionally, ammunition or explosives will be blocked and braced in accordance with approved drawings.
- e. Open-body vehicles, other than flatbed trailer-types used to transport large items such as rockets or missiles must have sides that are strongly constructed and securely fastened so that the items are safely retained.
- f. When a top is required, it will be of a noncombustible or flame-proof material. Tarpaulins used for covering explosives will be secured by rope or tie downs. Nails will not be used to fasten protective tarpaulins.
- a. Explosives will not be transported in a passenger compartment of a vehicle except in cases involving limited quantities (no more than two full outer packs of Small Arms Ammunition

(SAA) with nonexplosive bullets). The SAA must be in closed containers, which are properly secured in the vehicle and seats must be available for all personnel. Using privately owned vehicles for such purposes is prohibited, except for the Reserve Officer Training Corps and Marksmanship Programs when a government-owned vehicle is not available. It is permissible to transport limited quantities of Hazard Division (HD) SSA in the trunk of sedan-type Government-owned vehicles or in cargo compartments of Government-owned van type vehicle Refer to DA PAM 385-64 regarding passengers in or on Government vehicles transporting explosives.

### **3-8- RECEIVING AMMUNITION SUPPLIES**

- a. IAW paragraph 3.5d above, units will be directed to proceed to the ASP's main gate (ASP Building 6002) and prepare for entrance into the ASP's storage area.
- b. Personnel arriving to conduct business at the Fort Benning Ammunition Supply Point (ASP) will require specified access. Customers will be required to provide one of the following identifications to conduct business for the purpose of receiving or turning in ammunition items, (Photo I.D card, Driver's License or State Issued Identification Card) to the gate personnel in exchange for an ASP assigned badge.
- c. Upon entry into the ASP all personnel will be asked to surrender their flame and spark producing devices. Smoking is prohibited inside the ASP area. All Cellular telephones, electronic devices such as apple smart watches, Fitbit watches will also be surrendered prior to entrance. Personnel and vehicles are subject to search upon entry and exit of the ASP. If this search is refused for any reason, entry to the ASP will not be permitted and the person(s) refusing the search will be asked to meet with ASP management.
- d. Backpacks and bags are allowed and will be inspected upon entry and exit. Guard Force personnel will ask individuals carrying purses, bags, large containers, or coolers, etc. to open these items so that the contents can be viewed to ensure unauthorized items are not inadvertently brought into the facility. ASP Guard Force personnel will not be held liable for people who have failed to surrender ALL the aforementioned items. Personnel who are found with these items after entry will be reported to ASP management and possibly barred from the ASP. Military Police, EOD, Fire and Emergency personnel will be the only entities authorized cell phone use. All non-ammunition laden and non-tactical vehicles will be searched IAW applicable regulations and SOPs upon entry and exit to ensure that unauthorized items are not being brought into or taken away from the facility.
- e. These procedures are IAW AR 190-11 and AR 190-13 and may cause wait times to be longer while checks are being conducted. We respectfully ask for extreme patience during these times

from customers as to not “rush” the process. Enforcement of safety is of the utmost priority at the ASP.

- f. Upon reporting to the specified warehouse unit driver and assistant driver (if applicable) will park their vehicle at the appropriate bay door identified by the ASP warehouse specialist. Unit representatives will place their vehicle in park, dismount and ensure that their two-10. B.C. or higher rated fire extinguishers are displayed. Display one in front of the vehicle and one in the rear. Additionally, unit personnel will place the wheel chock in front of the left front wheel to prevent the vehicle from moving forward. If the vehicle is parked on an incline unit personnel will place wheel chock on the appropriate side of the tire to prevent the vehicle from rolling forward or backward during loading or unloading.
- g. Unit representatives will provide their documentation to the ASP warehouse specialist. During this process the unit representative (person authorized to sign for the ammo) and ASP warehouse specialist assigned will jointly inventory all the ammunition identified on the DA Form 3151-R Ammunition Stores Slip.
- h. During the joint inventory the following will be verified, Lot Number, NSN, DODIC, Condition Code, Quantity and Serial Number (if required) prior to loading the vehicle. Additionally, during this operation, light box marked ammunition containers will be opened and contents verified (Non-Negotiable). Unit representatives refusing to verify light box marked or any ammunition scheduled for issue will be subject to forfeiture/termination of the issue and unit command O-5 or Command Sergeant Major or equivalent contacted immediately.
- i. Unit representative will initial on the DA for 3151 verifying that they agree with Lot Number, NSN, DODIC, Condition Code, Quantity and Serial Number (if required) being issued.
- j. This process will continue until all ammunition has been issued identified on DA Form 581 for the total number of documents received by the unit. Unit representatives will sign the DA Form 3151-R as the receiving checker upon completion of the issue process. ASP representatives will sign as the issuing checker upon completion of the issue at the warehouse (s).

### **3-9- COMPLETING THE ISSUE PROCESS-FINAL OUT**

- a. After the unit has completed the issue and all munitions have been blocked, braced and tarps secured (if applicable) covering the ammunition, unit representatives will report back to the ASP’s main gate (Building 6002). At this point the unit representative signing for the munitions will return to ASP’s Customer Service Department. The vehicle will be wheel chocked with fire extinguisher and drip pan displayed in the same manner described in paragraph 3-7f. The unit representative will report to the ASP Customer Service Department to

turn-in all related issue documents (i.e., DA Form 3151-R). During this process customer service will review all entries and validate signature on the DA Form 3151-R. Once documents are validated, they will be forwarded to the ASP Stock Records department. The Stock records department will input all issued quantities line by line from the DA Form 3151-R into the Standard Army Ammunition System (SAAS) database to post entries to the Stock Record Account (SRA). Please be advised that during this phase in the issue process unit wait times could be extended due to (1) multiple issue documents requiring entry into SAAS with a high volume of line number entry and (2) SAAS connectivity issues which will require manual entry. Manual document processing is an extremely arduous and very meticulous process due to hand entry requirements during the final document process.

- b. Upon completion of the document being posted by ASP's Stock records department, documents will be forwarded back to the ASP's customer service. At this time customer service will sign blocks 30 a-c of the DA Form 581 and unit representatives (person who can sign for Class V supplies) will sign block 31a-c of the DA Form 581. Unit representatives will be provided with their ASP assigned turn-in date at this time.
- c. Units will receive their Live and residue turn-in SAAS generated DA form 581 from customer service and scheduled turn-in date based on the training dates outlined in block 28 of the TAMIS generated E581 upon request. For example, if your issue document states that the training dates are from 1-28 January, then ideally the ASP will provide you with a turn in date of 04 February which will be five days from the last firing or end training event date. Weekends, training holidays, federal holidays and scheduled ASP closure dates are not factored. Based on availability, the ASP will provide you with the next available open date which may be outside of the 5 day return window. If units are scheduled outside of the 5 day return window due to ASP scheduling conflicts, the unit will not be placed on the ASP's delinquent document report.
- d. Unit representatives will receive copies of all issue documentation. Report to ASP Surveillance and request your outbound inspection. Unit personnel will report to ASP building 6002 (ASP Main Gate) and provide them with **Yellow** copy of the **DD Form 626** inspection AFTER they have received the final inspection from surveillance Outbound inspections will ensure that (1) your ammunition that was loaded is compatible IAW the DD Form 2890 (if you require one) provided by ASP Surveillance and (2) that your load is properly secured prior to departing the ASP IAW DA PAM 385-64.
- e. All unit personnel will retrieve their identification provided upon entry in exchange for the ASP badge provided. Unit personnel will report to ASP building 6002 and provide them with a yellow copy of the DD Form 626 inspection AFTER they have received the final inspection

from surveillance. After the issue is completed and the unit signs for the ammunition, the amount that is displayed on the issue DA form 581 is the final of what the unit was issued. Units are at that time 100% responsible for that ammunition.

### **3-10- AMMUNITION UTILIZATION BEST PRACTICES**

- a. Unit leadership must ensure that personnel using ammunition or handling ammunition are thoroughly trained and situationally aware of the dangerous capabilities of ammunition items. Ammunition issued to unit personnel will require continuous accountability throughout the utilization process until it is returned back to the ASP. Unit Leadership must also ensure that ammunition items are positively identified. Although not required, as a best practice and strong recommendation, unit commands should ensure that users are familiar with ammunition identification (Ammo-76) and Introduction to Ammunition (Ammo-45). Refer to the website in paragraph 2-5b and register personnel for the Ammunition Identification Course with DAC. This course provides users with an in-depth fundamental understanding of the logistical terminology used to identify and manage ammunition stockpiles.
- b. Open boxes of ammunition only as needed. Returning live ammunition is easier when only the number of boxes required to conduct training are opened. Problems occur when more ammunition than needed (excessive breakout) is opened and lot number integrity is lost.
- c. Unit commands will ensure that only ammunition to be immediately expended to meet daily training objectives are opened/unsealed and distributed. Focus will be to maintain maximum serviceability of munitions in the original hermetically sealed, weather resistant packaging. Restock fees based on local labor rates, to include packing materials and supplies, for unpacked/unexpended ammunition turned into the ASP not due to inclement weather or other unforeseen circumstances outside the control of the using unit may apply. Adjudication will be conducted at the installation level IAW the local support agreement.
- d. Unit commands must establish procedures to ensure recovery of all live ammunition and residue prior to departing the firing/training site. Unit personnel will conduct a thorough inventory of remaining live ammunition and residue.
- e. Never mix blank ammunition with live ammunition or components. While conducting ammunition operations on ranges on Fort Benning, unit commands will refer to Range Control Ammunition Inspection Point (AIP) procedures and MCOE regulation 350-19 and FRAGO 16-122 para 3.B.9.

### **3-11- MALFUNCTIONS, LIVE/BLANK MIX, OR SHORTAGE ON RANGES AND TRAINING AREAS INVOLVING AMMUNITION.**

- a. If a Malfunction of ammunition / weapon happens unit must immediately stop training. Report the incident to Range control at 706-544-6291.
- b. The term "malfunction," means failure of an ammunition item to function as expected when fired or launched, or when explosive items function under conditions that should not cause functioning. Malfunctions include hang fires, misfires, duds, abnormal functioning, and premature functioning of explosive ammunition items under normal handling, maintenance, storage, transportation, and tactical deployment. Malfunctions do not include accidents or incidents that result solely from negligence, malpractice, or situations such as vehicle accidents or fires.
- c. Unit commanders are responsible for ensuring that all unit range officers, training officers and/or officers in charge of firing are thoroughly familiar with the provisions of this section.
- d. If a malfunction is suspected, firing of the ammunition lot will cease immediately and further use of all weapons involved will be discontinued. All material involved in the incident will be secured and undisturbed until designated personnel investigate the incident and determine appropriate disposition. The commander or person in charge of the unit will immediately contact the Range Ammunition Officer, and Range Operations. Malfunction, misfires, and duds will be reported by stock number, DODIC, lot number and serial number to range control.
- e. Range Control will contact ASP Quality Assurance Specialist Ammunition Surveillance (QASAS) and Tank-automotive and Armaments Command (TACOM) Logistics assistance representative (LAR) / Weapons LAR.
- f. ASP QASAS will determine if the ammunition malfunctioned or was damaged due to the weapon malfunction. If the ammunition is deemed to be damaged and unsafe to move by the QASAS, then the unit with Range Control will coordinate with Explosive Ordnance Disposal (EOD). EOD must provide the unit with a DA form 3265 (Explosive Ordnance Incident Report). This DA form 3265 must be turned into the ASP at time of unit live turn-in so unit will get credit for this ammunition expenditure. Only a QASAS can authorize ammunition to be destroyed. Only EOD can destroy ammunition with approval. Refer to AR 75-1- Malfunctions Involving Ammunition and Explosives for further guidance.
- g. Upon assuming custody of munitions from the ASP, during transport, storage and use, the receiving unit must provide Physical Security for the ammunition per AR 190-11.

- h. Misfires- Units should separate misfired small arms 50 caliber and below into properly labeled and identified metal cans. These items are required to be displayed on the range during use or in training areas where ammunition utilization and operations are conducted. Organizations requiring misfire cans can submit a request for metal cans IAW **appendix J**. The cans will be spray painted red in color and stenciled “MISFIRES” in 2 inch white lettering on the front and back. Units should use as many misfires cans as necessary to collect small arms munitions that did not fire during training. Misfired small arms will be returned with the unit’s live ammunition on the date scheduled.
- i. Shortages and Live/Blank Mix – If a container of ammunition is opened on the range and a shortage or live/blank mixture is found the unit should stop training immediately and immediately notify Range Control. Range Control will contact QASAS to respond to the range to investigate the shortage or live/blank mixture. To the best of their ability the unit should keep all seals and repack slips that came from the container(s) in question.

### **3-12- AMMUNITION CONSUMPTION AND SPECIALLY CONTROLLED ITEMS**

- a. Unit commands will follow procedures outlined in DA PAM 700-16 paragraph 12-15 with regards to consumption of munitions for training, operational load and or combat load munitions.
- b. **Appendix D** will outline DODICS that will require a DA Form 5692-Ammunition Consumption Certificate. The unit range officer in charge (a sergeant or higher) will sign and date DA Form 581 or DA Form 5515 (Ammunition Control Document) and control all required items identified by the Army Property System of Record (APSR).
- c. The unit range safety officer (a sergeant or higher) will certify quantity drawn, quantity to be returned, and quantity consumed in training at the range. A **second lieutenant or higher** will perform the unit range safety officer duties at any training event requiring expenditure of explosives at locations **other than ranges** on Army installations or when **CAT I and II** items are used.
- d. The unit range safety officer will personally observe placement of charges and actual detonation and certify the quantity of all items expended. Certification will be completed on DA Form 5692 (Ammunition Consumption Certificate). DA Form 5692 will be required upon arrival at the ASP to conduct the turn-in. Units that arrive without a complete DA Form 5692 will be required to reschedule the turn-in if the DA Form 5692 cannot be presented before 1100 hours. The ASP will not clear units without a valid and completed consumption certificate.



## CHAPTER 4- VEHICLE HOLDING AREA (VHA) REQUIREMENTS

### 4-1 PURPOSE

- a. Often units who receive class V supplies will require temporary storage of its munitions until the day of the training event specified on the request DA Form 581 and after the training event if live ammunition and residue components are remaining. The Fort Benning VHA has been established for the purpose of allowing units to hold selected ammunition items for short periods of time. VHA hours are 24/7.
- b. The VHA is available to all installation units on a space available basis. Units may store ammunition in the VHA for 5 working days after the last training day indicated on DA Form 581. If the ending date to hold ammunition in the VHA falls within a weekend or a holiday, ammunition may remain in the VHA till the next workday. The approval/disapproval to hold ammunition in the VHA will be made by the ASP Manager, based on available space in the VHA at the time of request based on compatibility of ammunition and safety/distance requirements.
- c. Units requiring the use of the VHA are required to provide the ASP with a signed memorandum for record requesting accompanied access for its personnel. The MFR will be signed by the company commander or government service (GS) equivalent. See examples in **Appendix E** of this SOP. Only authorized personnel designated on an accompanied access roster will be allowed to enter and exit the VHA. Personnel listed on the accompanied access roster will be required to have the following in order store and retrieve munitions (1) military driver's license for the vehicle requiring storage (2) Hazmat Endorsement (Ammo-67) cert (3) Ammo Handler Certification card. Commanders/Leaders must ensure that at least 2 personnel listed on the accompanied access roster are IAW the listed requirement. Access will be denied if personnel listed on the accompanied access roster are not qualified to transport class V items.
- d. The VHA is available to all units on a space available basis. Priority of use is reserved for DOTS Munitions Branch, followed by Fort Benning tenant units. Units may store ammunition in the VHA for five working days after the last training day indicated on the DA Form 581 or longer based on the unit's turn-in date scheduled by the ASP. If the ending date to hold ammunition in the VHA falls within a weekend or a holiday, ammunition may remain in the VHA till the next workday. The approval/disapproval to hold ammunition in the VHA will be made by the ASP Manager, based on available space

in the VHA at the time of request predicated on compatibility of ammunition and safety/distance requirements.

- e. Prior to entering the VHA, unit personnel must ensure that they have the DD Form 626, and the DD Form 2890 provided to them from the ASP if they are placing ammunition items in the VHA directly after issue from the ASP or during training. There may be times when unit personnel will be required to make continuous return trips from the VHA to the training area and back. See paragraph 3-4b for DD Form 626 duration timelines. Unit personnel must ensure that these documents always remain with the vehicle. These documents are required for entry and exit.
- f. Quantities of ammunition will be different upon returning from training than they were upon initial entry into the VHA. Unit personnel will provide the VHA attendant with an updated round count by DODIC of the ammunition drawn IAW the DD Form 2890. The VHA will log unit information into the Ammunition Management Program (AMP), which is used to calculate the overall Net Explosive Weight per pound (N.E.W) per DD Form 2890 created for the unit. This helps to ensure that the VHA does not exceed its maximum storage capacity of NEW which is 15,000 of hazard class division 1.1. Once the VHA has approached 85 percent capacity, units will not be allowed to store any ammunition within hazards class division classes 1.1, 1.2 and 1.3. If this situation arises, units must resort to field storage methods. Refer to AR 190-11 for Field Level Storage Munitions Storage Area requirements and DA PAM 385-64. Ammunition maintained in the field must not exceed the amount required for training or the amount that can be properly safeguarded.

#### **4-2-ENTERING AND EXITING THE VHA**

- a. Prior to admitting any vehicle into the VHA, the contractor attendant on duty will ensure that all vehicles have a valid Vehicle Inspection Form (DD Form 626), dated for the day the inspection was performed by the ASP. If the vehicles depart the ASP for any reason, the VHA attendant will complete a Motor Vehicle Check to ensure that the vehicle is in compliance with DD Form 626 standards.
- b. The following items will be checked prior to allowing entry into or retrieval from the VHA after verification of ID and accompanied access roster.
  - 1. License which correlates to vehicle the driver is operating (military driver's license or CDL (if applicable)).
  - 2. Hazmat Endorsement on license or physical certification (Ammo 67).
  - 3. Ammo Handler's Course Certificate.
  - 4. Current Vehicle Dispatch (military and civilian trucks).

- c. The attendant will ensure that the customer is authorized entry into the area by matching customer's ID card against the appropriate unit accompanied access roster. Units who have not provided an accompanied access roster to the ASP will be denied entry. Personnel are not authorized to enter the VHA without the contractor attendant present. Contractor attendant personnel will instruct using unit representatives to display fully charged fire extinguisher for front and rear of vehicle, wheel chock (to ensure vehicle does not roll inadvertently) and a drip pan underneath the engine compartment of the vehicle in case the vehicle leaks during idle sitting.
- d. Contractor attendant personnel will instruct operators or drivers to not lock the steering column for tactical vehicles. Boxed truck vehicle operators will turn-in keys to the Contractor attendant on duty who will log keys returned onto VHA Key Log and secure the keys into the designated key box. Once unit representative's reports to retrieve unit vehicle(s) from the VHA, for Box trucks, the keys will be retrieved from the key box and logged out on the VHA key log.
- e. Vehicles and trailers parked in the VHA will have proper placards, and tarpaulins. All vehicles must have the hand brake set when parked. Only vehicles laden with 1.4 ammunition will be parked within the marked safety area closest to the gate.
- f. Armed escorts are required for unit(s) dropping off or picking up vehicle(s) with CAT I or II items.
- g. Customers who conduct frequent rotations in and out of the VHA are still required to present their photo identification when conducting business no matter the number of times you require access. Identification will be checked at all times. Customer organizations who has representatives that are argumentative with regard to showing identification will be reported to the ASP Accountable Officer or manager and will not be permitted to enter the VHA without notification from the individuals chain of command.
- h. Upon exit vehicles will receive an exit inspection to ensure that the vehicle is in the same compliance prior to entry (DD Form 626 standards).
- i. Prior to the release of vehicles from the VHA, the attendant on duty will ensure all ammunition laden vehicles have a valid DD Form 626, and proper placards applied (if required).
- j. During the exit inspection, deficiencies such as broken mirrors, leaking vehicle (coolant, oil etc.), front or rear lights not working, flat or low tires, busted head or taillights and expired dispatches, unsatisfactory tarpaulins (tarps) or no tarps present will cause a unit to fail exit inspections. The ASP Manager, Accountable Officer, or Chief of Surveillance (QASAS) will provide guidance to the guard on duty if this situation arises. The ASP Manager, Accountable

Officer, QASAS, or Assistant Supervisors reserve the right to deny units entry or exit if procedures are not followed. Unit Chain of Command will be contacted if not resolved by unit listed Point of Contact (P.O.C).

- k. Truck(s) loaded with ammunition who fail inspection due to mechanical problems, improper compatibility, or no placards when required, will not be released from the holding area. The ASP operations supervisor or ASP manager will be notified of the unit, vehicle number, and deficiency. The vehicle driver will be given his copy of the vehicle inspection annotated in red “This vehicle will not be released from the VHA without approval from the ASP Management.” ASP will contact the unit and require immediate corrective action. Only when deficiencies are corrected will the vehicle(s) be allowed to leave the holding area.
- l. Mechanical maintenance of any type will not be performed inside the VHA, including towing loaded vehicles with ammunition items, or refueling of vehicles. Tires on semi- trailers may be changed inside the VHA on a case-by-case basis. Ammunition must be trans-loaded prior to removing a dead lined vehicle. Vehicles loading and unloading will be limited to placing ammunition in, or returning ammunition from, quad-con containers. This is the only time trans-loading inside the VHA is allowed.
- m. Vehicles will not receive “jump starts” inside the VHA. The only exception is at the discretion of the ASP Manager, Supervisor, Accountable Officer, or Chief of Surveillance (QASAS).
- n. No vehicle will be left in the VHA over 5 working days (not counting weekends and holidays) without prior approval from the ASP Manager or Operations Supervisor. At time units may be granted automatic extension of storage based on ASP turn-in schedule constraints.

#### **4-3-MILVAN OR CONNEX STORAGE REQUIREMENTS**

- a. The Fort Benning ASP VHA has a very limited quantity of quad-con mini containers that can be used for the purpose of storing small quantities of training ammunition used by units who awaiting turn-in or have a specified requirement with an extension of training such as the Best Ranger competition. These are **ONLY** for temporary use. Units requiring longer support (30 days) will need to refer to field level munitions storage methods.
- b. Unit representatives and must coordinate with the ASP if they require use of quad-con mini containers. Units requiring entry and use of quad-con mini containers will follow the procedures IAW paragraph 4-1a-f above.
- c. An MFR signed by the unit commander (**See Appendix E**) will be required and submitted to the ASP Accountable Officer (706-544-6710) or ASP Manager (706-544-7268), which will validate that unit personnel requesting to store munitions in a mini storage container at the ASP’s VHA have received certified training through the Defense Ammunition Center (DAC)

distance learning course titled: Ammo 63- U.S Army Explosive Safety Familiarization, which will provide instruction with regard to ammunition compatibility standards. Additionally unit commands will ensure that the standard required IAW paragraph 2-5 above is also included in the MFR. Unit representatives must also provide proof of the Ammunition Handler Card and or valid certifications for the aforementioned courses.

- d. DOTS Munitions Branch are exempted from the MFR requirement in the above paragraph due to its Class V TRADOC mission.
- e. The ASP will not provide locks and keys for CONNEX containers. All locks and keys will be provided and controlled by the unit. Using units will provide a point of contact (primary and alternate and unit commander) phone number which will be displayed on the outside of the container throughout the duration of usage. Units are advised to provide a weatherproof label and affix it to the outside of the container. Appropriate Hazard Class and division signs will also be provided by the unit and affixed to the container in order to accurately display the hazard of the class of explosives present. Unit representatives who wish to store Class V items in any quad-con must be familiar with compatibility standards outlined in DA PAM 385-64. Additionally, units who cannot be reached by the contact numbers provided will be reported to the ASP's Chief of Surveillance and Accountable Officer, at which time the unit may be restricted from use of the VHA.
- f. At any time while the unit is storing munitions inside any container in the VHA, it will be subject to inspection by the Quality Assurance Specialist Ammunition Surveillance (QASAS) at the ASP.
- g. When storing ammunition in a quad-con connex, it must be stored on a pallet or dunnage. Unit will attempt to stack munitions neatly and by appropriate lot number if space allows. Ammunition items will be stored in their original container. Loose munitions will not be stored outside of an approved container. It is strongly recommended that units always ensure strict accountability of their munitions. Use DA Form 3020 (Magazine Data Card) whenever possible to document and account for your munitions until it is returned to the ASP.
- h. When units no longer require use of the connex, upon exit, the unit is responsible for removing their lock and unit point of contact sign as well as cleaning the container and ensuring that it is free of trash and debris.

## CHAPTER 5- LIVE AMMUNITION TURN-INS

### 5-1- LIVE AMMUNITION RETURN REQUIREMENTS

- a. Units will receive their scheduled turn-in date when they receive supplies from the ASP during the issue process. The ASP will provide the unit with a SAAS generated version of the turn-in for the live ammunition that was drawn. On the SAAS generated version, it will display all munitions drawn and those required for return as if the unit DID NOT expend any rounds per line item. ASP's workload for live munitions returns is based on several factors that are unknown until the unit reports to the ASP's Surveillance Workshop (Renovations) and begin the turn-in process. These factors include (1) total number of line items being returned versus that which was drawn, (2) number of unsealed ammunition containers versus the total number sealed and in its original configuration and (3) whether the unit is returning live ammunition, residue components or if they require both versions of returns.
- b. DA Form 5692: Ammunition Consumption Certificate must accompany turn-in DA Form 581 for all CAT I /II and any other specified munitions at time of turn-in. See **Appendix D-** Specially Controlled items list for further guidance.
- c. Unexpended live ammunition and residue will be turned into the ASP on separate documents within 5 working days following the completion of the units training event. All unserviceable, unneeded/excess ammunition, to include Operation Load (OPLOAD), will be returned to the ASP.
- d. Unit representatives will inform the ASP Customer Service at least 72 hours prior to their scheduled return for live ammunition the number of line items, quantities per line, munitions status (sealed versus unsealed) and whether you will require a residue return. This will aid in prevention of overscheduling. The ASP strongly recommends that units who typically draw more munitions than they require for training plan accordingly.
- e. Units must report to the ASP IAW the timeline outlined in paragraph 1-2b. Requests for live ammunition and residue turn-in will only require signatures in blocks 13 and 14 of DA Form 581, and date blocks 13b and 14b when the following criteria are met—
  - (1) The original ammunition issue document was not processed or approved through TAMIS (Manually prepared DA Form 581).
  - (2) Controlled item inventory code I or II ammunition items were issued on the original document.
  - (3) Turn-in of live ammunition is formally accounted for on the organizational property book (for example, CL and OPL), as outlined in AR 700 – 28. **Note: The ASP will highlight the SAAS generated E581 that meets these requirements. Units MUST return with the**

**signature signed highlighted version provided to them during the issue process. Units failing this requirement will be rescheduled and placed on the ASP's delinquent document list.**

- f. Customers must provide enough vehicles to ensure the ammunition is segregated by ammunition issue document(s) and compatibility group. ASP is not responsible for sorting unit's turn-in documents to match their issue documents; this is the unit's responsibility.  
**Ammunition turn-ins that are not clearly segregated will be rescheduled.**
- g. It is the unit's responsibility to arrive with sufficient personnel to conduct the turn-in. If sufficient personnel are not available at the time of arrival the unit will be rescheduled. Sufficient personnel will be determined based on the amount of ammunition that is required to be inspected, remarked, repacked and resealed.
- h. On Fort Benning, due to a shortage of tactical vehicles, units often utilize boxed type truck in order to transport munitions. It is authorized for units to transport residue components with live ammunition items. Residue items must be clearly separated and segregated by blocking and bracing methods. Ideally units returning live ammunition will require repack items during the live turn-in such as wire-bound boxes, metal cans, bandoleers, cardboard inserts, etc. Please safeguard these supplies and keep them in the same conditions provided to you during the issue process. It will aid in the proficiency of your return.
- i. The ASP will inspect all opened boxes and containers to include non-depot sealed containers. NOTE: Per DA Pam 700-16 opened ammunition containers will be inspected by a SFC or above or civilian equivalent, from the unit returning the items, to ensure that lot numbers agree with the lot numbers printed on the container(s) and that all ammunition components are present and are properly repackaged.
- j. Residue **will not** be placed into ammunition containers and turned into the ASP's Surveillance workshop during the live turn-in process. Unit leadership must ensure that items being returned as live ammunition do not contain residue (i.e. brass stuffed in metals cans and identified during the live return). Unit returns will be terminated and rescheduled for local units if this occurs. Army Reserve and National Guard units will be processed due to the nature of their business (not located at Benning); however infractions will be reported to unit commands.

## 5-2- REPORTING TO THE AMMUNITION SURVEILLANCE WORKSHOP AND PREPARING FOR LIVE TURN-IN

- a. Each vehicle entering the ASP must pass a DD Form 626 inspection. If a customer fails the vehicle inspection they may/may not be serviced that day. Units unable to correct minor deficiencies will be rescheduled.
- b. Unit personnel will properly secure live ammunition and transport it in accordance with 49 CFR, DTR 4500.9–R-Part II, and DA Pam 385–64. Segregate, to the utmost extent possible, residue from live ammunition. CAT I and CAT II ammunition will require armed escort. CAT I and CAT II ammunition that has been fired (shoulder fire weapon systems) are considered live until they are turned in. These specified items will require an armed escort. Unit personnel will transport ammunition IAW the DD Form 2890 (if required) provided during the initial issue process. If the vehicle which was used to transport the ammunition during the initial issue process is no longer suitable or breaks down, the unit must receive a new DD Form 2890 for the vehicle transporting the munitions. Improperly transporting munitions is a federal crime.
- c. Unit personnel will follow procedures outlined in paragraph 3-5d. Units will be directed to the Ammunition Surveillance Workshop. Upon arrival, the ASP Surveillance Inspector and Live Turn-in representative will conduct a preliminary inspection to ensure the ammunition is ready for turn-in. If it is determined that the turn-in cannot be completed in a timely manner a decision by the Accountable Officer, Munitions Supervisor or Munitions Inspector in the absence of a supervisor as to whether the turn-in will be conducted during normal business hours, through requested overtime or the unit must be rescheduled. It is imperative that unit leadership enforce separating munitions by document. On average, during daily returns of live ammunition, ASP personnel spend between 2-4 hours merely assisting the unit with segregation of ammunition by document number. The ASP will only schedule your organization/unit for **two documents per day based on the volume of munitions that will require re-work (i.e. repacking, reseal, counted, and palletized and returned to the storage warehouse).** **DOTS/MCOE ammunition section will be exempted from the two document per day turn-in schedule requirement due to providing Training and Doctrine Command (TRADOC) mission support. DOTS ammunition section must still ensure that all documents drawn and scheduled for live and residue turn-in meet segregation requirements.**
- d. All live ammunition will be returned prior to conducting residue returns. It is strongly recommended that units request residue returns 24-48 hours after the live turn-in process is completed. The purpose of this is to ensure that you have enough lead time to prepare your residue return by document and further ensure that you are not returning excessive amounts of



residue items. All ammunition issued from the ASP is live ammunition except for inert and dummy. Blank ammunition is considered “live” ammunition.

- e. Unit personnel assigned to any detail are required to wear gloves and any other personal protective equipment (PPE) required while performing ammunition operations. The unit must provide adequate or enough personnel for the return of live and residue items. At a minimum a sufficient detail will consist of approximately 6-8 personnel or based on how much ammunition you have that will require repackaging. It is highly advisable that unit personnel wear steel toe shoes and are issued adequate eye protection during ammunition operations. PPE will not be provided by the ASP. Unit personnel are expected to arrive with these items before work begins.
- f. Units must arrive with munitions segregated by document if the unit is returning more than one. If the unit is transporting residue with live munitions, place the residue items into or onto the vehicle first, block and brace and then load the live ammunition requiring return.
- g. During turn-in operations, someone from the unit leadership must ensure that unit personnel are fully engaged in the operation. Horseplay of any kind will result in the unit’s turn-in being terminated and rescheduled.
- h. The QASAS or qualified ammunition surveillance personnel will inspect the live ammunition upon turn-in to the ASA. If deemed unserviceable due to improper handling or transportation, instruct the organization to complete DA Form 5811 with block 5a checked. The commander will conduct the appropriate investigation. If an AR 15–6 investigation is required, the organization will have 90 days to complete the investigation before the unit’s account is locked.
- i. Upon completion of all live turn-in processes, the unit will be directed to move to ASP warehouses according to the DA Form 3151- Ammunition Stores Slip.
- j. Unit personnel will return items into the ASP warehouse from which they received the supplies. During this portion of the operation all munitions will be jointly inventoried. All light (lite) boxed munitions will be re-opened in order to validate its contents prior to the warehouse accepting the return.
- k. After all items have been returned, the unit representative will sign the issuing checker portion of the DA Form 3151. The ASP representative will sign the receiving portion of the DA Form 3151.
- l. The unit representative authorized to sign for the munitions and listed on the unit’s DA Form 1687 will final out with ASP Customer Service and complete all necessary documentation requiring signatures before departing.
- m. Unit personnel will receive a “cleared” stamp only if they are returning 100 percent of the live ammunition that was received during the issue process.

## CHAPTER 6- RESIDUE TURN-INS, RECONCILIATION, REQUESTING EXTENSIONS AND AMENDED TURN-INS.

### 6-1- RESIDUE TURN-IN REQUIREMENTS

- a. Residue Turn-ins will be scheduled by ASP Customer Service and unit at time of issue and completed within five business days following the end of training date reflected on issue DA Form 581 (unit has five days after their training to reconcile their issue document or they will become delinquent). Typically, the unit is provided with a suspense date in which they must fully reconcile their document no later than the date identified on the suspense MFR.
- b. The ASP will provide the unit with the SAAS generated version of the residue return document. This will list some items required for return. Additionally, the ASP will provide the unit with a reconciliation spreadsheet which will highlight, and list all required returnable items according to the issue document drawn. This will also be provided during the issue process. Listed in column C of the spreadsheet will be the total quantity of rounds received during the issue process. The spreadsheet will identify the residue items required for return in column F. Unit personnel can determine the difference between the quantity issued and quantity returned as live munitions. Multiply the quantity expended (column E) times the factor (column H) which will provide you with an approximate quantity required for return. Items that are required to be returned will include but not limited to items such as metal cans, wire-bound boxes, brass, shell casings, links, fiber containers, pull rings, safety levers, expended fuse heads, etc. Unit personnel must account for all ammunition residue components.
- c. The SAAS generated residue return DA Form 581 will include a certification statement that is required to be signed by a Sergeant First Class or higher IAW AR 700-28 and certify that all contents have been inspected and that the contents do not contain any live ammunition or explosives, unfired primers, or other dangerous or hazardous materials.
- d. Fully reconciled includes returning residue items that were identified as a shortage during the residue return and providing the ASP with the **DA Form 5811- Lost and Damage Statement (See Appendix F for sample format)** signed by the first O-5 in the Chain of Command (if required to cover shortages) and DA Form 5692- Ammunition Consumption Certificate (identifies specially controlled items that were expended). Units failing to meet the suspense date given to the unit representative after the items are physically returned, will be placed on the delinquent document list, and not be allowed to draw more ammunition until the document is cleared.
- e. Units will report IAW paragraph 5-2e above.

- f. Upon arrival, unit personnel will follow procedures outlined in paragraph 3-5 above. Unit representatives must ensure that their vehicle will pass a DD Form 626 inspection. Units failing motor vehicle inspection will be rescheduled.
- g. Unit representatives must present a copy of DA Form 581 (Issue, Live turn-in or residue) to ASP customer service prior to conducting the residue turn-in. The purpose is to validate your return of live munitions prior to conducting the residue return.
- h. Due to excessive amounts of munitions drawn by units not being fully expended, there will be times when the ASP will schedule units beyond the 5 day turn-in mandate.
- i. Failure to meet scheduled turn-in appointments will automatically place units in delinquent document status regardless of time or situation and will not be allowed to receive further Class V (training) until the issued documents are cleared.

## **6-2- REPORTING TO THE ASP'S RESIDUE (BRASS) YARD AND CONDUCTING THE RESIDUE TURN-IN**

- a. Unit will proceed to the ASP's residue yard after clearing in-processing. Units arriving to conduct residue return must segregate all residue components by document. The ASP will not conduct this operation for the unit. Unit personnel must arrive IAW the times outlined in paragraph 1-2 above.
- b. Ammunition residue is not garbage or trash. All residue/packing materials must be controlled, managed, and turned into the ASP residue yard. Certain items will require shortage statements. "ALL" residue/packing materials MUST be returned to the ASP for screening and processing. **DO NOT** throw residue/packing materials in the garbage!
- c. It is the unit's responsibility to arrive with sufficient personnel to conduct the turn-in. If sufficient personnel are not available at time of arrival the unit will be rescheduled.
- d. Customer vehicles will not proceed to the screening area until called forward by a residue yard representative via radio communication. ASP residue representatives will contact the ASP's main gate and inform them of whether they are ready for the next unit.
- e. Zero live ammunition is permitted with residue turn-in. If live ammunition is found, the unit residue turn-in will be terminated and will have to reschedule their turn-in. The discrepancy will be reported.
- f. Residue will be unloaded and segregated by the customers.
- g. The brass will be weighed according to type and annotated on the residue DA Form 3151.
- h. All cans, boxes, containers etc., will be opened and tipped upside down and lids removed. The boxes and cans will be turned upright and visually inspected.
- i. All ammunition cartridges cases below 40mm will be screened on the screening table. Brass must be free of dirt, mud, rocks etc., and must be dry prior to being placed on the screening table.

- j. All cartridge cases 40mm and above will be individually checked and counted.
- k. All residue items must be segregated by document and type of residue prior to the scheduled appointment time, (e.g., speed loaders, filler clips, bandoleers, boxes, cans, signal flares, expended rockets/missiles, expended cartridges of the same DODIC, cardboard, etc.).
- l. All signal tube flares will be individually checked for live explosive contents.
- m. All fiber or plastic containers will have both caps removed. They will be tipped over both ways and visually checked prior to disposal.
- n. All landfill items will be physically checked prior to being placed in the dumpsters. No full bags of trash will be thrown into the trash bin. All bags of trash must be emptied and sorted to ensure there is no recyclable material or explosive components in the bags. Once all recyclables have been sorted and removed, the remaining trash will be disposed of in the trash bin to include the bag. Containers of any type will have the tops removed prior to discarding them in a dumpster or placed in a recycle bin.
- o. All expended Category I or Category II missiles or any items that are required to be converted into an inert configuration, will be returned at the ASP surveillance workshop. Unit will turn-in these specified items (See **Appendix K** for listing) as a live component. The serial numbers will be entered into the stock accounting record and placed in the ASP's inert storage facility. Units possessing the items should take into consideration that their turn-in process will consist of both live and residue and will take longer if they requested and expended an enormous amount of these items. Units will be required to turn-in at the live ammunition collection point (Surveillance Workshop), then take the paperwork back to customer service for processing. After processing has been completed (posting to stock record by serial number) the unit will return to the Surveillance Workshop where the item will be collected and turned-in to the appropriate warehouse.
- p. Unit representatives must count and VERIFY quantities before leaving the turn-in area. Any residue weight/items over the amount required for turn-in, two options will be given to the unit. Option (a) Take the items back with you. Option (b), items can be turned in as **amnesty**. **If your unit decides to give items up for amnesty, no future credit for those items will be given for any other open documents that the unit may have.**
- q. All results of the residue returns will be jointly inventoried by the unit representative and the ASP representative on the DA 3151 manually. Unit reps will input their initials in the far-right column of the DA Form 3151, as will the ASP rep validating quantities received during the return. Unit reps will sign as the "issuing checker" and ASP reps will sign as the receiving checker. Any discrepancies identified will need to occur prior to signing the DA Form 3151.
- r. Unit personnel will take all instruction and direction from the ASP residue yard warehouse specialist. As stated in paragraph 6-2b above, **DO NOT** throw any items into the collection

receptacles until given clearance from an ASP residue yard warehouse specialist. The unit will not be given credit for items discarded without validation from the ASP representative.

- s. Upon completion of the turn-in, unit representatives will report back to the customer service desk to final out.

### **6-3- RECONCILIATION AND FINAL OUT**

- a. Units that have completed the residue turn-in at the residue (brass) yard will report to the ASP Customer Service desk to be out-processed. Out-processing will consist of a manual calculation of balancing the quantities from the amounts issued, turned-in live and expended and determining the shortages that may exist by document. Upon completing the turn-in, the ASP will ensure all turn-in documents (DA Form 581 and DA Form 3151) have the legible handwritten name, signature, and date of all personnel who turned in and received the ammunition. Unit reps will sign blocks 30a-c of the DA Form 581 and the ASP Customer Service will sign blocks 31 a-c. The ASP will retain the original documents and provide copies to the organization.
- b. The unit will complete DA Form 5692 (Ammunition Consumption Certificate) and appropriate missile firing data report for items identified by the ASP. These forms are required to be submitted to the ASP during the turn-in process.
- c. DA Form 5811- Loss and or Damage Statements are required for all shortages at the conclusion of live and residue turn-in. Block 7a of the DA Form 5811 must be completed by the unit commander.
- d. Shortages that exist will require the unit to (1) return the supplies that are identified as “short” (2) Provide the ASP with a completed and sign DA Form 5811 and DA Form 5692- (if applicable) to receive clearance from the ASP. Documents in which the items are cleared will receive an “ASP CLEARED” stamp and no further action is required.
- e. Documents will receive a suspense of five days to complete the above actions. If the residue and live ammunition turn-in quantity is less than the quantity of the ammunition issued, the organization will generate DA Form 5811 with a detailed explanation of the circumstances of the loss. The first lieutenant colonel or civilian equivalent (general schedule GS-14) in the chain of command will determine whether the loss or damage is due to negligence and take the appropriate action, as indicated on DA Form 5811, prior to signing block 13a of DA Form 5811.
- f. Reconciliation must be completed within five working days after completion of the training date reflected on the issue DA Form 581. Customers that do not reconcile their issue document within five working days will become delinquent and are prohibited from drawing any training ammunition.

- g. Commanders will initiate an AR 15–6 investigation for any found, lost, or damaged (through other than fair wear and tear) ammunition as identified in AR 190–11 appendix E. Commanders will report unauthorized losses and gains of ammunition meeting the criteria of a category II incident (serious incident) report as defined by AR 190–45. All other losses and gains of ammunition will be processed in accordance with AR 735–5.

#### **6-4- DOCUMENT EXTENSION REQUEST**

- a. Unit commanders required to keep munitions to support continuing training or test requirements beyond the original training or test dates will sign extension memorandum establishing new training dates signed by the battalion S-3 Officer in Charge or higher (see **Appendix H** for sample MFR format). The ASP will adjust the required turn-in date on the DA Form 581 suspense copy. Multiple issue documents may be modified on a single memorandum. Turn-in extensions may not be approved past 1 October of the new fiscal year due to end of year close out-processing requirements within TAMIS (previous fiscal year). The ASP must receive the memorandum no later than the last training event date listed on DA Form 581. Extension will only be approved one time.

#### **6-5- AMENDED TURN-IN PROCEDURES**

- a. Amended turn-ins occur when a unit has discovered ammunition remaining after they have completed the live turn-in from a given document and it has been posted to the ASP's stock record account. Units will prepare a manual DA Form 581 (**See Appendix I for sample format**). The first lieutenant colonel in the chain of command will sign the amended turn-in documents, which will include a completed DA Form 5811, for all shortages and excesses of live ammunition and residue.

### **CHAPTER 7- AMNESTY TURN-INS**

- 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, which has been stolen, misplaced, or erroneously left in the possession of an individual after turn-in and reconciliation has been finalized. These returns can be made without fear or prosecution. Therefore, amnesty turn-ins will not be the basis for initiation of an investigation of individuals making the turn-in. Amnesty Turn-In is not intended to circumvent normal turn-in procedures. Commanders should monitor the amnesty program as an indicator of the effectiveness of ammunition accountability, so the program is not used to circumvent accountability. Ensure assigned personnel are briefed on AE

amnesty program policies and procedures semiannually and prior to each exercise or training event that requires the use of Ammunition and Explosives. The point of contact for the Amnesty program here on Fort Benning is the MCOE Safety Department. The safety department is responsible for management of the amnesty program. They will provide guidance to using units on how to establish their amnesty points within the brigade/battalion area.

- b. Annually the installation supports an “Amnesty Day” for class V supplies. The MCOE safety office can be contacted at 706-545-8278. Amnesty turn-ins should be relegated to small amounts within the unit’s footprint.
- c. Upon arrival to the ASP for “amnesty” returns, the unit will be report to the ASP and notify the main gate or ASP surveillance that they wish to conduct and amnesty turn-in. Personnel from ASP’s Surveillance Team will conduct an inspection of the unit’s munitions to determine if it is safe to accept. For items deemed not safe to accept Explosive Ordnance Disposal (EOD) will be notified immediately. Unit commands should ensure that items classified as amnesty are transported IAW DA PAM 385-65 and meet transportation compatibility requirements. It is strongly recommended that personnel transporting amnesty munitions have training IAW paragraph 2-5a.
- d. It is strongly recommended that commanders avoid large amnesty returns if at all possible. Amnesty returns should be completed as often as possible throughout the fiscal year.
- e. The ASP has an amnesty box designated for cartridge 50 caliber and below munitions located at building 5953 (Vehicle Holding Area-VHA). The VHA is a 24/7 facility. Contact the ASP’s Accountable Officer (706) 544-6710; ASP Manager (706) 544-7268 or Chief of Surveillance (706) 626-0755/706-544-7490 if your organization requires amnesty turn-in.
- f. Unit organizations should establish temporary amnesty locations within their brigade, battalion area in which only cartridge 50 caliber and below munitions can be dropped off. These locations should be near the brigade or battalion’s staff duty area and controlled by responsible personnel within the organization. Contact MCOE safety for further guidance. Amnesty locations other than the ASP are subject to inspection by qualified ammunition surveillance personnel as often as necessary.
- g. Units returning extremely large quantities of amnesty will be required to provide a sufficient detail to assist the ASP with processing the return (sorting, remarking containers, banding, and palletizing –if applicable). Please plan accordingly.

## **CHAPTER 8- AMMUNITNION FOUND ON POST.**

- a. All found Ammunition and Explosives (AE), excluding small arms ammunition (up to and including 0.50 caliber), will be considered hazardous and will not be moved by untrained

personnel. Supporting EOD personnel will respond upon request to recover AE found on post. EOD need not be called when small arms ammunition is found. These items are to be delivered to the ASP. No documentation is required.

- b. EOD units may store recovered AE overnight in the EOD storage locations and may turn in serviceable AE to the ASP as soon as workload permits but no later than 3 duty days following recovery. If the EOD unit does not have a storage facility, ASP storage personnel will be on call to receive AE from EOD at the ASP. EOD units are exempt from the 24-hour advance turn-in notification to the ASP when turning in recovered items found on post for amnesty for AE.
- c. Military police responding to a call to investigate AE found on post will coordinate all activities with supporting EOD. Refer to DA PAM 700-16 paragraph 12-17 d (3) when Arms Ammunition and Explosive items are found off the installation.
- d. This is the End of the SOP. For Questions regarding procedures or recommendation for improvements, please contact the Accountable Officer of ASP manager

## **REFERENCES.**

### **SECTION I-PUBLICATIONS**

#### **Publications**

**AR 700-28** – Ammunition Management

**AR 710-4** - Inventory Management Property Accountability

**AMC-R 700-77** - Installation Ammunition Support

**DA Pam 700-16** - The Army Ammunition Management System

**AR 5-13** - Total Army Munitions Requirements and Prioritization Policy

**AR 11-2** – Risk Management and Internal Control Program

**AR 12-1** - Security Assistance Procedures and Operations

**AR 15-1** - Department of the Army Federal Advisory Committee Management Program

**AR 15-6** - Procedures for Administrative Investigations and Boards of Officers

**AR 15-39** - Department of the Army Intergovernmental and Intragovernmental Committee Management Program

**AR 25-30** - Army Publishing Program

**AR 25-400-2** - Army Records Management Program

**AR 70-1** - Army Operation of the Adaptive Acquisition Framework

**AR 70-41** - Armaments Cooperation

**AR 73-1** - Test and Evaluation in Support of Systems Acquisition



**AR 190–11** - Physical Security of Arms, Ammunition, and Explosives

**AR 190–13** - The Army Physical Security Program

**AR 190–45** – Army Law Enforcement Reporting and Tracking System

**AR 190–51** - Security of Unclassified Army Resources (Sensitive and Non-sensitive)

**AR 700–13** - Worldwide Ammunition Logistics/Explosives Safety Review and Technical Assistance Program

**AR 700–100** - Munitions Support for Joint Operations

**AR 702–12** - Quality Assurance Specialist (Ammunition Surveillance) Program

**AR 735–5** – Relief of Responsibility and Accountability

**AR 740–1** - Storage and Supply Activity Operations

**DA Pam 350–38** - Standards in Weapons Training

**DA Pam 385–10** - Army Safety and Occupational Health Program Procedures

**DA Pam 385–61** - Chemical Agent Safety Standards

**DA Pam 385–64** - Ammunition and Explosives Safety Standards

**DA Pam 742–1** - Ammunition Surveillance Procedures

**HQDA EXORD 031-24** – Army Ammunition Management and Auditability

### **Federal Acquisition Regulation**

### **SECTION II- REFERENCED FORMS**

**DA Form 581**- Request for Issue and Turn-in of Ammunition

**DA Form 1687** - Notice of Delegation of Authority - Receipt for Supplies

**DA Form 3020** - Magazine Data Card

**DA Form 3151** - Ammunition Stores Slip

**DA Form 5515** -Training Ammunition Control Document

**DA Form 5692**-Ammunition Consumption Certificate

**DA Form 5811** -Certificate - Lost or Damaged Class 5 Ammunition Items

**DA Form 7708** -Personnel Reliability Screening and Evaluation

### **AMMUNITION SUPPORT POINT OF CONTACT LIST**

1. For ammunition related issues or concerns or to make recommendations below personnel can be contacted:
2. ASP Accountable Officer– 706-544-6710
3. ASP Chief of Surveillance -706-626-0755
4. ASP Manager- 706-544-7268
5. ASP Administrative Assistant- 706-544-6015

6. ASP Operations Supervisor- 706-544-6105
7. ASP Storage Supervisor-706-544-6005
8. ASP Quality Assurance Specialist Ammunition Surveillance (QASAS) 706-544-7490
9. ASP Customer Service Department 706-544-6299; 706-544-6667; 706-626-1752
10. ASP Stock Records Department – 706544-6119; 706-544-544-6052; 706-544-6145
11. ASP Surveillance Department-Operations- 706-544-7343; 706-544-7345; 706-544-7346; 706-544-7781.
12. ASP Surveillance Workshop-Renovations- 706-544-6159; 706-544-6275
13. ASP VHA- 706-544-6431; 706-544-639
14. Installation Training Ammunition Manager- 706-545-5457
15. MCOE Safety Office-706-545-8278
16. Range Control – 706-544-6291
17. DOTS Ammunition Branch Chief- 706-544-9212; 7069-545-3290- For deliveries of Class V items to ranges for MCOE.
18. Military Police: 706-544-2222

## APPENDIX A- DA FOR 1687 PREARATION GUIDANCE AND DOD CONTRACTOR MFR SAMPLE.

The following are instructions to apply when preparing the DA Form 1687. NOTE: Upon completion of your DA Form 1687, please ensure that it meets all format requirements prior to sending it to ASP personnel. Contact the ASP's Customer Service Department at (1) 706-544-6299, (2) 706-544-6667, and (3) 706-626-1752 for instructions regarding whom to send your complete DA FORM 1687 to via email. Below is the format for an APPROVER DA FORM 1687

Below is the format for an APPROVER DA FORM 1687. **Please Read step by step instructions on the next page!!!**

### DA FORM 1687(Approver)

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES				DATE	
For use of this form, see AR 710-4 The proponent agency is DCS, G-4				20240304	
ORGANIZATION RECEIVING SUPPLIES		AUTHORIZED REPRESENTATIVE(S)			
Requesting Unit		LOCATION			
Page 1 of 2		Fort Benning			
LAST, FIRST, MIDDLE INITIAL		AUTHORITY		SIGNATURE AND INITIALS	
Gaines, Seymore. CW2 DOD ID EXP 20260503		REQ NO NO		[Signature]	
////////////////////NOT USED////////////////////					
////////////////////NOT USED////////////////////					
////////////////////NOT USED////////////////////					
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: Authenticate and Approve e581s in TAMIS (block 14a)					
REMARKS					
Authorized representatives listed above have been screened IAW AR 190-11 and AR 190-13. This Form supersedes all previous editions. For Ammunition Supply Activity					
I ASSUME FULL RESPONSIBILITY					
UNIT IDENTIFICATION CODE		DODAAC/ACCOUNT NUMBER			
WAB123		W12ABC/W13ABC			
LAST, FIRST, MIDDLE INITIAL		GRADE		EXPIRATION DATE	
Boss, lam D.		COL		20250303	
		TELEPHONE NUMBER		SIGNATURE	
		706-545-7298		[Signature]	

DA FORM 1687, DEC 2033      PREVIOUS EDITIONS ARE OBSOLETE.      APD AEM v1.00ES

Cannot exceed one year or the expected time of command

Example DA Form 1687

## APPENDIX A- CONTINUATION- DA FOR 1687 PREARATION GUIDANCE AND DOD CONTRACTOR MFR SAMPLE

### STEP BY STEP INSTRUCTIONS FOR COMPLETING APPROVER DA FORM 1687

**Step 1: DATE:** input the date the DA Form 1687 is created. Format is yyyyymmdd- Example 20210722

**Step 2: Organization Receiving Supplies:** Input your organization/unit name

**Step 2a:** If submitting more than one card, enter “Card 1 of 2, Next Card should read Card 2 of 2, etc., in the Org Name Block

**Step 3: LOCATION:** Input installation where the organization is located. Example “Fort Benning”

**Step 4: Personnel Section:** Input Last, First, and Middle Initial of authorized personnel, next input Rank (for example MAJ, CPT, 1LT, 2LT, CW2, CSM, SGM, 1SG, SFC, SSG SGT) or CIV if Civilian.

**\*\* Contractors are not authorized to be listed on the DA Form 1687 per HQDA G-4 guidance.**

**Step 4a-** Next input the persons DOD ID Expiration Date listed on the Common Access Card (CAC). You can abbreviate the **Word Expiration to EXP**. Date should be entered in the following format, **Four-Digit Year (2023) Two-Digit Month (10) and Two-Digit Day (05)**. The Card should appear as such in the block identified for personnel Example- **Jones, Jerry A MAJ DOD ID EXP: 20231005**

**Step 4b-** in the "AUTHORITY COLUMN" select “NO” in the REQ and REC blocks for persons authorized to **Approve blocks 14A-C of the E581** in TAMIS. **The form can be either digitally signed OR pen and ink signed NOT BOTH! ANY UNUSED BLOCKS IN STEP 4A-4B SHOULD READ “NOT USED” IN THE FAR-LEFT ROW. IF THIS IS MISSING YOUR CARD IS INVALID!!! SIGNATURES CANNOT BE MIXED. EMBEDDED SIGNATURES ARE NO LONGER REQUIRED**

**Step 5:** In the **Authorization by Responsible Officer or Accountable Officer Block**, THE UNDERSIGNED HEREBY: MARK “X” ON- DELEGATES TO in this block. Next enter the exact wording of the following **Authenticate and Approve E581 in TAMIS (Block 14a)**”

**Step 6: REMARKS.** Enter the exact wording “

**“Authorized Individuals listed above have passed security screening required by AR 190-11 and AR 190-13. Ammunition Supply Activity. All other editions are superseded.”**

**Step 7: UIC:** For Approver Generated DA Form 1687’s- If your organization approves for multiple UIC and DODAAC combinations please refer to paragraph 2-1g.

**Step 8: DODAAC:** For Approver Generated DA Form 1687’s- If your organization approves for multiple UIC and DODAAC combinations please refer to paragraph 2-1g.

**Step 9- DA Form 1687 Approval Authority Information:** Enter Last, First and Middle Initial of person who is providing Delegation. The block should read as such “Namath, Joe B. Next, Grade- Enter approval authority Rank, for example (1LT, CPT, MAJ, LTC, COL) If CIV, enter GS-11, GS-12, etc. Enter Date as described in step 1. Next input Signature: Digital Signature or Pen and Ink signature required.

## DA FORM 1687(Request and Receive)

**Note:** Must be an E-5 or above to be a requester

**Mark authority being delegated**

**When creating sequential pages, numbering sequence is required**

**Note:** When sequential pages are used, they are considered one Form. The effective and expiration dates must match

Installation where the Organization is Located

Effective Date of Form

<b>NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES</b> <small>For use of this form, see AR 710-4. The proponent agency is DCS, G-4.</small>		DATE <b>20240110</b> <span style="color: red;">STEP 1</span>	
<b>AUTHORIZED REPRESENTATIVE(S)</b> ORGANIZATION RECEIVING SUPPLIES <span style="color: red;">STEP 2</span> Requesting Unit		LOCATION <span style="color: red;">STEP 3</span> Fort Benning	
LAST, FIRST, MIDDLE INITIAL Doit, Can I. SGT DOD ID EXP 20260819 <span style="color: red;">STEP 4a</span>		AUTHORITY REQ REC YES YES <span style="color: red;">STEP 4b</span>	
LAST, FIRST, MIDDLE INITIAL Snuffy, Joe P. SPC DOD ID EXP 20260316		NO YES	
NOT USED		NOT USED	
NOT USED		NOT USED	
<b>AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER</b>			
THE UNDERSIGNED HEREBY <input checked="" type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE <span style="color: red;">STEP 5</span>			
THE AUTHORITY TO: Request, Receive and Turn-in Class V supplies as indicated above			
REMARKS <span style="color: red;">STEP 6</span> Authorized representatives listed above have been screened IAW AR 190-11 and AR 190-13. This Form supersedes all previous editions. For Ammunition Supply Activity			
<b>ASSUME FULL RESPONSIBILITY</b>			
UNIT IDENTIFICATION CODE <span style="color: red;">STEP 7</span> WAB123		DODAAC/ACCOUNT NUMBER <span style="color: red;">STEP 8</span> W12ABC/ W13ABC	
LAST, FIRST, MIDDLE INITIAL <span style="color: red;">STEP 9</span> Boss, Iam D.		GRADE COL	
TELEPHONE NUMBER 706-545-7298		EXPIRATION DATE 20250109	
SIGNATURE Digitally signed by Boss, Iam D. 0987654321 Date: 2019.07.10 10:05:010000		SIGNATURE Digitally signed by Doit, Can I. 1234567890 Date: 2019.07.1009:30:010000	

DA FORM 1687, DEC 2023

PREVIOUS EDITIONS ARE OBSOLETE.

APD AEM v1.00ES

Cannot exceed one year or the expected time of command

**Example DA Form 1687**

## STEP BY STEP INSTRUCTIONS FOR COMPLETING REQUEST/RECEIVE DA FORM 1687

**Step 1: DATE:** input the date the DA Form 1687 is created. Format is yyyyymmdd- Example 20210722

**Step 2: Organization Receiving Supplies:** Input your organization/unit's name

**Step 2a:** If submitting more than one card, enter "Card 1 of 2, Next Card should read Card 2 of 2, etc., in the Org Name Block

**Step 3: LOCATION:** Input the wording "Ammunition Supply Activity". Note- any other wording will be incorrect!!!

**Step 4: Personnel Section:** Input Last, First, and Middle Initial of authorized personnel, next input Rank (for example MAJ, CPT, 1LT, 2LT, CW2, CSM, SGM, 1SG, SFC, SSG SGT) or CIV if Civilian.

**\*\* Contractors are not authorized to be listed on the DA Form 1687 per HQDA G-4 guidance.**

**Step 4a-** Next input the persons DOD ID Expiration Date listed on the Common Access Card (CAC). You can abbreviate the **Word Expiration to EXP**. Date should be entered in the following format, **Two-Digit Year (23) Two-Digit Month (10) and Two-Digit Day (05)**. The Card should appear as such in the block identified for personnel Example- **Jones, Jerry A MAJ DOD ID EXP: 231005**

**Step 4b-** in the "AUTHORITY COLUMN" select YES or NO or appropriate function of the person listed. If personnel have a valid TAMIS account and are authorized to **REQUEST** (sign block 13 A-C of the E581) you will type "YES" in the REQ section, otherwise "NO" will be entered. If

personnel listed are authorized to receive supplies, you will input “YES” in the **REC** section, otherwise “NO” will be entered.

**The form can be either digitally signed OR pen and ink signed NOT BOTH!**

**ANY UNUSED BLOCKS IN STEP 4A-4B SHOULD READ “NOT USED” IN THE FAR-LEFT ROW. IF THIS IS MISSING YOUR CARD IS INVALID**

**SIGNATURES CANNOT BE MIXED. EMBEDDED SIGNATURES ARE NO LONGER REQUIRED**

**Step 5:** In the **Authorization by Responsible Officer or Accountable Officer Block**, THE UNDERSIGNED HEREBY: MARK “X” ON- DELEGATES TO in this block. Next enter the exact wording of the following **“Request, Receive and turn-in Class V Supplies as indicated”**

**Step 6: REMARKS.** Enter the exact wording “

**“Authorized Individuals listed above have passed security screening required by AR 190-11. All other editions are superseded”**

**Step 7: UIC:** For Request and Receive Generated DA Form 1687's, enter appropriate UIC. UIC entered must match the UIC listed on the TAMIS generated E581.

**Step 8: DODAAC:** For Request and Receive Generated DA Form 1687's, enter appropriate DODAAC. DODAAC entered must match the DODAAC listed on the TAMIS generated E581.

**Step 9- DA Form 1687 Approval Authority Information:** Enter Last, First and Middle Initial of person who is providing Delegation. The block should read as such “Namath, Joe B. Next, enter Grade- Enter approval authority Rank, for example (1LT, CPT, MAJ, LTC, COL) If CIV, enter GS-11, GS-12, etc. Enter Date as described in step1. Next input Signature: Digital or Pen and Ink signature required.

**APPENDIX A- CONTINUATION- DA FOR 1687 PREARATION GUIDANCE AND DOD  
CONTRACTOR MFR SAMPLE**

Enter Your Unit Office Symbol

DATE

MEMORANDUM FOR Ammunition Supply Point (ASP), Fort Benning GA, 31905

SUBJECT: Delegation of Authority Memorandum for (Company Name) Contractor Personnel,  
Contract: (Enter Contract Number)

1. References:
  - a. Code of Federal Regulations (CFR) 48, Section 1552.237-76- Government - Contractor Relations, 1 October 2014.
  - b. Federal Acquisition Regulation (FAR) Parts 45, 48, and 51, 2019.
  - c. Army Regulation (AR) 710-2 (Supply Policy Below the National Level), 28 March 2008
  - d. DA Pamphlet (PAM) 710-2-1 (Using Unit Supply System (Manual Procedures)), 1 December 2016.
  - e. Fragmentary Order (FRAGO) 1 to Headquarters, Department of the Army (HODA) Execution Order (EXORD) 223-17, Army Auditability Plan, 30 April 2019
  - f. Memorandum, Deputy Chief of Staff, G-4 (DALO-SPA), 8 September 2014, Subject: Clarification of the DA Form 1687 signatory requirements.
2. Effective immediately, DA Form 1687 will not be used to delegate or appoint contractor personnel to sign for, turn-in, or transfer Government equipment or supplies.
3. The following personnel from (Enter Company Name and Organization- i.e. 75<sup>th</sup> Ranger Regiment), are authorized to perform the following functions: to Approve, Request/Receive and or Turn-in Class V Supplies at the Ammunition Supply Activity (Fort Benning Ammunition Supply Point) UIC's/DODAAC.
4. UIC/DODAAC: List All UIC's and DODAAC's that apply. Please ensure that the UIC/DODAAC combinations match in the Total Ammunition Management Information System TAMIS and Defense Automated Addressing System (DAASINQ). Please ensure that Assumption of Command orders for the signature authority on the MFR (if applicable) are forwarded to the ASP.

LAST NAME	FIRST NAME	MIDDLE INITIAL	POSITION	COMPANY	DOD ID EXPIRATION	AUTHORITY TO
Smith	Johnny	D	CONTRACTOR	Lockheed Martin	08 MAR 23	Approve
Wilson	Russell	V	CONTRACTOR	Lockheed Martin	15 JAN 22	Request Only
Prescott	Dakota	R	CONTRACTOR	Lockheed Martin	10 APR 21	Receive Only
Snuffy	Joe	A	CONTRACTOR	Lockheed Martin	09 MAY 22	Request and Receive

5. Point of contact for this action is the undersigned @ (list POC for MFR and POC Phone number).

Authority (CMD of the UIC-DODAAC delegating responsibility)  
Official Title  
(Rank, Grade, GS)

**APPENDIX B- UIC-DODAAC MEMORANDUM FOR RECORD EXAMPLE FORMAT.**

Your Office Symbol

Current Date

Subject: Unit Identification Code (UIC) and Department of Defense Activity Address Code (DODAAC) under 1<sup>st</sup> Brigade ROTC for Class V Ammunition

MEMORANDUM FOR Accountable Officer, Ammunition Supply Point, Supply Rd BLDG 6000, Ft. Benning, GA 36870

1. The 1<sup>st</sup> BDE ROTC Division manages the below UIC and DODAAC combinations which are used for the purpose of approving Total Ammunition Management Information System (TAMIS) E581 request as well as Requesting and Receiving Class V Supplies for the Ammunition Support Activity. The Commander listed on the Delegation of Authority (DA Form 1687) and associated Assumption of Command orders has authorized use of the UIC and DODACC combinations listed below. The unit will ensure that it follows the procedures outlined in AR 700-28 para 6-3 when submitting the DA Form 1687.

UIC	DODAAC	Unit
W0C604	W5022A	Georgia Military College

2. The point of contact for this memorandum is SFC Lopez, Christian A. at first name.initial.last name@army.mil or at 7-digit phone number.

(BN S-3 OIC/NCOIC-CIV Equivalent)  
Approval Authority  
Job Title  
Position



## APPENDIX C- UIC-INTERIM HAZARD CLASSIFICATION (IHC) DODIC LIST.

This appendix is merely an overview of the specified Department of Defense Identification Codes (DODICS) which will require Interim Hazard Classifications. For more information regarding these DODICS contact the ASP's Surveillance Department. Phone numbers are identified on the ASP points of contact page.

DODIC	IHC MANP	AESIP MANP	EXPIRATION				
Z205	13050ZBGR2051	130501M001444	1/4/2022	X608	137500X006086	137501M007098	8/25/2022
X474	13750X004743	137501M002994	1/6/2022	Z208	13050ZBGR2081	130501M001491	8/26/2022
Z200	13050ZBGR2001	130501M001314	1/6/2022	Z282	13050Z2002821	130501M006114	8/28/2022
Z204	13050ZBGR2041	130501M001384	1/6/2022	X470	137500X004701	137501M001037	8/31/2022
Z210	13050ZROM2101	130501M001549	1/6/2022	Z283	13050Z2002831	130501M006083	9/10/2022
X460	13700X004601	137001M002621	1/13/2022	Z284	13050Z2002841	130501M006124	9/10/2022
X688	13750X006881	137501M000432	1/13/2022	X479	137500X004793	137501M004307	9/29/2022
X964	13750X009641	137501M006922	1/17/2022	Z202	13050ZBGR2021	130501M001354	10/4/2022
X683	13750X006832	137501X416565	1/26/2022	X473	137500X004731	137501M001642	10/19/2022
X261	13050X002611	130501M002456	2/3/2022	X472	137500X004721	137501M000993	10/22/2022
X514	13300X005141	133001M008640	2/3/2022	X479	137500X004791	137501M001239	10/22/2022
X132	13050X001321	130501M000451	2/8/2022	X236	130500X002361	130501M001751	10/26/2022
X471	13750X004713	137501M003129	2/8/2022	Z203	13050ZBGR2031	130501M001413	10/26/2022
X701	13900X007011	139001M002295	2/13/2022	X196	130500X001961	130501M002268	11/4/2022
X966	13750X009661	137501X416583	2/16/2022	X237	130500X002371	130501M001800	11/4/2022
X969	13750X009691	137501M006968	2/16/2022	X480	137500X004801	137501M000946	11/4/2022
X344	13050X003442	130501M007095	3/16/2022	X481	137500X004811	137501M001944	11/4/2022
X643	13750X006432	137501M000755	3/24/2022	X673	137500X006733	137501M002554	11/4/2022
X616	13750X006163	137501M002032	4/14/2022	X699	133000X006993	133001M003121	11/4/2022
X618	13750X006182		4/14/2022	X104	130500X001043	130501M004665	11/5/2022
X640	13750X006402	137501M000693	4/14/2022	X065	130500X000651	130501M000672	11/10/2022
X643	13750X006431	137501M000745	4/14/2022	X801	130500X008012	130501V001384	11/10/2022
X646	13750X006461	137501M000807	4/14/2022	X467	137500X004674	137501M007118	11/18/2022
X651	13750X006511	137501M002010	4/14/2022	X506	133000X005061	133001M000443	11/18/2022
X649	13750X006491	137501M000872	4/21/2022	X577	137500X005771	137501M000777	11/18/2022
X104	13050X001041	130501M002270	4/27/2022	X601	137500X006014	137501X404756	11/30/2022
X472	13750X004723	137501M003158	5/28/2022	X611	137500X006113	137501M000497	12/2/2022
X699	13300X006992	133001M002083	6/8/2022	X474	137500X004741	137501M001088	12/16/2022
X709	13400X007092	134001M002740	6/9/2022	X700	133000X007001	133001M000729	INERT
X113	13050X001131	130501M003022	6/29/2022				
X467	13750X004671	137501M002826	6/29/2022				
X605	13750X006054	137501M001867	7/13/2022				
X606	13750X006062	137501M002489	7/19/2022				
X606	13750X006063	137501M001901	7/19/2022				
X455	13750X004551	137501M001918	7/22/2022				
X607	13750X006074	137501M001957	7/22/2022				
X607	13750X006073	137501M001909	7/26/2022				
X601	13750X006011	137501M006871	7/28/2022				
X608	13750X006083	137501M000431	7/28/2022				
X611	13750X006112	137501M001993	7/28/2022				
X470	13750X004703	137501M003117	8/17/2022				
X473	13750X004733	137501M003951	8/17/2022				
X601	13750X006012	137501M001625	8/17/2022				
X606	13750X006064	137501M000405	8/17/2022				
X611	13750X006115	137501X416594	8/17/2022				
X801	13050X008011	130501M004074	8/17/2022				

## APPENDIX D- DA FORM 5692-AMMUNITION COMSUMPTION CRITERA

### MEMORANDUM FOR Fort Benning Ammunition Supply Point (ASP) Customer Units

SUBJECT: Requirements for Special Controlled Items that Require an Ammunition Consumption Certificate (DA Form 5692)

1. Purpose: The purpose of this memorandum is to outline requirements for items that are typically drawn from the ASP which will require an Ammunition Consumption Certificate to clear or reconcile documents during turn-in operations. Units must provide the ASP with original DA Form 5692 upon completion of turn-in (Live and or Residue) which will be signed by the appropriate officials In Accordance With (IAW) DA PAM 700-16 para 12-10. See DA PAM 700-16 Figure 12-1. The form must be signed digitally by common access card signed (CAC). For items that have serial numbers associated, it must be listed on the DA Form 5692- Ammunition Consumption Certificate to reflect appropriate expenditure. \* **Denotes a serialized item!!!**

2. Per DA PAM 700-16 para 12-10: The unit range safety officer (a sergeant or higher) will certify quantity drawn, quantity to be returned, and quantity consumed in training at the range. A second lieutenant or higher will perform the unit range safety officer duties at any training event requiring expenditure of explosives at locations other than ranges on Army installations; or when **CAT I and II** items are used in live fire exercises. **Category I and II** type ammunition WILL require a second lieutenant or high signature on the Ammunition consumption certificate (DA Form 5692- ).

3. The following Department of Defense Identification Codes (DODICS) require Ammunition Consumption Certificates.

*C995	CA20	*CA30	CA40	*CA55
G881	G900	G911	GG12	GG21
*H108	*H110	*H557	H708	*HA08
HA16	*HA29	*HA48	HX05	HX06
HX16	J007	K101	K121	K143
K145	K152	K180	K181	K250
K765	M023	M024	M026	M028
M030	M031	M032	M035	M036
M039	M060	M127	M130	M131
M241	M308	M420	M421	M445
M448	M450	M456	M500	M540
M587	M591	M605	M615	M619
M620	M626	M627	M629	M630
M670	M757	M766	M810	M842
M913	M965	M980	M994	M995
M996	M997	ML03	ML04	ML05

ML09	ML10	ML11	ML12	ML13
ML14	ML15	ML16	ML17	ML18
ML19	ML41	ML45	ML47	ML65
MM15	MM16	MM26	MM50	MN02
MN03	MN04	MN05	MN06	MN07
MN08	MN39	MN41	MN68	MN69
MN79	MN86	MN88	MN90	MP44
*PA79	*PB82	*PB93	*PB94	*PB97
*PD62	*PE64	*PE96	*PJ01	*PJ02
*PJ03	*PJ04	*PJ09	*PL22	*PL23
*PL34	*PL41	*PL53	*PL64	*PL85
*PL86	*PL87	*PL90	*PL91	*PL92
*PL93	*PL94	*PL95	*PL96	*PM80
*PM90	*PV18	*PV82	X421	X455
X467	X470	X471	X472	X473
X474	X476	X477	X478	X479
X481	X506	X514	X515	X515
X524	X577	X601	X604	X605
X606	X607	X608	X611	X616
X622	X623	X629	X635	X636
X640	X643	X646	X647	X649
X651	X673	X675	X683	*X709
X964	X966	X969	*X995	Z219
Z229	*Z587	WH56		

**CAT I Ammunition Items- Requires Second Lieutenant or above signature on the DA Form 5692. Requires Armed Escort and Escort Vehicle IAW DTR part II 205-30**

*C995	*CA30	*X995
*H557	*HA29	*HA48
*X709	*PJ01	*PL22
*PL23	*PM80	*PL34
*PL53	*PL64	*HA08
*PL41	*PL86	*PL87

**CAT II Ammunition Items- Requires Second Lieutenant or above signature on the DA Form 5692. CAT II Requires Armed Escort (turn in weapon to ASP Supply and Storage Section BLDG 6000 Room 8)**

CA20	G881	G911	GG12
GG21	HX05	HX06	J007
K092	K121	K143	K145

K152	K180	K181	K250
M023	M024	M026	M028
M030	M031	M032	M035
M036	M039	M060	M420
M421	M587	M591	M757
M913	M965	M980	M994
M995	M996	M997	M998
ML18	ML19	MM15	MM16
MM26	MM50	MN04	MN05
MN79	MP44	*PB82	*PB93
*PB94	*PB97	*PD62	*PE96
*PV18	*PV82	X455	X470
X471	X472	X473	X474
X476	X477	X478	X479
X506	X514	X515	X640
X643	X646	X647	X649
X651	X673	X964	X966
Z219	*Z587		

**NON USASOC/SOCOM/MARSOC CAT I and CAT II**

## NON USASOC, SOCOM, MARSOC

For use of this form, see DA PAM 700-16; the proponent agency is DCS, G-4

## USASOC, SOCOM, MARSOC

For use of this form, see DA PAM 700-16; the proponent agency is DCS, G-4

DA FORM 5692, JAN 2024

PREVIOUS EDITIONS ARE OBSOLETE.

APD AEM v1.00ES

**CON USE MFR SAMPLE.**

## Your Office Symbol

Current Date

MEMORANDUM FOR Accountable Officer, Ammunition Supply Point, Supply Rd BLDG 6000, Ft. Benning, GA 36870

SUBJECT: Accompanied Access Roster for (Your Unit, BN and BDE /UIC \_\_\_\_\_ at the Vehicle Holding Area (VHA).

- 1. The following individuals have been identified and selected to retrieve and or return munitions drawn for training and placed inside the Ammunition Supply Point (ASP) Vehicle Holding Area (VHA).
- 2. The personnel listed below have been screened IAW AR 190-11 (para 2-11). The individuals listed below have met the qualifications to store, retrieve and transport munitions from the VHA. They possess the following: (1) Military Driver’s License for the vehicle requiring storage (Civilian Personnel require driver’s license and CDL), (2) Medical Examiner’s Card (Civilian with CDL), (3) Hazmat Endorsement (Ammo-67- Military Members) Cert and (4) Ft. Benning Ammo Handler Card (Military Members).

RANK	LAST NAME	FIRST NAME	VEHICLE #

- 3. The point of contact for this memorandum is Rank, First Name, Initial, and Last Name at valid email address or valid phone number.

(Company Commander) or GS Equivalent  
Job Title  
Position

**APPENDIX E- CONTINUED VEHICLE HOLDING AREA ACCOMPANIED ACCESS  
AND QUAD-CON USE MFR SAMPLE.**

Your Office Symbol Current Date

MEMORANDUM FOR Accountable Officer, Ammunition Supply Point, Supply Rd BLDG 6000, Ft. Benning, GA 36870



SUBJECT: Use of QUAD-CON Containers for (Your Unit, BN and BDE /UIC \_\_\_\_\_ at the Vehicle Holding Area (VHA).

1. The below named individuals have received the required training with the Defense Ammunition Center (DAC) and have received a valid certification for Ammo 63- U.S Army Explosive Safety Familiarization. Personnel have been selected to retrieve and or return munition from the quad-con assigned. The unit representative will conduct an updated inventory of munitions stored IAW with DA PAM 385-64 and provide it to the quantities to the VHA attendant for updates into the Ammunition Management Program.
2. The personnel listed below have been screened IAW AR 190-11 (para 2-11). The individuals listed below have met the qualifications to store, retrieve and transport munitions from the VHA. They possess the following: (1) Military Driver’s License for the vehicle requiring storage (Civilian Personnel require driver’s license and CDL), (2) Medical Examiner’s Card (Civilian with CDL), (3) Hazmat Endorsement (Ammo-67- Military Members) Cert and (4) Ft. Benning Ammo Handler Card (Military Members).

RANK	LAST NAME	FIRST NAME	VEHICLE #

3. The point of contact for this memorandum is Rank, First Name, Initial, and Last Name at valid email address or valid phone number.

(Company Commander) or GS Equivalent  
Job Title  
Position

## APPENDIX F- DA FORM 5811- LOST AND DAMAGE CERTIFICATE SAMPLE.

<b>CERTIFICATE - LOST OR DAMAGED CLASS 5 AMMUNITION ITEMS</b> <small>For use of this form, see DA PAM 700-16; the proponent agency is DCS, G-4.</small>						
PART I - CERTIFICATION						
<small>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.</small>						
1. STOCK NO.	2. DESCRIPTION	3. QUANTITY	4. ITEM WAS (Check)		5. DAMAGED BY NEGLIGENCE? (Check)	
			a. LOST	b. DAMAGED	a. YES	b. NO
1305-01-266-9570	CAS CTG, FIRED BRASS 7.62MM	4 LBS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LAST ITEM-----	-----	-----	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. CIRCUMSTANCES OF LOSS OR DAMAGE  
 The items listed above were lost during an aviation live fire exercise. The rounds were fired from an aircraft over an area with high vegetation. The brass could not be recovered.

The above items were drawn on Document #W12ABC61661000 on 17 June 2021.

  

7a. SIGNATURE	DIGITAL SIGNATURE 123456789	7b. DATE
Digital Signature Organizational Commander		20210619

  

PART II - ACTION	
8. I have reviewed the evidence pertaining to the loss or damage as stated. I agree <input type="checkbox"/> do not agree <input type="checkbox"/> that the loss or damage to the class 5 item (s) was <input checked="" type="checkbox"/> was not <input type="checkbox"/> 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. <span style="float: right;">➔</span>	<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.	<input type="checkbox"/>
11. The damaged class 5 item(s) shall be repaired as fair wear and tear as the damage was not caused by negligence, willful misconduct, or deliberate unauthorized use.	<input type="checkbox"/>
12. The circumstances surrounding the loss or damage warrant the processing of a formal Report or Survey that will be initiated immediately by the responsible property officer.	<input type="checkbox"/>

13a. SIGNATURE	DIGITAL SIGNATURE	13b. TITLE	13c. DATE
Digital Signature	123456789	LTC/GS-14 or above	20210619

DA FORM 5811, JUN 2021      PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.      APO AEM v1.00ES

Figure 43.5 DA Form 5811 (04-05) (Rev. 1-06) Lost or Damaged Class 5 Ammunition Items

## **APPENDIX G- LETTER OF LATENESS MFR SAMPLE.**

MEMORANDUM FOR Accountable Officer, Ammunition Supply Point, Supply Rd BLDG 6000, Ft. Benning, GA 36870

SUBJECT: Late Ammunition Request for Document W901LB1334A133

1. (UNIT NAME) request permission to draw ammunition from the ASP on short notice outside of the required 5 working day window. Our requested pickup date is 2 December 2021.
2. We request the following DODIC(S):
  - a. DODIC: AB77 QTY: 22,236
3. Justification: Should identify the root cause of the late request. For example” Due to issue with down trace unit 377<sup>th</sup> QM Co being unable move forecasted ammunition from old UIC to new UIC in TAMIS. This prevented 377TH QM Co from being able to request an e581 outside of the 5 working day window. Ammunition re-allocated to HHC to create an e581 for ammunition pick-up. If ammunition is not received the unit may not be able to reschedule the current range for 3-4 December 2021 to qualify on the new IWQ table prior to mission at NTC rotation 22-06. We understand that this may cause a delay in receipt due to the late request and that we will be placed on a “stand by’ basis until called forward for ammunition receipt”.
3. The point of contact for this memorandum is Rank, First Name, Initial, and Last Name at valid email address or valid phone number.

IAM THE COMMANDER  
LTC, LG  
COMMANDING

## APPENDIX H- EXTENSION REQUEST MFR SAMPLE.

Your Office Symbol

Current Date

### REQUEST FOR EXTENSION

MEMORANDUM FOR Accountable Officer, Ammunition Supply Point, Supply Rd BLDG 6000, Ft. Benning, GA 36870

SUBJECT: Request for Extension for use of Document# \_\_\_\_\_

3. \_\_\_\_\_ Company requests one-time extension for the above listed document.
4. Justification: Due to (circumstance that requires additional time for munitions use). Our new training end dates are \_\_\_\_\_ to \_\_\_\_\_. Our new date will be five working days after the last date of training.
3. The point of contact for this memorandum is Rank, First Name, Initial, and Last Name at valid email address or valid phone number

Approval Authority (BDE S-3/SPO approval authority)  
Job Title  
Position

## APPENDIX I-AMENDED TURN-IN DA FORM 581 SAMPLE

1. Amended turn-ins occur when a unit has discovered ammunition remaining from after they have completed the live turn-in from a given document and it has been posted to the ASP's stock record account.
2. The first lieutenant colonel in the chain of command will sign the amended turn-in documents, which will include a completed DA Form 5811, for all shortages and excesses of live ammunition and residue.

REQUEST FOR ISSUE AND TURN-IN OF AMMUNITION <small>For use of this form, see DA PAM 700-16; the proponent agency is DCS, G-4.</small>										1. ISSUE <input type="checkbox"/>		3. DOCUMENT NO.		4. LOCAL USE		5. PAGE		6. FOR LOCAL USE	
7. SEND TO Accountable Officer SBEN-ASP- FT. BENNING										2. TURN-IN <input checked="" type="checkbox"/>		SEE BLOCK 28 NOTES		10. PRIORITY		11. ALLOCATION PERIOD		12. DODACC DODAAC IN TAMIS	
8. REQUEST FROM YOUR UNIT NAME FORT BENNING GA, 31905 POC PHONE NUMBER YOUR UIC										9. DATE MATERIEL REQUIRED (YYYYMMDD)				13a. REQUESTED BY REQUESTOR ON DA FORM 1687		13b. DATE (YYYYMMDD)		13c. SIGNATURE digital signature	
										14a. APPROVED BY APPROVER ON DA FORM 1687				14b. DATE (YYYYMMDD)		14c. SIGNATURE digital 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	AB57	1305-01-155-5459	CTG. 5.56MM BAL	EA	1860	TRS	TAR		LC-12D391-167										
		NOTHING	FOLLOWS																
28. REMARKS This is an amended turn-in. Justification: Include the justification of why you require an amended turn-in. ** ENTER LOT NUMBER IN BLOCK 24 FROM AMMUNITION ITEM.  <div style="text-align: center; border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;">             Signature Block of First O-5 in the COC (BN CDR)           </div> The above listed items were drawn on document: (Use Document number from Issue documents provided upon receipt) All other items drawn on that document were properly expended. Live Ammunition was returned under document: (Use document number from the Live turn-In conducted) Residue was returned under document: (Use document number from actual turn-in of Residue) *** IN BLOCK 3 USE UNIT DODAAC FROM BLOCK 12, NEXT USE first 4 digits from issue document then input last four digits one digit higher than the residue return document's last 4 digits. This will ensure that your Amended Turn-in is associated with the live turn-in. !!!!!!! THIS IS A SAMPLE ONLY!!!!!!										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												

## **APPENDIX J-REQUEST FOR RESIDUE SUPPLIES**

Unit Office Symbol

Date

MEMORANDUM FOR RECORD

SUBJECT: RESIDUE REQUEST

1. Requesting Unit: (Unit Name, Unit DODAAC, and UIC
2. Nature of the Requirement: Example: Requesting one empty M2A1/A2 AMMO CAN or PA 108 Can.
3. The requested residue item will be used to collect amnesty ammunition items .50 caliber and below in a designated area with the battalion footprint IAW MCOE Safety and Amnesty Requirements
4. The point of contact for this request is: 1Lt Jackson, Monroe
5. Phone Number:

Signed by BN S-3 OIC or BN XO

Name

Rank

Job Title

Position

## APPENDIX K-AMMUNITION DODICS THAT REQUIRE COVERSION DURING RETURNS

SLM DODIC/NSN Master List

1/13/2022

Nomenclature	Live DODIC	Live NSN	Expended DODIC	Expended NSN	FET (Converted) NSN	FHT (Manufactured) NSN	FTT (MILES) NSN	Sub-cal Trnr NSN
AT4S							DVC 17-276/A	
M136 AT4	C995	1315-01-245-4950	CX01	1315-01-273-9352	6920-01-273-6081	FSC6920	6920-01-568-4494	DVC 07-68
M287 9mm TBT	A358	1305-01-307-5536						1055-01-207-2684
	C995	1315-01-486-2293	CX01	1315-01-273-9352	6920-01-273-6081			
M136A1 AT4CS-RS	CA30	1315-01-508-8521	CX02	1055-01-534-3043	6920-01-593-0782	6920-01-587-5454		
JAVELIN	PL34	1427-01-422-7617	GM2D	6920-01-447-3278				
JAVELIN	PL53	1427-01-453-7226	GM2D	6920-01-447-3278				
JAVELIN	PL64	1427-01-475-8172	GM2D	6920-01-447-3278				
M141 BDM	HA08	1340-01-443-5477	GM2E	1055-01-480-6220	6920-01-515-4654	6920-01-574-3190		
21mm Subcal Trnr	HA21	1340-01-482-5049						
LAW								
M72A1	H557	1340-00-021-4478	HX01	1340-00-426-1013				
M190 35mm Trnr	HY04							1055-00-143-6909
M72A2	H557	1340-00-021-4491	HX01	1340-00-426-1013				
M190 35mm Trnr	HY04							1055-00-143-6909
M72A3	H557	1340-25-116-2520	HX01	1340-00-426-1013				
M190 35mm Trnr	HY04							1055-00-143-6909
M72E9 LAW	X709	1340-01-M00-2740	HX01	1340-00-426-1013				
M72A9	HA48	1340-01-538-4308	HX01	1340-00-426-1013				
M72A7	HA29	1340-01-497-7630	n/a	1055-01-595-5087	6920-01-592-7011			
M72AS 21mm Trnr	HA21	1340-01-482-5049						1055-01-495-0009

## APPENDIX L-UNIT PRE-COMBAT EXECUTION CHECKLIST

### PRE COMBAT CHECK EXECUTION CHECKLIST

GO	No GO	ITEMS TO CHECK PRIOR TO AMMO PICK OR TURN-IN	GO	No GO	ITEMS TO CHECK PRIOR TO AMMO PICK OR TURN-IN	C
		Check expiration on the dispatch.			Check for spare fuses. Be sure there is a minimum of (1) spare fuse for each installed fuse.	
		Check prior to arrival DA FORM 2404 or 5988.			Check driver's license of the driver ONLY.	
		Check for daily maintenance performed and documented on DA FORM 2404 or 5988.			Check for a medical card for the civilian ONLY.	
		Check for the CHOCK BLOCK.			Check for New Ammo Handler Card (from G-3) or and Ammo 67 Certificate	
		Check the DRIP PAN.			Check for MILITARY cargo straps.	
		Check for 3 WARNING triangles-Be sure they are NOT BROKEN.			Check for a minimum of (4) Military cargo straps, depending on QUANTITY of ammo being issued.	
		Check for a minimum of (2) 10 BC rated fire extinguishers with seals			USE ONLY MILITARY GRAGE TIE-DOWN STRAPS. TIE DOWN AMMO TO PALLET AND PALLET TO TRUCK	
		Check fire extinguishers for green area gauge, safety pin and an intact safety seal (NO zipties).			Use 5,000 LB or 10,000 LB straps to secure loads. Bring as many as possible to secure loads	
		Check fire extinguishers for a legible instruction label, monthly check tag and check for NO DENTS.			Check for a FIRE RETARDENT tarp.	
		Check for Hazard placards.			Check for hammer and appropriate nails for vehicles that require blocking and bracing.	
		Check for (1) placard per each side of the vehicle carrying hazmat.			AVOID using HMMWVs if possible-last resort. It is nearly impossible to properly strap in ammo.	
		Check the installation and mounting of placard-Be sure that it is upright.			Bring DA Form 581 Request when picking up and turning in ammo. Ensure that it has all required signatures	