

LOGISTICS READINESS CENTER
SUPPLY DIVISION
Ammunition Supply Point (ASP)
External Standard Operating Procedure

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This SOP has been approved for use.



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date

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1.0 PURPOSE

Establishes policies and procedures that apply to units drawing, expending, preserving, accounting for, managing, and securing ammunition, and for unit storage and safety of ammunition at Fort Benning.

Establishes procedures for forecasting, receipting, and the turn-in of ammunition and residue.

Implements the Environmental Protection Agency, (EPA), Military Munitions Rule(MR) governing handling of hazardous waste munitions.

2.0 SCOPE

This regulation applies to all units, organizations, and activities assigned or attached to Fort Benning, inactive DOD components and other Government sponsored services and agencies using the installation ammunition facility or ranges.

3.0 AMMUNITION SUPPLY POINT LOCATION AND OPERATING HOURS

The Fort Benning ASP is located on Fort Benning Reservation on 1st Division Road, Building 6000. Issue and turn-in of ammunition, explosives and other Class V material will be accomplished at this location.

Hours of Operation: Monday through Friday from 0800 to 1630.

4.0 SOCOM ASSETS INCLUDING CONTINGENCY AMMUNITION

SOCOM assets including Contingency stocks will be stored and accounted for in accordance with (IAW) the current Memorandum of Agreement (MOA) between the 3/75 Rangers and Fort Benning.

5.0 RESPONSIBILITIES OF THE ASP

5.1 OPERATIONAL CONTROL OF THE AMMUNITION SUPPLY POINT, (ASP), TO INCLUDE AMMUNITION SURVEILLANCE, AND OVERALL RESPONSIBILITY FOR CLASS V OPERATIONS AT FORT BENNING.

5.2 RECEIPT, STORAGE, AND ISSUE OF AMMUNITION AND/OR EXPLOSIVES ON FORT BENNING.

5.3 ENSURING THAT OPERATIONAL LOADS ARE IN A SEPARATE ACCOUNT FROM THE TRAINING AND AMMUNITION BASIC LOAD (ABL) ACCOUNT.

5.4 MAINTAINING ACCOUNTABILITY AND STOCK RECORDS OF ALL CLASS V MATERIAL RECEIVED AND STORED AT THE ASP.

5.5 RECEIVING AND PROCESSING CLASS V REQUESTS FOR ISSUE TO SUPPORTED UNITS.

5.6 COORDINATING ALL MATTERS PERTAINING TO AMMUNITION, DUNNAGE, RESIDUE, INFRASTRUCTURE MAINTENANCE AND OTHER GENERAL OPERATIONAL MATTERS, AT THE ASP TO THE APPROPRIATE COMMAND AUTHORITY.

- 5.7 REPORTING ANY SHORTFALLS AND/OR PROBLEMS WITH THE USING UNIT TO THE APPROPRIATE COMMAND AUTHORITY.
- 5.8 PROVIDING ADEQUATE SAFE HAVEN/REFUGE AT THE ASP VEHICLE HOLDING AREA (VHA) FOR ALL MCoE ACTIVITIES, 3RD ID, 75TH RANGER REGIMENT AND FORT BENNING, AS WELL AS COMMERCIAL CARRIERS HAULING GOVERNMENT SPONSORED AMMUNITION AND EXPLOSIVES CARGO.

6.0 INDIVIDUAL RESPONSIBILITIES

6.1 THE INSTALLATION AMMUNITION MANAGER

The Installation Ammunition Manager is responsible for overall management of the ammunition management program on the installation. The Installation Ammunition Manager maintains general staff supervision over Class V fiscal authorization, forecasting and special requirements for Active Component units at Fort Benning. The Training Ammunition Section also has overall responsibility for the Training Ammunition Management System (TAMS); Total Ammunition Management Information System (TAMIS) and approval authority on all un-forecasted ammunition requests.

6.2 DEPARTMENT OF PUBLIC WORKS (DPW)

The DPW is responsible for infrastructure maintenance of the ASP, consistent with existing funding constraints, and for conducting annual tests of lightning protection systems on explosive storage sites, as requested by ASP.

6.3 COMMANDERS

Commanders at all levels are responsible for compliance with the procedures prescribed herein. Commanders are directly responsible for safeguarding all ammunition under their control. Management Control Processes will be initiated IAW AR 11-2, Management Control, to curtail, insofar as possible, risks for waste, fraud and abuse, incident to munitions training and to ensure compliance with the EPA-MR.

6.3.1 Commanders will:

- Analyze scheduled training and unit strength to ensure that ammunition requests are limited to items and quantities actually authorized and required for prescribed training and/or exercises.
- Submit and maintain accurate annual training ammunition forecast with monthly updates utilizing TAMIS. .
- Maintain records of allowances and expenditures as required or as directed.
- Maintain accountability for all live ammunition and residue components under unit control. See DA PAM 710-2-1, Using Unit Supply System, Manual Procedures and AR 190-11 Physical Security of Arms, Ammunition and Explosives.
- Ensure that personnel handling and transporting ammunition are familiar with applicable requirements of the following regulations: AR 190-11, AR 385-64, FM

9-13 and DOD Manual 4500.9-R. Defense Traffic Management Regulation; and AR 385-63, Policies and Procedures for Firing Ammunition For Training. These personnel must attend the Fort Benning Ammunition Certification Handlers Course. Ensure all Ammunition Handlers have successfully passed the written Ammunition Handlers Course exam, and have been issued a valid Ammunition Handlers card from the Ammunition Supply Point in order to handle ammunition and explosives on Fort Benning. See Appendices D and E for specific guidance.

- Ensure that all personnel involved in the transportation and loading of Class V material have proper documentation indicating they have completed Hazardous Material Training (AMMO 67).
- Ensure requests for drawing Class V material are submitted at least four work days prior to pick up of material. The pick up date is not to be counted as one of the four days.

6.3.2 Before going on range or exercise:

- Ensure vehicles that are dispatched to transport ammunition and explosives are in safe mechanical condition and meet requirements of DD Form 626, Motor Vehicle Inspection.

6.3.3 At the range or exercise:

- Brief personnel on safety, control, and security as outlined in AR 190-11, Physical Security of Weapons, Ammunition, and Explosives. Emphasize DO's and DON'Ts at Appendix E and the basics of the EPA-MR as applies to troops during range firing exercises (see Appendix H).
- Ensure ammunition is segregated and identified by lot number. Provide means to maintain identity by lot number for positive identification in case of malfunction or accident.
- Ensure ammunition boxes or containers are not opened until ammunition is used. Open only ammunition for immediate issue to troops.
- Retain packing material for opened ammunition so remaining live ammunition can be repacked. Ensure lot number on ammunition is the same as lot number marked on packing material.
- Have ammunition items checked for obvious defects but do not tamper, disassemble, modify, or alter ammunition in any way. Do not fire defective ammunition. Report pertinent facts, including lot identification during normal duty hours to the Quality Assurance Specialist Ammunition Surveillance (QASAS), COMMERCIAL: 626-0755 and Installation Ammunition Officer, COMMERCIAL: 545-5457.

6.3.4 After completing training:

- Account for ammunition and components. If all ammunition and components are not accounted for, especially small arms ammunition, conduct a shakedown. Do not abandon or discard ammunition during or following completion of firing.

- Ensure unexploded projectiles or munitions (duds) are conspicuously marked, taped, or fenced off. Report immediately to Range Control.
- Ensure soldiers know location of turn-in point. Segregate expended cartridge cases (brass) and live ammunition. Never place them in the same container.
- Ensure all issue and live serviceable training ammunition turn in is accomplished utilizing DA Forms 581 with TAMIS Audit Trails.

6.4 MSC/TAMIS ACCOUNT HOLDERS

Major Subordinate Commands/Training Ammunition Management Information System account holders will:

- Receive, review, and authenticate all Class V requests for their subordinate units.
- Maintain records and manage subordinate unit ammunition authorizations, expenditures and authorization balances. Reconcile monthly ammunition expenditure reports in TAMIS.
- Review subordinate unit's monthly training ammunition forecast, in TAMIS, to insure sufficient ammunition is forecasted to support planned training.

6.5 QUALITY ASSURANCE SPECIALIST AMMUNITION SURVEILLANCE (QASAS)

Upon presenting the proper identification, QASAS personnel and Range Safety will be allowed access to storage sites for the purpose of inspecting storage and security procedures.

7.0 FORECASTING TRAINING AMMUNITION

This section is designed to provide guidelines by which units can effectively manage their ammunition authorizations, plan, forecast assets and meet installation goals.

7.1 RESPONSIBILITIES.

7.1.1 The Ammunition Supply Point will:

- Ensure that an adequate supply of ammunition is on-hand to meet the forecasted training and operational load requirements of all units and activities attached or satellited on this installation for Class V logistical support.
- Immediately notify the Installation Ammunition Manager of any pending shortfalls generated by a lot suspension or delayed shipment.
- Coordinate with the Installation Ammunition Manager to determine availability of ammunition to support un-forecasted requests based on the on-hand balances.
- Obtain approved forecasts on the 1st working day of each month from TAMIS to validate the National Level Ammunition Capability (NLAC) Ammunition /Missile Requirements Worksheet NLT the 5th working day of the month. Provide the Installation Ammunition Manager an information copy.
- Validate and monitor ammunition and explosives shipments from depot stocks through NLAC to meet forecasted requirements.

7.1.2 Major Subordinate Commands will:

- Receive annual authorization for all types of ammunition from the Installation Ammunition Manager or MACOM.
- Sub-authorize ammunition to subordinate units by type and quantity.
- Cross-level within the command when necessary.
- Monitor subordinate unit forecasts, un-forecasted requests, and expenditures for accuracy, completeness and timeliness.
- Request additional ammunition authorizations from appropriate MACOM G3/S3, if required.
- Determine credit release from within their organization to fill un-forecasted requests.
- Ensure that total authorization of ammunition is not exceeded.
- Ensure that units with TAMIS accounts maintain a record of their ammunition account to include authorizations, expenditures, and balances. Major Subordinate Commands will reconcile these records in TAMIS at least monthly.
- Ensure that units subordinate to them manage within the quantity ceilings given to them. They will forecast ammunition and will seek assistance for additional ammunition from their Installation Ammunition Manager.
- Provide completed DA Forms 581, Request for Issue and Turn-in of Ammunition, with actual draw and turn-in amounts, or DD Form 1348 to Customer Service NLT 5 days after returning to the installation when returning from off-post training.
- Ensure units do not forecast more training ammunition than the amount needed to meet training requirements.
- Initiate requests for special or increased authorization of training ammunition by memorandum to Fort Benning Installation Manager or appropriate MACOM.

7.1.3 Units will:

- Identify operational load requirements authorized by Common Table of Allowances (CTA) 50-909, utilizing the forecasting procedures used for training ammunition utilizing TAMIS. Submit requirements for operational loads, other than CTA authorized, by memorandum to Installation Ammunition Manager, for approval. The following applies:
 - Ensure that the DA Form 5514-R, computer generated ammunition printout is properly labeled as an operational load requirement. This procedure should be used for requirements that are recurring in nature.
 - Identify requirements by using a memorandum format that includes the following: nomenclature, DODIC, quantity required, date required to be drawn from the ASP, and justification of need.

- Prepare DA Form e581 in accordance with instructions contained in the TAMIS operator's manual NLT than 10 working days prior to the required pick-up date.
- Once the e581 is signed by the requestor and approving authority it will be available for the Installation Ammunition Manager to validate. Once ITAM validated it will be electronically sent to the ASP. Ensure that the DA Form e581 is submitted in sufficient time to reach the ASP at least four workdays prior to attempting to draw ammunition. The fourth workday is not to be considered a pick up day.
- Ensure that accountability and responsibility for operational load ammunition will be IAW the procedures outlined in DA PAM 710-2-1, Chapters 3 and 11. Hand receipt procedures will be used when operational loads are issued for expenditure.
- Ensure that all troops assigned to the unit are aware of their basic responsibilities for compliance with the EPA-MR.
- Ensure all vehicles designated to transport ammunition and explosives will pass a DD Form 626 vehicle inspection prior to arrival at the ASP. The vehicle will be inspected by Ammunition Surveillance personnel prior to entering the ASP. Additionally, a unit competent person must inspect vehicles daily, prior to transporting ammunitions and explosives. The unit inspector will inspect such vehicles daily using a DD Form 626, completing all three sections. The inspector and one of the drivers must sign Section III of the DD Form 626.

7.2 GENERAL FORECASTING

- 7.2.1 Yearly ammunition forecast requirements are submitted 11 months preceding the start of a fiscal year. These requirements will be computed on Standards in Training Commission Committee guidelines and projected training guidance, as provided by the Installation Ammunition Manager for the next fiscal year starting 1 October. Use DA PAM 350-38/39 to establish training ammunition requirements; DA PAM 710-2-1 also gives established guidance.
- 7.2.2 When units prepare their monthly forecasts in TAMIS they may increase the amount forecasted for any month after the 90 day lockout period providing the total fiscal year authorization is not exceeded. For example, a November through January forecast creation month, the unit can increase February through September without restriction. The unit can reduce forecasted amounts during any time in the lockout period, as long as it does not exceed the expenditures for that month. If a unit needs additional ammunition during a lock-out period, they will notify the Installation Ammunition Manager as soon as possible and will then follow the procedures for un-forecasted requests as outlined in paragraph 10-5 of MCoE Regulation 350-1.
- 7.2.3 Monthly forecasts will be input into the TAMIS forecasting system NLT the end of the 90 Day Lock Out month.
- 7.2.4 The TAMIS account holders must submit accurate 12-month forecasts. The Installation Ammunition Manager will publish a list of CALS items semiannually.
- 7.2.5 Units should strive to use 100 percent of the ammunition quantities forecasted for each month. The usage rate can be determined by dividing the number of rounds

used by the number of rounds forecasted. Units should monitor these figures each month to determine how well they are forecasting.

- 7.2.6 Coordinate with the Installation Ammunition Manager for emergency situations where un-forecasted training ammunition is required. Subordinate units will notify their units, who will cross-level to provide the ammunition. If the command is unable to provide the ammunition, will contact the Installation Ammunition Manager. See procedures in para 3-5.

8.0 REQUESTING AMMUNITION

8.1 GENERAL

- 8.1.1 Commanders must exercise strict control of requests, receipts, accountability and use of all ammunition items, and ensure proper accountability of residue.
- 8.1.2 Ammunition drawn from the Ammunition Supply Point (ASP) will be accounted for on DA Form 581, Request for Issue and Turn-In of Ammunition. Ammunition drawn for basic load, contingency/operational load requirements or guard purposes will be entered in unit property books for accountability and national stock and lot number control.

8.2 REQUESTING PROCEDURES

- 8.2.1 Units will comply with the following:

- Use DA Form e581 as mandated by DA utilizing the e581 module of TAMIS the operator's manual can be found at <https://tamis.army.mil> and this SOP to draw or turn in ammunition for training and operational load. Under no circumstances will units process more than one TAMIS action or document for the same pickup date. Units must consolidate multiple documents or change the pick up date.
- Prepare and process DA Form e581, IAW TAMIS user manual in sufficient time for the e581 to reach the ASP NLT four workdays, including pick up day. When calculating the four-day requirement, do not include national holidays, weekends or any announced closures of the ASP. A good rule of thumb is to submit the e581 NLT 10 working days prior to the requested pick-up date.
- Requests received at the ASP less than four workdays prior to the pickup date must be accompanied by a memorandum of justification for lateness, signed by the first O-3 in the chain of command or higher level commander.
- Request for changes to a document must be submitted by someone in the requestor/approver channel. Increases or changes in date of pick-up that runs from one month to another MUST be approved by the ITAM. The ASP will accept decreases at any time, even the day of issue, as long as the change is made by the requestor or approver.
- Use Training Event Codes when requesting ammunition to be issued. (See TAMIS v2.0.0 USER Manual, Table 7-2. Electronic DA Form 581 Fields, Block 21, TEC) . Time of pick up will be established by the ASP. Use only one Training Event Code per each DA Form e581.

- Indicate on DA Form e581 a statement of justification if a requirement exists for a particular lot number to be issued.
- Outline circumstances on DA Form 5811-R, Certificate, Lost or Damaged Class V Ammunition Items (LRA), when training/mission precludes recovery of residue when drawing ammunition for deployment. The certificate must be signed by the unit commander in Part I - Certification and Part II - Action must be completed by the first O-5 (or, in the absence of the O-5, the next higher O-5) in the chain of command. It should be noted that an 04 in an 05 position cannot sign the DA Form 5811-R

8.2.2 Only commissioned officers, warrant officers, or noncommissioned officers in the grade of SGT (E-5) and above may be delegated the authority to request ammunition. Both the requesting and approving authorities are required to provide DA Form 1687, Notice of Delegation of Authority Receipt for Supplies, to the ASP. Contractors are not authorized to request ammunition IAW DA Directive. There is no grade requirement for an approving authority, however they must be on a valid DA Form 1687.

8.2.3 Classified ammunition must be received by an individual with a security clearance commensurate with that of the classification of the ammunition, designated on the DA Form 1687 as being properly cleared to handle classified materials. Category I and II items will be signed for by a two-person team, members of whom must be SGT (E-5) or above who have in their possession, a valid ammunition handlers card. This requirement will not be waived. Members E-4 and below cannot sign for Categories I and II items from the ASP. The following DODICs are some of the munitions included in these categories and include all “ready to fire” missiles and rockets; i.e., AT-4, Stinger, Redeye, Dragon and LAW. (DODICs: C995, G880, G881, G892, G910, G911, H110, H553, H557, H581, H712, K143, K145, M020, M022, M023, M418, M420, M421, M832, M957, PB71, PC25, PJ01, PJ04, PJ08, PL23, PL83, PL90, PM90). A complete list is contained in the Hazard Classification of United States Military Explosives and Munitions Book or contact the ASP Customer Service at (706) 544-6667 for assistance.

8.2.4 Commanders are authorized to submit DA Form 1687 with either handwritten or electronic signatures. Electronic signatures will be based on the DOD approved Common Access Card (CAC). Combining handwritten and digital signatures on a single form is not authorized. The digitally signed DA for 1687 should be transmitted to all authorized individuals from the initiating representative, then to the Commander. The digitally signed DA Form 1687 must then be sent to the ASP via email to usarmy.benning.imcom.mbx.dol-asp@mail.mil Digitally signed DA Form 1687s are recommended. Should a unit choose to submit manually prepared DA Form 1687s the ASP requires three original copies. Photocopies and FAX copies will not be accepted. Disposition of these copies will be (copy 1) ASP (copy 2) VHA (copy 3) Unit. Assumption of Command/Responsibility orders are required for all personnel delegating their authority utilizing DA Form 1687. DA Form 1687s will be valid for a period not to exceed one year and will be reviewed quarterly for accuracy.

8.2.5 Commanders of officers appointed as Ammunition Managers, and all others delegated authority to request and receive ammunition, will require a DA Form 7281, Command Oriented Arms, Ammunition, and Explosives (AA&E) Security Screening and Evaluation Record IAW AR 190-11. It is the responsibility of the appointing authority to insure one is on file at the unit level.

8.3 ACCOUNTABILITY UPON RECEIPT

8.3.1 Basic Load Ammunition - Accountability for basic load ammunition stored and maintained on stock records at the ASP will remain with the ASP. Basic load issued from the ASP to a requesting unit will be accounted for on unit property book in accordance with procedures in DA PAM 710-2-1, Chapters 4 and 5. Basic load will not be expended for training during EDRE or exercise without FORSCOM approval.

8.3.2 Operational loads of Class V supplies will be maintained on unit property books and controlled through hand receipt procedures. See procedures in DA PAM 710-2-1, which outline the use of DA Form 5203, DODIC Master/Lot Locator Record, and DA Form 5204, Serial Number Record.

8.3.3 When operational loads are issued for expenditure, the hand receipt procedures outlined in DA PAM 710-2-1 will be used.

8.3.4 Training Ammunition - Account for training ammunition in accordance with DA PAM 710-2-1. 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 710-2-1, Figure 11-2, for documentation flow.

8.3.5 The organization which receives the ammunition on DA Form e581, will maintain a copy of each sub-issue DA Form 5515 to provide an audit trail of expenditures, and of all ammunition down to the first line supervisor (Sergeant or equivalent) closest to the soldiers who will fire the ammunition.

8.3.6 Unit Basic and Operational Loads

- The unit commander or designated representative, NCO, warrant officer, commissioned officer, or DOD civilian, will inventory ammunition by lot number and serial number (if assigned) and conduct a monthly serviceability check. Inventories will not be accomplished by unit armorers nor will the same person inventory twice in a row.
- Accomplish inventory actions in accordance with DA PAM 710-2-1, Chapter 9.
- Results of the inventory will be forwarded to the Property Book Officer (PBO) as part of the sensitive items inventory.

8.3.7 Control

- Commanders must control requests and use of ammunition and components. No more than the required amount will be requested at one time. Submit additional requests for extended or sustained range firing as required. Exceptions will be

approved only when training off the Fort Benning reservation. Requests for exception will be submitted to the Installation Ammunition Manager.

- Units will establish internal controls, such as hand receipt accountability in accordance with AR 710-2 and DA PAM 710-2-1, for continuous accountability and responsibility for ammunition and components. The following applies:

8.3.8 All munitions must be under continuous and positive control IAW AR 190-11. Additionally, Category I and II munitions must also be secured in a MILVAN or CONEX container, under constant surveillance by an Intrusion Detection System (IDS). Additionally, all Category I Missiles and rockets stored at a Ft Benning temporary Field ASP can only be stored in an approved container (e.g., CONEX, MILVAN, SEAVAN) or in a site-surveyed and approved enclosed storage building. Said items will not be stored in an open area. The approved container must be secured with two approved medium or low security locks. A key control system for the locks must be established so no one person will have possession or control of both keys.

8.3.9 Usage of ammunition, once drawn, by other than the drawing unit is authorized provided the original drawing unit representative retains the responsibility and accountability for the ammunition and residue. The unit drawing ammunition from the ASP will remain responsible for the return of unused ammunition or residue.

8.3.10 Use DA Form 2064, Document Register for Supply Actions.

8.3.11 Procedures for use of DA Forms 2064, 5203, and 5204. Prepare a DA Form 5203 for each DODIC and DA Form 5204 for each missile or item possessing a serial number. When ammunition is received from the ASP, post receipts from the DA Form 581 to DA Form 2064, DA Form 5203, and DA Form 5204, if applicable.

- On the expendable document register, DA Form 2064, post the date and quantity received for the first item on DA Form 581. DA Form 3151-R, Ammunition Stores Slip, and DA Form 581 are to be maintained as supporting documentation.
- For each DODIC received, enter the date and quantity received on DA Form 5203. Enter document number of the DA Form 581 and update the balance on-hand. Enter the serial numbered items on its respective DA Form 5204. Refer to DA PAM 710-2-1, Chapter 11, for detailed description of filling out these forms. These forms will be maintained in the visible files in DODIC sequence.
- DA Forms 2064, 5203, and 5204 will be posted as a loss for issues on DA Form 5515, as a gain for items returned on DA Form 5515, and as a loss for those items turned in to the ASP on DA Form 581.

8.3.12 Procedures for use and preparation of DA Form 5515

- The activity that maintains the DA Forms 5203 and 5204 will assign the document number to the DA Form 5515 from the expend-able document register. Post the DA Form 5203 and DA Form 5204, as appropriate, for all items on the DA Form 5515 with the date issued, document number, unit designation, quantity, and remaining on-hand balance.

- A different DA Form 5515 is used for each issue to subordinate levels, but is not used to issue ammunition lower than the first line supervisor (SGT) (for Category I and II items, two each E-5's or above) of the individuals who will be firing the ammunition. The document number placed on the original DA Form 5515 by the level receiving the ammunition from the ASP will be perpetuated at each subordinate level.
- The activity that first issued the ammunition on DA Form 5515 will reconcile ammunition and residue returned against quantity drawn. Note all shortages, verify shortage statements, sign in appropriate blocks, and post the document register as completed, and date completed. Post the quantity of live rounds turned in on the appropriate DA Form 5203 and DA Form 5204.
- Additional sub-issues may be made utilizing the second part of the DA Form 5515 and additional DA Forms 5515. (See DA PAM 710-2-1, Figure 11-12 for document flow.) The organization which receives ammunition issued on DA Form 581 will maintain a copy of each sub-issue DA Form 5515 to provide an audit trail of expenditures of all ammunition down to the first line supervisor. A copy of each supporting DA Form 5515 will be attached to the issue DA Form 581.

8.3.13 Preconfigured Loads

- Ammunition and explosives rigged or preconfigured for rapid deployment, and not stored in structures, will be inventoried monthly. If there are indications that loads have been tampered with, loads will be inventoried immediately.
- Loads will be secured and checked in accordance with AR 190-11, Physical Security of Weapons, Ammunition, and Explosives. Checks for tampering will be documented.

8.3.14 Sensitive items: sensitive explosives and hazardous items must be inventoried monthly by quantity, lot number, and if applicable, serial number. These items are identified with a Controlled Inventory Item Code (CIIC) of 1, 2, 3, 4, 5, 6, 8, 9, N, P, Q, or R on the Army Master Data File (AMDF).

8.3.15 Custodian transfers: an inventory of ammunition and explosives, between authorized persons, will be conducted upon transfer of the key custody for facilities storing ammunition.

8.3.16 Control of Demolitions and Components

- The Unit Range Officer In Charge (OIC) (SSG or above) will sign DA Form 581 or DA Form 5515 and control all items coded with a "I" as listed in DA PAM 710-2-1 App J Tables and locally designated DODIC's.
- The Unit Range Safety Officer (SSG or above) will certify quantity drawn, quantity consumed in training at the range (DA Form 5692-R), and the quantity to be returned.
- The Unit Range Safety Officer will personally observe placement of charges, actual detonation, and certify the quantity of all items expended. Certification will be accomplished on DA Form 5692-R, Ammunition Consumption Certification.

The DA Form 5692-R will not be accepted by the ASP if there are indications that it has been altered or changed in any way.

- A warrant officer, or above, will perform the Unit Range Safety Officer duties at any training event requiring the expenditure of explosives at other than U.S. Army installations or when Category I items are used in live-fire exercises.
- The original copy of each certification or expenditure will be attached to the turn-in document, DA Form 581 or DA Form 5515. The Unit Range Safety Officer will sign the expenditure statement placed in block 28 of DA Form 581. The ASP will not clear units without the required certificates and signatures.

8.3.17 The Unit Range OIC will inventory and sign for the items from the responsible individual, control items during training, and reinventory, and sign residue and unexpended items to the responsible individual, upon completion of training.

8.3.18 The Unit Range Safety Officer (SSG or above) will certify quantity drawn, quantity consumed in training at the range, and the quantity to be returned.

8.3.19 When Category I items, e.g., LAWS, AT4, Dragon, etc, are used in live-fire exercises, a commissioned or warrant officer in the chain of command will certify the quantity consumed.

- The original copy of each certification of expenditure will be attached to the turn-in document, DA Form e581, and provided to the ASP during the turn-in/reconciliation process. Units will be prohibited from future issues until the unit is cleared. All Category 1 missiles and rockets require a consumption certificate for each serial number. This certificate will be accompanied by the Missile Firing Data Report for all missiles.
- Prior to training, a demolition plan will be prepared by each unit when explosives are used in demolitions (i.e., C-4, dynamite, and TNT), bulk explosives, and firing systems. A demolition plan is not required for Category I items, grenades, and mines. A copy of the unit demolition plan (DA Form 2203, Demolition Reconnaissance Report) will be provided to Range Operations at the time the unit requests use of the range. This plan will be used as a cross check against explosives reported as expended. Preparation instructions for this report are contained in Field Manual FM 3.34.214, Explosives and Demolitions. A demolition plan is not required when explosives are exclusively fragmentation grenades and claymores.

8.4 UN-FORECASTED REQUESTS AND PROCEDURES

8.4.1 Un-forecasted requests are increases to previously submitted forecasts for requirements less than 90 days in the future which fails under the responsibility of the Installation Ammunition Manager.

8.4.2 Un-forecasted requests will not be accepted by the Installation Ammunition Manager without a statement of justification signed by an O-4 S3, or higher level authority. Such requests will be approved or disapproved and processed as follows:

- Un-forecasted unit requests will not be considered if the Installation Ammunition Manager has forecasted ammunition remaining for the month. Once the

Installation Ammunition Manager's monthly forecast for the item(s) is expended, then the un-forecasted ammunition request will be processed. Units will hand carry un-forecasted requests signed by the unit commander to the MSC. The MSC will coordinate with the Installation Ammunition Manager to determine whether the un-forecasted request can be supported.

- Fort Benning's mission, which often requires late notification of ammunition requirements to meet unscheduled deployments and other contingencies, will sometimes result in un-forecasted requirements not being processed until 5 days prior to the required pickup date. This will ensure that the ammunition is available after approval of the un-forecasted request.
- After approval, the unit will submit the un-forecasted request to the Installation Ammunition Manager at least 10 working days prior to the pickup date. The DA Form e581 will be approved by the Installation Ammunition Manager.
- If un-forecasted items are not on hand above the 5 day requirement, Installation Ammunition Manager will determine which major activity account the items will be taken from, if any.
- In cases where a unit's range schedule was advanced by Range Control on short notice (less than 30 days into the month previous to the forecasted month), and the ammunition is available, the issue will be treated as being un-forecasted but supported. Those issues caused by schedule changes must be verified with Range Control by the Installation Ammunition Manager.
- Unforecasted requirements may also result in the requesting unit or organization being charged premium transportation fees to cover the cost of short-notice, unplanned shipments.

8.5 OFF-POST TRAINING

8.5.1 Any Active Component (AC) unit requesting training ammunition to support off-post exercises will perform the following:

- Ammunition to support off-post training (training at other installations) will be forecasted in TAMIS for that that particular installation ASP.
- It is the unit's responsibility to insure appropriate DA Form 1687 along with assumption of command orders for requestors/receivers and approvers are on file at the supporting installation ASP. Documentation must be on file prior to submission of the e581 in TAMIS.
- Shipment fund cite from Fort Benning will be the responsibility of the training unit, if ammunition has already been placed on the ground at Fort Benning.

8.5.2 Any Active Component (AC) unit requesting training ammunition to support off-post exercises when ammunition was received at the Fort Benning ASP.

- When the training is changed from Fort Benning to another installation the unit will submit a memorandum to the G3 Installation Ammunition Manager requesting a change in training venue. The memorandum must reflect ammunition requirements by DODIC, quantity, date and location training is to be

conducted. If approved the ASP will coordinate with the Joint Munitions Command and the subject installation ASP to determine if assets are on the ground to support the training. The unit may be held responsible for any shipment cost involved.

8.5.3 Ammunition Supply Point will:

- If the unit does not have qualified personnel to prepare all shipment documents for the line haul the ASP will assist in preparation of required shipment documentation once fund site is received from the requesting unit. Shipment fund cite from Fort Benning will be the responsibility of the training unit, if ammunition has already been placed on the ground at Fort Benning.
- Coordinate with the ASP, other installations, or National Inventory Control Point (NICP) to ship ammunition from and to Fort Benning or to other installations, as required.

8.5.4 Installation Ammunition Manager will:

- Verify the validity of off-post training before approving ammunition requests.
- Review for correctness the authorization for off-post training requirement.
- Notify the off-post training ammunition manager or ASP of training dates, pickup dates, DODICS, quantities and any other information necessary to requisition the ammunition.

8.5.5 Commanders of units will ensure that their units are authorized the ammunition to be expended during off-post training.

8.6 REQUEST FOR SALVAGE/RESIDUE ITEMS

8.6.1 The Fort Benning ASP will accept a manual DA Form 581 for issue of DEPOT returnable residue/salvage items to using units when required for training purposes. Requests will be signed by the appropriate commander and provide a clear statement as to how the requested items are to be utilized. Requests may be hand carried in two copies to the ASP for approval, which will be based on availability of items requested. The request must be approved by the Accountable Officer, or his/her designated representative. Items must be returned upon completion of training. Reconciliation of issue documents will apply.

8.6.2 Units may request Non-Depot returnable residue/salvage items utilizing a memorandum signed by the appropriate commander when required for utilization on a permanent non-training type basis. The request will contain a clear, concise statement indicating the purpose for which the item is requested, and that it is requested for permanent issue. This request must be approved by the ASP Manager, or his/her designated representative. Request Non-Depot returnable residue/salvage items will not be approved if requested items are to be used as personnel trophies or awards.

8.7 AMMUNITION BASIC LOAD (ABL) / COMBAT LOAD RESPONSIBILITIES

8.7.1 The Accountable Officer/ASP will:

- Ensure that ABL / Combat Load stored at Fort Benning is properly identified.

- Ensure that any issue of ABL / Combat Load is approved by Installation Ammunition Manager.

8.7.2 Major Subordinate Commands will:

- Ensure that units within their chain of command have performed an annual review of their ABL / Combat Load and have a valid authorization for the current FY in TAMIS.
- Ensure that a current DA Form 1687 and assumption of command/appointment orders are provided to the ASP for the Approver.
- Approve ABL / Combat Load DA Form e-581's in TAMIS for all units within their chain of command.
- Ensure units under their chain of command have reviewed DA Forms 1687 and assumption of command / appointment orders for ABL / Combat Load and that they are current and valid.

8.7.3 Units will:

- Perform an annual review of their ABL / Combat Load to ensure that personnel and equipment authorizations are correct, and the proper amount of ammunition is authorized for ABL / Combat Load in TAMIS. This review will be based upon the FY and before the anniversary of the approved documents. Newly appointed commanders will review ABL / Combat Load requirements NLT 45 days after appointment.
- Review ABL / Combat Load Authorization With their MACOM. If no changes are required, submit DA Form e-581's in TAMIS through Command Channels to the Installation Ammunition Manager.
- Ensure that a current DA Form 1687 and assumption of command/appointment orders are provided to the ASP. A separate DA Form 1687 designating those personnel authorized to receipt for classified material is required for those units authorized classified material.
- Alert command of upcoming changes in authorizations based on TOE changes and prepare request as required.
- Upon receipt of an advance movement or inactivation directive, immediately notify the Installation Ammunition Manager.
- Contact the Ammunition Surveillance Branch in order to schedule the required inspections of the ABL / Combat Load that is being stored on the installation at a location other than the ASP. Additionally, units will maintain property book accountability as prescribed in AR 710-2 and DA PAM 710-2-1
- The Ammunition Surveillance Branch will conduct ABL / Combat Load inspections and provide technical assistance to all units on Fort Benning storing ammunition. Ammunition Surveillance Branch will inspect ABL / Combat Load assets no less frequently than every 12 to 15 months in accordance with SB 742-1, Ammunition Surveillance Procedures, Section IX.

9.0 TRANSPORTATION

9.1 GENERAL

- 9.1.1 Commanders will receipt for ammunition and explosives for their units or activities. The commander may delegate this authority, but still remains fully responsible for ammunition and explosives.
- 9.1.2 Prior to dispatching vehicles from the unit area to pick up ammunition, commanders will ensure that vehicles will pass a stringent vehicle pre-inspection conducted IAW DD Form 626, Motor Vehicle Inspection. Ammunition Surveillance will conduct a DD Form 626 inspection of all vehicles transporting ammunition and explosives prior to entering and exiting the ASP. The DD Form 626 must be carried in the cab of the vehicle. The unit will conduct inspection(s) using a new DD Form 626 daily. The unit inspector(s) will be designated as qualified by the unit and shall sign the DD Form 626. The driver must also sign the DD Form 626.
- 9.1.3 Munitions transported as hazardous waste must meet the same requirements as for other munitions.
- 9.1.4 All personnel, including vehicle drivers, involved in the inspection, preparation or shipment of hazardous materials (HAZMAT) must be trained/ certified IAW DOD 4500.9-R, Defense Traffic Management Regulation, CFR 49. Drivers transporting ammunition in tactical vehicles on public transportation routes must be HAZMAT trained, and have DD Form 836, Shipping Paper And Emergency Response Information For Hazardous Materials Transported By Government Vehicles. These personnel must also be trained in requirements for handling hazardous waste munitions.
- 9.1.5 Sensitive, classified, and pilferable items require special controls when they are received, transported, and stored. Units will protect ammunition and explosives in accordance with the Controlled Inventory Item Code (CIIC) listed in the Hazardous Classification of United States Military Explosives and Munitions, and AR 190-11, Physical Security of Weapons, Ammunition, and Explosives.

9.2 TRAINING REQUIREMENTS

- 9.2.1 Title 49 of the Code of Federal Regulations (CFR) requires civilian and military personnel transporting hazardous materials (HAZMAT) on public transport routes be HAZMAT qualified.
- 9.2.2 HAZMAT means a substance or materiel which has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety and property when transported in commerce and which has been so designated. This includes, but is not limited to, the following.
- Ammunition and Explosives, Categories I, II, III, and IV.
 - Flammable, combustible and pyrophoric liquids.
 - Flammable solids, oxidizers and organic peroxides.
 - Corrosive materials.

- 9.2.3 Any driver hauling HAZMAT or HAZMAT waste in amounts requiring placards, regardless of the vehicle class, must have a **HAZMAT endorsement**. Driver must pass a written examination on how to recognize, handle, and transport HAZMAT.
- 9.2.4 Training will be consistent with Part 172, Title 49, CFR and DOD 4500.9-R Defense Traffic Management Guide. Military vehicle operators must be licensed IAW paragraph 2-3 of AR 600-55 and must receive, as a minimum, introductory or familiarization training in the following areas.
- Definition of HAZMAT.
 - Placard requirements.
 - Handling (loading and unloading) HAZMAT.
 - Regulations and procedures on transporting HAZMAT.
 - Operation of emergency equipment.
 - Forms and records including accident reporting).
 - Blocking and bracing.
 - Emergency response procedures.
 - Vehicle parking rules.
 - Route selection.
 - Host nation requirements (if applicable).
 - Explanation of general requirements of the EPA-MR.
- 9.2.5 Drivers must have the above training for transporting ammunition and explosives over public transport routes documented and their OF 46, U.S. Government Motor Vehicle Operators Identification Card annotated to that effect.

9.3 PREPARATION FOR MOVEMENT

- 9.3.1 Prior to entering the ammunition storage area, all unit vehicles will be inspected at the Ammunition Surveillance Vehicle Inspection Point, building number 6000. Units must arrive at the Ammunition Surveillance Vehicle Inspection Point in ample time to have the vehicle inspected prior to the ASP appointment time.
- 9.3.2 All vehicles scheduled for delivery or pick up of ammunition will be inspected in accordance with DD Form 626 and have two each servicable 10 BC rated or higher Fire Extinguishers with gage. It is permissible to transport limited quantities of Class 1.4 small arms ammunition in a sedan or van-type government vehicle that has an approved partition between the cargo and passenger compartments. Hatchback or station wagon type vehicles are prohibited from transporting ammunition. Privately owned vehicles that meet the requirements of this paragraph may not be used by ROTC units picking up training ammunition.
- 9.3.3 All vehicle inspections will be performed by a Quality Assurance Specialist, Ammunition Surveillance (QASAS) or a designated representative. Units required to transport ammunition off the Fort Benning reservation or any public transport route

will require a DD Form 836, Shipping Paper and Emergency Response Information for Hazardous Materials Transported By Government Vehicles, which will be prepared by Surveillance. Units must inform the QASAS of the types of ammunition, including shipment of hazardous waste munitions, which will be transported no later than three workdays prior to the shipment/inspection date. QASAS representatives have the authority to stop all shipments that do not meet requirements of the EPA-MR.

- 9.3.4 When vehicles containing ammunition to be returned to the ASP fail the vehicle inspection, the vehicle will not be permitted to travel on any roadways. Vehicle may be relocated, where the ammunition can be off-loaded from the vehicle, and appropriate actions taken with the ammunition and vehicle.
- 9.3.5 Vehicles found not safe during vehicle inspections will be rejected. Vehicles will not be rejected if deficiencies can be corrected at the time of the inspection.
- 9.3.6 If vehicles that have been inspected require substitution because of mechanical failure or for another valid reason, units may substitute another vehicle to haul ammunition providing the substitute vehicle is inspected using the DD Form 626. Qualified unit personnel (i.e., mechanic) may inspect and sign DD Form 626.

9.4 LOAD OUT AND RELEASE OF SHIPMENTS

- 9.4.1 The ASP will not issue ammunition to units lower than battalion or separate company level. Requests for exception will be submitted to the G3, Fort Benning GA.
- 9.4.2 All security Category I and II materiel will be signed for and in the custody of a Commissioned Officer, Warrant Officer, Noncommissioned Officer (E5 or above) or DOD Civilian (grade GS-05 or above) or DOD Contractor employee in a similarly responsive position. All shipments or movements will be under armed guard surveillance (guard must be in same vehicle with items). Escort vehicle with mobile communication capability is required, but personnel in the escort vehicle are not required to be armed, unless directed by the unit commander. This requirement will not be waived.

9.5 TRANSPORTING AMMUNITION

- 9.5.1 Prior to leaving the ASP, all vehicles loaded with ammunition must be inspected by Ammunition Surveillance in accordance with DD Form 626. Loaded vehicles will be directed to the Ammunition Surveillance Vehicle Inspection Point for inspection. See AR 190-11 for physical security requirement for transporting sensitive ammunition and explosives. See AMC Regulation 350-4 and INCOM Regulation 5-13 for HAZMAT training requirements for drivers transporting ammunition and explosives, including hazardous waste munitions.
- 9.5.2 Vehicles transporting ammunition will be equipped with at least two serviceable fire extinguishers, each with a rating of 10-ABC or greater. Four 5-ABC or one 20-ABC is not acceptable. Ammunition/ explosive laden vehicles will not enter the main post and/or billeting areas except as authorized for storage by DA Pam 385-64 Ammunition and Explosives Standards, and approval in writing by Ammunition Surveillance. All ranges are accessible from the installation ASP without entering main post.

- All vehicles transporting ammunition, explosives or other hazardous material, including those transporting hazardous waste munitions, must display the appropriate placards on each side, and each end of the vehicle. "Explosive A" and " B" and "Dangerous" placards are no longer acceptable. New hazardous material regulations require that the hazard class, division and compatibility group, as appropriate, be displayed on each placard. Placards must be firmly affixed to accommodate travel and weather conditions. Empty vehicles will not display placards.
- Placards and labels are no longer available through GSA supply channels. Army shippers must obtain appropriate placards and labels directly from commercial vendors of their choice. Contact Ammunition Surveillance personnel for potential sources of supply for hazardous material placards and labels.
- Each vehicle will have a complete fire retardant tarpaulin large enough to cover the ammunition. Cargo space will be clean, free of inwardly projecting parts, and in good condition. Floor must be tight and free of holes, and cargo space must be free from any flammable materiel/residue.

9.5.3 Neither ammunition nor blasting caps will be transported in the passenger compartment or OVM box of any vehicle, or in the same vehicle with other ammunition. For exceptions, see CFR 49. No ammunition or explosives are allowed in the same area as the driver and passengers.

9.5.4 The 1/4 ton vehicle will not be used to transport any class of ammunition which does not have separation from the passenger compartment except inert training items, expended brass or other inert residue, and combat loads. A trailer with suitable cover may be used to haul hazardous material with a 1/4 ton vehicle.

9.5.5 Any ammunition containing White Phosphorus (WP) or incendiary mixture will not be transported in the same vehicle with any other compatibility group of ammunition or hazardous material, except small arms ammunition (1.4S).

9.5.6 Vehicles will not leave the ASP with combat loads except during war time or for tactical missions. In the field, loading may be accomplished in accordance with tactical drawings applicable to vehicles involved.

9.5.7 Class 1.1 detonating fuzes will not be transported with other High Explosive (HE) ammunition except as allowed by DOT compatibility charts and as allowed for combat loads. Incompatible loads per CFR 49 are not allowed.

9.5.8 Ammunition will be secured on vehicles to prevent shifting of loads during transit. The accepted method of securing loads is the use of tie-down straps IAW drawings only. Units are advised to use vehicles equipped with tie-down anchors and sufficient tie-down straps to secure the load. Other methods are permitted if the load is secured IAW drawings and is acceptable to inspectors at the Ammunition Surveillance Vehicle Inspection Point.

9.5.9 Residue can be transported in the same vehicle as live ammunition or explosive components. If the unit does not have sufficient vehicles available, residue may be loaded together with live ammunition, but the residue will not be mixed with the live ammunition. There must be a clear line of separation between the live ammunition

and residue. Under no circumstances will hazardous waste munitions be transported in same vehicle as that used for transporting munitions intended for normal use.

9.6 DESIGNATED AMMUNITION TRUCK ROUTES

9.6.1 Ammunition routes will be strictly observed. Tactical vehicles with ammunition loads are prohibited from entering main post. The only exception are the ranges on 1st Division Road.

9.6.2 The rated load limit of the vehicle will not be exceeded.

9.6.3 All hard surface roads on Fort Benning are considered public traffic routes and subject to DOT requirements. Military vehicles will not transport ammunition and explosives over public highways, outside the confines of Fort Benning, without prior approval of the Installation Transportation Officer and Military Surface Deployment and Distribution Command (SDDC).

9.6.4 Vehicles will be inspected by Ammunition Surveillance personnel, at the ASP, building number 6000, prior to and after loading for compliance with DD Form 626 and DOT requirements. Drivers of military vehicles, destined for off-post movement, will be furnished special emergency instructions on DD Form 836 from the ITO, prior to picking up ammunition. Military units remaining on post will be briefed on this information prior to departing the ASP. Each vehicle to be used for ammunition transport must be equipped with two serviceable fire extinguishers, each having a rating of 10-ABC or greater.

9.6.5 Each vehicle will display appropriate "EXPLOSIVE" placards as required by Title 49 of the Code of Federal Regulations, and supporting Department of the Army hazardous materials transportation regulations, including any required for transportation of hazardous waste munitions.

9.6.6 The shipment will be loaded, blocked, braced, and stacked by the unit in accordance with approved drawings and protected in accordance with AR 190-11. Required security measures will be observed to preclude unauthorized tampering during transit. Assistance/guidance can be obtained from QASAS. Loaded vehicles will report to building number 6102 Main Gate for final inspection before departing the ASP.

9.6.7 All shipments leaving Fort Benning, including motor vehicle, rail, military air, and commercial air must be cleared by the Ammunition Surveillance Section, building number 6000, at the ASP. This requirement will not be waived.

9.7 RECEIPT OF AMMUNITION FOR MOVEMENT

9.7.1 Category I and II ammunition will be physically controlled by a two-person team at all times, from receipt at the ASP to expenditure or turn-in to the ASP, except when ammunition is inventoried and signed for by the Range OIC and NCOIC at the range using DA Form 5515, Training Ammunition Control Document. All residue and unexpended ammunition will be inventoried and resigned to the two-person team, upon completion of firing/training.

9.7.2 Each ammunition item with a serial number will be accounted for and expended by serial number, when applicable, and inventoried by physical count of each item or inner pack when drawn at the ASP or when control is transferred.

- 9.7.3 DA Form 5692-R, Training Program Outline for Safety Management...Phase III, will be used to certify consumption of all Category I and Category II items as well as locally designated DODIC's . These category items require DA Form 5692-R for items consumed during training. The Unit Range Safety Officer, SSG or above, will certify the quantity drawn, quantity returned and the quantity consumed in training. When category I and II items are used in live-fire exercises, a Warrant or Commissioned Officer will perform the duties of Range Safety Officer.
- 9.7.4 Shortage statements will be prepared on DA Form 5515, Training Ammunition Control Document, by the unit Range OIC to explain circumstances causing shortages. Responsible unit commander will complete a DA Form 5811-R, Certificate - Lost or Damaged Class 5 Ammunition Items. The first O5 in the chain of command will sign the DA Form 5811-R. Commanders will initiate investigative action under AR 15-6, Procedures for Investigating Officers and Boards of Officers, when losses or overages are found in Category I and II items.
- 9.7.5 Category III and IV ammunition and explosives, including hazardous waste munitions, will be under continuous positive control of designated responsible personnel.
- 9.7.6 All ammunition requested on a DA Form 581, Request for Issue and Turn-in of Ammunition, must be issued on the date and at the time scheduled. Issues that cannot be completed on the date and at time of pickup date; i.e., due to late arrival of units, lack of transportation or personnel, will not be started. Requesting unit will be required to return the following day on a standby basis and will be serviced when regularly scheduled appointments are completed. If no prior coordination is made with the ASP indicating a unit will be delayed in making the appointment, the document will be closed out at the end of the scheduled date of pickup, and the unit will be required to resubmit a new DA Form 581, if ammunition is still required.
- 9.7.7 Commanders of units drawing ammunition will furnish necessary transportation, fire extinguishers, four explosive placards for each vehicle, and adequate personnel for handling.
- 9.7.8 Personnel will not ride in the cargo body of the vehicle transporting ammunition/explosives. Intransit security personnel, bearing individual arms, will not be allowed to enter the ASP storage area.
- 9.7.9 The authorized unit representative, as designated on DA Form 1687, Notice of Delegation of Authority-Receipt for Supplies, will accompany the checker and unit detail into the storage area; verify counts and identity of items being loaded and upon being cleared at the verification point; and sign all copies of the DA Form 581.
- 9.7.10 All personnel and vehicles entering or departing the ASP will be subject to search by authorized military and civilian guard personnel.
- 9.8 MOVEMENT OF AMMUNITION BETWEEN LOCATIONS**
- 9.8.1 For brief stops en route, ensure at least one of the drivers remains in the cab of the vehicle, or remains within 10 feet of the vehicle, provided the vehicle is within full, unobstructed view.

- 9.8.2 When circumstances require more lengthy stops enroute, ensure that the vehicle is parked only at a carrier terminal, state or local approved safe haven under 49 CFR or during emergencies in a Department of Defense safe have/refuge location. See DOD 4500.9-R Defense Traffic Management Regulation, for reference. When a vehicle is parked in a carrier terminal or at a state or local safe haven, a qualified carrier or terminal representative must keep the shipment in view and stay within 10 feet of the vehicle or shipment at all times, or the shipment must be secured in a fenced and lighted area under the general observation of a qualified carrier or terminal representative at all times. As an alternative, the material may be placed in a security cage as described in AR 55-355, Chapter 34.
- 9.8.3 Security provided at military and commercial terminals must be consistent with the level of protection required during movement. This statement will be added to the Government bill of lading when stops or layovers are anticipated. Equivalent terminal physical security standards are shown in AR 190-11, Appendices C and D and AR 55-355, Chapter 34.
- 9.8.4 Inquiries concerning the shipments of sensitive ammunition and explosive items via commercial carrier should be referred to the Transportation Branch.

10.0 PHYSICAL SECURITY AND STORAGE OF AMMUNITION IN THE FIELD

10.1 AMMUNITION SECURITY

- A system of supervisory checks will be established to ensure all personnel comply with established security procedures.
- Only responsible individuals will be assigned duties concerning ammunition security/accountability. Personnel pending discharge, court martial, and other Uniform Code of Military Justice (UCMJ) action (Article 15), will not be utilized to guard or handle ammunition.
- Restricted areas will be established 12m outside Ammunition Turn-in Point (ATP) and combat trains perimeter wire barriers. Restricted areas will be identified by engineer tape and clearly marked as restricted areas.
- Ammunition storage area will be under constant surveillance by guard personnel. Access for unauthorized personnel will be denied. Radio communication and/or field phone for guard personnel will be provided. Communication must be maintained with parent unit or headquarters.
- Where Category I munitions are stored, guard personnel will be armed with live ammunition.
- A reaction force will be immediately available to ammunition storage guard personnel.
- Ammunition in tactical field storage will be inventoried by the responsible person at the time of receipt/storage and every 24 hours thereafter. Stock record accounting procedures will be utilized to account for ammunition in the field stored in ATP or unit combat trains.
- A 2-man rule will be in effect for access to all ammunition storage areas.

- Ammunition storage areas will be properly marked and fire extinguishers made available.
- Ammunition is stored considering its compatibility. Under no circumstances will suspect hazardous waste munitions be stored with munitions intended for normal use. Suspect hazardous waste munitions will be immediately reported to QASA personnel for disposition instructions UP of the EPA-MR.
- Ammunition will be stored by specific separation distances (based on fragmentation hazard).

10.2 AMMUNITION STORAGE

- 10.2.1 Unit commanders should have a storage plan which covers the period the ammunition will be held, and this must be available to inspectors upon request. Ammunition Officers and NCOs will be familiar with the procedures for use of the Ammunition Holding Area (AHA) and procedures for establishment and use of temporary holding areas prior to the receipt of ammunition/explosive items. Unit munitions storage plans will specifically include, in writing, the storage of suspect hazardous waste munitions in either the AHA.
- 10.2.2 Unit storage of ammunition must meet requirements outlined in DOD 6055.9-STD, DOD Ammunition and explosives Safety Standards; AR 190-11, Physical Security of Weapons, Ammunitions and Explosives; DAP 385-64, Ammunition and Explosives Safety Standards. DOD 6055.9 STD authorizes organizations to store in arms rooms, limited quantities of Hazard Division 1.3 and 1.4 ammunition without regard to quantity distance (QD) when required for operational necessity. Chapter 5 of DAP 385-64 establishes Army QD criteria for mission and operational necessity. Chapter 5, DAP 385-64 establishes Army QD criteria for mission essential and operationally necessary Hazard Division 1.3 and 1.4 ammunition and explosives.
- 10.2.3 The Army criteria applies to ceremonial ammunition, e.g., saluting ammunition for daily flag details. However, commanders must ensure that storage of quantities of ceremonial ammunition meet the cardinal principal of explosives safety: Expose the minimum number of persons to minimum authorized amount of explosives for the minimum length of time, consistent with mission and operational requirements. Therefore, storage of ceremonial ammunition shall not exceed one (1) unit pack without an approved waiver or exemption.
- 10.2.4 Training ammunition may be stored in arms rooms provided QD requirements IAW DAP 385-64 are met. Current requirements are that arms rooms storing training ammunition will be 100 feet from inhabited buildings and public traffic routes for Hazard Class 1.3 items, and 75 feet from inhabited buildings and public traffic routes for Hazard Class 1.4 items in order to be approved. Again, commanders must ensure that storage of quantities of training ammunition meets the cardinal principle of explosives safety, when an approval has been granted for storage.
- Limited quantities of class/division 1.3G and 1.4G/S hazard class ammunition, for reasons of operational necessity, alert and security purposes, may be stored in unit arms rooms. Unit storage requires written authorization from the unit commander and approval by the QASAS representative. Authorization will be in

memorandum format and addressed to Ammunition Surveillance Office, and include nomenclature of ammunition, DODIC, lot number, and quantity.

- Units with a requirement to establish a Field Ammunition Supply Point (FASP) must submit a written request for authorization and approval. See Figures 5-1 and 5-2. Requests will be in memorandum format and addressed THRU Range Division, Range Operations Office, FOR Ammunition Surveillance Section, Fort Benning, GA. Information to be included is: Unit to be operational in the FASP, location of FASP by range and/or grid number, FASP dates of operation, and list of items to be present at FASP (by nomenclature, DODIC, hazardous class/division/compatibility group, and quantity). In addition, the primary individuals responsible for operating the FASP should be identified and be familiar with the appropriate regulations. Requests must be approved by both Range Operations Office and Ammunition Surveillance Section, and should be submitted NLT 5 workdays prior to the FASP requirement.
- Ammunition boxes or containers will not be opened until they are to be used. Only quantity for immediate use will be removed from the packing or otherwise exposed.
- Ammunition removed from its original box or container for firing, but which is not fired, will be positively identified and returned complete, in every respect, to its packing container, including inner and outer containers. This also pertains to all units that are preparing to deploy. All packing materials should be left in the unit area or arrangements should be made with the MSC for temporary storage. If the ammunition is damaged or otherwise non-returnable, it will be coded condition code "H" by QASAS and charged to unit's account. If QASAS determines munitions to be suspect as hazardous waste munitions it will be segregated and stored as hazardous waste and turned in IAW established procedures by ASP personnel.
- Artillery and/or mortar fuzes removed from packing and issued with a fuze assembled that are set for firing, but not fired, will be reset to the safe position and all safety devices re-inserted (pins, etc.). Mechanical Time and Superquick (MTSQ) fuzes will be set on Superquick (SQ). Point Detonating (PD) fuzes will be set on SQ.
- Ammunition will not be placed directly on the ground. Dunnage will be used to keep ammunition/explosives from coming into contact with the ground.

11.0 AMMUNITION UTILIZATION

11.1 GENERAL

- 11.1.1 Supplemental charges that have been removed from artillery and mortar ammunition will be burned on the range utilizing an approved burn pit. Should burn pit not be viable they must be turned in as Hazardous waste and identified to ammunition inspectors during turn-in inspection. These items are live ammunition and will not be transported on the same vehicle with inert residue. Units should consider these items as hazardous waste munitions until QASAS determines otherwise.

- 11.1.2 Ammunition in field storage will be protected from the elements and direct rays of the sun as prescribed in AR 385-63, Policies and Procedures for Firing Ammunition for Training, applicable field manuals, and AR 385-64.
- 11.1.3 To ensure ammunition in the hands of the using unit remains in a serviceable condition, the following procedures should be strictly adhered to:
- Only that quantity of ammunition/explosives which can be immediately expended will be opened.
 - Ammunition not in a banded or sealed container will be secured in locked containers pending use.
 - Do not destroy any packing material or components of rounds.
 - Excess propelling charges and increments from expended rounds will not be disposed of until completion of the fire mission.
- 11.1.4 The safety requirements for firing ammunition during training are outlined in AR 385-63 and AR 350-1, Army Training.
- 11.1.5 Ammunition will not be disassembled, modified or altered in any manner.
- 11.1.6 Live ammunition will not be used in classroom demonstrations.

12.0 MALFUNCTION OF AMMUNITION AND EXPLOSIVES

12.1 GENERAL

- 12.1.1 Any munitions having the following characteristics should be considered as suspect hazardous waste munitions until declared otherwise by proper authority.
- 12.1.2 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 hangfires, misfires, duds, abnormal functioning and premature functioning of explosive ammunition items under normal handling, maintenance, storage, transportation, and tactical deployment.
- 12.1.3 Unit commanders are responsible to ensure that all unit range officers, training officers and/or officers in charge of firing are thoroughly familiar with the provisions of this section.
- 12.1.4 Misfires and duds will be reported by stock number, DODIC, and lot number to Ammunition Surveillance personnel at the ASP and to Range Control. Disposition of duds will be in accordance with Fort Benning Regulation 350-6, Post Range Regulation.
- 12.1.5 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 Control.

- Relate all information required by following ammunition malfunction checklist.
- 12.1.6 The Ammunition Officer, QASAS and the Army Material Command Logistics Assistance Officer (AMCLAO) weapons representative (when appropriate) will:
- Investigate all cases of malfunction.
 - Authorize removal of the weapon/debris with the concurrence of the unit investigation or survey officer.
- 12.1.7 Malfunction disposition will be as follows:
- Faulty ammunition: Ammunition Surveillance personnel will report lot numbers to the Industrial Operations Command (IOC) in accordance with AR 75-1, Malfunctions Involving Ammunition and Explosives. Where items being reported may be suspect hazardous waste, care will be exercised to ensure guidance is followed.
 - Faulty weapon: (AMCLAO) personnel will determine disposition based on type of deficiencies encountered with the weapon.
 - Operator error: Unit investigation or survey officer will report through command channels as appropriate (see paragraph g below).
 - Serious incident report: Military Police will be notified if criminal activity is suspected as being cause of malfunction.
- 12.1.8 The unit investigating or survey officer will conduct an investigation in accordance with Report of Survey procedures prescribed in AR 735-5, Policies and Procedures for Property Accountability and Fort Benning Regulation 350-6.
- 12.1.9 The unit responsible for property book accountability of weapons involved will prepare DA Form 285, Accident Report, if the damage is 100 dollars or more or if the accident results in fatality or lost-time injury.
- 12.1.10 For more detailed information about malfunctions and accidents see AR 75-1, Malfunctions Involving Ammunition and Explosives, AR 385-40, Accident Reporting and Records, and Fort Benning Regulation 350-6, Post Range Regulation.

13.0 PROCEDURES FOR SUSPENSION OF AMMUNITION

13.1 GENERAL

- 13.1.1 Ammunition suspension messages are to be given priority action by all echelons upon receipt.
- 13.1.2 The Ammunition Surveillance directly receives ammunition suspension/restriction messages.
- 13.1.3 Ammunition Surveillance personnel will take the appropriate action on suspending the ammunition lots affected, and send notification to the ASP.
- 13.1.4 The ASP, upon receipt, will:

- Review records to determine if any of the affected assets have been issued to units on Fort Benning, and if units still have the suspended ammunition under their control.
- Notify the units with suspended lots to return the lots to the ASP immediately.
- Accomplish the notification through direct communication with the unit or requesting range control assistance.
- Replace the suspended ammunition with another lot, if available.
- Ensure, through coordination with the QASAS, that all necessary actions have been taken to recover all suspended ammunition.

14.0 AMMUNITION HOLDING AREA (AHA):

14.1 GENERAL

- 14.1.1 The Fort Benning AHA has been established for the purpose of allowing units to hold selected ammunition items for short periods of time. AHA hours is 24/7. The ASP is closed on Saturdays, Sundays and holidays with exceptions.
- 14.1.2 Only authorized personnel designated on a DA Form 1687, Notice of Delegation of Authorization - Receipt for Supplies, to receipt for Class V supplies from the ASP will be granted access to the AHA.
- 14.1.3 The AHA is available to all installation units on space available basis. Units may store ammunition in the Ammunition Holding Area (AHA) for 5 working days. If your ending date to hold ammunition in the AHA falls within a weekend or a holiday, ammunition may remain in the AHA till the next workday. The approval/disapproval to hold ammunition in the AHA will be made by the Chief of the ASP based on available space in the AHA at the time of request predicated on compatibility of ammunition and safety/distance requirements.
- 14.1.4 Units will not be allowed extensions for additional AHA holding time past the expiration of the allowed period. However, units will be authorized to turn in non-expended rounds and then use a DA Form 581 (Request) to the ASP to obligate the remaining ammunition for future use on another specific scheduled range on a confirmed date. Ammunition obligation on a DA Form 581 (request) must be drawn within authorized forecasted period for use.
- 14.1.5 Upon entering the AHA, units will accept assigned parking space. The unit representative will sign Fort Benning Form 1303, Ammunition Vehicle Holding Area Log. The ASP will not provide locks and keys for CONEX containers. All locks and keys will be provided and controlled by the using unit. All CONEX containers will be properly grounded prior to allowing ammunition to be stored in them. It is the responsibility of the using unit to submit work orders to have the CONEX properly grounded. Magazines or CONEX containers holding CAT I will be locked with a high security padlock and hasp, and one secondary padlock (medium or low security). Access to, or possession of, both keys to Category I storage facilities by one person is prohibited. A key control system in accordance with AR 190-11 Para. 5-6 will be established by the ASP.

- 14.1.6 All ammunition items must be properly blocked, braced, and packed prior to transport and entering the AHA. Units must inventory ammunition prior to departing the AHA.
- 14.1.7 All vehicles used to transport ammunition items to and from the AHA must have a DD Form 626 completed by an individual who has been trained/certified IAW CFR 49; must be inspected by Ammunition Surveillance personnel prior to entering or departing the AHA area; and will be convoyed in military vehicles with two serviceable 10-ABC fire extinguishers.
- 14.1.8 Senior individuals in Government vehicles, to include guard personnel, carrying ammunition, must have current DA Form 2A, Identification Card.
- 14.1.9 The following procedures will be followed in storing ammunition in vehicles or within the pre-positioned CONEX containers:
- Vehicle parking is permitted only in the designated vehicle parking areas.
 - Vehicles having a container, which can be secured by the same type lock used for the pre-positioned CONEX containers, may be parked in the designated areas without a unit guard. Vehicles loading and unloading will be limited to placing ammunition in, or returning ammunition from, CONEX containers. Trans-loading is not authorized.
 - Vehicles parked in the AHA are subject to the same maximum storage, compatibility, inventory and inspection procedures as prescribed elsewhere in these paragraphs.
- 14.1.10 Units will inspect the CONEX before storing ammunition and only the authorized type and amount can be stored.
- 14.1.11 No munitions suspect as hazardous waste munitions will be held in the AHA.
- 14.1.12 The following inspections of the AHA will be conducted:
- Units will ensure the container is not leaking water, that no materials subject to spontaneous combustion are present, and that the area surrounding the container and one-half way to the next pair of containers is in good police. CONEX containers found to be leaking during the 24-hour inventory will be immediately vacated and reported to the ASP personnel.
 - Ammunition Surveillance personnel will make periodic inspections of the AHA. Inspectors will check for compatibility of ammunition, safety and police of the container area. These inspections may be announced or unannounced.
- 14.1.13 The following procedures will be completed prior to the using unit clearing the AHA.
- Padlock will be removed from the CONEX. All ammunition and residue will be removed and the container swept. Debris, other than accountable residue, will be placed in the proper trash receptacle.
 - The guard AHA log and the AHA status board will be cleared prior to departure.
- 14.1.14 Prior to picking up ammunition from the holding area, unit will be escorted by the holding area operator to an assigned parking space/CONEX and load

daily/operational requirements. Upon completion of training and returning to the holding area, holding area operator and unit representative will ensure all items are properly packaged prior to placing them in CONEX. Items not properly packaged will be removed from the holding area for repackaging. Light boxes, less than full packages, and boxes with seals broken will be released first to the unit the following day. Packing material/residue will not be stored/left in the holding area.

14.1.15 Commanders utilizing the holding area will be responsible to ensure that:

- Each vehicle is equipped with two serviceable fire extinguishers, each having a rating of 10-BC or greater.
- Four placard signs are displayed on each vehicle for each hazard.
- Vehicles maintain compatibility and are properly loaded, secured and covered.
- Prior to entering the AHA, ammunition loads are inspected at the Ammunition Surveillance Vehicle Inspection Point, building number 5950, IAW items 23 thru 30, DD Form 626. The holding area operator will check DD Forms 626, Motor Vehicle Inspection, on vehicles entering or leaving the holding area to ensure that items 23 thru 30 are inspected by vehicle inspectors. Only personnel authorized on DA Form 1687 will be allowed to turn in and pick up from the holding area.

15.0 PHYSICAL SECURITY

15.1 GENERAL

15.1.1 Positive enforcement measures will be taken to ensure physical security control of ammunition and residue components. Upon departure from the ASP, the receiving unit must provide physical security for the ammunition per AR 190-11 and this SOP. Unserviceable ammunition will be provided the same degree of security that is afforded other categories of ammunition.

15.1.2 Care will be taken with inert and expended Category I rocket and missile launcher tubes, inert Claymore mines, inert hand grenades, and rocket launcher, M190, with M73 sub-caliber practice rocket, used as training devices to preclude pilferage, misuse, or conversion to live ammunition. Units will ensure such devices are conspicuously marked. See AR 385-65, Identification of Inert Ammunition and Ammunition Components. Those items that can be converted to live ammunition or explosives will be accounted for and secured as Category IV live ammunition and explosives.

15.1.3 When transporting ammunition and explosives inter-post or intra-post (Off the Installation) via military or commercial carriers, requirements by category are as follows:

- Ammunition Categories Defined (See Appendix C).
- Category I, ammunition and explosives, except for EOD operations, (Appendix E), shall be protected by Armed Guard Surveillance (AGS), plus a separate unarmed security escort vehicle for ground/highway movements. Armed Guard Surveillance, for military personnel requires two drivers with the rank of SGT or above, with at least one being armed. Separate security escort requires two unarmed drivers in an escort trail vehicle. For air movements, escort vehicle

surveillance applies to and from the aircraft, and on the ground. Rail shipment using trailer/container on flatcar is prohibited IAW AR 190-11, Chapter 7. EOD operations are exempt from AGS and separate unarmed security vehicle requirements but do require a SGT, or above.

- Category II, ammunition and explosives shall be protected by AGS, except for EOD operations.
- Category III and IV shall be protected by Dual Driver Protection Service (DDPS).
- Class 1.1 and 1.2 explosives that meet the security risk categorization criteria set forth in AR 190-11, Decision Logic Table, shall be protected by DDPS.

15.1.4 AGS requires two drivers that are HAZMAT trained, at least one of whom is armed. For military personnel, drivers must be of the rank SGT or above. A driver is armed when he/she has a shotgun or weapon with equivalent firepower and a minimum of five rounds of appropriate ammunition available for immediate use.

- AGS personnel must maintain a DD Form 1907, Signature and Tally Record.
- In terminal areas, provide for an armed guard who is specifically dedicated to the shipment or secure the shipment in an adequate lighted area that is surrounded by a chain link fence, minimum height of 6 feet, and continuously patrolled by an armed employee of the carrier or terminal who checks the shipment at least once every 30 minutes.

15.1.5 DDPS requires continuous attendance and surveillance of a shipment by qualified dual drivers. For military personnel, at least one of the drivers must be of the rank SGT or above. Carrier drivers providing DDPS must:

- Maintain a DD Form 1907, Signature and Tally Record.
- For brief stops enroute, ensure at least one of the drivers remains in the cab of the vehicle, or remains within 10 feet of the vehicle, provided the vehicle is within full unobstructed view.
- When an enroute lengthy stop is required, vehicles will be parked only at a carrier terminal, state or local safe haven under 49 CFR or during emergencies in a Department of Defense safe haven or refuge location. When parked in a carrier terminal or state or local safe haven, a carrier terminal representative must keep the shipment in view and stay within 10 feet of the vehicle or shipment at all times, or the shipment must be secured in a fenced and lighted area under the general observation of a qualified carrier or terminal representative at all times. The material may be placed in a security cage as an alternative IAW AR 55-355, Defense Traffic Management Regulation.
- Security provided at military and commercial terminals must be consistent with the level of protection required during movement. This statement will be added to the Government bill of lading when stops or layovers are anticipated. Equivalent terminal physical security standards are shown in AR 190-11, Appendices C and D.

- 15.1.6 Inquiries concerning the shipments of sensitive Ammunition and Explosives (AE) items via commercial carrier should be referred to the Material Movements Section, Transportation Branch.
- 15.1.7 Commanders will emphasize to soldiers and civilians that all personnel and vehicles entering Fort Benning are liable to search anywhere on the installation.
- 15.1.8 Units are subject to unannounced inspections, ammunition spot checks, conducted by the Physical Security Office at anytime after departing the confines of the ASP, (i.e., enroute to range locations, on an established range, and while in a return status to the ASP pending turn-in).
- 15.1.9 Inquiries concerning the physical security of ammunition and explosives should be referred to Fort Benning Senior Physical Security Inspector, COMMERCIAL: 706 575-6239, ASP QASAS, COMMERCIAL: 706-626-0755.
- 15.1.10 Physical security for FASPs. Units will observe the following procedures to provide physical security for FASPs:
- Guards will provide constant surveillance. The ammunition will not be left unattended at any time.
 - Guards will have the capability to sound the alarm (radio, telephone, or other appropriate means).
 - A response force will be available.
 - A perimeter barrier will be available.
 - Access will be denied to unauthorized personnel.
 - The area will be posted as a restricted area.
 - Security lighting will be maintained if available.
 - Inventory, accountability, and control procedures outlined in Chapter 1, and Chapter 3, of this SOP will be observed.
 - Arming of guards and response forces will be at the discretion of the commander, considering such factors as safety, security, and category of the ammunition. If such personnel are armed, provisions of AR 190-14, Carrying of Firearms and use of Force for Law Enforcement and Security Duties, apply.

16.0 SAFETY

- 16.1 Commanders will conduct safety training in accordance with AR 385-63. See Appendix D, Specific Responsibilities; Appendix E, A Reminder of Do's and Don'ts; and Appendix H, EPA-MR (Hazardous Waste Munitions).
- 16.2 Personnel will not perform unauthorized disassembly, modification, alteration, nor tamper with ammunition or components except as authorized by AR 385-63.
- 16.3 Ammunition Found on Installation (FOI) will be reported to the 789th Explosive Ordnance Detachment IAW FOI procedures.
- 16.4 Live ammunition will not be used in classrooms or areas where personnel could be

- exposed to accidental explosions.
- 16.5 Notify the Ammunition QASAS Branch and Range Control of defective ammunition found during training, after procedures for handling misfires/hang fires have been taken, if appropriate. Do not attempt to fire or expend this ammunition until released by the ammunition inspector. Report malfunctions (duds, misfires, premature bursts, etc.) to the Ammunition QASAS Branch as soon as possible.
- 16.6 Persons handling ammunition must be briefed on safety requirements.
- 16.7 Handle explosives and ammunition carefully. Containers will not be tumbled, dropped, thrown, dragged, rolled, or handled roughly.
- 16.8 There will be no smoking or open fires in any ammunition storage area, within 50 feet of building, or vehicles containing ammunition.
- 16.9 Accumulate unused propelling charge increments and other combustible or explosive material away from firing positions.
- 16.10 Do not destroy rounds prepared for firing in which a portion of the propellant is removed until the round is expended. Do not mix propellant from different types of rounds (HE, WP, or Illuminating) if rounds are not fired. Charges used to restore rounds to their original configuration must be from the same ammunition lot from which they were removed. Do not mix propellants.
- 16.11 Dispose of excess propellant in accordance with TM 9-1300-206. Unused propellant may be packed in original metal containers and returned to the ammunition storage area if a suitable area or experienced personnel are not available.
- 16.12 Immediately notify Ammunition QASAS through Range Control of any ammunition problems, including misfires. QASAS will investigate problems related to ammunition/weapon use when a malfunction occurs. Handle misfires and other defective ammunition as follows:
- During duty hours, treat misfires and other defective ammunition (except duds) in accordance with AR 385-63 and the technical manual for the weapon. Replace all safety devices (pins, etc.) removed when the rounds were prepared for firing. Handling and transporting rounds without safety devices intact is dangerous. After QASAS gives clearance, replace the rounds in original containers with original packaging materiel.
 - Duds are ammunition/explosive items such as fuzes, projectiles, grenades, mines, or missiles which have been fired or otherwise activated and failed to function. Do not disturb duds or suspected duds. Note their location and report it immediately to Range Control in accordance with Regulation 350-6. Enter the data on the Dud Report given to you at the time of issue.
 - Responsible officer will initiate DA Form 5811-R (Certificate Lost or Damaged Class V Items) If ammunition becomes unserviceable Due to loss of lot number or fault or neglect.
 - Hazard Class 1.1 and 1.2 ammunition will not be taken into, or stored in, the main post area, housing areas, billeting areas, or any populated area under any circumstances without written authorization from the Installation Commander.

Limited quantities of Hazard Class 1.3 and 1.4 require written authorization from QASAS.

17.0 AMMUNITION SURVEILLANCE

17.1 POLICIES

17.1.1 The surveillance of ammunition is a command function as directed by AR 740-1, Storage and Supply Activity Operations; and AR 702-6, Ammunition Stockpile Reliability Program. The surveillance program encompasses all ammunition safety and logistics functions, and will be developed, managed, and executed by QASAS. The surveillance of ammunition ends only when the ammunition is expended, destroyed or disposed of IAW EPA-MR requirements for hazardous waste munitions.

17.2 RESPONSIBILITIES

17.2.1 The LRC is responsible for ensuring that the Ammunition Surveillance Program at Fort Benning is properly administered through the appointment of QASAS. The LRC Director is also responsible for ensuring that Ammunition Surveillance personnel have freedom of movement in which to conduct ammunition surveillance operations. Quality Assurance Specialists Ammunition Surveillance are authorized to make unannounced inspections anywhere ammunition is used, handled, stored or transported except those secure areas of the U.S. Army Special Operations Command.

17.2.2 Commanders of supported units/activities are responsible for ensuring that unit ammunition personnel comply with instructions received from the ASP.

17.2.3 The QASAS technicians are responsible for ensuring the safe and proper conduct of ammunition surveillance operations IAW SB 742-1, which include as a minimum the following:

- Developing policies and procedures for all operations within the surveillance organization. These policies and procedures contain as a minimum, procedures for safety, and operational and quality requirements within the guidelines of applicable regulations
- Conduct inspections of magazines and buildings, including unit storage, in which ammunition and explosives are stored IAW SB 742-1. The QASAS will formally record the inspection results, forwarding a copy of the findings to the activity concerned for corrective action, and furnishing appropriate elements a copy of the inspection results, corrective action, and follow-up action.
- Conduct safety inspections of vehicles used for transporting ammunition and explosives prior to entering and leaving the ASP.
- Conduct inspections of live ammunition and explosives being turned in.
- Clearing ammunition issue documents for suspensions, lot restrictions, and overhead fire.
- Inspecting ammunition and explosives for lot integrity and serviceability.

- Approving, in coordination with Range Control, unit requests for establishing temporary FASPs. Retain these approvals on file for one year. Inspect at least one FASP quarterly on an unannounced basis.
- Investigating ammunition malfunctions and quality deficiencies identified by units, and suspending use thereof when the situation warrants. Also, take appropriate action to stop the use of suspended/restricted ammunition once notification message is received.
- Monitoring unit training at ranges and training areas for compliance of regulations governing safety of ammunition, explosives, and accountability and compliance with provisions of the EPA-MR, (see Appendix F).
- Monitoring unit training at ranges and training areas for compliance of regulations governing safety of ammunition, explosives, and accountability and compliance with provisions of the EPA-MR, (see Appendix F).
- Monitoring all ammunition and explosive operations involving handling, storing, maintenance, shipping, and destruction.
- Conducting inspections of residue on a sampling basis to reconfirm the absence of explosives, as certified by brass yard personnel.
- Maintaining close coordination with the Installation Safety Director on ammunition and explosive safety related matters.
- Close monitoring, thru to disposal, UP of EPA-MR, all munitions determined to be suspect hazardous waste (see Appendix F).

18.0 TURN-IN PROCEDURES

18.1 UNEXPENDED AMMUNITION AND RESIDUE

- 18.1.1 All unexpended ammunition and residue remaining after completion of the firing or training exercise will be returned to the Ammunition Supply Point (ASP).
- 18.1.2 Unexpended ammunition and residue will be turned in to the ASP. Complete reconciliation of issue documents of live ammunition turn-ins will be completed within 5 workdays. Residue turn-in will be completed within 5 workdays after the date of exercise termination date. Live and residue turn-ins can be accomplished on the same day. Live turn-in must be done prior to residue. Units that do not reconcile their document within the time frame will be placed on the overdue document list and not be allowed to draw more ammunition until the document is cleared.
- 18.1.3 Commanders are responsible for returning all unused ammunition, packing materials, and components. Commanders will establish procedures for recovery of all live ammunition and residue prior to departing from ranges/firing sites and will furnish all transportation, work parties, and appropriate security. Unit personnel will be responsible for unloading vehicles and performing necessary corrective actions prior to being released.
- 18.1.4 Unit ammunition personnel are responsible for contacting Customer Service, (building number 6000, telephone 544-6667 to schedule live turn-in appointments. Commanders are required to provide a 24-hour projected turn-in notice to the ASP.

This projected notice will be within the 5-working days after training for reconciling the account. Commanders will ensure that ammunition to be turned in is prepared for turn-in as follows:

- Separate ammunition by type (DODIC)). Ensure that different types of ammunition are not mixed in the same container (i.e., Red and Green Smoke Grenades).
- Segregate ammunition by lot numbers. Make sure that lots are not mixed. Ensure container contains only one lot number of ammunition.
- Segregate ammunition by serviceability. Do not mix serviceable and unserviceable ammunition. Unserviceable ammunition includes misfires, damaged rounds, missing parts, etc.
- Inspect for safety. If any ammunition is suspected to be unsafe, call the Explosive Ordnance Disposal (EOD). Do not attempt to turn in unsafe ammunition.
- Repack the ammunition as nearly as possible to the original pack, regardless of quantity of ammunition, and use the same box.

18.1.5 Suspense copy of completed issue documents, DA Form 581, Request for Issue and Turn-in of Ammunition, and Fort Benning Form 2734, Issue/Turn-in of Recoverable Components, Dud Report, obtained during the issue process, will be used to reconcile turn-in against what was issued. Column titled "ISSUE" on indicates the type and quantity of residue items that must be returned. Use Brass Conversion Table (weight to number of rounds) for determining amount of brass that is being returned. Quantity of live ammunition available for turn-in will be compared to the quantity drawn. The difference must be accounted for in brass/other residue or by DA Form 5811-R, Certificate Lost or Damaged Class V Ammunition Items, fully accounting for the shortage. Reporting requirements of AR 190-11, Physical Security of Army Ammunition and Explosive, and FORSCOM/TRADOC Supplement 1 to AR 190-11 are also applicable. The following applies:

- DA Form 581 prepared by Customer Service will be used to turn in unused ammunition. Block 28 will reference the document number of the issue. A new expendable document number will be used for the turn-in.
- Only one issue document number will be entered in Block 28 of any turn-in. (See Table 6-1 for instructions). Only items and lots initially issued will be turned in on this document.

18.1.6 The ASP may grant extensions to units IAW DA PAM 710-2-1, Using Unit Supply System. The 5-day, turn-in requirement must be met, or a memorandum requesting an extension must be submitted to the ASP prior to the delinquent date.

18.1.7 Prior to live turn-in, all open ammunition containers will be inspected by an SFC or above from the unit returning the items, to ensure that lot numbers match lot numbers printed on the container and that all ammunition items and components are present, properly repacked, and quantities accounted for, either by expenditure or turn-in. An ammunition inspection certificate, signed by an SFC or above, certifying that the information listed above is correct will be placed in each opened/unsealed

container. Ammunition Surveillance/Renovation will make final ammunition disposition.

- 18.1.8 All serviceable and unserviceable ammunition will be returned to the ASP, from which it was drawn, immediately after completion of the training exercise. Retention of training ammunition other than for immediate expenditure is not authorized. Unit ammunition personnel are responsible for contacting ASP, Ammunition Customer Service, COMMERCIAL: 544-6667, to schedule live turn-in appointments.
- 18.1.9 Normally, the ammunition storage area accepts turn-ins which have been projected 24 hours in advance. If turn-ins cannot be accepted, ammunition will be placed in the Ammunition Holding Area (AHA) and scheduled for turn in the following workday. If for some reason the ASP cannot meet the unit's 5-day turn-in requirement, an extension to the unit must be granted.
- 18.1.10 Reporting for turn-in with insufficient personnel/ transportation will delay turn-in. The turn-in will be rescheduled when sufficient personnel/transportation are available.
- 18.1.11 Return unused ammunition, all packing materiel, and components to the ASP no later than 5-working days after completion of training. Units failing to return ammunition, packing material, and components as specified are delinquent, and delinquent units cannot draw ammunition. Return of unused ammunition after normal duty hours will be coordinated with the ASP. Unused ammunition may be secured in the AHA until the following day.
- 18.1.12 The turn-in of ammunition, explosives, and residue will be reconciled with the original issue document. On date of turn-in, the unit will report to the Ammunition Renovation Workshop where material will be inspected for serviceability. The unit will correct deficiencies, where possible, before turn-in is accepted. Ammunition not complete in every respect is unserviceable and is subject to EPA-MR considerations as suspect hazardous waste munitions. At the time of inspection, the QASAS will advise units of any ammunition that appears to be unserviceable due to neglect or abuse. The unit will also be advised that action IAW with AR 735-5, Policy and Procedures for Property Accountability, must be initiated for the damage.
- 18.1.13 A separate DA Form 581 will be required to turn in items unserviceable due to neglect or abuse. The DA Form 581 will be accompanied by a DA Form 5811-R signed by the unit commander and the first O-5 in the chain of command. Upon receipt of DA Form 581 and DA Form 5811-R, the original document will be removed from delinquent status and held pending investigation resolution. Take document to ASP for rapid closeout of the transaction.
- 18.1.14 Ammunition Renovation personnel at the Fort Benning ASP will inspect all ammunition and explosive items turned in to determine serviceability and whether or not considerations of the EPA-MR regarding hazardous waste munitions apply (see Appendix H). If an item appears to be unserviceable due to fault or neglect, the responsible unit will initiate a report of survey.
- 18.1.15 The following are considered unserviceable due to fair-wear-and-tear.
- Misfires

- Fuses encountered with improper torque adjustment
- 18.1.16 The following are considered to be examples of ammunition damaged due to fault, neglect, or unauthorized modification. This is not to be considered an all inclusive list.
- Quantities of loose small arms ammunition having unidentifiable lot numbers if determined excessive by the Accountable Officer
 - Removal of rounds from ball and tracer linked ammunition or otherwise altering the original items as issued
 - Damage due to rough handling
 - Wet propelling charges
 - Damage to time fuses by turning clockwise instead of counter-clockwise
 - Incomplete rounds
 - Smoke Pots not completely expended
- 18.1.17 If a report of survey is required, all actions must be complete and reconciliation accomplished within 15-working days. The DA Form 581 will be annotated in block 10 with the following statement:

"Action required by AR 735-11, Uniform Settlement of Military Freight Loss and Damage Claims, has been initiated on Report of Survey number (unit document number). Materiel has been released by Surveying Officer."

18.2 RESIDUE TURN-IN

- 18.2.1 Residue is defined as ammunition containers, packing material, expended cartridge cases, and recoverable residue as listed in DA PAM 710-2-1. Note: All remaining live ammunition must be turned in prior to residue turn-in.
- 18.2.2 DA Form 581 for residue turn-in, will be signed by an authorized unit representative when there are no shortages. For shortages, see paragraph 18-3 below. (Note: Due to change in DA PAM 710-2-1, shortage statement indicated by an asterisk (*))
- 18.2.3 Prior to turning in packing material, artillery cartridge cases will be removed from containers and inspected to ensure all primers are fired. Brass and steel will be segregated and separated by type (DODIC) prior to arrival at the ASP. If the items were issued on more than one document, they will be further segregated by document.
- 18.2.4 The residue will be inspected 100 percent by residue yard personnel with the aid of unit personnel at the time of turn-in. The unit will be responsible for re-screening the material if any live items are found. Brass yard personnel will not accept the materiel until they are satisfied that the residue is free of explosives. Dumping of ammunition at unauthorized locations is a violation of Article 108, Uniform Code of Military Justice (UCMJ), and could be the subject of disciplinary action or adverse administrative action.
- 18.2.5 All residue will be inspected and cleared by brass yard inspectors, to include those items not recoverable. The following items will not be turned in to the brass yard, but

will be turned in to the ASP because of hazardous material content and security requirements: Expedited Launcher Rocket 66mm (LAW), Rocket AT-4 84mm, and battery coolant units for the Redeye and Stinger missiles. These will be subject to processing UP of the EPA-MR, if applicable (see Appendix H).

18.2.6 Smoke Pots will be handled in accordance with the EPA-MR.

18.3 TURN-IN RECONCILIATION

18.3.1 All turn-ins will be reconciled with original issue documents.

18.3.2 Shortages must be explained on DA Form 5811-R, Certificate of Lost or Damaged Class V Ammunition Items. The following applies:

- The responsible unit commander will complete a DA Form 5811-R and submit it to the first 0-5 in the chain of command. The first 0-5 in the chain of command will take appropriate action and complete the DA Form 5811-R. The ASP Customer Service Clerk and/or a designated representative will review the DA Form 5811-R.
- If the document does not clearly account for all shortages, it will be returned to the unit for administrative action IAW AR 190-11, AR 735-5, or AR 15-6, Procedures for Investigating Officers and Boards of Officers. Commanders are required to initiate action and attach evidence of that action, Report of Survey, AR 15-6 action or other investigation when:

18.3.3 Losses or overages are found in Category I and II Items.

18.3.4 Turn-in action and all administrative requirements are not completed within five workdays following the event for which ammunition was issued, and an extension was not granted for unusual circumstances.

18.3.5 Damage to live ammunition is from a cause other than fair-wear-and-tear.

18.3.6 The residue, plus live ammunition turned in, is less than the quantity issued, and is not accounted for by the DA Form 5811-R.

18.3.7 The completed DA Form 5811-R will accompany the unit's turn-in documents for reconciliation and retention by the ASP.

18.3.8 The ASP will not clear the unit(s) without the required certification and a DA Form 5811-R for lost or damaged items signed by an 0-5 (or, in the absence of the 0-5, the next higher in the chain of command) indicating that appropriate action has been initiated to account for the missing items.

18.3.9 A unit failing to close out all transaction documents, turn in unused ammunition, packing materiel, and components, within five work days after completion of firing exercise is delinquent. The ASP will not issue any more training ammunition to the unit until the turn-in action is completed or proof of the initiation of an investigation is provided to the ASP. The ASP will provide a list of delinquent documents to the MSCs on a weekly basis.

18.3.10 Unit Ammunition managers must reconcile all their issue and turn-in documents with the Training Ammunition Management Information System (TAMIS). This procedure must be accomplished on a monthly basis as a minimum.

18.3.11 Policies and regulations for reporting of missile firings are as follows:

- AR 710-3, Missile Firing Data and Report, covers reporting of missile firings.
- AR 710-3, Guided Missile and Large Rocket Ammunition Issue, Receipts, and Expenditures Report, contains policy for the reporting of issues, receipts, and expenditures for guided missiles and rockets.
- Units will ensure reports are submitted for all missile firings per AR 710-3.
- Missiles drawn from the Fort Benning ASP for use off the installation (mission requirements, training exercises, etc.) will be reconciled with the ASP upon return to Fort Benning. The unit will provide the ASP with the DA Form 5692-R, Ammunition Consumption Certificate, for those items expended.
- Category I non-nuclear missiles and rockets in the Department of Defense Small Arms Serialization Program (DODSASP). Certain Category I rockets and missiles are required to be reported through DODSASP when received or expended.

18.4 FOUND ON INSTALLATION (FOI) AMNESTY TURN-IN

18.4.1 All ammunition and explosives, excluding small arms ammunition (up to and including .50 caliber), will be considered suspect hazardous waste munitions UP of the EPA-MR (Appendix H) until determined otherwise by QASAS/EOD personnel, and will not be moved by untrained personnel. The 789th Explosive Ordnance Detachment (EOD) will respond to recover AFOI.

18.4.2 If a receipt is required by the commander, the items will be listed on DA Form 581, Request for Issue and Turn-in of Ammunition, as a normal turn-in, except the statement will indicate "Found on Installation."

18.4.3 If the commander does not require a receipt, the ammunition will be processed and recorded on DA Form 3151, Ammunition Stores Slip. The unit turning in recovered ammunition will notify the Provost Marshal's office, COMMERCIAL: 545-5252.

18.4.4 Explosive Ordnance Disposal (EOD) personnel will document receipt of FOI with DA Form 3265, Explosive Ordnance Incident Report, and will notify the Provost Marshal's Office of any AFOI. EOD personnel will not record names of individuals making turn-in. Individuals notifying EOD personnel will not be subjected to questioning or investigation when reporting or turning in AFOI.

18.4.5 The QASAS personnel, along with ASP renovation personnel, will respond in a prompt and timely manner to accept ammunition recovered by EOD personnel.

18.4.6 Small arms ammunition found on installation. Ammunition cartridges are to be delivered directly to the ASP during normal duty hours. No documentation, i.e., turn-in document or handwritten statement, is required.

18.4.7 The Ammunition and Explosives Amnesty Program (AEAP) provides individuals an opportunity to return ammunition, explosives and residue items, which have been stolen, misplaced, or erroneously left in the possession of a unit after turn-in and reconciliation have been finalized. These returns can be made without fear of prosecution. The person who receives the ammunition under the Amnesty Program

will contact Stock Control to determine if the recovered ammunition was previously reported as lost/stolen.

- 18.4.8 QASAS personnel will accept delivery of ammunition under the Amnesty Program during normal operating hours, 0800 through 1630, Monday through Friday. If the ammunition is handed directly to an ASP operator at the ASP, no paperwork is required and no questions will be asked of individual making the turn-in. The ASP will initiate a DA Form 581 turn-in document prepared IAW DA Pam 710-2-1, paragraph 11-18c(1) to establish an audit trail. Close coordination will be accomplished by the ASP with ammunition surveillance inspectors. Subsequent to turn-in, all FOI and amnesty items will be inspected as required by renovation return inspection procedures for safe handling of the items and to ensure compliance with the EPA-MR (Appendix H).
- 18.4.9 The Amnesty Program is not a substitute for normal turn-in procedures. Units discovering ammunition on hand after having reconciled their accounts are authorized to make an amended turn-in. The following procedures apply for amended turn-ins:
 - 18.4.10 When units find they still have ammunition due to error or oversight, an amended turn-in will be made. Prepare a new DA Form 581 for the remaining ammunition. Note in block 28 the original issue document number, if known, and state "This is an amended turn-in document." Once documents have been prepared, this ammunition will be scheduled for turn-in. It will be maintained under the security and control of the unit at authorized locations until it can be returned to the ASP.
 - 18.4.11 The first 0-5 in the chain of command will sign the amended turn-in document. This ammunition can immediately be accounted for and in most cases credited to the unit's account under the amended turn-in procedures.
 - Unit commanders will ensure assigned personnel are briefed on the AEAP policies/procedures semiannually, and prior to each exercise or training event that requires the use of ammunition and explosives.
 - Notices with location and telephone numbers of the AFOI/Amnesty Turn-in Point will be conspicuously posted in all unit areas.

19.0 REFERENCES

19.1 REQUIRED PUBLICATIONS

- 19.1.1 **AR 5-13** Training Ammunition Management System
- 19.1.2 **AR 11-2** Internal Controls
- 19.1.3 **AR 75-1** Malfunctions Involving Ammunition, and Explosives
- 19.1.4 **AR 190-11** Physical Security of Arms, Ammunition, and Explosives
- 19.1.5 **AR 190-14** Carrying of Firearms and use of Force for Law Enforcement and Security Duties
- 19.1.6 **AR 350-1** Army Training
- 19.1.7 **AR 350-66** Army-wide Small Arms Competitive Marksmanship

- 19.1.8 **AR 385-40** Accident Reporting and Records
- 19.1.9 **AR 385-63** Policies and Procedures for Firing Ammunition for Training
- 19.1.10 **AR 385-64** Ammunition and Explosives Safety Standards
- 19.1.11 **AR 702-6** Ammunition Stockpile Reliability Program
- 19.1.12 **AR 710-2** Supply Policy Below the Wholesale Level
- 19.1.13 **AR 735-5** Policy and Procedures For Property Accountability
- 19.1.14 **AR 735-11-2** Reporting of supply discrepancies
- 19.1.15 **AR 740-1** Storage and Supply Activity Operation
- 19.1.16 **CTA 50-909** Field and Garrison Furnishings and Equipment
- 19.1.17 **DA PAM 350-38** Standards in Training Commission
- 19.1.18 **DA PAM 700-19** Procedures of U.S. Army Munitions Reporting System
- 19.1.19 **DA PAM 710-2-1** Using Unit Supply System
- 19.1.20 **EPA-MR** Environmental Protection Agency – Military Munitions Rule (CFR 40 CFR 2.60)
- 19.1.21 **62 FR 6621**, 12 Feb 97 Federal Facility Compliance Act (FFCA), 1992
- 19.1.22 **FORSCOM Reg 700-3** Ammunition Basic Load
- 19.1.23 **FORSCOM Reg 350-10** Training and Certification Program for Personnel Working in Ammunition Operations
- 19.1.24 **FORSCOM Supplement to AR 190-11** Physical Security of Army Ammunition and Explosives
- 19.1.25 **MCoE Reg 350-6** Post Range Regulation
- 19.1.26 **MCoE Reg 350-1** Training Directive
- 19.1.27 **FM 5-25** Explosives and Demolitions
- 19.1.28 **SB 742-1** Ammunition Surveillance Procedures
- 19.1.29 **TM 9-1300-206** Ammunition and Explosives Standards
- 19.1.30 **AR 385-65** Identification of Inert Ammunition and Ammunition Components
- 19.2 REQUIRED FORMS**
- 19.2.1 **DA Form 2A** Identification Card
- 19.2.2 **DA Form 285** Accident Report
- 19.2.3 **DA Form 581** Request for Issue and Turn-in of Ammunition
- 19.2.4 **DA Form 1687** Notice of Delegation of Authorization-Receipt for Supplies
- 19.2.5 **DA Form 2064** Document Register for Supply Actions
- 19.2.6 **DA Form 2203-R** Demolition Reconnaissance Report (LRA)
- 19.2.7 **DA Form 3151-R** Ammunition Stores Slip (LRA)

- 19.2.8 **DA Form 3255-R** Explosive Ordnance Incident Report
- 19.2.9 **DA Form 3265-R** Explosive Ordnance Incident Report
- 19.2.10 **DA Form 5203** DODIC Master/Lot Locator Record
- 19.2.11 **DA Form 5204** Serial Number Record
- 19.2.12 **DA Form 5514-R** TAMIS Training Ammunition Forecast Report
- 19.2.13 **DA Form 5515** Training Ammunition Control Document
- 19.2.14 **DA Form 5692-R** Training Program Outline for Safety Management Phase III
- 19.2.15 **DA Form 5811-R** Certificate Lost or Damaged Class 5 Ammunition Items (LRA)
- 19.2.16 **DD Form 626** Motor Vehicle Inspection
- 19.2.17 **DD Form 836** Special Instructions for Motor Vehicle Drivers
- 19.2.18 **DD Form 1907** Signature and Tally Record
- 19.2.19 **FB Form 1303** Ammunition Vehicle Holding Area Log
- 19.2.20 **FB Form 1362** Ammunition Surveillance Inspection Record
- 19.2.21 **FB Form 2734** Issue/Turn-In of Recoverable Components Resources Conservation and Recovery Act (RCRA), 1976
- 19.2.22 Memorandum, XVIII Abn Corps and Fort Benning, MOI, Safe Haven Refuge Policy/Procedures for Commercial Carriers Hauling Military, Military Sponsored Cargo, and other Federal Agency Shipments.
- 19.3 RELATED PUBLICATIONS**
- 19.3.1 **AR 190-40** Serious Incident Report
- 19.3.2 **DA PAM 75-5** Index of Storage and Outloading Drawings for Ammunition
- 19.3.3 **DOD 4500.2-R** Military Standard Transportation and Movement Procedures (MILSTAMP)
- 19.3.4 **DOD 4500.2-9R** Defense Traffic Management Regulation
- 19.3.5 **DOD Manual 5100.76-M** Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives
- 19.3.6 **FM 9-13** Ammunition Handbook Operations
- 19.3.7 **FM 9-38** Conventional Ammunition Unit Operations
- 19.3.8 **FM 19-30** Physical Security
- 19.3.9 **TM 9-1300-200** Ammunition, General
- 19.3.10 **TM 9-1300-214** Military Explosives

20.0 SENSITIVE AMMUNITION AND EXPLOSIVES SECURITY RISK CATEGORIZATION

Commanders will ensure appropriate security measures are taken to protect ammunition and explosives in accordance with this regulation and AR 190-11, Physical Security of Weapons, Ammunition, and Explosives.

Below is a list of Physical Security Categories:

20.1 CATEGORY I.

Non-nuclear missiles and rockets in a ready to fire configuration; for example, Redeye, Stinger, Dragon, AT-4 and Light Antitank Weapon (LAW). This category also applies in situations where the launcher tube and the explosive rounds, though not in a "ready to fire" configuration, are jointly stored or transported; for example: TOW.

20.2 CATEGORY II

- Hand or rifle grenades, high explosive and white phosphorus.
- Mines, antitank or antipersonnel.
- Explosives use in demolition operations; for example: C-4, military dynamite and TNT.

20.3 CATEGORY III

- Ammunition .50 caliber and larger, with explosive filled projectile
- Grenades, incendiary and fuses for explosive grenades
- Blasting caps
- Supplementary charges
- Bulk explosives
- Detonating Cord

20.4 CATEGORY IV

- Ammunition with nonexplosive projectile
- Fuses
- Grenades, illumination, smoke and CS/CN
- Incendiary destroyers
- Riot control agents

21.0 REMINDER OF "DO'S" AND "DON'TS"

21.1 DO:

- 21.1.1 Do return all live ammunition and explosives, including empty boxes and containers. Return them to a responsible person at the place designated by your commander.

- 21.1.2 Do report to your commander all ammunition or explosives found which appear to have been lost or abandoned. Treat all such items as suspect hazardous waste munitions UP of the EPA-MR (See App H) until the items are declared otherwise by QASAS/EOD personnel.
- 21.1.3 Do conspicuously mark and report all duds to Range Control.
- 21.1.4 Do repack all unused ammunition in its box or container after firing.
- 21.1.5 Do maintain identification (lot number) of ammunition in your possession.
- 21.1.6 Do report all ammunition or explosives which appears to be lost or abandoned, except those which are being turned in under the Ammunition Amnesty Program, to the Provost Marshal's Office, COMMERCIAL: 545-5252.

21.2 DON'T:

- 21.2.1 Don't pick up or disturb ammunition larger than .50 caliber, or explosive items found on or off the installation. They may be duds.
- 21.2.2 Don't throw ammunition away! It may kill you, your buddy, or an innocent person. Unauthorized disposition of ammunition and explosives can lead to disciplinary action under the Uniform Code of Military Justice.
- 21.2.3 Don't take Ammunition, or ammunition components back to your unit area or home.
- 21.2.4 Don't put ammunition in your pocket.
- 21.2.5 Don't disassemble, modify, or alter ammunition or explosives in any way except as authorized by AR 385-63.
- 21.2.6 Don't fire in the direction of explosives.
- 21.2.7 Don't open or discard more ammunition containers or boxes than are necessary for immediate use.
- 21.2.8 Don't open or discard ammunition, explosives, packing materials, or components.
- 21.2.9 Don't leave vehicles loaded with ammunition unattended, except within the Installation ASP Holding Area.

22.0 GLOSSARY

22.1 ABBREVIATIONS

- 22.1.1 **AA&E** - Arms, Ammunition & Explosives
- 22.1.2 **ABL** - Ammunition Basic Load
- 22.1.3 **ACR** - Ammunition Condition Report
- 22.1.4 **A&E** - Ammunition and Explosives
- 22.1.5 **AEAP** - Ammunition Explosives Amnesty Program
- 22.1.6 **AC** - Active Component
- 22.1.7 **AFOP** - Ammunition Found on Post
- 22.1.8 **AGS** - Armed Guard Surveillance

- 22.1.9 **AHA** - Ammunition Holding Area
- 22.1.10 **AIHQ** - Ammunition Initial Issue Quantity
- 22.1.11 **AMC** - Army Materiel Command
- 22.1.12 **AMC LAO** - Army Materiel Command Logistics Assistance Officer
- 22.1.13 **AMDF** - Army Master Data File
- 22.1.14 **ARNG** - Army National Guard
- 22.1.15 **ASP** - Ammunition Supply Point
- 22.1.16 **CALS** - Committee for Ammunition Logistics Support
- 22.1.17 **CAMO** - Consolidated Ammunition Management Office
- 22.1.18 **CE** - Conditional Exemption
- 22.1.19 **CIIC** - Controlled Inventory Item Code
- 22.1.20 **CFR** - Code of Federal Regulations
- 22.1.21 **CG** - Commanding General
- 22.1.22 **CONEX** - Container Express
- 22.1.23 **CONUS** - Continental United States
- 22.1.24 **CTA** - Common Tables of Allowance
- 22.1.25 **DA** - Department of The Army
- 22.1.26 **DAP** - Department of Army Pamphlet
- 22.1.27 **DDESB** - Department of Defense Explosive Safety Board
- 22.1.28 **DDPS** - Dual Driver Protection Services
- 22.1.29 **DLA** - Defense Logistics Agency
- 22.1.30 **DOD** - Department of Defense
- 22.1.31 **DODAC** - Department of Defense Ammunition Code
- 22.1.32 **DODAAC** - Department of Defense Activity Address Code
- 22.1.33 **DODIC** - Department of Defense Identification Code
- 22.1.34 **DODSASP** - Department of Defense Small Arms Serialization Program
- 22.1.35 **LRC** - Logistics Readiness Center
- 22.1.36 **DOT** - Department of Transportation
- 22.1.37 **DRB** - Division Ready Brigade
- 22.1.38 **DRMO** - Defense Reutilization Marketing Office
- 22.1.39 **EOC** - Emergency Operations Center
- 22.1.40 **EOD** - Emergency Ordnance Disposal
- 22.1.41 **EPA** - Environmental Protection Agency

- 22.1.42 **FASP** - Field Ammunition Supply Point
- 22.1.43 **FFCA** - Federal Facilities Compliance Act
- 22.1.44 **FORSCOM** - Forces Command
- 22.1.45 **FM** - Field Manual
- 22.1.46 **FTX** - Field Training Exercise
- 22.1.47 **FWT** - Fair Wear and Tear
- 22.1.48 **FY** - Fiscal Year
- 22.1.49 **GBL** - Government Bill of Lading
- 22.1.50 **GMLR** - Guided Missile and Large Rocket
- 22.1.51 **HAZMAT** - Hazardous Materials
- 22.1.52 **HQDA** - Headquarters Department of The Army
- 22.1.53 **IDS** - Intrusion Detection System
- 22.1.54 **IDT** - Inactive Duty Training
- 22.1.55 **ID** - Identification
- 22.1.56 **IOC** - Industrial Operations Command
- 22.1.57 **LAW** - Light Antitank Weapon
- 22.1.58 **MACOM** - Major Army Command
- 22.1.59 **MDC** - Magazine Data Card
- 22.1.60 **MMC** - Materiel Management Center
- 22.1.61 **MP** - Military Police
- 22.1.62 **MR (or MMR)** - Military Munitions Rule
- 22.1.63 **MSC** - Major Subordinate Command
- 22.1.64 **MTOE** - Modified Table of Organization and Equipment
- 22.1.65 **NCO** - Noncommissioned Officer
- 22.1.66 **NCOIC** - Noncommissioned Officer-In-Charge
- 22.1.67 **NLAC** - National Level Ammunition Capability
- 22.1.68 **NSN** - National Stock Number
- 22.1.69 **OCONUS** - Outside Continental United States
- 22.1.70 **OD** - Open Detonation
- 22.1.71 **OPLAN** - Operations Plan
- 22.1.72 **PBO** - Property Book Officer
- 22.1.73 **POD** - Port of Debarkation
- 22.1.74 **PS** - Physical Security

- 22.1.75 **QASAS** - Quality Assurance Specialist (Ammunition Surveillance)
- 22.1.76 **RC** - Reserve Components (Includes Army National Guard, Army Reserve and Reserve Components of other DOD Services).
- 22.1.77 **RCRA** - Resource Conservation and Recovery Act
- 22.1.78 **ROTC** - Reserve Officer Training Corps
- 22.1.79 **SAAS** - Standard Army Ammunition System
- 22.1.80 **SATS** - Standard Army Training System
- 22.1.81 **SICC** - Special Item Control Code
- 22.1.82 **SIR** - Serious Incident Report
- 22.1.83 **SSA** - Supply Support Activity
- 22.1.84 **SSG** - Staff Sergeant
- 22.1.85 **STARTEX** - Start of Exercise
- 22.1.86 **TAADS** - The Army Authorization Document System
- 22.1.87 **TAMIS** - Training Ammunition Management Information System-Revised
- 22.1.88 **TAT** - To accompany troops
- 22.1.89 **N-TAT** - Not to accompany troops
- 22.1.90 **TSB** - Training Support Branch
- 22.1.91 **TB** - Technical Bulletin
- 22.1.92 **TNT** - Trinitrotoluene
- 22.1.93 **TRADOC** - Training and Doctrine Command
- 22.1.94 **UCMJ** - Uniform Code of Military Justice
- 22.1.95 **USAR** - United States Army Reserve
- 22.1.96 **UXO** - Unexploded Ordnance
- 22.1.97 **UP** - Under the provisions of
- 22.1.98 **WMM** - Waste Military Munitions
- 22.2 TERMS**
 - 22.2.1 **Abandoned munitions:** Complete product of component that has been discarded by being buried or landfilled, disposed of, burned or incinerated, or otherwise treated prior to disposal.
 - 22.2.2 **Active component:** Any full time active unit, detachment, organization, regardless of size, of the Army, Navy, Air Force, Marine Corps or Coast Guard of the U.S. Armed Forces.
 - 22.2.3 **Active range:** A military range that is currently in operation, construction, maintenance, renovation or reconfiguration to meet current DOD component training requirements and is being regularly used for range activities.

- 22.2.4 **Allocated items:** Items of ammunition in national short supply designated by the Committee for Ammunition Logistics Support (CALs) and CALs controlled items.
- 22.2.5 **Ammunition:** A device charged with explosives, propellants, pyrotechnics, initiating composition, riot control agents, chemical herbicides, smoke, and flame. The device is used for defense or offense, including demolition. Excluded from this definition are devices charged with chemical agents. Ammunition includes cartridges and projectiles. Missile rounds, grenades, mines and pyrotechnics together with bullets, shots and their necessary primers, propellants, fuzes and detonators are included.
- 22.2.6 **Ammunition basic load:** The quantity of conventional ammunition deemed necessary by the major command to be carried by the individual or on unit vehicles so that the unit can accomplish its mission until resupply can be made.
- 22.2.7 **Ammunition basic load authorization:** An automated computation which shows ammunition allowances by weapon or weapons system and specifies weight and cube characteristics for load planning. This computation displays the unit basic load.
- 22.2.8 **Ammunition basic load authorization recap:** An automated computation which consolidates ammunition requirements by DODIC from the Ammunition Basic Load Authorization.
- 22.2.9 **Ammunition basic load data:** The Ammunition Basic Load Authorization and the Ammunition Basic Load Authorization Recap.
- 22.2.10 **Ammunition and explosives amnesty program:** A program and procedures operative at Fort Benning that permits individuals to turn in ammunition and explosives and other Class V items to a specially designated turn in point without fear of reprisal.
- 22.2.11 **Ammunition holding area:** A secured location at a safe distance from other facilities for groups of railcars, trucks, or trailers, or other vehicles used to hold ammunition for interim periods prior to storage, shipment or issue.
- 22.2.12 **Ammunition and explosives (a&e) storage facility:** Any facility used for the storage of military munitions. This definition includes, but is not limited to earth-covered magazines, above ground magazines, and open-air storage areas.
- 22.2.13 **Ammunition initial issue quantity (aiiq):** The quantity of ammunition used for procurement and distribution actions that provides each deployable weapons system and unit the capability to perform its TOE combat mission; is exclusive of the resupply quantity; and is not considered during sustainment computations. This quantity will be used to compute the FORSCOM basic load for all deployable units. As an exception, units authorized by FORSCOM to store ABL necessary for a tactical deployment will continue to compute ABL based on operational necessity and not the AIQ. Exceptions to this will be considered on a case-by-case basis by the theater or FORSCOM.
- 22.2.14 **Ammunition residue:** All components that do not go down range. Examples: Outer package containers, (e.g., wood boxes or pallets, metal boxes or drums, and fiber drums), inner package containers, (e.g., metal boxes or cans, fiber tubes, fabric bandoleers, and packing material), scrap metal, (e.g., banding/strapping, fired cartridge cases, and grenade pins).

- 22.2.15 **Ammunition supply point:** As currently used in this regulation, the Ammunition Supply Point is the primary facility at Fort Benning authorized to receive, account for, store – for an indefinite period of time – and issue all components of Class V materiel.
- 22.2.16 **Armed guard surveillance:** A service that provides armed guards to maintain constant, specific surveillance of shipments for which the shipment is requested. A guard is considered “armed” when the guard has a firearm and proper ammunition readily available for immediate use.
- 22.2.17 **Chemical munitions and agents:** (50 USC 1521(j)(1): Ammunition that, through its own chemical properties, produces lethal or other damaging effects on human beings. This does not include riot control agents, chemical herbicides, smoke and other sight obscuring materials.
- 22.2.18 **Continual surveillance:** Observing/protecting a storage facility containing arms and/or munitions by guards, detection system, closed circuit TV, or combination thereof, to prevent unauthorized access to the facility.
- 22.2.19 **Closed range:** A military range that has been taken out of service as a range and has been put to new uses, incompatible with range activities, or is no longer considered a potential range area. Closed range areas remain under control of a DOD component.
- 22.2.20 **Conditional exemption:** An exemption from the regulatory definition of hazardous waste; therefore exempted from compliance with specific environmental requirements pertaining to the handling of hazardous waste within the meaning of the EPA-MR. Exemption is conditional because certain criteria and requirements in 40 CFR must be met.
- 22.2.21 **Damage:** A condition that impairs value/use of an item. The damage may vary in degree of significance.
- 22.2.22 **Department of defense ammunition code (DODAC):** An eight character code identifying munitions items in the Federal Supply Classification (FSC) Group 3.
- 22.2.23 **Detonation:** As in “Open Detonation” and resulting in violent chemical or mechanical reaction involving heat and pressure. A detonation wave proceeds through the reacted material and impacts unreacted material at supersonic speed, resulting in extremely high pressure on the surrounding medium.
- 22.2.24 **Disposal:** The discharge, deposit, injection, dumping, spilling, leaking, or placing of any solid or hazardous waste into or on any land or waters so that such solid or hazardous waste may enter the environment, (e.g., burial), or be emitted into the air or discharged into any waters, including ground waters.
- 22.2.25 **Division ready brigade (DRB):** Brigade-sized elements of selected Army divisions given a “no-plan” contingency mission by HQ FORSCOM, or higher authority, with standing authorization to store total ABL.
- 22.2.26 **Dual driver protection service:** The vehicle containing the shipment must be attended at all times by one of the drivers. A vehicle is attended when at least one of the drivers is in the vehicle cab, awake, and not in the sleeper berth, or is within 10 feet of the vehicle. DDPS requires Signature Security Service by personnel involved, IAW AR 190-11. NOTE: This applies to any surface shipments, sea or land ,

commercial air shipments and military air shipments. Signature Security Service signature and tally requirements are not required between the same pair of drivers for a particular movement.

- 22.2.27 **Dud:** Explosive munition that has not been armed as intended or failed to explode after being armed.
- 22.2.28 **Environmental protection agency munitions rule, (EPA-MR):** The EPA-MR implements the meaning and intent of Section 107 of the Federal Facilities Compliance Act, (FFCA), defines and clarifies when munitions become waste and how these waste munitions will be managed and regulated.
- 22.2.29 **Explosives:** Any chemical compound, mixture, or device, the primary or common purpose of which is to function as an explosion. The term includes, but is not limited to, individual land mines, demolition charges, blocks of explosives (dynamite, TNT, C-4 and other high explosives) and other explosives consisting of 10 pounds or more.
- 22.2.30 **Explosives ordnance disposal (EOD) emergency response:** An immediate response by explosives and munitions emergency response personnel to control, mitigate, or eliminate the actual or potential threat encountered during an explosives or munitions emergency. The EOD emergency response is divided into two response levels. The distinctions between the two are based on the Emergency Response Specialist's determination as to the action required to control or eliminate the actual or potential threat to human health, public safety, or property. (See "Immediate Response (Level 1)" and "Imminent and Substantial Endangerment Response (Level 2)."
- 22.2.31 **Fair-wear and tear:** Loss or impairment of appearance, effectiveness, worth, or utility of an item that has occurred solely because of normal customary use of the item for its intended purpose.
- 22.2.32 **Hand receipt:** A signed document acknowledging acceptance of and responsibility for items of property listed thereon that are issued for use and are returned.
- 22.2.33 **Hangfire:** An undesired delay in the functioning of a firing system. A hangfire for a rocket occurs if the rocket propellant is ignited by the firing impulse, but the rocket fails to exit the launcher within the expected time.
- 22.2.34 **Hazardous waste:** In general, a solid waste is a hazardous waste if it is, or contains, a hazardous waste listed in CFR 40, Part 261, Subpart D, or it exhibits characteristics of ignitability, corrosiveness, reactivity, and/or toxicity.
- 22.2.35 **Immediate responses (level 1):** The EPA established exemptions from RCRA generator, transporter and permitting (to include emergency permits) requirements during the "immediate response" to an explosive or munitions emergency. This exemption allows emergency response specialists to take whatever action is necessary to control or eliminate the threat. The EOD team leader is the only authority that can determine when a Level 1 response is terminated.
- 22.2.36 **Imminent and substantial endangerment responses (level 2):** The EPA does not fully exempt from RCRA regulation those situations that do not require an "immediate response" but that pose an "imminent and substantial endangerment to human health and the environment." EOD personnel must determine whether the

response action can be delayed without compromising safety or increasing the risk long enough to obtain an emergency permit. When the response action can be delayed, the EOD personnel should consult with the installation Environmental Control Office who will consult with the appropriate State or Federal regulatory authority.

- 22.2.37 **Inactive range:** A military range that is not currently being used but is still under military control and which the military both considers to be a potential range area and has not been put to a new use that is incompatible with range activities.
- 22.2.38 **Loss:** Loss of, damage to, or destruction of property of the U.S. Government under control of the Army. Includes loss from Government accountability. Property is considered lost when it cannot be accounted for by the person responsible for it.
- 22.2.39 **Malfunction:** Failure of an ammunition item to function as expected when fired, launched, or when explosive items function under conditions that should not cause functioning. Malfunctions include hangfires, misfires, duds, abnormal functioning, and premature functioning of explosive ammunition items under normal handling, maintenance, storage, transportation and tactical deployment.
- 22.2.40 **Military munitions:** All ammunition products and components produced or used by or for DOD or the U.S. Armed Services for national defense and security, including military munitions under the control of the DOD, U.S. Coast Guard, the U.S. Department of Energy, and National Guard personnel.
- 22.2.41 **Military range:** A designated land or water area set aside, managed and used to conduct research on, develop, test, and evaluate military munitions and explosives, other ordnance, or weapons systems, or to train military personnel in their use. Ranges include firing lines, positions, maneuver areas, test pads, detonation pads, impact areas and buffer zones with restricted access and exclusionary areas.
- 22.2.42 **Misfire:** Failure of the primer or the propelling charge of a round to function, wholly or in part.
- 22.2.43 **Open burn:** Open burning means the combustion of any material without control of combustion air to maintain adequate temperature for efficient combustion, containment of the combustion reaction in an enclosed device to provide sufficient residence time and mixing for complete combustion, and control of emission of the gaseous combustion products. Most of the OB sites are permitted as miscellaneous units as part of the EPA permitting process for Treatment, Storage and Disposal Facilities.
- 22.2.44 **Open detonation (OD):** A chemical process used for the treatment of unserviceable, obsolete and/or waste munitions whereby explosive donor charge initiates the munitions to be detonated. Although surface detonations can be performed under certain circumstances, most munitions are treated in four to six foot deep pits for safety purposes. Most OD sites are permitted as miscellaneous units as part of the EPA permitting process for Treatment, Storage, and Disposal Facilities (see Detonation).
- 22.2.45 **Operational load:** A quantity of supplies (in a given supply class) kept by using units for use in peacetime operations, based on various authorizations.

- 22.2.46 **Original package:** A sealed or otherwise securely closed container packed by vendor, supply depot or arsenal.
- 22.2.47 **Primary hand receipt holder:** A person who is hand-receipted property directly from the accountable officer.
- 22.2.48 **Property book:** A formally designated set of property records maintained under AR 710-2 to account for organizational and installation property in a using unit.
- 22.2.49 **Reconciliation:** Process of accounting for ammunition issued to units by receipt of ammunition returns and verification of expenditures.
- 22.2.50 **Report of survey:** An administrative paper instrument for recording circumstances concerning the loss, damage or destruction of Army property. Serves as, or supports, a voucher for dropping articles from property records on which they are listed. Also used to determine question of responsibility (financial or otherwise) for absence or condition of articles.
- 22.2.51 **Request:** A supply request initiated by the using unit.
- 22.2.52 **Requisition:** A supply request initiated by the supply support activity in a MILSTRIP format or a unit supply request converted to a MILSTRIP format by the SSA for submission to the next higher source of supply.
- 22.2.53 **Residue:** See AMMUNITION RESIDUE.
- 22.2.54 **Safe haven and refuge:** Procedures approved by DOD, and operational at Fort Benning, whereby drivers for commercial carriers, hauling Federal cargo, may seek safe haven/refuge at designated military installations for themselves and their cargo. See DOD 4500.9-R, Defense Traffic Management Guide.
- 22.2.55 **Sub-hand receipt:** A hand receipt between primary hand receipt holder and person subsequently given the property for their use. Does not transfer direct responsibility for property to sub-hand receipt holder.
- 22.2.56 **Tow:** A tube-launched, optically tracked, wire command missile designed as an antitank weapon system.
- 22.2.57 **Training ammunition management information system: (TAMIS):** The ADP information system that processes, stores and retrieves data on authorizations and use of training ammunition. The TAMIS data base consists of an authorization file, expenditure file and a cost file.
- 22.2.58 **Training ammunition management system (TAMS):** The Army-wide system (AR 5-13) developed to manage conventional training ammunition at all levels for maximum training and combat readiness with the ammunition resources available.
- 22.2.59 **Transferred range:** A military range that is no longer under control of a DOD component and has been leased, transferred or returned or returned to another entity, to include Federal entities, for use.
- 22.2.60 **Unexploded ordnance (UXO):** Military munitions that have been primed, fused, armed, or otherwise prepared for action, and that have been fired, dropped, launched, projected or placed in such a manner as to constitute a hazard to operations,

installation, personnel, or material and remains unexploded either by malfunction, design or other cause.

22.2.61 **Unused military munitions:** Unused military munitions include those that have not been fired, dropped, launched, placed, or otherwise used.

22.2.62 **Used or fired military munitions:** Used or fired munitions are those military munitions that: (1) Have been primed, fused, armed or otherwise prepared for action, and have been fired, dropped, projected, placed or otherwise used; (2) Munitions fragments (e.g., shrapnel, casings, fins, and other components) that result from the use of military munitions; and (3) Malfunctions or misfires (e.g., fail to properly fire or detonate).

22.2.63 **Waste military munitions (WMM):** A military munition is a “waste” military munition if it has been identified as: (1) A solid waste per CFR 40, Subpart M, Sections 266.202, or (2) A hazardous waste per CFR 40, Part 261, Subpart C or D. In general, WMM are hazardous waste when they exhibit the hazardous waste characteristics of ignitability, corrosiveness, reactivity, toxicity, or are listed as a hazardous waste.

23.0 RECOMMENDED CHANGES

Recommended changes, additions or deletions should be submitted in writing to the ASP Supervisor. Telephone is 544-6015.

End of External SOP