



# Routing/Approval Matrix



1. Purpose: Annual Review	2. Reason for Action: Annual Review	3. Date: 13 June 2007
4. Submitted by (Name/Title/Signature) Terence F. Warren, Department Manager		5. Phone Number: 670-6229
6. Description/Instructions/Remarks: 100E.02 Ammunition Supply Point External SOP Rev. 1 / Minimal changes made		

## 7. REVIEWED BY:

Organizational Management	Recommendation	Comments	Signature	Date
Vice President	<input type="checkbox"/> Concur <input type="checkbox"/> Non Concur			
Operations Director	<input type="checkbox"/> Concur <input type="checkbox"/> Non Concur			
Maintenance Director	<input type="checkbox"/> Concur <input type="checkbox"/> Non Concur			
Supply & Services Director	<input checked="" type="checkbox"/> Concur <input type="checkbox"/> Non Concur	<i>[Signature]</i>		Jul 29, 07
Installation Services Director	<input type="checkbox"/> Concur <input type="checkbox"/> Non Concur			
Environmental Health & Safety Director	<input type="checkbox"/> Concur <input type="checkbox"/> Non Concur			
Public Works Director	<input type="checkbox"/> Concur <input type="checkbox"/> Non Concur			
Security Services Director	<input type="checkbox"/> Concur <input type="checkbox"/> Non Concur			
Controller	<input type="checkbox"/> Concur <input type="checkbox"/> Non Concur			
Contracts Manager	<input type="checkbox"/> Concur <input type="checkbox"/> Non Concur			
Human Resources Manager	<input type="checkbox"/> Concur <input type="checkbox"/> Non Concur			
Internal Audit Manager	<input type="checkbox"/> Concur <input type="checkbox"/> Non Concur			
QC&T Manager	<input type="checkbox"/> Concur <input type="checkbox"/> Non Concur			
	<input type="checkbox"/> Concur <input type="checkbox"/> Non Concur			

8. President	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	Signature:	Date
Comments:			
9. General Manager, CSA	<input type="checkbox"/> Reviewed	Signature:	Date
Comments:			

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**I. PURPOSE**

To establish external policies and procedures for tenant units, rotational units and other Department of Defense (DOD) elements authorized by Area Support Group-Kuwait (ASG-KU) to obtain support from the Ammunition Supply Point (ASP) operated by CSA, Ltd.

**II. SCOPE**

This Standard Operating Procedure (SOP) applies to authorized tenant units, rotational units, and other DOD elements receiving support from the ASP. Support will consist of issue, temporary storage, turn-in, inspection, safety inspection and escort of trucks entering the ASP, and documentation.

**III. RESPONSIBILITIES**

**A. Department Manager, Ammunition Support Department (ASD)**

Report to the S&S Director. Responsible for the safety and welfare of the employees working the ASP. Provides guidance and recommendations to the ASP's operations. Acts as primary liaison to upper management. Resolves any problems associated with the ASP. Interfaces with the Government appointed Contracting Officer Representative (COR) and Quality Assurance Specialist Ammunition Surveillance (QASAS) inspectors. Provides Senior Government and company officials with oral, written and graphic reports. Ensure compliance with the SOW, FAR, and Department of the Army regulations as required. Ensures inspection, reports, and training is performed and submitted on time.

**B. Operations Manager, Ammunition Support Department (ASD)**

Reports to the Department Manager. Exercises management and supervision over day-to-day ASD operations and personnel. Ensures all work in the Department complies with the CSSC-K contract, Federal Acquisition Regulations (FAR), and/or CSA Project Orders/Corporate Policies and Standard Practices. Span of control includes supervision of receipt, issue, storage, accountability, and shipment of ammunition and explosives in the Ammunition Supply Points (ASP). Ensures compliance with the Statement of Work (SOW), FAR, DOD and Department of the Army regulations, and company Project Operating Procedures (POP), Standard Operating Procedures (SOP), and Work Instructions. Interfaces with the Government appointed Contracting Officer Representative (COR) and Quality Assurance Specialist Ammunition Surveillance (QASAS) inspectors. Analyzes critical trends in supply and logistical processes and compiles historical or other data. Provides Senior Government and company officials with oral, written and graphic reports. Reviews reports and other information submitted to the Government. Collects data and recommends process improvements under CSA Ltd. Quality Management Program.

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Ensures correspondence and CDRLs are prepared and forwarded to the Government in accordance with established policies. Develops the project Property Control Program and advises the Department Manager on interdepartmental compliance with the program. Monitors responsiveness, quality, quantity, and safety of all work performed in the Department.

**C. Branch Manager, Ammunition Support Branch**

Reports to the Operations Manager. Responsible for the safety and welfare of the employees working at the ASP. Provides guidance and recommendations to the ASP operations. Acts as primary liaison to upper management. Resolves any problems associated with the ASP. Ensures compliance with the SOW, FAR, and Department of the Army regulations as required. Ensures inspections, reports, and training is performed and submitted on time.

**D. Ammunition Supply Point (ASP) Supervisor**

Responsible for the supervision of ASP Ammunition and Explosives (A&E) receipt, issue and shipping operations. Reports to the ASP Branch Manager. Monitors operation of the Standard Army Ammunition System-Modernization (SAAS-MOD) computer system to maintain accountability. Develops and updates the ASP Storage Plan. Performs appropriate key control and crime prevention procedures to reduce/eliminate potential for theft or loss of A&E. Maintains reference media as required. Maintains ASP fire plan and trains personnel in its use. Conducts safety training monthly and keeps records of such. Conducts initial training on ASP SOPs for newly assigned employees within 15 days of arrival at ASP and quarterly refresher training thereafter. Maintains records of training. Reports any significant or serious incidents to the Branch Manager immediately. Collects data and provides reports as required by CSA, Ltd., senior management personnel or the Government. Interfaces on a daily basis with the Government Quality Assurance Specialist Ammunition Surveillance (QASAS) inspectors and takes appropriate corrective action as required.

**E. Item Manager, Class V**

Reports to the Operations Manager. Responsible for SAAS-MOD processing and stock control including scheduling of reports, archiving files, storage files maintenance, input, and output. Adheres to Continuity of Operations (COOP) Plan established by Combat Support Systems Automated Management Office (CSSAMO). Maintains hard copy files of supply transactions, voucher numbers, causative research, adjustment documents, documents, document register, and other records related to ASP operations. Collects data and provides reports as required. Uses various computer operation systems/programs (MS-DOS; MS-Windows; MS-Office) to enhance administrative capabilities, and development of unique databases and spreadsheets for management of

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munitions stocked, issued and received by the ASP. Cross-trains other ASP personnel on operation of SAAS-MOD computer system and other software applications. Performs other duties as assigned.

**F. Supply Technician II**

Reports to the ASP Supervisor. Responsible for operations at the storage site. Duties include, but are not limited to distribution of the workload, supervising storage operations to ensure compliance with all aspects of DA PAM 385-64 and applicable storage, unitization, and out load drawings. Acts as primary contact for industrial safety, fire safety, and environmental issues for the storage operation. Performs internal quality control checks of the magazines and complete downrange documentation. Monitor's operations of the residue area, vehicle maintenance and supply support elements. Acts as the acting supervisor in the absence of the Supervisor and the Item Manager. Performs other duties as assigned.

**G. Supply Technician I**

Reports to the **Supply Technician II**. Responsible for storage operations including receiving, warehousing, shipping, inventories, locations surveys and ASP maintenance. Schedules and plans daily work by Eastern work force. Inspects inbound and outbound munitions trucks for safety violations, and provides escort as required. Performs inspections and minor maintenance. Reports any safety violations to the ASP Supervisor. Recommends changes to the Storage Plan to maintain compatibility and compliance with Net Explosive Weight (NEW) limitations established by QASAS. Inspects storage facilities for evidence of illegal, unauthorized, or forced entry; and reports any broken/lost keys, and/or unsecured storage facilities to the ASP Supervisor. Performs other duties as assigned.

**H. Ammo Supply Associate I, II & Senior /Heavy Duty Driver I & II/(Eastern)**

Work under the direct supervision of a Supply Technician. Perform receiving, storage, and shipping tasks as required. Sort, inspect and locate items by DODIC, lot number, and condition. Maintain Magazine Data Cards (MDC) in storage locations. Perform location surveys and inventories as directed. Oversee and assists customer units processing residue turn-ins to ensure safety rules are followed and no live munitions or explosives are left in residue. Removes accumulations of trash and/or other flammables from the ASP storage areas. Load and unload trucks using the proper techniques to prevent accidental fire or explosion. Operate assigned cargo trucks, MHE, generators, light sets, and ancillary equipment. Perform preventive maintenance checks and services (PMCS) on equipment per appropriate operator's TM. Perform minor building and area maintenance as required and directed. Performs other duties as assigned.

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#### IV. EXPLANATION OF REVISION

Annual update and position title changes from Lead Supply Technician to Supply Technician II, Supply Technician (Field) to Supply Technician I, Senior Supply Associate/Supply Associate I & II/(Eastern) to Ammo Supply Associate, I, II & Senior/(Eastern).

#### V. GENERAL

##### A. ASP Operations

##### 1. Locations

The Arifjan ASP is located 77 Kilometers south of Camp Doha and is located in Zone 3 Camp Arifjan. Refer to Appendix 6 of this SOP for map and ammunition traffic route or contact one of the individuals below to receive vocal directions.

##### 2. Point of Contacts:

Stock Control (DSN)	430-5595
Stock Control (Cell)	647-7830
ASP Arifjan Supervisor (Cell)	677-8850
ASP Al-Jalail Supervisor (Cell)	647-7812
ASD/ASP Arifjan Branch Manager (Cell)	682-2035
ASD/ASP Al-Jalail Branch Manager (Cell)	647-7699
Ammunition Support Department Mgr (Cell)	670-6229
Ammunition Support Department Ops. Mgr (Cell)	707-7893
Accountable Officer (DSN)	430-3080
Accountable Officer (Cell)	972-4262
Ammunition (DSN)	430-3081
ASG-KU QASAS, Chief (DSN)	430-3179
ASP QASAS Office (DSN)	430-5547
ITO Office (DSN)	430-1351
KBR MCT (DSN)	430-7135/5268
MCB PPO (DSN)	430-5624/5606/5062/5084
MCB Security (DSN)	430-5417
CFLCC C-3 Trng. Ammo (DSN)	430-5075
TMMC Ammo (DSN)	430-5160
PMO/Security, CSA Ltd. (DSN)	430-1343
Security, CSA Ltd. @ ASP Arifjan (Cell)	688-1672
Security, CSA Ltd. @ ASP Al-Jalail (Cell)	647-7842
EOD, Camp Arifjan Non-Emergency (DSN)	430-7142
EOD, Camp Arifjan <b>Emergency (DSN)</b>	430-4119

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3. Hours of Operation:  
ASP Arifjan/TSA  
Saturday thru Tuesday – 0600 Hrs to 1700 Hrs  
Wednesday – 0600 Hrs to 1500 Hrs  
Closed on Thursdays, Fridays and Official Holidays  
ASP Al-Jalail  
Saturday thru Tuesday – 0600 Hrs to 1700 Hrs  
Wednesday – 0600 Hrs to 1500 Hrs  
Closed on Thursdays, Fridays and Official Holidays
  
4. Minimal Service can be provided during inventories. Only emergency and special requirements deemed necessary by the Accountable Officer (AO), ASG-KU, shall be given special consideration. The inventory schedule will be published a minimum of thirty (30) days prior to inventory. Non-duty hour service must be approved by AO.
  
5. The Arifjan ASP has a Basic Load Ammunition Holding Area (BLAHA) for temporary on-site storage of unit-owned ammunition and explosives (A&E). Refer to Appendix 11 for an example memorandum requesting storage and instructions for unit storage in (BLAHA) area.

## VI. PROCEDURES/INSTRUCTIONS

Units requesting ammunition support from Arifjan ASP, regardless of branch of service will follow the procedures contained in this SOP.

### A. Document Approval Procedure

1. Training ammunition requests must be approved and coordinated through the CFLCC C-3. No ammunition will be issued without the prior authorization of the C-3 representative.
  
2. Operational force protection and basic load ammunition requests must be approved and coordinated through the Theater Material Management Center (TMMC). No ammunition will be issued without the prior authorization of the Theater Material Management Center (TMMC) representative.

### B. Procedures for the Signature Cards

1. Units must provide the ASP stock control section with a current DA Form 1687 (Delegation of Authority) prior to any ammunition requests. A copy of assumption of command orders for the commander must be provided with the DA Form 1687. A properly completed DA Form 1687 is provided in Appendix 1 of this SOP. The stock control section will check for accuracy, if

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acceptable, keep the original DA Form 1687 along with the assumption of command orders.

2. Commanders may authorize officers, contractors and E-5s or above to sign requests for ammunition on DA Form 581 (Block 13C) and within TAMIS –R (Training Ammunition Management Information System - Redesign). Additionally, commanders may delegate authority to contractors to approve (Block 14a) and receive (Block 31b) ammunition requests. The United States Marine Corps units are **EXEMPT** from rank requirements for requesting ammunition (Block 13C). However, the USMC must still follow Army procedures to properly delegate authority using DA 1687, Notice of Delegation of Authority – Receipt of Supplies. Commanders **MAY NOT** delegate the same individual to request and approve ammunition requests, per DA message dated 11 August 2005.
3. Only persons in the grade equivalent of E-6 and above are authorized to receipt for Category I and II A&E.
4. Commanders may designate a responsible person to receipt for category III and IV ammunition.

**C. Security**

1. Security during transportation and storage outside the ASP is a unit responsibility. Kuwaiti Ministry of Interior (KMOI) escorts are required for any ammunition movements in Kuwait, refer to Movement Control Battalion (MCB) policy letter dated 29 June 2004. Contact Arifjan MCB Plans, Programs and Operations (PPO) for convoy clearance number and Arifjan MCB Security Section for KMOI escort support and additional information. The phone numbers for these activities are listed in the points of contact section of this SOP.
2. CAT I and II munitions must be transported IAW AR 190-11, Chapter 7, Paragraph 7-4 and 7-6.
3. Classified ammunition must be afforded the appropriate security measures for the classification level involved, per AR 380-5.

**D. General ASP Information**

1. Ammunition requests will arrive at the ASP not later than three working days prior to the intended pick-up date, closed days and holidays are not counted.

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Units not complying or which cannot meet this policy, but require an ammunition issue, must have a statement from the first LTC/O5 in the chain of command stating reasons for not complying with the policy requirements. This policy will be strictly enforced. Ammunition requests arriving one working day prior to the draw date are required to have a statement from the first COL/O6 in the chain of command stating reasons for not complying with the policy requirements. See Appendix 8 for an example of how to complete a letter of lateness. The more time the ASP Stock Control technicians have to process your documents, the better your overall service will be. Even with a letter of lateness, you will be on a stand by basis only and will have to wait until the other regularly scheduled appointments are completed.

2. Units may coordinate through ASG-KU, Installation Transportation Office (ITO) for transportation assets necessary to move A&E. In the event of cancellation or delay of an appointment it is the unit's responsibility to reschedule transportation assets and security escorts. Consider compatibility groups when requesting transportation support or using organic vehicles. Reference the APPENDIX 10 or contact ASP QASAS for assistance.
3. Vehicles used for the transportation of A&E must pass DD Form 626 (Motor Vehicle Inspection) at the ASP. Units must inspect transportation assets used for the transport of A&E using this form prior to arrival at the ASP. This will eliminate any chance of vehicle rejection at the time of issue or turn-in. Units can obtain blank forms prior to their pick-up by using the Form flow program or contacting, the ASP, or the CSA, Ltd., publications section. Step by step instructions are on this form.
4. Single compartment vehicles (NTVs, such as Jeep Cherokee, Pajero, that have no hardened bulkhead between A&E and vehicular occupants) are not authorized for movement of any A&E other than United Nations (UN) class 1.4S small arms ammunition. This is limited to no more than two full outer packs of small arms ammunition with non-explosive bullets.
5. Units are required to assign adequate personnel to accomplish the tasks associated with the issue and turn-in of their A&E and residue. Some of these tasks are: inventory, palletize A&E, tie-down materials onto vehicles being utilized for transportation, and assist in inspecting, re-packing and re-stenciling as necessary.

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**Note:** The issue/turn-in will be denied if the required numbers of personnel are not present. Contact the ASP supervisor if there are any questions regarding detail personnel required to support issue/turn-in operations for your unit. General rule is 10 soldiers for company sized turn-in.

6. A&E shipped into Kuwait to visiting units must be coordinated with the Theater Material Management Center. Units should coordinate with Camp Arifjan ITO or KBR MCT if they require transportation assistance and Arifjan MCB for KMOI security escort NLT 48 hours prior to required date. The numbers for these activities are listed in the points of contact section of this SOP. Unit personnel will be responsible for all ASP aspects of delivery, receipt and preparation for movement of their shipment. Ensure driver and TC have hazardous material endorsement on license.

**E. Procedure for Issue**

1. Training Ammunition
  - a. Units will use DA Form 581 to request training ammunition. Detailed instructions for preparing the DA Form 581 are provided in Appendix 2. Units will provide the completed DA Form 581 to the Coalition Forces Land Component Command (CFLCC) C-3 ammunition section located on Camp Arifjan in building 505, bay 3 for an approval stamp. References for completion of issue documents and for receiving A&E are found in DA Pam 710-2-1 Para 11-9 and 11-10 or appendix 2 of this SOP. Units that do not meet the appointment time that was scheduled will then be placed on stand-by and as a precaution will schedule another appointment for 72 hours out, excluding closed days as listed in section V of this SOP. Additionally, failure to show for a scheduled appointment will result in command notification.
  - b. Prior to processing any DA Form 581 the CFLCC C-3 ammunition section will check TAMIS (Training Ammunition Management Information System) for authorization. In addition, Intrinsic Action, Iris Gold, and like training exercises have allocated quantities pre-established. The CFLCC C-3 ammunition section maintains a running total of issued items against the authorized and allocated amounts of A&E and will not issue in excess of that amount.
  - c. Units are reminded to only open packages that are going to be used. This will prevent unnecessary delay and extra work inspecting, repackaging, and/or rendering A&E unserviceable. A&E that is turned

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in and deemed unserviceable shall be charged to the units account. Do not destroy or throw away A&E packaging, it must be turned into the ASP.

- d. RSOI Training ammunition will be allocated by training events and by weapon density. CFLCC C-3 Training will allocate the required training events, such as Zero, Calibration, Screen and Harmonization. Additional requirement for opportunity training events will be approved on a case-by-case basis. Units will justify additional training ammunition against their opportunity training events.
  - e. For training issues, the ASP will round down to the nearest unit pack for linked items and small arms ammunition (SAA). Some SAA will be issued down to its inner pack if light packages are available. Issuing to the round of these items will only be done on a case-by-case basis. The ASP will attempt to issue to the round on larger items. When requesting A&E, try and request to the nearest unit pack.
  - f. After completing the joint inventory of ammunition for issue, authorized representative on the DA Form 1687 will sign the original DA Form 3151-R and DA Form 581. The ammunition unit representative will be given their copy of the issue along with any further guidance as necessary.
2. Basic and Operational Load Ammunition
- a. Units will use DA Form 581 to request basic load ammunition. Detailed instructions for preparing the DA Form 581 are provided in appendix 2 Units will provide the completed DA Form 581 to Theater Material Management (TMMC) located on Camp Arifjan in building 505, South bay for an approval stamp. Units must then contact the ASP and coordinate an appointment for pick up. References for completion of issue documents and for receiving A&E are found in DA Pam 710-2-1 Para 11-9 and 11-10 or appendix 2 of this SOP. Units that do not meet the appointment time that was scheduled will then be placed on stand-by and as a precaution will schedule another appointment for 72 hours out, excluding closed days as listed in section V of this SOP. Additionally, failure to show for a scheduled appointment will result in command notification.

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- b. Prior to processing any DA Form 581 the Theater Material Management Center ammunition section will validate authorization and approve. The Theater Material Management Center will not issue in excess of the authorized amount unless approved by higher.
- c. Units are reminded to only open packages that are going to be used. This will prevent unnecessary delay and extra work inspecting, repackaging, and/or rendering A&E unserviceable. Do not destroy, or throw away A&E packaging, return it to the nearest ASP for re-use. Refer to DA Pam 710-2-1 Para 11-13 (f) for definition of residue items expected to be returned.
- d. After completing the joint inventory of ammunition for issue, authorized representative on the DA Form 1687 will sign the original DA Form 3151-R and DA Form 581. The ammunition unit representative will be given their copy of the issue along with any further guidance as necessary.
- e. Using unit must account for basic and operational load ammunition by using property book and hand receipt procedures outlined in DA Pam 710-2-1, Chapter 4, 5, 7 and AR 710-2.

**F. Procedures for Unit Ammunition and Residue Turn-In**

- 1. Turn-ins will be coordinated through the ASP for training and basic loads. Units can schedule an appointment for turn-in at the time of issue. A completed DA Form 581 must be provided to the ASP on the turn-in appointment date or earlier to avoid any mishaps, otherwise, the appointment will have to be rescheduled for another 72 hours out. Training documents must be cleared within 5 working days following the event for which the ammunition was issued. An extension for training documents must be approved by the AO. Extension requests must be made prior to the end of the five-working-day turn-in completion period. Failure to request extension before this period expires will result in command notification and suspension for any further issue until document is cleared. The extension request will not exceed twenty calendar days and should be emailed to the AO. (An example of the letter of extension is in Appendix 9). Units deploying from Kuwait must ensure they clear all open training documents before departing to avoid any delays when trying to redeploy and clear theater at end of mission. For exceptionally large issue, partial residue turn-ins can be arranged through the Stock Control Section. In this case an ASP generated spreadsheet showing

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items requested for turn-in may be used in place of the DA Form 581. The residue spreadsheet will be maintained until unit is ready to clear.

2. Separate DA Forms 581 must be prepared for turn-in of live A&E, Appendix 3, and for ammunition residue items, Appendix 4. It is required that each training issue DA Form 581 be reconciled with a live and/or residue turn-in document if applicable to show that ammunition was expended. References for completion of turn-in documents are found in DA Pam 710-2-1 Para 11-15. Ensure that the proper statements have been entered and signed prior to presenting for turn-in authorization.
3. Ensure items have been thoroughly screened for live ammunition and separated, prior to returning residue items to the ASP. Annotate the DA Form 581 that the items have been inspected and are free of A&E. When ASP personnel conducting the residue turn-in find excessive amounts of live rounds, you will be asked to leave the ASP and provided a memorandum with a brief description of the discrepancy, then required to screen the residue once again. ASP personnel will identify residue items required for turn-in by providing a DA Form 581 listing the quantity of each item required.
4. The turn-in quantity of A&E and residue required for training must balance with the training quantities of ammunition initially issued. Residue shortages and lost or damaged A&E will require completion of DA Form 5811-R which must be signed by the first LTC (05) in the unit chain of command. Further actions for lost or damaged A&E and certain residue are dictated by DA Pam 710-2-1 Para 11-16 [pay particular attention to subparagraphs b, and c (2) & (3)] and AR 190-11. Example of DA Form 5811 is in Appendix 7.
5. Ammunition consumption certificates, DA Form 5692-R, Appendix 5, must be completed and turned in for specially controlled training A&E to clear training documents. References for use of this certificate are found in DA Pam 710-2-1, Para 11-13.1. Specially controlled A&E is identified by the code "T" in the appendix L tables of DA Pam 710-2-1.
6. A&E must be repacked in its ammunition containers and separated by Department of Defense Identification Code (DODIC) before turn-in to the ASP. Example: Meals Ready to Eat (MRE) boxes are not suitable packaging material for ammunition. If your unit requires packaging material contact the AHA representative for support. Additionally, it is not necessary to place small arms cans in wire bounds when conducting unit turn-in if the cans can be

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properly secured for transport, this will reduce the time it takes to open ammunition for processing at the ASP. A&E that is turned in and deemed unserviceable shall be charged to the units account.

7. A&E and residue turn-ins remain accountable to the unit until counts and inspections are completed and the appropriate documentation annotated. For large turn-ins, this process may take several days. A&E still belongs to the unit until the turn-in DA Form 581(s) are signed and posted by ASP Stock Control personnel. Formal inventory counts are taken after the inspection and classification of A&E. The ASP provides temporary storage for the unit until this process is complete.

## **VII. OFFICE OF PRIMARY RESPONSIBILITY**

Director, Supply and Services Directorate

## **VIII. ATTACHMENTS**

- A. APPENDIX 1 - DA Form 1687, Notice of Delegation of Authority Example
- B. APPENDIX 2 - DA Form 581, Request for Issue Example
- C. APPENDIX 3 - DA Form 581, Request for Live Turn-In Example
- D. APPENDIX 4 - DA Form 581, Request for Residue Turn-In Example
- E. APPENDIX 5 - DA Form 5692-R, Ammunition Consumption Statement Example
- F. APPENDIX 6 - DA Form 5811-R, Certificate-Lost or Damaged Class Five Items Example
- G. APPENDIX 7 - Letter of Lateness Example
- H. APPENDIX 8 - Letter of Extension Example
- I. APPENDIX 9 - Motor Vehicle Compatibility Chart
- J. APPENDIX 10 - Requesting Unit Storage at ASP BLAHA
- K. APPENDIX 11 - Arifjan ASP Strip Map and Ammunition Traffic Route

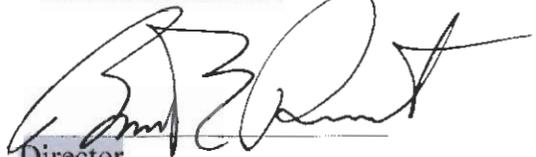
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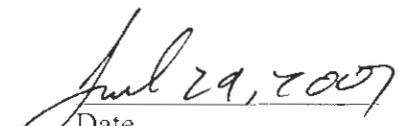
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**IX. DISPOSITION OF RECORDS**

This procedure is valid until superseded or cancelled.

**X. SIGNATURE/APPROVAL**

  
 Director

  
 Date

**XI. REFERENCES**

- AR 190-11                      Physical Security of Arms, Ammunition, and Explosives
- AR 190-51                      Security of Unclassified Army Property  
 (Sensitive and Non-Sensitive)
- AR 385-64                      Ammunition and Explosives Safety Standards
- AR 55-355                      Defense Traffic Management Regulation
- AR 735-5                      Policies and Procedures for Property Accountability
- DA PAM 385-64                      Ammunition and Explosives Safety Standards
- DA PAM 710-2-1                      Using unit Supply System Manual Procedures
- DA PAM 710-2-2                      Supply Support Activity System Manual Procedures
- FM 4-30.13                      Ammunition Handbook: Tactics, Techniques and Procedures for  
 Munitions Handlers

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**APPENDIX 1 - DA FORM 1687, NOTICE OF DELEGATION OF AUTHORITY**

<b>NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES</b>					DATE
<i>For use of this form, see DA PAM 710-2-1. The proponent agency is ODCSLOG.</i>					18 Jan 00
<b>AUTHORIZED REPRESENTATIVE(S)</b>					
ORGANIZATION RECEIVING SUPPLIES TASK FORCE 1-99			LOCATION CP BUEHRING, KUWAIT		
LAST NAME-FIRST NAME-MIDDLE INITIAL	SOCIAL SECURITY NUMBER	AUTHORITY REQ REC		SIGNATURE AND INITIALS	
Smith, Mark J. / 0-2 /	ETS: INDEF	YES	YES		
Wilson, Jessie / E-5 /	ETS: 27JUN 01	YES	YES		
Jones, Paul K. / E-4 /	ETS: 25JAN02	NO	YES		
-----NOT USED-----					
<b>AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER</b>					
THE UNDERSIGNED HEREBY <input checked="" type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE.					
THE AUTHORITY TO: Requisition or receipt of class 5 supplies as indicated above.					
REMARKS ASG-KU ASP. "Authorized representatives listed above have passed the security screening required by AR 190-11".					
<b>I ASSUME FULL RESPONSIBILITY</b>					
UNIT IDENTIFICATION CODE Derivative UIC: WA3TAA			DODAAC/ACCOUNT NUMBER Derivative DODAAC: WK5ABC		
LAST NAME-FIRST NAME-MIDDLE INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE	
Smith, John P.	0-5	430-1234	17 JAN 01		

DA FORM 1687, JAN 82

EDITION OF DEC 57 IS OBSOLETE.

USAPPC V3 00

- Date.** Enter the calendar date the form is prepared.
- Organization Receiving Supplies.** Enter the name of the unit and, if prepared by a hand or sub-hand receipt holder to delegate authority to request or receipt for ammunition items, the hand receipt number or name of the section involved.
- Location.** Enter the name of the installation on which the unit is located.
- Authorized Representatives Last Name, First Name, Middle Initial.** Enter the name and rank (Pay Grade, i.e., E-5 or Equivalent Civilian) of the person(s) authorized to request or receive ammunition. Also enter their ETS date. Ensure the rank of the representative matches the scope of the responsibilities as prescribed in this pamphlet. (E-5 or above to request ammunition, E-6 or above to receipt for Cat I or Cat II munitions).
- Social Security Number.** Leave Blank. Enter "not used" on next available line when all lines are not used.
- REQ.** Enter "YES" in this block for each person authorized to request supplies. Otherwise enter "NO". The pay grade must be E-5 or above to request ammunition.
- REC.** Enter "YES" in this block for each person authorized to receipt for supplies. Otherwise enter "NO". Must

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- be E-6 or above to receipt for Cat I or Cat II munitions.
8. **Signature and Initials.** Enter the signature and initials of authorized representatives.
  9. **Authorization by Responsible Officer or Accountable Officer, Delegation To.** Enter an "X" in this box to show that the authorized representative is delegated to request/receipt for supplies. Enter the statement. "Requisition or receipt of class 5 supplies as indicated above.  
**Withdraws From.** Leave blank. Procedures for adding and deleting persons are not authorized for class 5 supplies.
  10. **Remarks.** Enter the ASP or other activity to which form is being sent. Enter following statement: "Authorized representatives listed above have passed security screening required by AR 190-11." If the number
  11. **Derivative Unit Identification Code.** Enter the DUIC.
  12. **Derivative DODAAC/Account Number.** Enter the unit Derivative DODAAC and any locally assigned account number.
  13. **Name.** Enter the name of responsible person.
  14. **Grade.** Enter the grade or rank of responsible person.
  15. **Telephone Number.** Enter the DSN telephone number of responsible person.
  16. **Expiration Date** Enter the expiration date of the card, not to exceed one year. Review cards quarterly for accuracy.
  17. **Signature.** Enter the signature and initials of responsible person.

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

**Note:** The United State Marines Corps System Command, PM Ammo, has requested that Marines units be exempt for the rank requirement for requesting ammunition (Block 13C) effective immediately. UCMC Commanders must still follow procedures to properly delegate authority using DA Form 1687, Notice of Delegation of Authority-Receipt for Supplies.

**Note:** Commanders may not delegate the same individual to request and approve ammunition requests.

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**APPENDIX 2 – DA FORM 581, REQUEST FOR AMMUNITION ISSUE (EXAMPLE)**

REQUEST FOR ISSUE AND TURN-IN OF AMMUNITION		1. ISSUE		3. DOCUMENT NO.		4. LOCAL USE		5. PAGE		6. FOR LOCAL USE		
7. SEND TO ASG - KU Ammunition Supply Point Accountable Officer APO, AE 09366		2. TURN-IN		WKSABC 8104-5001				I C I				
8. REQUEST FROM 1/99 Task Force Camp Buehring, Kuwait DUIC:WGT0AA		9. DATE MATERIAL REQUIRED (YYYYMMDD)		2000/04/22		10. PRIORITY		11. ALLOCATION PERIOD		12. DODACC		
		13a. REQUESTED BY Jessie Wilson, SGT		13b. DATE 15 APR 2000		13c. SIGNATURE		13d. DATE 15 APR 2004		14. SIGNATURE		
		14a. APPROVED BY CDR or BAO, DAO, SA rep if designated				23. QTY ISSUED/RECEIVED		24. LOT/SERIAL NO.		25. CC		
15. ITEM	16. DOCC	17. NSN	18. NOMENCLATURE	19. UI	20. QTY REQUESTED/TURNED IN	21. TIC	22. ACTION CODE	23. QTY ISSUED/RECEIVED	24. LOT/SERIAL NO.	25. CC	26. POSTED BY	27. DATE (YYYYMMDD)
1	A059	1305	CTG, 5.56MM M855	EA	5040	TRS	TIS					
2	B542	1310	CTG, 40MM LNKD	EA	1152	TRS	TIS					
3	C785	1315	CTG, 120MM TPCSDS-1	EA	120	TRS	TIS					
4	M023	1375	CHG. DEMO, 1 1/4 LB C-4	EA	60	TRS	TIS					
5	M131	1375	CAP, BLASTING, M7	EA	40	TRS	TIS					
6	M670	1375	FUSE TIME BLASTING M700	FT	100	TRS	TIS					
			LAST ITEM									
28. REMARKS												
<p>ENTER THE FOLLOWING REMARKS FOR TRAINING DOCUMENTS:</p> <p>Explain type of training to be conducted. Quantities requested are within authorized training quantities. Training dates are 24 April 2000 thru 25 April 2000. List weapon density for particular training event, per CFLCC C-3 Training Ammo</p> <p>ENTER THE FOLLOWING INFORMATION FOR BASIC LOAD DOCUMENTS:</p> <p>The above UBL ammunition for (Reason ammunition is being issued ex: Items required to fill shortages for authorized UBL) The above items will be accounted for on units property book IAW DA PAM 710-2-1 and AR 710-2. Items listed above will NOT BE USED FOR TRAINING. POC is (RANK/LAST/FIRST) @ XXX-XXXX.</p> <p>NOTE: Refer to continuation page of DA Form 581 examples for action codes (Block 22), when in doubt call the ASP for help.</p>												
30a. ISSUED BY		30c. DATE (YYYYMMDD)		31a. RECEIVED BY		31b. SIGNATURE		31c. DATE (YYYYMMDD)		32. TAMIS CONTROL NO.		

USSPA V1.00

EDITION OF AUG 89 MAY BE USED

DA FORM 581, JUL 1999

**NOTE: See next page for detailed instructions**

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**APPENDIX 2 - DA FORM 581, REQUEST FOR AMMUNITION ISSUE (EXAMPLE)  
(CONTINUATION)**

Completion instructions by block number for DA Form 581 as a request for issue

1. Column 1 - **Issue**, Check issue block
2. Column 2 - **Turn-In**. Leave blank.
3. Column 3 - **Document Number**, Enter unit document number from the expendable document register. The unit document number consists of the Derivative DODAAC, Julian date, and serial number
4. Column 4 - **For Local Use**, Not used.
5. Column 5 - **Pages**. Enter the total number of DA Form 581 and 581-1s with this document number.
6. Column 6 - **N/A**
7. Column 7 - **Send To**. Enter the name and address of the supporting ASP.
8. Column 8 - **Request From**. Enter name, address and Derivative **UIC** of using unit.
9. Column 9 - **Date Materiel Required**. Enter appointment date and time at ASP.
10. Column 10 - **Priority**. Leave blank.
11. Column 11 - **Allocation Period**. Enter the Allocation Period as indicated.
12. Column 12 - **DODAAC**. Enter the using units Derivative DODAAC.
13. Column 13a - **Requested By**. Enter the name of authorized requestor, as indicated by using units DA Form 1687.
14. Column 13b - **Date**. Enter the Julian date requested.
15. Column 13c - **Signature**. Enter signature of authorized requestor, as indicated on using units DA Form 1687.
16. Column 14a - **Approved By**. Enter the name of the CFLCC C-3 representative at DSN 430-5075.
17. Column 14b - **Date**. Enter the Julian date request approved.
18. Column 14c - **Signature**. Enter signature of authorized approving authority.
19. Column 15 - **Item**. Enter the item number.
20. Column 16 - **DODIC**. Enter Department of Defense Identification Code (DODIC).
21. Column 17 - **NSN**. Enter the FSC code for the ammunition. The ASP will complete the NSN.
22. Column 18 - **Nomenclature**. Enter nomenclature. Enter the words "Last Item" after the last entry.
23. Column 19 - Enter the unit of issue.
24. Column 20 - **Quantity Requested/Turned In**. Enter quantity requested.
25. Column 21 - **TEC**. Enter Training Event Code. (See app B of AR 5-13).
  - a. TRS - STRAC Training
  - b. TRO - Training Other.
26. Column 22 - **Action Code**. Enter one of the following order:
  - a. TIS - Issue for Training.

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- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>b. NIS - Issue for training or combat.</li> <li>c. IBL - Initial Issue Basic Load.</li> <li>d. IBR – Issue Basic Load</li> <li>e. RBL - Rotate Basic Load</li> <li>27. Column 23 to 27 - Leave Blank.</li> <li>28. Column 28 - <b>Remarks.</b> Enter the following statements as applicable: <ul style="list-style-type: none"> <li>a. “Quantities requested are within training authorization.” (Training only).</li> <li>b. “The vehicle listed below passed the safety inspection required by DD Form 626.</li> <li>c. “Expenditures are within authorized available supply rates.” (Non training).</li> <li>d. “Required for immediate expenditure within authorized allowances.” (Non training).</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>e. “Required to replenish Basic Load.” (Non training).</li> <li>f. “Training dates are _____ thru _____.” (Training only).</li> <li>g. “To be used for overhead fire.” (Training only and as required).</li> <li>h. “TAMIS chargeable UIC: ____” (Training and Operational. Must be UIC with ammunition authorizations).</li> <li>29. Column (29) - <b>Related Document Serial Numbers.</b> List supporting DA Forms 581 and 581-1.</li> <li>30. Column 30 to 31- Leave blank.</li> <li>31. Column 32 - <b>TAMIS Control No.</b> Leave blank.</li> </ul> |
|---|---|

**Note:** DA Form 581 is used to request ammunition. (Training, Basic Load, and or/Operation Load)

**SPECIAL NOTICE**  
ANY PEN AND INK INCREASES IN QUANTITIES MUST BE INITIALED BY THE APPROVING AUTHORITY OR ACCOMPANIED BY A MEMORANDUM FROM THE ACCOUNTABLE OFFICER

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**APPENDIX 3 - DA FORM 581, REQUEST FOR TURN-IN OF LIVE AMMUNITION (EXAMPLE)**

7. SEND TO		8. REQUEST FROM		9. DATE MATERIAL REQUIRED		10. PRIORITY		11. ALLOCATION PERIOD		12. DODACAL	
ASG - KU Ammunition Supply Point Accountable Officer APO, AE 09366		1/99 Task Force Camp Buchring, Kuwait DUIC: WGT10A.A		2000/04/26		Third Quarter		Derivative DODAAC			
1. ISSUE		3. DOCUMENT NO.		4. LOCAL USE		5. PAGE		6. FOR LOCAL USE			
TURN IN		WKSABC 8125-5002				1 OF 1					
13. REQUESTED BY		14. APPROVED BY		15. DATE		16. DATE		17. DATE		18. DATE	
Jessie Wilson, SGT		CDR of BAO, DAO, S4 rep if designated		22 APR 2000		23 APR 2004					
15. ITEM		16. DODAC		17. NSN		18. NOMENCLATURE		19. REQUESTED/TURNED IN		20. QTY	
1		A059		1305		CTG, 5.56MM M855 EA		840		21. ACTION CODE	
2		B542		1310		CTG, 40MM LNKD EA		219		22. TRS	
3		C785		1315		CTG, 120MM TPCSDS-T LAST ITEM		3		23. TRS	
24. RELATED DOCUMENT SERIAL NOS		25. RECEIVED BY		26. DATE		27. DATE		28. DATE		29. DATE	
30. ISSUED BY		31. RECEIVED BY		32. DATE		33. DATE		34. DATE		35. DATE	
30a. SIGNATURE		31a. SIGNATURE		32a. DATE		33a. DATE		34a. DATE		35a. DATE	
<p><b>26. REMARKS</b></p> <p>ENTER THE FOLLOWING REMARKS FOR TRAINING DOCUMENTS:</p> <p>The above items were drawn on document number WKSABC 8104-5001 were not expended.            All other items drawn on that document number were properly expended.            Residue turn-in is under document number WKABC 8125-5002.            TAMIS chargeable unit DUIC: WA3TAA</p> <p>ENTER THE FOLLOWING REMARKS FOR BASIC LOAD DOCUMENTS:</p> <p>The above items were drawn on document number WKSABC 8104-5006 were not expended.            All other ammunition was consumed during operations or transferred during RIP.            POC is (RANK/LAST/FIRST) @ XXX-XXXX.</p> <p><b>NOTE:</b> Refer to continuation pages of DA Form 581 examples for action codes (Block 22), when in doubt call the ASP for help.</p>											
<p>DA FORM 581, JUL 1999</p> <p>EDITION OF AUG 89 MAY BE USED</p> <p>USAPA Y100</p>											

**NOTE: See the next page for detailed instructions**

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**APPENDIX 3 - DA FORM 581, REQUEST FOR TURN-IN OF LIVE AMMUNITION (EXAMPLE) (CONTINUATION)**

Completion instructions by block number for DA Form 581 as a request for turn-in of ammunition

- |  |  |
|--|--|
| <ol style="list-style-type: none"> <li>1. Column 1 - <b>Issue.</b> Leave blank.</li> <li>2. Column 2 - <b>Turn in.</b> Check turn-in block.</li> <li>3. Column 3 - <b>Document Number.</b> Enter unit document number from the expendable document register. The unit document number consists of the Derivative DODAAC, Julian date, and serial number.</li> <li>4. Column 4 - <b>For Local Use.</b> Not used.</li> <li>5. Column 5 - <b>Pages.</b> Enter the total number of DA Form 581 and 581-1s with this document number.</li> <li>6. Column 6 - <b>N/A.</b></li> <li>7. Column 7 - <b>Send To.</b> Enter the name and address of the supporting ASP.</li> <li>8. Column 8 - <b>Request From.</b> Enter name, address and Derivative <b>UIC</b> of using unit.</li> <li>9. Column 9 - <b>Date Materiel Required.</b> Enter appointment date and time at ASP.</li> <li>10. Column 10 - <b>Priority.</b> Leave blank.</li> <li>11. Column 11 - <b>Allocation Period.</b> Leave blank.</li> <li>12. Column 12 - <b>DODAAC.</b> Enter the using units Derivative DODAAC.</li> <li>13. Column 13a - <b>Requested By.</b> Enter the name of authorized requestor, as indicated by using units DA Form 1687.</li> <li>14. Column 13b - <b>Date.</b> Enter the Julian date request prepared.</li> </ol> | <ol style="list-style-type: none"> <li>15. Column 13c - <b>Signature.</b> Enter signature of authorized requestor, as indicated on using units DA Form 1687.</li> <li>16. Column 14a - <b>Approved By.</b> Enter the name of the CFLCC C-3 representative at DSN 430-5075.</li> <li>17. Column 14b - <b>Date.</b> Enter the Julian date request approved.</li> <li>18. Column 14c - <b>Signature.</b> Enter signature of authorized approving authority.</li> <li>19. Column 15 - <b>Item.</b> Enter the item number.</li> <li>20. Column 16 - <b>DODIC.</b> Enter Department of Defense Identification Code (DODIC).</li> <li>21. Column 17 - <b>NSN.</b> Enter the FSC code for the ammunition. The ASP will complete the NSN.</li> <li>22. Column 18 - <b>Nomenclature.</b> Enter nomenclature. Enter the words "Last Item" after the last entry.</li> <li>23. Column 19 - <b>UI.</b> Enter the unit of issue.</li> <li>24. Column 20 - <b>Quantity Requested/ Turned In.</b> Enter quantity requested.</li> <li>25. Column 21 - <b>TEC.</b> Enter Training Event Code. (See app B of AR 5-13) <ol style="list-style-type: none"> <li>a. TRS - STRAC Training.</li> <li>b. TRO - Training Other</li> </ol> </li> <li>26. Column 22 - <b>Action Code.</b> Enter one of the following codes.</li> </ol> |
|--|--|

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	<p align="center"><b>STANDARD OPERATING PROCEDURES</b></p>	<p align="center"> <small>ISO 9001 REGISTERED</small>    <small>DNV Certification B.V. The Netherlands</small>  <small>MGMT. SYS. RvA C024</small> </p>
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TAR - Training Assets Return  
BLR – Basic Load Return

Column 23 to 27 - Leave blank.

29. Column 28 - **Remarks.** Enter the following statements as applicable
- a. The above items drawn on document number xxxxxxxx were not expended. Other items drawn on that document number were properly expended. (Training only).
  - b. "Residue turn-in is under document number xxxxxxxx." (Training only).
  - c. "As a result of shortages, DA Form 5811-R is attached." (Enter this statement and attach

completed DA Form 5811-R when there is a shortage between the quantity of unexpended ammunition issued and ammunition returned to the ASP). (Training only)

- d. TAMIS chargeable Derivative UIC: "\_\_\_\_\_" (Training and Operational. Must be DUIC that the ammunition was charged to under TAMIS.

30. Column 29 - **Related Document Serial Numbers.** List supporting DA Forms 581 and 581-1.

31. Column 30 to 31 - Leave blank.

32. Column 32 - **TAMIS Control No.** Leave blank

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APPENDIX 4 - DA FORM 581, REQUEST FOR TURN-IN OF AMMUNITION RESIDUE (EXAMPLE)

1. ISSUE		3. DOCUMENT NO.		4. LOCAL USE		5. PAGE		6. FOR LOCAL USE	
2. TURN-IN		X WKSABC 8125-5002				1 OF 1			
7. SHIP TO ASG - KU Ammunition Supply Point Accountable Officer APO, AE 09366		8. REQUEST FROM 1/99 Task Force Camp Buehring, Kuwait DUIC: WG70AA		9. DATE MATERIAL REQUIRED 2000/04/26		10. PRIORITY		11. ALLOCATION PERIOD Third Quarter	
12. DDACC Derivative DODAAC		13a. REQUESTED BY Jessie Wilson, SGT		13b. DATE 22 APR 2000		13c. SIGNATURE			
13d. APPROVED BY CDR or DAO, BAO, SA if designated		20. QTY TURNED IN		21. ACTION TEC		22. QTY ISSUED/RECEIVED		23. DATE POSTED BY	
14. APPROVED BY CDR or DAO, BAO, SA if designated		24. DATE 23 APR 2004		25. CC		26. POSTED BY		27. DATE YYYYMMDD	
15. ITEM	16. DDCC	17. NSN	18. NON-CLASSIFICATION	19. U/I	20. QTY	21. ACTION	22. QTY	23. DATE	24. DATE
1			CASE, CTG, FIRED BRASS 5.56MM	LB		TRS	TIR		
2			CLIP, 10 RD FILLER, MAG	EA		TRS	TIR		
3			BANDOLEER, CLOTH	EA		TRS	TIR		
4			CAN, MTL M2A1	EA		TRS	TIR		
5			CNTR, MTL, FOR 120MM CTG	EA		TRS	TIR		
			LAST ITEM						
24. REMARKS									
ENTER THE FOLLOWING REMARKS FOR TRAINING DOCUMENTS: The above items were drawn on document number WKSABC 8104-5001 and were properly expended. All other items drawn on that document number are being returned under document number WKSABC 8125-5001. TAMIS chargeable unit DUIC: WA3TAA. Contents have been inspected. Contents do not contain any live rounds, unfired primers, explosives or other dangerous materials. Signed (X) _____									
ENTER THE FOLLOWING REMARKS FOR BASIC LOAD DOCUMENTS: Contents have been inspected. Contents do not contain any live rounds, unfired primers, explosives or other dangerous materials. Signed (X) _____									
NOTE: Refer to continuation of DA Form 581 examples for action codes (Block 22), when in doubt call the ASP for help.									
30a. ISSUED BY		30c. DATE (YYYYMMDD)		31a. RECEIVED BY		31b. DATE (YYYYMMDD)		32. TAMIS CONTROL NO.	
30b. SIGNATURE				31c. SIGNATURE					

DA FORM 581, JUL 1999 EDITION OF AUG 89 MAY BE USED USA9A V1 00

NOTE: See next page for detailed instructions

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**APPENDIX 4 - DA FORM 581, REQUEST FOR TURN-IN OF AMMUNITION RESIDUE (EXAMPLE) (CONTINUATION)**

Completion instructions by block number for DA Form 581 as a request for turn-in of ammunition residue

1. Column 1 - **Issue.** Leave blank.
2. Column 2 - **Turn-In.** Check turn-in block
3. Column 3 - **Document Number.** Enter unit document number from the expendable document register. The unit document number consists of the Derivative DODAAC, Julian date, and serial number
4. Column 4 - **For Local Use.** Not used.
5. Column 5 - **Pages.** Enter the total number of DA Form 581 and 581-1s with this document number.
6. Column 6 - **N/A**
7. Column 7 - **Send To.** Enter the name and address of the supporting ASP.
8. Column 8 - **Request From.** Enter name, address and Derivative **UIC** of using unit.
9. Column 9 - **Date Materiel Required.** Enter appointment date and time at ASP.
10. Column 10 - **Priority.** Leave blank.
11. Column 11 - **Allocation Period.** Leave blank.
12. Column 12 - **DODAAC.** Enter the using units Derivative DODAAC.
13. Column 13a - **Requested By.** Enter the name of authorized requestor, as indicated by using units DA Form 1687.
14. Column 13b - **Date.** Enter the Julian date request prepared.
15. Column 13c - **Signature.** Enter signature of authorized requestor, as indicated on using units DA Form 1687.
16. Column 14a - **Approved By.** Enter the name of the authorized approving authority. Depending upon the type of organization, the approving officer may be an S-4, division ammunition officer, or other authority.
17. Column 14b - **Date.** Enter the Julian date request approved.
18. Column 14c - **Signature.** Enter signature of authorized approving authority.
19. Column 15 **Item.** Enter the item number.
20. Column 16 - **DODIC.** Enter Department of Defense Identification Code (DODIC)
21. Column 17 - **NSN.** Enter the FSC code for the ammunition. The ASP will complete the NSN.
22. Column 18 **Nomenclature.** Enter nomenclature. Enter the words "Last Item" after the last entry.
23. Column 19 - **UI.** Enter the unit of issue.
24. Column 20 - **Quantity Requested/Turned In.** Enter quantity requested.

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- 25. Column 21 - **TEC.** Enter Training Event Code. (See app B of AR 5-13).
  - a. TRS -STRAC Training
  - b. TRO -Training Other
- 26. **Action Code.** Enter one of the following codes:
  - TIR - Turn-in residue
- 27. Column 23 to 27 - Leave blank
- 28. Column 28 - **Remarks.** Enter the following statements as applicable
  - a. The above items drawn on document number xxxxxxxx were properly expended. Other items drawn on that document number are being returned under document number xxxxxxxx”.
  - b. “Contents have been inspected. Contents do not contain any live rounds, unfired primers, explosives or other dangerous materials.”  
Signed \_\_\_\_\_ (The individual who makes the inspection signs the statement. (Required entry).
  - c. “As a result of shortages, DA Form 5811-R is attached.” (Enter this statement and attach completed DA Form 5811-R when there is a shortage between the quantity of unexpended ammunition issued and ammunition returned to the ASP).
- 29. Column 29 - **Related Document Serial Numbers.** List supporting DA Forms 581 and 581-1.
- 30. Column 30 to 31 Leave blank.
- 31. Column 32 - **TAMIS Control No.** Leave blank

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**APPENDIX 6 – DA FORM 5811 CERTIFICATE-LOST OR DAMAGED CLASS V ITEMS (EXAMPLE)**

<b>CERTIFICATE - LOST OR DAMAGED CLASS 5 AMMUNITION ITEMS</b> <small>For use of this form, see DA PAM 710-2-1; the proponent agency is DCSLOG</small>						
<b>PART I - CERTIFICATION</b>						
<small>I certify that the item(s) described in blocks 1-5 below were as stated. Circumstances of the loss or damage are accurately described below.</small>						
1. STOCK NO.	2. DESCRIPTION	3. QUANTITY	4. ITEM WAS (Check)		5. DAMAGED BY NEGLIGENCE? (Check)	
			a. LOST	b. DAMAGED	a. YES	b. NO
1305	A059 5.56mm Brass	20 lbs	<input checked="" type="checkbox"/>			
	-----Nothing Follows-----					

5. CIRCUMSTANCES OF LOSS OR DAMAGE  
 Unit types in detailed statement surrounding the loss or damage.  
 This DA Form 5811 references to issue document number XXXXXX XXXX - XXXX.

7a. SIGNATURE  Signed by Organizational Commander, include title	7b. DATE  26 APR 2000	
<b>PART II - ACTION</b>		
8. I have reviewed the evidence pertaining to the loss or damage as stated. I agree that the loss or damage to the class 5 item <i>(if)</i> was <input type="checkbox"/> was not <input checked="" type="checkbox"/> do not agree <input type="checkbox"/> due to negligence, willful misconduct, or deliberate unauthorized use. The following actions shall be taken.		
CHECK ALL THAT APPLY		
9. No further action is required. <span style="float: right;">●</span>		
<input checked="" type="checkbox"/>		
10. An administrative adjustment shall be made in the property book for the class 5 item through negligence, willful misconduct, or deliberate unauthorized use. <i>(if)</i> that were not lost		
11. The damaged class 5 item <i>(if)</i> shall be repaired as fair wear and tear as the damage was not caused by negligence, willful misconduct, or deliberate unauthorized use.		
12. The circumstances surrounding the loss or damage warrant the processing of a formal Report or Survey that will be initiated immediately by the responsible property officer.		
13a. SIGNATURE  Signed by first O-5 in Chain of Command	13b. TITLE  John P. Smith, LTC, AR, Commanding	13c. DATE  26 APR 2000

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**APPENDIX 7 – LETTER OF LATENESS (EXAMPLE)**

LETTER HEAD

XXXX-XXX

15 September 2000

MEMORANDUM THRU Commander, Unit Information

MEMORANDUM FOR Area Support Group-Kuwait, Attn: Accountable Officer,  
Kuwait, APO, AE 09366

SUBJECT: Late Ammunition Request

1. Request DA Form 581 DOC# WK5ABC8104-5001 be processed as a late ammunition request to be issued on 22 September 2000.
2. Ammunition was not requested in a timely manner due to an unforecasted training event. Range conditions have been RED for the past two months, but due to the sudden rainfall, range conditions have been upgraded to GREEN. The unit cannot afford to miss this training opportunity to conduct night fire qualification with tracers.
3. The unit understands that all DA Form 581s must be submitted three working days prior to issue date. All efforts will be made to meet this requirement.
4. POC for this action is SFC Wilson at DSN XXX-XXXX.

JOHN P. SMITH  
LTC, AR  
Commanding

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**APPENDIX 8 – LETTER OF EXTENSION (EXAMPLE)**

LETTER HEAD

XXXX-XXX

22 September 2000

MEMORANDUM FOR Area Support Group-Kuwait, Attn: Accountable Officer, Kuwait, APO,  
AE 09366

SUBJECT: Request for Extension

1. Due to unforeseen training requirements at Camp Buehring, request that document numbers WK5ABC8104-0001 and 0002 be extended. The new training dates are as follows: 25 Sep - 29 Sep.
2. This unit realizes that these documents will have to be cleared within five working days from the completion of the training event.
3. Point of contact for this request is SFC Wilson at DSN XXX-XXXX.

JOHN P. SMITH  
LTC, AR  
Commanding

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## APPENDIX 09 – MOTOR VEHICLE/RAIL COMPATABILITY CHART

COMPATIBILITY TABLE FOR CLASS 1 (EXPLOSIVE) MATERIALS

Compatibility group	A	B	C	D	E	F	G	H	J	K	L	N	S
A		X	X	X	X	X	X	X	X	X	X	X	X
B	X												
C	X	X											
D	X	X	2										
E	X	X	2	2									
F	X	X	X	X	X								
G	X	X	X	X	X	X							
H	X	X	X	X	X	X	X						
J	X	X	X	X	X	X	X	X					
K	X	X	X	X	X	X	X	X	X				
L	X	X	X	X	X	X	X	X	X	X			
N	X	X	X	X	X	X	X	X	X	X	X		
S	X	4/5	4/5	4/5	4/5	4/5	4/5	4/5	4/5	4/5	4/5	4/5	

Instructions for using the compatibility table for Class 1 (explosive) materials are as follows:

1. A blank space in the table indicates that no restrictions apply.
2. The letter “X” in the table indicates that explosives of different compatibility groups may not be carried on the same transport vehicle.
3. The numbers in the table mean the following:
  - a. “1” means an explosive from compatibility group L shall only be carried on the same transport vehicle with an identical explosive.
  - b. “2” means any combination of explosives from compatibility groups C, D or E is assigned to compatibility group E.
  - c. “3” means any combination of explosives from compatibility groups C, D, or E with those in compatibility group N is assigned to compatibility group D.
  - d. “4” means see §177.835(g) when transporting detonators.
  - e. “5” means Division 1.4S fireworks may not be loaded on the same transport vehicle with Division 1.1 or 1.2 (explosive) materials.
  - f. “6” means explosive articles in compatibility group G, other than fireworks and those requiring special handling and those requiring special handling, may be loaded, transported and stored with other explosive articles of compatibility groups C, D and E, provided that the explosive substances (such as those not contained in articles) are not carried in the same vehicle

**NOTE:** Compatibility groups C, D, E, S and G except fireworks can be transported together. White Phosphorus compatibility group (H), Fragmentation Grenades compatibility group (F) and Blasting Caps compatibility group (B) are incompatible and must be transported separately, either in cargo trailer or separate vehicle. However, Small arms 1.4S non-firework is compatible with everything.

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**APPENDIX 10 – REQUESTING UNIT STORAGE AT ASP BLAHA**

LETTER HEAD

XXXX-XXX

15 September 2000

MEMORANDUM FOR Area Support Group-Kuwait, Attn: Accountable Officer,  
Kuwait. APO, AE 09366

SUBJECT: Request Storage of Unit Ammunition in the Ammunition Holding Area (AHA)

1. Request storage space in the Ammunition Supply Point (ASP) Ammunition Holding Area (AHA) for 1/99 TF force protection ammunition.
2. 1/99 TF has no other alternative storage facility available to safely and securely store the ammunition. 1/99 TF understands the requirements below must be met or command notification will be initiated and recommendation to ASG-KU that the unit is directed to remove ammunition from the AHA.
  - a. Ammunition and residue will not be stored together in the same container.
  - b. Ammunition is the only authorized commodity to be stored in the AHA.
  - c. The unit is required to complete an ammunition inventory sheet for initial entry and inventories must be conducted monthly or each time the quantities of stocks in the container changes, whichever is more frequent. Inventory sheets will be submitted to the stock control office when updated.
  - d. Provide updated access roster to stock control section with no more than 10 personnel listed.
3. POC for this action is SFC Wilson at DSN XXX-XXXX.

JOHN P. SMITH  
LTC, AR  
Commanding

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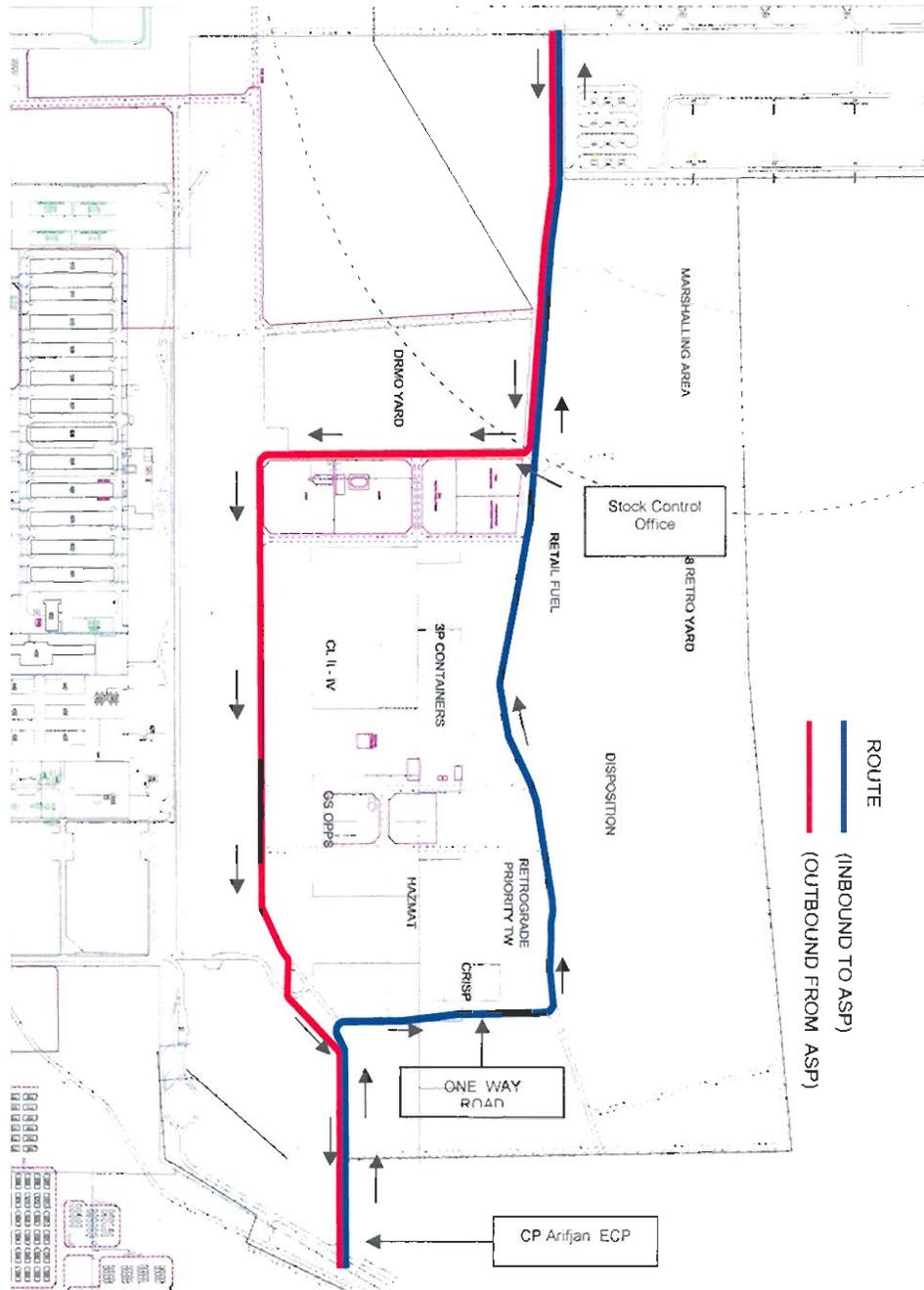
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APPENDIX 11 – ARIFJAN ASP STRIP MAP AND AMMUNITION TRAFFIC ROUTE



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