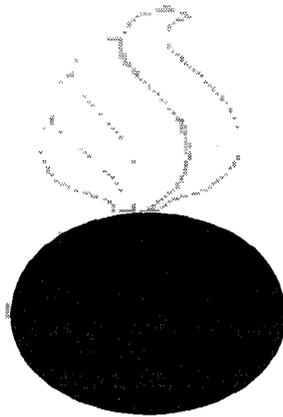


**215TH BRIGADE SUPPORT
BATTALION**



**AMMUNITION TRANSFER
HOLDING POINT
(ATHP)**

**EXTERNAL STANDARD OPERATING
PROCEDURES**

SUBJECT: Ammunition Transfer Holding Point (ATHP) External Standing Operating Procedures (SOP)

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SECTION I

GENERAL INFORMATION

1-1. PURPOSE: To provide valuable information that is useful to supporting unit's, supply officers, and commanders. The guidelines provided in this SOP are designed to take care of our supported units while allowing us to manage our operations efficiently at the Ammunition Transfer Holding Point. Exceptions to the policies found within this SOP will be handled on a case-by-case basis.

1-2. SCOPE: This SOP applies to all supported units of the 3rd Heavy Brigade Combat Team, 1st Cavalry Division.

1-3. MISSION: The mission of the ATHP is to provide safe, timely and responsive Class V support to all using units of the 3rd Heavy Brigade Combat Team, 1st Cavalry Division.

1-4. REFERENCES:

- a. DA PAM 385-64, U.S. Army Explosives Safety Program, 15 DEC 99.
- b. AR 385-64, U.S. Army Explosives Safety Program, 28 NOV 97.
- c. AR 55-355, Defense Traffic Management Regulation, 31 JUL 86.
- d. FM 9-38, Conventional Ammunition Unit Operations, 2 JUL 93.
- e. FM 4-30.13, Ammunition Handbook: Tactics, Techniques, and Procedures for Munitions Handlers, 1 MAR 01.
- f. AR 710-2-1, Using Unit Supply System (Manual Procedures), 31 DEC 97.
- g. AR 190-11, Physical Security of Arms, Ammunition, and Explosives, 12 FEB 98.
- h. AR 190-13, The Army Physical Security Program, 30 SEP 93.

1-5. LOCATION AND HOURS OF OPERATION

- a. The ATHP is located on FOB Marez, right before Marez range.
- b. The FOB Marez ATHP is open every day from 0800-1730 hours. Guard personnel shift starts from 1730-0730. During hours of limited visibility, ATHP personnel are on call.
- c. All unit representatives must sign in at the ATHP office prior to issues, turn-in, or tenant transactions.

1-6. GENERAL

a. A DA Form 1687 signed by battalion commander along with a copy of Assumption of Command orders will be submitted to Brigade Ammunition Office (BAO) located in the 215th BSB Support Operation section. Stock Control maintains a file of DA Form 1687 and Assumption of Command Orders for all units drawing ammunition from the ATHP. Only the personnel listed on a DA Form 1687 to receive ammunition will sign for ammunition. Individuals not on the DA 1687 are not authorized to draw ammunition from the ATHP. In the

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event of an emergency, the 215th BSB Support Operation section shop can make exceptions to this policy. All questions regarding items stored in the ATHP will be directed through the BAO.

b. IAW AR 710-2, an emergency issue is defined as an unexpected, serious occurrence or situation urgently requiring prompt action, such as support of contingency operations when the operation is imminent or in process.

c. In case of an emergency during guard hours, contact 215th BSB Support Operation section at S-VOIP @ 678-9616 in order to request assistance for ammunition.

d. Only personnel on a detail to receive ammo will enter the ATHP. These personnel must be escorted at all times by the individual signing for the ammunition.

e. All vehicles and personnel entering the ATHP will stop at the ATHP gate to ensure there are no weapons in the vehicle. All weapons will be stored in the stock control office. Wheeled vehicles are the only type of vehicle authorized in the ATHP.

f. SMOKING IS NOT PERMITTED WITHIN THE ATHP. A designated smoking area is located near the Stock Control Office.

g. Supported units will assist ATHP personnel with police call of all banding, scrap wood, and residue pertaining to their issue.

1-7. SAFETY

a. Handle ammunition carefully. Do not tumble, drop, drag, throw or roll containers of munitions.

b. Vehicle driving within the ATHP will use ground guides. MHE will have a ground guide at all times. During nighttime operation, forklift will use 2 ground guides.

c. Maximum vehicle speed in the ATHP is 5 MPH.

d. Do not transport personnel in the cargo area of any vehicle that is carrying ammunition.

e. Electrical Storms: Upon first visual observation of lightning within an approximate radius of 5 miles from the ATHP, all operations will cease and all personnel will exit the ATHP.

f. No fire or spark producing devices to include firearms will be brought into the ammunition and explosive storage area; these items will be stored at the ATHP Office and be returned to the owner upon exit.

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SECTION II AMMUNITION ISSUE PROCEDURES

2-1. REQUEST FOR ISSUE

- a. The battalion S-4 or battalion master gunner will coordinate with their company master gunner's to verify what ammunition is required. The battalion S4 / battalion master gunner will complete a DA Form 581 (see attached), rolling up the company requests into a battalion request for issue.
- b. The battalion S4/ master gunner will email or send the DA Form 581 to BAO for approval. Once the request is approved, the unit representative coordinates the pickup date/time at least 24 hours prior to allow the ATHP to perform all necessary stock control and surveillance functions and pre-position requested ammunition. If the unit fails to pick up their ammunition 24 hours after the scheduled appointment without any notification, the ammunition will be returned to the ATHP stocks. In the event of ongoing combat operations expectations to this policy can be granted by the BAO.
- c. Once information on the DA Form 581 is verified and a valid DA Form 1687 is on file; a DA Form 3151 will be generated by the ATHP Stock Control section, and sent to the ATHP issue representative. The issue representative will escort the unit representative into the ATHP to begin inventories.

2-2. INVENTORY AND VEHICLES

- a. While loading ammunition, the checker and unit representative must conduct a joint inventory of the ammunition being loaded by DODIC, lot number and quantity. The count must be verified by a Stock Records representative or a second checker.
- b. The Stock Control NCO will maintain a copy of all DA Form 581; the ATHP will turn in 2 copies of the completed 581 to the BAO for their records and the BDE PBO, to ensure items are accounted for on the unit's property book.
- c. The requesting unit must arrive at the ATHP with a vehicle capable of transporting all requested ammunition. Partial issue of ammunition is not authorized.

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SECTION III AMMUNITION TURN-IN PROCEDURES

3-1. REQUEST FOR TURN-IN

- a. All live ammunition, unserviceable or excess must be turned in to the ATHP with a DA Form 581. Unserviceable ammunition will be segregated from serviceable ammunition.
- b. The battalion S-4s or battalion master gunners will coordinate with their company master gunners to verify what ammunition requires turn in. The battalion S4 / battalion master gunner will complete a DA Form 581, summarizing the company's request into a battalion request for turn-in.
- c. The battalion S4 / master gunner will send or email the completed DA Form 581 Request (see attached) for Ammunition Turn-In to the BAO for approval. Once the request for turn-in is approved, the unit representative must confirm the turn-in date/time according to the ATHP schedule.
- d. When turning in larger munitions (i.e. 25 mm, 120mm tank rounds, and 155mm rounds), ensure that "original" packaging is available. Using units are responsible for repacking all ammunition as close to its original configuration as possible. In the event of combat operations or the unavailability of packing material, the ATHP will supply packaging material.

3-2. AMNESTY

- a. All larger munitions must be turned-in when the ATHP is opened with the proper paperwork as discussed in Para 3-1(c).

SECTION IV TENANT STORAGE

4-1. UNIT STORAGE

- a. Support units can store their own ammunition in a MILVAN at the ATHP if space is available. Units that have ammunition in the ATHP will ensure they abide by following:
 1. Supply the ATHP with an access roster of all personnel authorized to enter the unit's MILVAN
 2. Store ammunition IAW field storage categories in FM 4-30.13 and DA Pam 385-64.
 3. Store ammunition will be in original, unopened containers until it is issued for use.

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4. Stack ammunition by individual DODIC and LOT NUMBER. Magazine Data Cards (DA Form 3020) are required for each stack.
5. Protect and secure security category I and II ammunition IAW AR 190-11 and other local requirements.
6. Store rockets with the nose end pointing away from personnel and other ammunition stacks.
7. Conducted a monthly inventory and submit a copy to the ATHP Stock Control Office.
8. Point of contact placard is attached to the front of the milvan with the following information: unit, POC, phone number, and email.



ERROL CHARLES
CW2, OD
ATHP OIC

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ISSUE REQUEST SAMPLE

REQUEST FOR ISSUE AND TURN-IN OF AMMUNITION				1. ISSUE		2. TURN-IN		3. DOCUMENT NO.		4. LOCAL USE		5. PAGE		6. FOR LOCAL USE			
For use of this form see AR 710-2; the proponent agency is DCSLOG								W91GKT900215001				OF					
7. SEND TO Accountable Officer 215th BSB ATHP FOB Marez, Iraq APO AE 09334				8. REQUEST FROM Commander HHC 1-12 CAB FOB Diamondback, Iraq APO AE 09334 UIC: WADGT0				9. DATE MATERIEL REQUESTED (YYYYMMDD)				10. PRIORITY		11. ALLOCATION PERIOD		12. DODACC W91GKT	
								13a. REQUESTED BY REQUESTOR ON DA FORM 1687				13b. DATE DATE SIGN		13c. SIGNATURE SIGN			
								14a. APPROVED BY APPROVING AUTHORITY				14b. DATE DATE SIGN		14c. SIGNATURE SIGN			
15. ITEM	16. DODIC	17. NSN	18. NOMENCLATURE	19. UI	20. QTY REQUESTED/ TURNED IN	21. TEC	22. ACTION CODE	23. QTY ISSUED/ RECEIVED	24. LOT/SERIAL NO.	25. CC	26. POSTED BY	27. DATE (YYYYMMDD)					
1	A059		5.56MM BALL	EA	1,680	ABL	IBL										
2	A063		5.56MM TRACER	EA	2,000	ABL	IBL										
3	A576		.50 CAL	EA	5,000	ABL	IBL										
4	D505		155MM ILLUM	EA	76	ABL	IBL										
5	L133		PEN FLARE DISTRESS	KT	30	ABL	IBL										
6	M023		C-4 BLOCK	EA	30	ABL	IBL										
XXXX LAST ITEM XXX																	
20. REMARKS FOR TRAINING REQUEST BLOCK 21 AND 22 CODES ARE THE FOLLOWING: TRS TIS											29. RELATED DOCUMENT SERIAL NOS.						
30a. ISSUED BY					30c. DATE (YYYYMMDD)		31a. RECEIVED BY					31c. DATE (YYYYMMDD)		32. TAMS CONTROL NO.			
30b. SIGNATURE							31b. SIGNATURE										

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TURN IN REQUEST SAMPLE

REQUEST FOR ISSUE AND TURN-IN OF AMMUNITION				1. ISSUE		3. DOCUMENT NO.		4. LOCAL USE		5. PAGE		6. FOR LOCAL USE			
For use of this form see AR 710-2; the proponent agency is DCSLOG				2. TURN-IN		X W91GKT900215002				OF					
7. SEND TO Accountable Officer 215th BSB ATHP FOB Marez, Iraq APO AE 09334			8. REQUEST FROM Commander HHC 1-12 CAB FOB Diamondback, Iraq APO AE 09334 UIC: WADGT0			9. DATE MATERIEL REQUESTED (YYYYMMDD)				10. PRIORITY		11. ALLOCATION PERIOD		12. DODACC W91GKT	
						13a. REQUESTED BY REQUESTOR ON DA FORM 1687				13b. DATE DATE SIGN		13c. SIGNATURE SIGN			
						14a. APPROVED BY APPROVING AUTHORITY				14b. DATE DATE SIGN		14c. SIGNATURE SIGN			
15. ITEM	16. DODIC	17. NSN	18. NOMENCLATURE	19. UI	20. QTY REQUESTED/TURNED IN	21. TEC	22. ACTION CODE	23. QTY ISSUED/RECEIVED	24. LOT/SERIAL NO.		25. CC	26. POSTED BY	27. DATE (YYYYMMDD)		
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30a. ISSUED BY					30c. DATE (YYYYMMDD)		31a. RECEIVED BY					31c. DATE (YYYYMMDD)		32. TAMIS CONTROL NO.	
30b. SIGNATURE							31b. SIGNATURE								