



DEPARTMENT OF THE ARMY
ALPHA COMPANY, 201st BRIGADE SUPPORT BATTALION
3rd BRIGADE, 1st INFANTRY DIVISION
FOB FENTY, AFGHANISTAN
APO AE 09310



AFBS-ACO

1 JULY 2008

MEMORANDUM FOR All Customer Units

SUBJECT: Standard Operating Procedures (SOP) for the JAF Ammunition Supply Point (ASP)

1. **References:**

- a. AR 710-2, Supply Policy Below the National Level, dtd 8 Jul 2005
- b. AR 190-11, Physical Security of Arms, Ammunition and Explosives, dtd 12 Feb 1998
- c. DA PAM 385-64, Ammunition and Explosive Safety Standards, dtd 15 Dec 1999
- d. 101st JLC External SOP

2. **Purpose:** To certify all operations and related activities involving the ASP located on FOB Fenty.

3. **Applicability:** This SOP applies to all organizations drawing and turning in ammunition through the ASP.

4. Recommended changes should be forwarded to DSN: 318-831-6010, VOIP:
200-8702, NIPR: _____

Commanding



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1. *General Requirements:*

(a) Units requesting to draw or turn-in ammunition through the ASP will coordinate their requirement through the Support Operations Office (SPO) CL V section NCOIC, SFC Scott or (SVOIP – 308-831-1204). The unit assumes responsibility for securing, storing, and transporting all ammunition upon completion of all ammunition drawing transactions with the ASP. **CUSTOMER UNITS ARE NOT AUTHORIZED TO STORE AMMUNITION AT THE ASP.** Exceptions must be approved by the ASP Accountable Officer, WO1 McCall. The ASP assumes responsibility for securing all turn-in ammunition upon completion of required DA Form 581 Request for Issue and Turn-in of Ammunition documentation and initial inventory/inspection. The unit will provide a request for ASP use, signed by their commander, with a POC and a contact number. The submission of the request for ASP use is an acknowledgment of, and a commitment to, the requirements of this SOP.

2. *JAF ASP Responsibilities:*

(a) The ASP staff will ensure all ammunition is secured, maintained, and issued out in a timely manner.

(b) Once notified by MCT that a shipment has arrived, the staff will transport all ammunition received via aircraft from the flight line to the ASP. Units transporting ammunition via convoy will meet the vehicles at the gate and escort them to the ASP for download and inventory/turn-in within the ASP.

(c) Unit representatives receiving ammunition will fill out necessary issue documents and turn them in to ASP personnel prior to drawing ammunition. They will also conduct a joint inventory of the drawn ammunition with ASP personnel prior to departing the ASP and will verify the DA 581 Request for Issue and Turn-In of Ammunition. Unit representatives located on FOB Fenty will obtain a copy of the DA 581 from unit counterparts at Bagram Air Field (BAF) to ensure correctness of stocks on hand.

(d) The staff may assist all units with loading and unloading ammunition, in the event that the units do not have the necessary equipment available (i.e. forklift assets, assistance preparing and/or palletizing ammunition for movement, etc), given sufficient notice.

(e) The staff will conduct 24 hour operations daily to provide continuous support and accessibility for customer units. Only authorized ASP personnel and unit representatives will be allowed in the ASP after 1700L without prior coordination. Any regular transactions occurring from 1700 – 0700L must be coordinated prior to 1400L. Emergency draws will be handled on a case by case basis and will be coordinated through regular channels. To ensure the security of ASP stocks IAW AR 190-11,

ASP staff will maintain radio contact with higher by conducting hourly radio checks with the A Company, 201st BSB CP beginning at 1700L and ending at 0700L.

(f) Ammunition Amnesty Program: JAF ASP maintains an ammunition amnesty point. This point is open 24 hours a day, seven days a week and is accessible by the gate guard. The purpose of this amnesty point is to provide individuals and units an opportunity to return ammunition, which was stolen, misplaced, or erroneously left in their possession. A&E amnesty turn-ins will not be the basis for an investigation or prosecution and are exempt from AR 190-series investigation requirements. This program does not, however, prevent investigations or prosecutions based on other evidence.

(g) ANY DISCREPANCIES WITH AMMUNITION QUANTITIES ON HAND, ISSUED, AND/OR TURNED-IN AT THE ASP MUST BE BROUGHT TO THE ATTENTION OF ASP STAFF IMMEDIATELY UPON DISCOVERY.

3. Customer unit responsibilities:

(a) Unit commanders and/or designated representatives (NCO, warrant officer, commissioned officer, DOD Civilian) will inventory items upon receipt/turn-in. They will also be responsible for inventorying any unit ammunition in temporary storage at the ASP on a daily basis (if applicable) and to provide a copy of the inventory to the ASP staff. **THE ASP STAFF ON FOB FENTY IS NOT RESPONSIBLE FOR THE INVENTORY OF CUSTOMER UNIT'S AMMUNITION.**

(b) All ammunition stored in the JAF ASP will be secured IAW guidance established in AR 190-11. Items left unsecured will be processed by the ASP as "found on installation" (FOI).

(c) All ammunition will be monitored to ensure it is properly handled and stored IAW guidance established in DA Pam 385-64.

(d) The customer unit will maintain keys for locks to its respective unit's temporary storage container, and supply the ASP Staff with a key to all containers in the event of emergency (EOD).

(e) It is the responsibility of all customer units to maintain consistent communication with their higher headquarters so as to ensure parties at both locations are aware of what types and quantities of ammunition are in transition. This allows unit representatives at FOB Fenty to properly coordinate and prepare to receive the issued ammunition, as well as plan for its transportation to final location and distribution. After the ammunition is drawn, it is recommended that the designated unit representative inventory all ammunition and verify the DA 581, confirming the types and quantities of ammunition received from the ASP. After the ammunition has been inventoried, loaded up for transport or properly stored, and locked in its respective container, unit representatives are advised to let their counterpart in BAF know that the ammunition was received.

(f) Customer units will ensure that two 10-BC fire extinguishers, provided onsite, are present at all times when the unit is handling ammunition.

(g) Ammunition holding areas/containers will undergo a Safety In Storage (SIS) inspection monthly by an ASP staff member. The SIS inspection will ensure proper accountability and storage of ammunition IAW DA Pam 385-64. These inspections will also be used to validate ammunition accountability AR 710-2 and DA Pam 710-2-1.

(h) Customer units are responsible to keep the area clean of all trash, dunnage, and Class V ammunition residue from issue and turn-in transactions.

(i) Customer units are responsible for coordinating all ammunition requests with their chain of command through the Support Operations Office (SPO) CL V section NCOIC, SFC Scott (SVOIP – 308-831-1204).

(j) All security category I ammunition will be stored in containers (no open storage). These containers will be secured by two padlocks. Entry will require two personnel having separate keys.

4. ASP Safety:

(a) All personnel granted access to the ASP will abide by all safety rules presented by the ASP staff. Customer unit personnel will follow the direction of the ASP personnel when processing all ammunition transactions.

(b) Ammunition storage areas are “NO SMOKING” areas. The ASP on FOB Fenty is no exception. There is a designated smoking area outside the ASP. (Minimum Distance: 50 feet)

(c) The following items will not be allowed inside the ASP (exceptions will be granted on a case-by-case basis):

- **Lubricants: large quantities of petroleum, oil, etc.**
- **Compressed gas bottles (fire extinguishers excluded)**
- **Cameras**
- **Flame-producing devices**
- **To reduce the risk of initiating electro-explosive devices, user units will turn-in all cellular phones and radios at the guard shack prior to entering the ASP, and pick them up when they leave.**

(d) Weapons will be turned in at the Guard Shack prior to entering the ASP.

(e) All vehicles will be ground guided inside the ASP. Drivers will obey speed limit of 3 miles per hour.

(f) Inclement weather conditions may hamper operations, and units may be delayed being serviced and/or departing the ASP. Customer units are encouraged to plan accordingly.

(g) In the eventuality of lightning within 5 miles of the ASP, all operations will be stopped and all personnel will be evacuated.

5. The point of contact for this action is

ACCOUNTABLE OFFICER