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HEADQUARTERS UNITED STATES MARINE CORPS
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MARINE CORPS ORDER 8010.13

From: Commandant of the Marine Corps
To: Distribution List

Subj: CLASS V(W) ADMINISTRATION AND MANAGEMENT PROGRAM

Ref: (a) SECNAV M-5210.1
(b) NOSSAINST 8023.11B
(c) NAVSEA OP 5 Vol 1
(d) MCO 5530.14A
(e) MCO 8023.3B
(f) MCO P8020.10B
(g) MCO 8025.1E
(h) MCO 8015.3A
(i) MCO 8000.8
(j) MCO 8011.5
(k) MCO 4400.16H
(l) DLM 4000.25-1, "Military Standard Requisitioning and Issue Procedures (MILSTRIP)," June 13, 2012
(m) MCO P4400.150E
(n) NAVSEA SW020-AF-HBK-010
(o) NAVSUP P-805
(p) MIL-STD-129, "DOD Standard Practice Military Marking for Shipment and Storage," September 19, 2007
(q) MCO 5500.6H
(r) NAVSO P-3683B

Encl: (1) Volume I, Supported Unit Class V(W) Administration and Management
(2) Volume II, Supporting Activity Class V(W) Administration and Management
(3) Class V(W) Administration and Management Appendices

1. Situation. This Order amplifies the Commandant of the Marine Corps (CMC) policy for the administration and management of conventional ground ammunition and explosives (class V(W)) assets.

2. Cancellation. This Order cancels content related to class V(W) in UM-4400-124.

3. Mission. Effective the date signed, this Order amplifies policy for the accountability, maintenance, and serviceability of Marine Corps conventional ground ammunition in order to standardize processes and procedures for the Marine Corps Total Force.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) Enhance unit, base, and installation class V(W)

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

(b) Provide class V(W) administration and management guidance and requirements.

(2) Concept of Operations. This Order establishes a formal and consolidated reference for supported units (enclosure (1)) and supporting activities (enclosure (2)) to include corresponding appendices (enclosure (3)) applicable to all Marine Corps commands.

b. Coordinating Instructions

(1) Conflicting Policies. In the case of conflicting policies or regulations, the most stringent policy/regulation shall apply. Conflicting policies will be reported to Commander, Marine Corps Systems Command (COMMARCORSYSCOM) Program Manager for Ammunition (PM Ammo) by the most expeditious means possible.

(2) Mandatory and Advisory Regulations. The requirements of this Order that use the commands "shall," "will," or "must" are mandatory, unless they are specifically waived or exempted by the COMMARCORSYSCOM PM Ammo. Advisory requirements are those in which "may" or "should" are used. These advisory requirements are not mandatory. However, these requirements are preferred for continuity and standardization of processes and procedures.

5. Administration and Logistics

a. Recommendations concerning the contents of the Order may be forwarded to the Commander, Marine Corps Systems Command, 2200 Lester Street, Quantico, VA 22134-6050 (Attn: PM Ammo) via the appropriate chain-of-command.

b. Records created as a result of this directive shall comply with records management requirements to ensure the proper maintenance and use of records, regardless of format or medium, to promote accessibility and authorized retention per the approved records schedule and reference (a)

6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force.

b. Signal. This Order is effective the date signed.

W. M. Faulkner

W. M. FAULKNER
Deputy Commandant
Installations and Logistics

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LOCATOR SHEET

Subj: CLASS V(W) ADMINISTRATION AND MANAGEMENT PROGRAM

Location: _____
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RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

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Volume I: Supported Unit Class V(W) Administration and Management

Chapter 1

General Instructions

1. Purpose. The purpose of Volume I is to provide user oriented policies and procedures for the supported unit administration and management of Marine Corps class V(W).

2. Background. Due to the hazardous nature of class V(W) materiel, standardization of processes and procedures is required for accounting, handling, storage, and management.

3. Resources

a. COMMARCORSYSCOM, PM Ammo public website. The Marine Corps Systems Command public website is available at: http://www.marcorsyscom.usmc.mil/am/ammunition.

b. Marine Ammunition Knowledge Enterprise (MAKE) website. The MAKE is a central repository for ammunition logistics information. Access may be requested at: https://www.make.usmc.mil.

c. Ordnance Information System-Retail (OIS-R). The Naval Supply Systems Command (NAVSUP) Logistics Operations Center ammunition portal may be accessed at: https://www.ois.disa.mil/portal/nolsc.jsp?body=1.

d. Total Ammunition Management Information System (TAMIS). Using unit training ammunition forecasting and requisitioning is accomplished by utilizing TAMIS. TAMIS may be accessed at: https://tamis.army.mil.

e. Defense Ammunition Center. Drawings for unit loads, International Standards Organization (ISO) containers and pallets. Provides technical data for weight, cube, and type of packaging and may be found at: https://www3.dac.army.mil/.

f. Joint Hazard Classification System (JHCS). Provides National Stock Number (NSN), Hazard Class, Net Explosive Weight (NEW), and Department of Transportation instructions. JHCS may be accessed at: https://www3.dac.army.mil/esidb/login/.

g. Naval Ordnance Safety and Security Activity (NOSSA). NOSSA is the Naval weapons and explosives safety technical authority; providing expertise, policy, oversight, and procedures. The NOSSA website is available at: https://nossa.nmci.navy.mil/nrws3/.

h. Conventional Ordnance Repository Program (CORP). CORP is a central repository for Ammunition Data Cards (ADC’s) and other useful ammunition management information. CORP may be accessed at: https://apps.cran.nmci.navy.mil/corp/MainPage.cfm.

i. Conventional Ammunition Packaging and Unit Load Data Index (CAPULDI). CAPULDI is published for informational purposes and is intended for use by military and civilian Department of Defense personnel responsible for

conventional ammunition unitization, storage, and shipment planning. CAPULDI may be accessed at: https://www3.dac.army.mil/DET/capuldi/capuldi.html.

j. Defense Logistics Agency (DLA) Transaction Services. Utilized to identify an Activity/Unit's Department of Defense Activity Account Code (DODAAC) or Routing Identifier Code (RIC). DLA Transaction Services may be accessed at: https://www.transactionservices.dla.mil/daasinq/default.asp.

k. Naval Forms Online. Naval Forms Online has been established as an enterprise resource and central repository for all official forms generated and used by the Department of the Navy. Naval Forms Online may be accessed at: https://navalforms.documentservices.dla.mil/.

l. Training and Education Command (TECOM). The TECOM website is available for viewing tables of allowances. The TECOM website may be accessed at: https://vcepub.tecom.usmc.mil/ammunition/SitePages/Home.aspx.

4. Supported Unit Defined. Supported units are those generally designated at the tactical level and are to be considered "end-users" of assets. Supported unit inventories are designed to be organic to their individual activity. Supported units include but are not limited to:

a. Infantry Battalions.

b. Separate Battalions (Tank, Reconnaissance, etc.).

c. Artillery Batteries.

d. Explosive Ordnance Disposal Detachments.

e. Engineer School.

f. Provost Marshal's Office (PMO).

g. Rifle Ranges.

h. Marine Security Guard Detachments.

i. Marine Corps Security Force Detachments.

5. Standard Operating Procedure (SOP) Development. References (b) and (c) identify the 11 elements required in SOPs and define exemptions when those 11 element SOPs are not required (non-explosive operations). The 11 elements are: Title page; References; Table of contents; Record of development, review, validation and approval; Supervisor's statement; Worker's/Operator's statement; Step-by-step procedures; Hazard Analysis/Risk Assessment and Hazard Control Brief; Diagrams; Equipment lists; Emergency response procedures. The elements are described in detail in reference (b).

6. Desktop/Turnover Folders. Desktop/turnover folders document the most frequent, recurring tasks, and routines associated with a particular billet. It is not intended that procedures be all inclusive or formalized, but rather a simple listing of significant items or notes pertinent to everyday operations within a particular billet. Desktop/Turnover folders shall include:

a. Billet name and description of the purpose and duties of the billet.

b. A list of other billets within the account that require routine coordination.

c. A list of points of contact with electronic mail (e-mail) addresses and phone numbers routinely utilized by the billet holder. Points of contact may be within the billet holder's command or external to the command. Typically, such points of contact will include supported customers, internal support activities, and key personnel who provide technical advice.

d. A list of reconciliation, coordination, liaison, and reporting requirements of the billet to recipients external to the ammunition section.

e. Chain of command to include the billet supervisor and a list of billets under the supervision of the billet holder.

f. A list of directives, technical publications, and references applicable to the billet holder.

g. A list of any reports routinely received by the billet holder or prepared by the billet holder. This includes reports or extracts of reports of inspections and analyses of the billet's functional areas of responsibility. In addition, any corrective action applied to noted discrepancies will be documented and included with the reports.

h. A detailed description of the procedures employed to perform routine functions of the billet that are not covered by existing directives and/or technical publications.

i. A record of lessons learned, associated hazards, and any other similar miscellaneous information of value to a future billet holder.

j. Any correspondence or memorandums for the record.

k. Documentation of significant past, present, and future evolutions/exercises. Major projects will be documented to show their goal, scheme by which the goal is to be achieved, associated milestones, and record of milestone completion. This includes supporting documentation of continuing reference value.

Chapter 2

Responsibilities

1. Commanders. Commanders at all levels are responsible for the management and control of class V(W). Specifically, Commanders shall:

a. Ensure Orders, policies, and desktop/turnover folders for class V(W) accountability are established.

b. Account for class V(W) in accordance with this Order. This includes all blank, inert, security, safety, training, and dummy ammunition stored in locally controlled magazines, ready service lockers or armories. Ammunition NSN/Lot Number Record (NAVMC 10774) are required for maintaining/recording custody transactions.

c. Appoint in writing, an Arms, Ammunition and Explosives (AA&E) Officer in accordance with reference (d).

d. Ensure appointment, acceptance, and revocation letters are retained for three years from date of appointment/relief.

e. Ensure personnel assigned custody, maintenance, disposal, distribution, or security responsibilities for class V(W) in the performance of their primary duties are properly screened, qualified, and documented in accordance with references (d) and (e).

f. Ensure a disinterested Officer/Staff Non-Commissioned Officer (SNCO) is appointed in writing to conduct and document monthly inventories of class V(W) stored in locally controlled magazines, ready service lockers, or armories. To best maintain the integrity of the account, a different Officer/SNCO must be appointed each month.

g. Ensure a board chairperson is assigned in writing to manage the unit’s Qualification/Certification program per reference (e).

h. Ensure annual awareness training is conducted and incorporated into the unit annual training schedules and Professional Military Education (PME) in accordance with references (a), (d) and (f).

i. Ensure a 100-percent Fiscal Year (FY) inventory of all class V(W) held is conducted and properly documented on appropriate accounting records (NAVMC 10774) and supporting documentation is maintained in accordance with reference (a).

j. Ensure a 100-percent monthly inventory of all Security Risk Category (SRC) I and II non-nuclear missiles and rockets held are conducted and properly documented on appropriate accounting records (NAVMC 10774) and supporting documentation is maintained for the current FY plus two years.

k. Ensure that all personnel are aware of, and comply with, Missing, Lost, Stolen, or Recovered (MLSR) reporting per reference (d).

l. Ensure the Class V(W) Expenditure Report (NAVMC 11381) is used to document all expenditures of class V(W) assets. This form will be completed at the range by the range OIC and the ammunition representative, to include

signatures of both parties, prior to any ammunition leaving the range for transport to the supporting ammunition storage activity.

m. Ensure class V(W) recordkeeping personnel are escorted at all times to class V(W) storage sites.

n. Ensure authorized storage allowances are requested and maintained in accordance with reference (f).

o. Ensure only authorized personnel are permitted to sign for class V(W) supplies. The requisition, approval, and receipt of class V(W) transactions must be delegated utilizing NAVMC 11797, enclosure (3), Appendix T.

p. Forecast all known ammunition requirements to supporting ammunition storage activities via TAMIS.

q. Ensure ammunition is only issued/expended for authorized purposes.

r. Appoint in writing, an A&E Audit and Verification Officer (A&E AVO) to validate and audit class V(W) accounting procedures per this Order.

s. Validate and certify all loss/gain voucher transactions. This responsibility shall not be delegated. Example formats for the voucher package are found in reference (h).

2. Ammunition Officer

a. Responsibility. Ammunition officers are technical specialists who perform duties that require extensive knowledge, training, and experience with the employment of particular class V(W) capabilities, which are beyond the duties and responsibilities of senior non-commissioned officers.

b. Requirement. Ammunition officers are assigned to the Marine Force (MARFOR), Marine Expeditionary Force (MEF), and Major Subordinate Commands (MSC) for the administration and management of class V(W) programs.

c. Command Relationship. Ammunition officers serve as special staff, generally functioning under the general or executive staff cognizance of the G-4/S-4/Logistics section.

d. Duties

(1) Compute class V(W) training allowances, and when required, the war reserve requirements.

(2) Monitor class V(W) training allowances, distribution and re-distribution of assets to meet training objectives as required.

(3) Monitor class V(W) requisitions from subordinate units to ensure allowances are not exceeded.

(4) Establish MSC level procedures.

(5) Monitor class V(W) mishap, MLSR, and malfunction and defect reports for accuracy and completeness in accordance with references (d), (f), and (g).

(6) Monitor unit forecasts to ensure compliance with Chapter 3 of this enclosure.

(7) Provide assistance to commanders on matters relating to class V(W).

(8) Coordinate procedures between subordinate units and supporting activities.

(9) Conduct inspections and audits of subordinate unit ammunition accounting systems. Provide results to the unit commander.

3. Ammunition Chief

a. Responsibility. Ammunition chiefs are responsible for monitoring the supported unit's class V(W) program in accordance with this Order. Additionally, they provide technical guidance to the unit's leadership on class V(W) handling, transportation, and storage.

b. Requirement. Ammunition chiefs are assigned to the MARFOR, MEF, MSC, regimental, and battalion level for the administration and management of class V(W) programs. Battalion level ammunition chiefs shall be appointed in writing.

c. Command Relationship. Ammunition chiefs generally report to ammunition officers or G-4/S-4/logistics officer.

d. Duties

(1) Ensure SOPs, desktop/turnover folders for the commands class V(W) program are established and maintained.

(2) Account for class V(W) per this Order. This includes all blank, inert, security, safety, training, and dummy ammunition stored in locally controlled magazines, ready service lockers or armories.

(3) Ensure appointment, acceptance, and revocation letters are retained for three years from date of appointment/relief.

(4) Ensure a 100-percent FY inventory of all class V(W) held is conducted and properly documented on appropriate accounting records (e.g., NAVMC 10774) and supporting documentation is maintained for the current FY plus two years.

(5) Ensure a 100-percent monthly inventory of all Security Risk Category (SRC) I and II non-nuclear missiles and rockets held are conducted and properly documented on appropriate accounting records (NAVMC 10774) and supporting documentation is maintained for the current FY plus two years.

(6) Ensure personnel are aware of, comply with, and prepare MLSR reports per reference (d).

(7) Ensure authorized storage allowances are not exceeded.

(8) Ensure all personnel are aware of, comply with, and prepare malfunction and defect reports in accordance with reference (g).

(9) Prepare all Delegation of Authority (NAVMC 11797) forms in accordance with enclosure (1), Chapter 3 of this Order, ensuring they are on file at supporting ammunition storage activities prior to receiving class V(W).

(10) Forecast ammunition and explosives training requirements via TAMIS.

(11) Assist the Board Chairperson with the management of the Qualification/Certification Program.

(12) Prepare and submit required forms and documents (e.g. delegation of authority letters) to the local Defense Logistics Agency, Disposition Services (DLA DS) to facilitate the demilitarization and turn-in of Materials Potentially Presenting an Explosive Hazard (MPPEH).

4. Ammunition Technician

a. Responsibility. Supported unit ammunition technicians serve as the Command subject matter expert for the administration and management of class V(W).

b. Requirement. Ammunition technicians shall be qualified, certified, and screened in accordance with references (d) and (e).

c. Command Relationship. The ammunition technician’s first-level supervisor is normally the ammunition chief within the special staff section of the logistics/ammunition office.

d. Duties

(1) Submit the NAVMC 11797 on an annual basis. Modifications to the designated expiration date must be coordinated with the supporting activity.

(2) Establish ammunition stock records.

(3) Prepare ammunition reports.

(4) Process ammunition affected by Notice of Ammunition Reclassification (NAR), Ammunition Information Notice (AIN), or lots functionally clear/not clear for Over-Head Fire (OHF).

(5) Process receipt and issue documentation.

(6) Process requisition documentation.

(7) Utilize a technical library.

(8) Sentence ammunition.

(9) Inventory ammunition.

(10) Prepare ammunition for shipment.

(11) Inspect ammunition vehicles.

(12) Compute ammunition combat requirements.

5. Arms, Ammunition, and Explosives Officer

a. Responsibility. The AA&E Officer is responsible for the physical accountability of the class V(W) account to include the training of ammunition personnel in accordance with reference (d).

b. Requirement. Individuals assigned as an AA&E Officer will be assigned in writing and meet the rank/grade requirements of reference (d).

c. Command Relationship. The AA&E Officer shall be an individual that has direct control/responsibility of the armory (e.g., Armory Officer, Ordnance Officer, and S-4 Officer). The AA&E Officer generally reports to the Logistics Officer.

d. Duties

(1) Conduct a 100-percent physical inventory and complete review of all AA&E within 30 days of appointment and retain copies of the inventory for 3 years, per reference (d).

(2) Report any discrepancies immediately during the review and inventory process to the appointing officer.

(3) Maintain close liaison with the Area Security Officer (ASO).

(4) Assist the ASO, PMO, Naval Criminal Investigative Service (NCIS) agents, and other assigned personnel in investigating AA&E losses.

(5) Conduct screenings of personnel who handle AA&E in the performance of their duties in accordance with reference (d). Ensure proper unit diary code (AD) has been entered into the Marine Corps Total Force System.

(6) Document the results of the AA&E Officer initial inventory on the NAVMC 10774 Card.

(7) Ensure range OICs comply with those duties/procedures outlined in paragraph 7 of this chapter.

(8) Ensure personnel assigned custody, maintenance, disposal, distribution, or security responsibilities for class V(W) in the performance of their primary duties are properly screened, qualified, and documented in accordance with references (d) and (e).

(9) Ensure annual A&E awareness training is conducted, incorporated, and documented within the unit annual training plan and PME in accordance with reference (f).

6. Ammunition and Explosives Audit and Verification Officer (A&E AVO)

a. Responsibility. The A&E AVO is responsible for the verification and validation of class V(W) issue, receipt, and expenditure documentation.

b. Requirement. Individuals assigned as an A&E AVO will be assigned in writing and will be a commissioned officer, warrant officer, SNCO, or civilian equivalent (GS-9 or above).

c. Command Relationship. The A&E AVO reports directly to the Commander on matters related to class V(W). The individual appointed shall be a disinterested individual without an assigned role in the class V(W) receipt, requisitioning, and/or approval process.

d. Duties

(1) Ensure the completed NAVMC 11381 and a legible copy of issue and receipt documents are submitted within seven days after the completion of the range or exercise. Ammunition drawn from the local supporting ammunition storage activity will be returned using the original document number as issued and a suffix code.

(2) Audit and certify the NAVMC 11381 within seven days after completion of the range or exercise to ensure all unused ammunition has been returned to the supporting ammunition storage activity. A typical NAVMC 11381 audit consists of the verification of the following documentation:

(a) NAVMC 11381 Expenditure Report.

(b) Original DD Form 1348-1A Issue Release Document (or a DA Form E581 from Army activities).

(c) Copy of DD Form 1348-1A Receipt Document (if applicable).

(3) Ensure NAVMC 11381 are maintained by FY and retained for current year plus two prior FYs as of the closing date of the expenditure. For those NAVMC 11381s which correspond to ammunition maintained on NAVMC 10774s, the retention period shall be three years from placement of NAVMC 10774 in the inactive file.

(4) Conduct quarterly audits of the command class V(W) management as follows:

(a) Cross-reference DD Form 1348-1A issue release/receipt documentation with E581’s.

(b) Verify retention of supporting documentation in accordance with this Order and references (a), and (d) to include the original DD Form 1348-1A, NAVMC 10774, and NAVMC 11381s.

(c) Ensure AA&E screening is documented and maintained.

7. Range Officer in Charge (OIC). The Range OIC shall ensure the following tasks are completed:

a. Conduct a joint inventory of the class V(W) received at the range/firing site with designated personnel delivering the munitions. The Range OIC will verify the lot number on each container against the supporting documentation by comparing the item, lot number, and quantity against the supporting documentation.

b. The Range OIC is responsible to certify the receipt and expenditure data is accurate on the NAVMC 11381. The Range OIC signature on the NAVMC 11381 certifies the quantities listed on the form to be accurate.

c. All NAVMC 11381s are completed on the range after the exercise is completed and before any unused ammunition is returned to the supporting ammunition storage activity.

d. Ensure chain of custody of Security Risk Category I munitions is maintained at all times on a DD Form 1907 Signature and Tally Record.

e. Report all class V(W) malfunctions and defects to range control in accordance with reference (g).

f. Ensure class V(W) is properly handled, transported, stored, and accounted for within the training area from the time of receipt to the time of expenditure or returned to the supporting ammunition storage activity.

g. Screen all MPPEH for Ammunition, Explosives or Dangerous Articles (AEDA) prior to the departure from the range/storage site while ensuring all class V(W) packaging material is retained for retrograde/materiel returns.

8. Range Safety Officer (RSO). During firing exercises, the RSO may have no additional duties beyond those necessary for the safe operation of the range.

9. Qualification/Certification (Qual/Cert) Board Chairperson. A Qual/Cert Board Chairperson shall be assigned in writing in accordance with reference (e). In the event no 2340 Ammunition Officer or 2311 Master Gunnery Sergeant/Master Sergeant is available, the Commander may assign the most qualified individual or request assistance from the unit's chain of command. Due to the related screening requirements with the AA&E screening process, the AA&E Officer may hold this additional duty.

10. Access Control Officer (ACO)

a. Responsibility. Per reference (d), the ACO is directly responsible for all security related key and lock control functions. At those organizations where the security and lock program is too small to warrant a subordinate designation, the security officer may assume this function.

b. Requirement. The ACO will be designated in writing by the Commander.

c. Command Relationship. Normally, the ACO will be subordinate to the organization security officer.

d. Duties. Per references (d), and (e), conduct an annual inventory of all controlled issued keys and maintain appropriate logs and records.

11. Conflicts of Interest. Commanders at all levels shall ensure Ammunition Officers/Chiefs and technicians are not assigned additional or collateral duties which conflict with their ammunition management responsibilities.

a. Ammunition personnel will not be appointed as investigating officers for any class V(W) property accountability related investigations for assets for which they are either directly or indirectly responsible.

b. Ammunition personnel will not be appointed as a Responsible Officer (RO) for any weapons or ordnance.

c. Ammunition personnel will not be assigned duties that conflict with their responsibility to maintain accountable records or potentially put them in situations susceptible to improper influence or manipulation of the accountability process.

d. Ammunition personnel who do not maintain class V(W) inventory records and reports can also be assigned as a weapons custodian. It is paramount that the commands maintain the two person integrity rule at all times.

e. Ammunition record keeping personnel are not authorized to conduct any type of armory inventory (arms or class V(W)).

f. Ammunition record keeping personnel must be escorted at all times to class V(W) storage sites, including the armory.

g. The below matrix is provided to assist Commanders in the assignment of personnel with AA&E related responsibilities. An indication of “X” is an authorization.

	Ammunition Officer	Ammunition Chief	Ammunition Technician	AA&E Officer	A&E AVO	Range Officer in Charge	Range Safety Officer	Qual/Cert Chairperson	Access Control Officer
Ammunition Officer	X						X	X	
Ammunition Chief		X	X	X			X	X	
Ammunition Technician		X	X				X		
AA&E Officer		X		X		X	X	X	X
A&E AVO					X		X		
Range Officer in Charge				X		X			X
Range Safety Officer				X			X	X	X
Qual/Cert Chairperson	X	X		X		X	X	X	
Access Control Officer				X		X	X		X

Figure 2-1.--Supported Unit Billet Conflict Matrix

Chapter 3

Requisitioning Procedures

1. Training Allowances. Training allowances are determined in accordance with references (i) and (j). Supported unit ammunition technicians are managers of the unit's ammunition program. Ammunition technicians are not the approving authority nor responsible for the management of training requirements; rather they're the command's advisor in regards to the state of the allocation.

2. Total Ammunition Management Information System. The Total Ammunition Management Information System (TAMIS) is the only authorized system for use by the Marine Corps for allocating, forecasting, requisitioning, expenditure reporting, redistribution and management of class V(W) training allowances. TAMIS is not a custodial or inventory management program of record.

a. Account Creation. Every effort shall be made to minimize the amount of inquiries submitted to the TAMIS help desk. Supported unit technicians requiring new TAMIS accounts will provide the following information to their MSC for account creation. Once the account is created, the MSC is responsible for assigning permissions. If no MSC is available, the below information will be submitted to TAMIS@usmc.mil:

(a) Name (First, Last).

(b) Rank (Optional).

(c) E-mail address.

(d) Commercial phone number to include area/country code.

(e) Billet assigned (Optional).

(f) Country.

(g) State.

(h) Requested permissions.

b. Account Modification. Units requiring modifications to existing TAMIS accounts will provide their TAMIS username to their MSC for modification of permissions. If no MSC is available, the requested modification will be submitted to TAMIS@usmc.mil.

3. Delegations of Authority (DOA). Commanders are responsible for security and control of the unit's ammunition management program and for ensuring only authorized personnel are permitted to sign for class V(W). The Commander shall delegate this responsibility utilizing NAVMC 11797, enclosure (3), Appendix T.

a. The use of NAVMC 11797 is required for all supported units requisitioning from class V(W) supporting activities.

b. Under no circumstances will ammunition be issued to a unit if a NAVMC 11797 is not on file or up to date at the supporting activity.

c. Commanders are authorized to delegate request, approve, and receive authorizations for all Urgency of Need Designators (UNDs) (including UND A)on NAVMC 11797. However, prior to processing any requisitions based on UND A, Commanders (or acting Commanders during absences) will personally review and certify an inability to perform their unit mission without the required ammunition.

(1) Supported units (or MSC's) shall establish policy for the validation of UND A requisitions to reduce suspected abuse of priority designator assignment.

(2) Supported units may accomplish this review with the Commanders use of the "request" or "approve" function via TAMIS. The Commanders electronic action via TAMIS is the most expeditious means of certifying an inability to perform their mission and routing to a supporting activity.

(3) If TAMIS is not utilized by the Commander to certify the review of UND A requisitions, the individual delegated the authority to "approve" the requisition will maintain supporting documentation for the current fiscal year plus two years.

d. Commanders shall screen and monitor the timeliness of UND B and C requisitions to ensure they meet the requirements of enclosure (3), Appendix C.

e. Submission of the NAVMC 11797 is an annual requirement. Modifications to the designated expiration date must be coordinated with the supporting activity.

f. If no ammunition technicians are available to complete the requisitioning/receipt process, it's recommended the command assign ammunition handlers to accomplish the requisitioning/receipt process in order to maintain two-person integrity. Ammunition handlers shall be screened in accordance with references (d) and (e). Ammunition handlers listed to "receive" on the NAVMC 11797 Form shall complete the following web-based training:

(1) Ammo-18, Basics of Naval Explosives Hazard Control.

(2) Ammo-45, Introduction to Ammunition.

(3) Ammo-51-MV (Web-based), Naval Motor Vehicle Inspection.

g. The NAVMC 11797 is authorized handwritten (ink), digitally signed (electronic signature), or a combination of the two.

(1) Validation of electronic signature(s) shall be accomplished by a DOD approved electronic signature application (approveit, adobe, etc.). Electronically signed documentation shall be submitted through, and received by the accepting authority, using a DOD official e-mail system.

(2) Validation of individual(s) delegated the authority to receive class V(W) is accomplished by comparing the photo and name listed on the individuals Common Access Card (CAC), to the individual(s) receiving the class V(W) and the name shown on the NAVMC 11797.

(3) If digital signatures are utilized, handwritten (ink) signatures and initialing are not required.

h. The NAVMC 11797 shall be completed as follows:

(1) Date. Type the date the DOA was originated.

(2) Organization Receiving Supplies. Short title of the supported unit. In example, 2/9 2d MarDiv.

(3) Location. Enter the Base, Station, Installation, or City/State of the supported unit. For example, Camp Lejeune, NC.

(4) Supporting Activity. Enter the name of the supporting activity and DODAAC. For example, Camp Lejeune Ammunition Supply Point (ASP),(MMLQ50). A complete list of ASP's and applicable DODAAC's may be found in enclosure (3), Appendix AG.

(5) Name (Last, First, Middle Initial). Enter the names of individual(s) being delegated authority.

(6) Rank/Grade. Enter the rank or civilian pay grade.

(7) Authority to:

(a) Request

1. Personnel with an indicator of "Yes" in the "request" block are delegated the authority to request all Urgency of Need (UND) designators for the DODAAC indicated on the NAVMC 11797.

2. Personnel with an indicator of "Yes" in the "request" block are not authorized to approve ("Approve" block shall represent "No") for any UND.

3. Personnel with an indicator of "Yes" in the "request" block may receive assets for the same transaction which they requested if delegated to do so in the "receive" block.

4. Select "No" if this individual is to "Approve" requests only.

5. Select "No" if this individual is to "receive" assets only.

(b) Approve

1. Personnel with an indicator of "Yes" in the "Approve" block are delegated the authority to serve as a TAMIS approver for all UND requisitions.

2. Personnel with an indicator of "Yes" in the "Approve" block are not authorized to request or receive under any circumstances.

3. Select "No" if this individual is to be a "Requestor".

4. Select “No” if this individual is to “receive” assets only.

(c) Priority. The “Priority” block is provided for local use only. The supporting activity may establish more stringent procedures that would require a supported unit to indicate the priority designator an individual is authorized to request or approve.

(d) Receive. Personnel delegated the authority to receive class V(W) must be screened in accordance with reference (d) and this Order. The requirements for qualification and certification may be found in reference (e).

1. Personnel with an indicator of “Yes” are delegated the authority to “receive” for Security Risk Category (SRC) II, III, and IV assets.

2. Personnel with an indicator of “Yes” are not authorized to “Approve” requisitions.

3. This individual may also be delegated the authority to “Request”.

4. Select “No” if this individual is to “Approve” requests only.

5. Select “No” if this individual is to be a “Requestor” only.

6. Select “No” if this individual will be delegated authority to sign for SRC I assets only.

(e) SRC I. The “SRC I” block applies to units with allowances for SRC I class V(W).

1. Personnel with an indicator of “Yes” are authorized to “receive” SRC I assets.

2. The Commander’s signature certifies that the individual delegated the authority to receive SRC I assets meets the rank/grade requirements of reference (d).

3. Select “No” if this individual is to “Approve” requests only.

4. Select “N/A” if this field does not apply.

(8) Signature. If handwritten (ink) signatures are required, a sample signature shall be provided by each individual listed.

(9) Initial. If handwritten (ink) initials are required, a sample initial shall be provided by each individual listed.

(10) Delegation of Authority. The supported unit will “check” the corresponding box:

(a) Supersedes All Others. Check this box if the intent of the submission of the form is to supersede all others.

(b) In Addition To. Check this box and provide the date of the previous NAVMC 11797 the form is in addition to.

(c) Withdrawals From. Check this box and provide the date of the previous NAVMC 11797 the form is removing personnel from.

(11) Unit Identification Code. The supported unit shall enter the UIC associated with the "organization receiving supplies".

(12) Telephone Number. Enter the supported unit telephone number to be used with questions on the form.

(13) DODAAC. The Supported Unit shall enter the DODAAC associated with the "organization receiving supplies".

(14) Expiration Date. Enter the date the DOA expires. See paragraph 1.d above for expiration guidelines.

(15) Last Name, First, Middle Initial. Enter the information for the Commander.

(16) Grade. Enter the rank/grade of the Commander.

(17) Signature

(a) The Commander's signature certifies the individual delegated the authority to receive class V(W) assets are properly qualified/certified in accordance with reference (e), has passed security screening in accordance with reference (d), and/or has met the "ammunition handler" requirement of this Order.

(b) If handwritten (ink) signatures are required, a sample signature of the Commander shall be provided.

(c) If digital signatures are authorized, the Commander's digital signature shall be provided.

(d) NAVMC 11797 may be signed by an individual with "acting" authority, "by direction" is not authorized.

i. At Army supporting ammunition storage activities, an Assumption of Command letter may be required with an approved DOA prior to receiving class V(W). Army supporting activities are not required to, but may, accept NAVMC 11797.

j. The NAVMC 11797 is available for download from the naval forms website.

4. Total Ammunition Management Information System Procedures. Personnel designated to request and approve class V(W) requisitions shall request access to TAMIS for the execution of their authority. Step-by-step procedures for the administration and management of the following TAMIS procedures may be found as follows:

a. Establishing Roles, enclosure (3), Appendix AF.

b. Unit Identification Code Association, enclosure (3), Appendix AG.

c. E581 Procedures, enclosure (3), Appendix AH.

d. Requisition Approval, enclosure (3), Appendix AI.

e. Requisition Validation, enclosure (3), Appendix AJ.

f. Requisition Modification, enclosure (3), Appendix AK.

g. Requisition Reconciliation, enclosure (3), Appendix AL.

h. Requisition Cancellation, enclosure (3), Appendix AM.

5. Navy Installations. A majority of Navy installations will not process requisitions via TAMIS. As such, supported unit requisitions shall follow the Military Standard Requisitioning and Issue Procedures (MILSTRIP) format in accordance with reference (l). An example format is provided in enclosure (3), Appendix AN.

6. Forecasting. Forecasting is the formal method for supported units to identify and communicate their future training plans to the supporting activity. A proper forecast identifies the requirement to the supporting activity to ensure the assets are on-hand or readily available. If there is no forecast, there is no guarantee the assets will be available at the supporting activity.

a. Forecasting enables supporting ammunition storage activities the ability to exercise Capacity Management (CM) to meet forecasted demands once the forecasted Electronic DA581's (E581) are received.

b. Forecasting is conducted at each UIC level in TAMIS. The lockout is computed using the current month, plus one month for Marine Corps supporting activities and plus two months for Army activities.

c. Unforecasted E581's submitted to supporting ammunition storage activities potentially create an out of stock or Not in Stock (NIS) occurrence, and may impact units who have forecasted properly.

d. Specific instructions for automated forecasting procedures may be found at https://tamis.army.mil/.

e. Units and organizations will not submit "cookie-cutter" forecasts, wherein authorized quantities are divided by twelve, with one-twelfth of a unit's authorizations forecasted monthly, or like quantities submitted across several months. All MSCs must monitor unit forecasts to ensure compliance with this Order.

f. A supporting activity may reject any request for issue if the request was not properly forecasted and the assets are not available. 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.

g. Supported unit expenditures shall be part of command ammunition management decisions. A unit shall not forecast an item that does not have potential for expenditure. When using models that rely on historical expenditures, the supported unit shall identify and exclude or adjust data that might poorly reflect the forecast.

h. To improve the accuracy of forecasting, supported unit representatives should collaborate with their operations sections to best determine future requirements based on the unit's Tactical Exercise Employment Program (TEEP).

i. Supported units submitting un-forecasted requests shall monitor ASP acceptance message(s) for requisition confirmation/supportability. To best validate supported DODIC's and quantities, the supported unit should view the "e581 Change Report" via TAMIS.

j. If an unforecasted requirement is identified within the lockout period, it is best to notify the supporting activity via the MSC. An unforecasted request submitted in advance may allow the supporting activity to submit a depot level requisition.

k. Accurate and timely forecasts are the key to an effective ammunition management program. Inaccurate forecasts are a leading cause of class V(W) shortages at supporting activities. Leaders at all levels will monitor and validate their unit forecasts for accuracy.

7. Serial Log. Serial Logs are used to document transactions for historical reference. A serial log shall be established to manage supported unit transaction. The minimum fields for serial logs are as follows:

a. Document Number.

b. Unit.

c. DODIC.

d. Quantity.

e. Required Delivery Date (RDD).

f. Priority Designator.

g. Range.

h. Training Start Date.

i. Reconcile No Later Than (RNLT) Date.

j. Remarks.

Chapter 4

Transportation, Returns, and Receipt Procedures

1. Transportation Procedures. Although it may vary from installation to installation, this paragraph details the requirements for supported unit ammunition technicians/handlers transporting class V(W) from supporting activities. It is recommended prior to arriving at a supporting activity, the supported unit ammunition technician/handler contact the ASP/MSC for specific guidance.

a. Documentation

(1) DD Form 626. Enclosure (3), Appendix AR.

(2) Military Identification Card (ID). Verify 21 years or older for off-base shipment.

(3) Commercial Driver's License (CDL). Military uniformed drivers utilizing organic and commercial motor vehicles for off base moves are exempt from CDL requirements per 49 CFR part 383.3. The driver shall have a valid state driver's license.

(4) Current Medical Examiner's Certificate. This special duty physical examination is required every two years until age 60, and annually thereafter. These requirements apply to active duty military, as well as civilian drivers. Active duty members with a comprehensive history and physical examination will follow a 5-year periodicity as provided by 49 CFR 383.3. Reference NAVMED 117 for further guidance.

(5) OF 346 (military drivers license). Equivalent for the vehicle being operated is acceptable.

(6) Military Hazardous Materials Motor Vehicle Operators Certification. All drivers of government owned motor vehicles used for transporting A&E both on and off station shall possess a valid OF-346 which displays the explosives driver endorsement (an annotation on the OF-346 stating "Explosives Driver-Must Hold a Current Medical Certificate").

(7) Emergency Response Guide (ERG). As specified in NAVSEA SW020-AG-SAF-010, the appropriate guides from the North American ERG should be attached to the DOD Multimodal Dangerous Goods Declaration (DD form 2890) to ensure all hazards are addressed. The guides can be found in the ERG on pages 112, 114, 159. Having the entire ERG book in the vehical is not required when the appropriate pages are attached to the DD form 2890.

(8) Driver's Vehicle Inspection Report (Trip Ticket).

(9) Glove Box Edition, to include a copy of 49 CFR 397. The Glove Box Edition may be found on the NOSSA website or Appendix D of reference (n).

(10) SF-91, Motor Vehicle Accident Report.

(11) SF-94, Witness Statement.

(12) Placards. For the hazard classification and division being transported.

b. Equipment Requirements. Reference (n) provides a complete list of transportation requirements.

(1) Spare Electric Fuses. At least one spare fuse for each kind and type installed is carried in the vehicle. Adequate tools for changing fuses shall be carried.

(2) Reflective Triangles. Three bidirectional emergency reflective triangles.

(3) Fire Extinguisher. One fire extinguisher with a minimum Underwriters' Laboratory (UL) capacity rating of 10-B:C or a multi-purpose dry chemical fire extinguisher with a UL rating of 2-5 A/10-B:C.

(4) Tarpaulins. Units are required to possess a tarpaulin at all times. Military motor vehicles operating on-station are exempt from tarpaulin use during clear weather, but not during inclement weather. Every motor vehicle transporting AA&E off-station must either have a closed body or have the load covered with a tarpaulin. The tarpaulin shall be of fire and water-resistant material and securely fastened to the vehicle by rope or wire tie down so as to fully protect the load from sparks, fire and moisture.

(5) Straps. Sufficient quantities of tie-down straps to secure ammunition to prevent movement during shipment must be provided.

(6) Wheel Chocks. One set (2) of wheel chocks for each conveyance.

c. Load Plan. The supported unit shall arrive with the appropriate amount of vehicles to conduct their entire issue. Prior to arriving at the ASP, the supported unit shall determine the total square footage, weight, and compatibility of the class V(W) scheduled to receive.

d. Preliminary Inspection. Due to the stringent requirements for transporting hazardous material, it is recommended that supported units conduct preliminary inspections of their vehicles prior to departing the motor pool/area for the supporting activity.

2. Return Procedures

a. Documentation. The below documentation is required for supported units returning class V(W) to supporting activities. It is recommended prior to arriving at a supporting activity, the supported unit contact the ASP for specific guidance.

(1) DD Form 1348-1A. Completed DD Form 1348-1A issue/receipt documents with copies of original documentation. It's critical original documentation (document number at a minimum) be utilized to return assets or they may not be returned to a unit's allocation in TAMIS.

(2) The explosives laden vehicle shall be complete with the requirements listed in reference (n) and paragraph 1 above.

(3) DD Form 1907 for SRC I shipments.

(4) Motor Vehicle Inspection ((Transporting Hazardous Materials) (DD Form 626)). DD Form 626 is required to be completed by the supported unit

prior to transporting class V(W) to the supporting activity. Supported units may certify DD Form 626 for the transportation of A&E returned to the supporting activity upon completion of Ammo-51 via web-based training. See enclosure (3), Appendix AC for the description of Ammo-51.

(5) DOD Multimodal Dangerous Goods Declaration (DD Form 2890). DD Form 2890 (enclosure (3), Appendix AQ) is required to be completed by the supported unit when transporting ammunition over public highways to supporting activities. Completion of Ammo-62 (or equivalent course) is required to certify DD Form 2890. See enclosure (3), Appendix AC for Ammo-62 description and course equivalencies.

b. Excessive Breakout. Ammunition will be distributed to the firing line/point/training area as needed. Historical trends have identified approximately 40 percent of the ammunition issued from supporting activities is returned unexpended. The following are considerations to avoid excessive breakout:

(1) Accurate and realistic requirement generation.

(2) Open ammunition containers by Ammunition Lot Number (ALN) and only as needed.

(3) Retain packaging material.

c. Packaging. Every effort shall be made by the supported unit to retain original packing material and return assets as close to factory pack as possible. Failure to do so may result in the unit receiving a NAVMC 11865, discrepancy report (DISREP) (Appendix AB) or a request for investigation to the parent command.

d. Unsafe Material. Unsafe class V(W) will not be transported or returned to the ASP. Notify EOD and Range Safety in accordance with local procedures for the disposition of class V(W) deemed unsafe for storage/transport.

e. Material Potentially Presenting an Explosive Hazard (MPPEH). MPPEH and class V(W) items shall not be transported together.

3. Receipt Procedures. In addition to the transportation requirements identified in paragraph 1 of this chapter, the below documentation is required for supported units receiving class V(W) from supporting activities. It is recommended that prior to arriving at a supporting activity, the supported unit contact the ASP for specific guidance.

a. Approved E581, enclosure (3), Appendix U.

b. NAVMC 11797.

c. Military ID (verify information on the DOA).

d. Security

(1) The arming of personnel is required by reference (d). Armed personnel are required to check-in weapons and ammunition with the duty ammunition technician.

(2) SRC II, III and IV shipments require an explosive driver as well as an assistant driver. The vehicle/personnel must be equipped with a means of two way communication. The assistant driver will be armed.

(3) In addition to the above, the receipt of SRC I material shall be accomplished by individuals meeting the personnel requirements of reference (d). The movement of the subject material shall be under armed surveillance accompanied by a SNCO or above at all times (as recorded on DD Form 1907). This includes on station movements and temporary storage at range locations.

Chapter 5

Inventory Control Procedures

1. Expendable/Non-Expendable Items. This set of asset categories refers to the accounting treatment of items at the time of issue to the final user.

a. Expendable Items. Expendable items are those removed from the official accounting records, when issued to the final user. An example is a receipt from an ASP for purposes of expenditure on a training range by the end-user.

b. Non-Expendable Items. Non-expendable items are not deleted from the accounting record when issued to the final user. Rather, the final user receives such items through an approved form of sub-custody (Equipment Custody Record (ECR) or DD Form 1348-1A). Non-expendable items are recoverable. An example is a receipt from an ASP for purposes of recurring issue and receipt from a supported unit armory by the end-user for security purposes.

2. Inventory Requirement

a. Physical Inventory. A physical inventory of class V(W) material will be conducted and documented monthly, semi-annually and annually in accordance with reference (d) and this Order. A separate line entry indicating the date the inventory was taken, the actual adjusted quantity, and the words “MONTHLY INVENTORY”, “SEMI-ANNUAL INVENTORY” or “ANNUAL INVENTORY” as appropriate, will be annotated on the NAVMC 10774 card(s).

b. Disinterested Inventory. A disinterested Officer/SNCO shall conduct monthly inventories of all class V(W) stored in locally controlled magazines, ready service lockers, or armories.

(1) This inventory shall be conducted at the same time the monthly armory serialized inventory is conducted to alleviate duplicate assignments.

(2) Copies of the inventory results will be maintained with the ammunition section for three years from the date of inventory.

c. Discrepancies. Any discrepancy noted between the on-hand quantity and the recorded quantity will be investigated thoroughly by the Commander or designated representative. Should any quantity of class V(W) material be determined missing, action will be taken in accordance with paragraphs 6 and 7 below.

3. Authorized Manual and Electronic Programs

a. Manual Programs

(1) For purposes of accounting for class V(W) material at the unit level, NAVMC 10774 will be utilized. It is the responsibility of each Commander or designated representative to ensure that NAVMC 10774 is prepared for each ALN stored locally, regardless of the quantity on-hand or due-in, and updated immediately upon receipt, issue, or other adjustments associated with the lot.

(2) DD Form 1348-1A will be utilized to record all transactions on the NAVMC 10774 card to include the sub-custody of assets. Class V(W) material will be accounted for as nonexpendable items, and records will be maintained in accordance with the guidance below. The characteristics of the NAVMC 10774 card are as follows:

(a) Block 1. Enter the 17-character NSN/DODIC.

(b) Block 2. Enter a short narrative description of the item; e.g., Ctg, 5.56mm Ball.

(c) Block 3. Enter the ALN of the item.

(d) Block 4. Enter the appropriate condition code. See Appendix O for a complete list of applicable condition codes. This may be entered in pencil in case of condition code change is required.

(e) Block 5. Enter the Julian date on which the transaction is posted. A Julian date calendar is provided in enclosure (3), Appendix AO

(f) Block 6. Enter the document number.

(g) Block 7. Enter the appropriate Document Identifier Code (DIC) for issue, receipts, and adjustments. See enclosure (3), Appendix D for a complete list of supported unit DIC's. Users may omit the DIC while documenting inventories.

(h) Block 8. Enter the quantity of the asset increase, when applicable.

(i) Block 9. Enter the quantity of the asset decrease, when applicable.

(j) Block 10. Available for Issue. Enter the physical balance of serviceable assets (Condition Codes A, B, or C, listed on individual NAVMC 10774 Cards) available for issue. This column will be maintained on a cumulative basis.

(k) Block 11. Accountable Balance. Enter the total quantity of nonexpendable items to be accounted for. Changes to quantities in this column will be made only as a result of entries to the "Quantity Increase" or "Quantity Decrease" columns. The Accountable Balance may only be adjusted by B6K, B8%, B9%, BWA, or "D" series DIC's listed in enclosure (3), Appendix E of this Order.

b. Automated Programs. The Ordnance Information System- Retail (OIS-R) is currently the only automated system of record authorized for retail class V(W) inventory management.

(1) OIS-R is an integrated system of applications software designed to manage nonnuclear expendable ordnance. It provides for the automation of the receipt, issue, inventory record keeping and reporting of ammunition assets and movements with the ultimate objective being the enhancement of readiness and stock point ordnance management.

(2) Supported units are required to request an OIS-R account when:

(a) Conducting frequent transactions from site approved storage locations in accordance with reference (c).

(b) Maintaining a continuous inventory in order to support recurring transactions for purposes of expenditure.

(c) Required/requesting to receive depot direct shipments.

(3) Requests for OIS-R DODAAC creation shall be submitted and endorsed through the supported unit's chain of command to COMMARCORSYSCOM, PM Ammo.

(a) COMMARCORSYSCOM, PM Ammo will coordinate with the DODAAD Manager at HQMC I&L (LPC-2) prior to creation of the OIS-R account to confirm the DODAAC data is current and accurate.

(b) The Department of Defense Activity Address Directory (DODAAD) is the authoritative source for DODAAC information. Changes to DODAAC data within OIS-R must be synchronized with the DODAAD. If any DODAAC changes are required the DODAAD should be updated first and then OIS-R should be synchronized with the DODAAD. Currently there is not an automated feed from the DODAAD to OIS-R which can create out of synch problems if not closely monitored.

(4) In order to be granted access to OIS-R, an Access Approval Authority (AAA) shall be established by the supporting activity and all users shall complete an Access Authorization Request (AAR) form. Further guidance is provided in the below paragraphs.

(a) Access Approval Authority (AAA). The AAA is the authorizing account holder within a supported unit. This person endorses requests for access for their DODAAC, to include verification of personal information and the need to know.

(b) The AAA appointment document may be found on the OIS portal at https://www.ois.disa.mil/access_forms/aaa_form.pdf.

(c) All users requesting access or modifications to OIS-R are required to complete an AAR form. The form is routed through the AAA to NAVSUP officials for processing. The AAR form may be found on the OIS portal at https://www.ois.disa.mil/access_forms/ois_access.xls.

4. Issue Release/Receipt Document. DD Form 1348-1A, Issue Release/Receipt Document shall be used to document all transactions affecting the accountable record. Instructions for completing DD Form 1348-1A may be found in enclosure (3), Appendix X.

5. Notices of Ammunition Reclassification (NAR), Ammunition Information Notice (AIN), Lots Functionally Clear for Overhead Fire (OHF). All Marine Corps units shall comply with the instructions contained in NARs, AINs, OHFs (cleared/not cleared), and the NAVSUP P801.

a. File Establishment Requirements

(1) Primary Elements. The primary elements of a NAR file system include the NAVSUP P-801 and all NAR, AIN, and OHF (cleared/not-cleared) messages not incorporated in the latest version of the NAVSUP P-801.

(2) Filing Sequence. The NAR, AIN, and OHF file will be established and maintained in numerical sequence from the oldest to the most current message when maintaining manual records.

(3) Manual/Electronic Records. The NAVSUP P-801 and NAR, AIN, OHF files may be maintained either as a hard copy or electronically (PC, disk, web based, weekly email NAVSUP P-801) so personnel can easily access the information when required to do so.

(4) Cross-Reference Requirement. The cross reference is no longer required as long as the latest version of the NAVSUP P-801 and all messages that are not incorporated in the latest copy of the NAVSUP P-801 are available. The cross reference is still available on the UNCLASSIFIED Portal at www.OIS.disa.mil (Asset Profile – Messages - NAR's). Users may self-register their CAC at the OIS-R homepage listed in Chapter 1 of this Order.

(5) Validation Requirement. Supported units are required to develop local procedures for validating existing and current NARs/AINs/OHFs against on-hand and received stock.

b. Asset Review. NARs, AINS, and OHFs will be reviewed for accuracy of information and checked against asset inventory records to determine if affected stock is currently held in stock. The NAR/AIN/OHF information will be entered into the accountable record (i.e., NAVMC 10774, OIS-R, etc.) for both the end item and/or the components if not assembled.

c. Asset/Stock Records. All affected asset/stock records will be adjusted to reflect the current condition code status. It is essential this function be accomplished on a priority basis.

d. Owning Services. Supported units must cross-reference all DODICs requisitioned and subsequently received from adjacent services supporting activities for application of NARs prior to acceptance and expenditure.

6. Voucher Authority

a. Approval by the Commander is required on all inventory adjustment vouchers. For supported units, this authority shall not be delegated.

b. Per reference (m), the inventory adjustment voucher file will contain all inventory adjustment documents, reports of investigations, and the MLSR documentation (if applicable). The file will be maintained in document number or document number within DODIC sequence.

c. The inventory adjustment voucher file will be retained for two years from date of adjustment or five years from the date of the Commander's signature when a command investigation has been conducted in accordance with references (a), (d) and (m).

7. Inventory Adjustments. All inventory adjustments will be prepared for the Commander's signature in accordance with this Order, utilizing DD Form

1348-1A. In addition, the research and vouchering process of references (h) and (m), may be utilized for further guidance.

a. An inventory gain/loss adjustment (B8A/B9A) will be used to increase or decrease ammunition on the property records, which previously was physically unaccounted for or discovered missing during a regularly scheduled periodic inventory. Refer to reference (d) for reporting requirements pertaining to Missing Lost Stolen Recovered (MLSR) assets. Each inventory adjustment increase/decrease will be vouchered in accordance with this Order.

b. A miscellaneous gain/loss adjustment (B8Z/B9Z) will be used to record gains/losses on the property record not as a result of taking a physical inventory. Refer to reference (d) for reporting requirements pertaining to Missing Lost Stolen Recovered (MLSR) assets. Each inventory adjustment increase/decrease will be vouchered in accordance with this Order.

Chapter 6

Expenditure Reporting Procedures

1. General Procedures. The Class V(W) Expenditure Report (NAVMC 11381) is used to document all expenditures of class V(W) assets. This form will be completed at the range by the OIC and the ammunition technician/handler, to include signatures of both parties, prior to any ammunition leaving the range for transport to the supporting ammunition storage activity (e.g., ammunition supply point (ASP)).

a. The Range OIC must certify the receipt and expenditure data is accurate on the NAVMC 11381. The Range OIC signature on the NAVMC 11381 certifies the quantities listed on the form to be accurate.

b. All NAVMC 11381s are finalized on the range after the exercise is completed and before any unused ammunition is returned to the supporting ammunition storage activity.

2. NAVMC 11381 Expenditure Report. The NAVMC 11381 Expenditure Report is completed as follows:

a. From. Enter the billet of the individual accepting responsibility. Range OIC or EOD are required entries.

b. Print Name. Print the name of the individual accepting responsibility.

c. Rank. Rank of the individual accepting responsibility.

d. UIC. Enter the UIC of the unit accepting responsibility.

e. Unit. Enter the unit name. For example, 2d Battalion, 9th Marine Regiment.

f. Phone Number. Enter the phone number of the individual accepting responsibility.

g. Range/Training Area and date. Enter the range/training area and date(s) for the expenditure.

h. Receipt Document Number. Enter the document number from the original receipt document.

i. DODIC. Enter the DODIC from the original receipt document.

j. Nomenclature. Enter the nomenclature from the original receipt document.

k. Lot Number/Serial Number. Enter the lot/serial number from the original receipt document. Note all serial numbers for serialized munitions are annotated on the issue/receipt documents and are to be attached to the expenditure.

l. Qty Received. Enter the quantity received at the training range/area. Note all serial numbers for serialized munitions are annotated on the issue/receipt documents and are to be attached to the expenditure report with a copy of the expenditure message (if applicable).

m. Qty Expended. Enter the quantity expended throughout the training evolution.

n. Qty Returned (Serviceable). Enter the quantity of serviceable material returned to the supporting activity.

(1) Serviceable turn-ins are ammunition with a condition code of A, B, C, or N.

(2) All unexpended class V(W) will be returned using the same document number as the initial issue document using a suffix (example M1100010010001A).

o. Qty Returned (Unserviceable/Suspended). Enter the quantity of unserviceable material returned to the supporting activity.

(1) Unserviceable returns are ammunition with condition codes of E, F, G, and H.

(2) Suspended returns are ammunition with condition codes of J and K.

(3) All unexpended class V(W) will be returned using the same document number as the initial issue document using a suffix (example M1100010010001A).

p. Propellant Increments (if applicable). Enter the quantity of unused propellant increments that were burned on ranges per Individual Training Standards. Additionally, print the name, rank, and provide a signature for the individual responsible for the supervision of the burn.

q. OIC Certification. Upon completion of the training evolution, the OIC will certify “the receipt/expenditure data listed on the report is accurate and the “Qty Expended” as listed above was consumed on the range/training area as documented.” Additionally, the OIC will certify that “a range sweep/amnesty brief was conducted and all expended ammunition retrograde material was checked for dangerous/hazardous items.”

r. Ammo Tech or Authorized Individual Certification. Upon completion of the training evolution, the ammunition technician or authorized individual will certify that “I have received the quantities of ammunition listed above and completed the turn-in documents (if applicable) for any unexpended class V(W) and returned the unexpended assets to an authorized storage activity.”

s. A&E Audit and Verification Officer. The A&E AVO will certify they have audited the NAVMC 11381 expenditure report against all receipt and return documentation (DD Form 1348-1A’s) and annotate whether corrective action is/is not required.

3. Submission Timelines

a. The NAVMC 11381 shall be:

(1) Completed at the training area in cases where class V(W) is being returned to a supporting activity.

(2) Completed within 48 hours after the training event in cases where all class V(W) has been expended.

(3) Verified by the A&E AVO within 7 working days.

(4) Verified by the A&E AVO within 30 working days in training events considered exercise support.

b. Expenditures/Training events must be reconciled in TAMIS within 10 working days of completion. See enclosure (3), Appendix AL for specific instructions on reconciling.

4. Serialized Expenditure Reporting. Due to their portability, lethality, and potential threat should they fall into the hands of unauthorized individuals or groups, serialized class V(W) items require more stringent accountability controls than non-serialized items.

a. TAMIS Users. In addition to the NAVMC 11381 expenditure reporting process detailed in this chapter, supported units utilizing TAMIS shall certify and verify the expenditure of serialized assets using the reports and reconciliation processes in TAMIS.

b. Non-TAMIS Users. In addition to the NAVMC 11381 expenditure reporting process detailed in this chapter, supported units not utilizing TAMIS shall follow the below procedures for reporting serialized expenditures:

(1) Expenditure reports shall be submitted within 72 hours of exercise completion to COMMARCORSYSCOM QUANTICO VA AMMO (UC) via priority message, with info copy to MARINE CORPS PROGRAMS FALLBROOK CA, NAVSURFWARCENDIV CRANE IN (JXMQ) and the appropriate chain of command.

(2) Units reporting expenditures shall include sequential report numbers to facilitate the tracking of reports. This will ensure all reports are received from a supported unit. An example report number would be (1-13) where the "1-" denotes first report of the fiscal year and the "13" denotes the last two digits of the reporting fiscal year.

(3) Expenditure reports will contain the following information:

(a) Subject line. The subject line shall read: “Subj: EXPENDITURE REPORT FOR SERIALIZED CLASS V(W) w/report number (1-13).”

(b) Paragraph 1, General Information. Paragraph 1 is prepared to provide general information on the unit and exercise responsible for expenditure.

1. UIC/DODAAC. Enter the UIC and DODAAC utilized to requisition the assets reported.

2. Geographical location of expenditure. Enter the installation name and range where expended.

3. Date of expenditure. Provide the date of expenditure. If assets were expended over multiple days, provide the concluding date of the exercise.

4. Exercise number/name. Provide the name and number (if applicable) of the exercise.

5. Point of contact. List the name and rank of the point of contact complete with phone number and email address.

(c) Paragraph 2, Expenditure information. Paragraph 2 will be prepared in a five column table containing the following column headers:

1. Line No. The line number is a sequential listing of assets reported as expended (i.e., 1, 2, 3, 4, etc.).

2. DODIC. Enter the Department of Defense Identification Code for the asset expended.

3. MSL SER#. Enter the corresponding missile (or serialized asset) serial number.

4. MSL LOT#. Enter the corresponding missile (or serialized asset) lot number.

5. MOE. Enter the “Method of Expenditure” (MOE): Fired in Training (TRN), Fired in Combat (CBT), Destroyed (EOD), or Disassembled (DAS).

(d) Paragraph 3, Document number issued/received on. Paragraph 3 will be prepared in a three column table containing the following column headers:

1. Line No. The line number is a sequential listing of assets reported as expended (i.e., 1, 2, 3, 4, etc.).

2. DODIC. Enter the Department of Defense Identification Code for the asset expended.

3. Document Number. Enter the document number the assets were issued/received on.

(e) Paragraph 4, Remarks. Include other data that may be relevant to the missile expenditure: (e.g., type of test, malfunction report date time group (DTG) if appropriate, if serial number on box did not match serial number on missile (give details), etc.)

(4) A sample serialized expenditure report may be found in enclosure (3), Appendix AS.

5. Retention. Class V(W) Expenditure Reports (NAVMC 11381) are maintained by FY and retained for the current year plus two prior FYs as of the closing date of the expenditure. For those expenditure reports (NAVMC 11381) which correspond to ammunition maintained on NAVMC 10774s, the retention period shall be three years from placement of NAVMC 10774 in the inactive file.

Chapter 7

Miscellaneous Supported Unit Procedures

1. Munitions Report. The Munitions Report (MUREP), when activated, will be utilized to report the status of class V(W) from every organization in the chain of command. Each MSC will consolidate the MUREP data from their subordinate units and forward that report to their higher headquarters. An example MUREP may be found in enclosure (3), Appendix S.

a. The MUREP reports requirements, receipts, expenditures, issues, losses, comments, and an overall asset posture in quantifiable terms. This allows the combatant commander to measure available class V(W) inventories against requirements in order to assess war fighting endurance and assist logistical decision-making.

b. The MUREP is required once daily via message, or any other practical method, unless otherwise dictated in local battle rhythms.

c. Supported unit technicians assigned below the MSC level (unless specifically directed by higher headquarters) may only adjust MUREP columns of:

(1) Receipts Last 24 Hours. The quantity of assets/items received. This may also include assets/items gained by voucher/adjustment.

(2) Daily Issues. The quantity of assets/items issued to other MUREP reporting activities.

(3) Combat Expended. The quantity of assets/items expended in support of combat operations.

(4) Sustainment/Training Expended. The quantity of assets/items expended in support of approved sustainment/training evolutions.

(5) Daily C/C H Loss. The quantity of assets/items expended/lost due to change of material condition code to Hotel. This column primarily applies to supporting activities.

(6) Daily Other Losses. The quantity of assets/items lost due to change of material condition code (G, F, L, etc.), combat related incident/loss, or loss by voucher/adjustment.

2. Defense Logistics Agency, Disposition Services (DLA DS)

a. Supported units shall verify local DLA DS procedures prior to returning material.

b. The DD Form 1348-1A return document must have the signatures of two individuals listed on a DOA. The DOA is generally required in naval letter format. The first signature certifies there is no live ammunition included with the dunnage, while the second signature verifies the statement to be true. The following statement is generally included on all dunnage DLA DS DD Form 1348-1A return documents: “This certifies and verifies the AEDA residue, range residue, and/or explosive contaminated property listed have been 100-percent inspected and to the best of our knowledge and belief, are inert and/or free of explosives or related materials.”

c. Supported units should coordinate the collection and proper disposal of expended cartridge cases from end item users. Stockpiling of expended “brass” shall be kept to a minimum and assets turned over to the local DLA DS or transfer site on a routine basis. Supported units must verify local DLA DS procedures prior to returning material.

d. MPPEH. MPPEH may be referred to as, generated from, or included in the following categories of material:

(1) Ammunition, Explosives, and Dangerous Articles (AEDA).

(2) AEDA residue.

(3) Range residue.

(4) Range, demil, or metal scrap.

(5) Munitions debris, range-related debris, explosive contaminated property.

(6) Explosive contaminated scrap.

e. Material Documented as Safe (MDAS). MDAS is MPPEH that has been screened and documented as not presenting an explosive hazard and for which the chain of custody has been established and maintained. If the required documentation and chain of custody is maintained, this material is no longer considered MPPEH.

f. Qualification and Certification for Personnel Authorized to Process MPPEH. Processing of MPPEH is considered handling or physically interacting with class V(W). All personnel who are responsible for processing, inspecting, and documenting MPPEH as MDAS must be qualified in accordance with the class V(W) handlers qualification and certification program for those tasks.

(1) Training to support personnel certification shall be tailored to the specified MPPEH to be processed, inspected, or documented as to the explosives safety status and shall include:

(a) Recognition and safe handling of used and unused military munitions of the type to be handled.

(b) Demilitarization and trade security controls and procedures for release from DOD control that apply to the type of material to be handled.

(c) Management (for example, marking, segregating, securing), processing, and transportation of MPPEH of the type to be handled.

(2) The training portion of the qualification requirements can be met by a mixture of formal classroom training, web based training, and on-the-job training.

g. MDAS Storage. MDAS must be segregated in a location with controlled access, preferably a locked facility.

(1) Minimize the quantity and time MPPEH is accumulated and retained at any location.

(2) When possible, MPPEH shall be covered or stored in closed containers to prevent exposure to or the collection of precipitation.

h. MPPEH Processing. MPPEH processing includes any action or operation involving MPPEH, including but not limited to: collecting, consolidating, sorting, segregating, separating by metal type, inspecting, storing, decontaminating, transferring, certifying, releasing, demilitarizing (shredding, shearing, chopping, crushing, flattening, cutting, melting), and transporting materials.

(1) Maintain a chain of custody for MDAS using documentation including approved written operating procedures, labels, and transfer documents (for example, Disposal Turn-in Document DD Form 1348-1A).

(2) Vent or expose any internal cavities of MPPEH, to include training or practice munitions, to:

(a) Confirm an explosive filler is not present.

(b) Prevent the buildup of pressure if MDAS is later heated.

(3) Expended small arms ammunition cartridge cases may be processed as a non-explosive operation prior to being screened and determined safe, provided that they are screened before processing. Screening is intended to ensure that only .50 caliber and smaller are processed, and to remove unused cartridges. Screening will be done by locally determined methods included in approved written operating procedures to avoid any possibility of mixing live and expended ordnance.

(4) Expended shotgun shells should be turned in to the DLA DS or disposed of in accordance with specific written procedures provided by DLA DS.

(5) Unless specifically addressed by exceptions in reference (c), all containers that are to be transferred within or from DON control that were previously used for class V(W) are considered MPPEH until certified as MDAS and must be managed as such.

(a) All previous markings on empty containers to be released from DON control to DRMO/DRMS for disposition must be removed or obliterated.

(b) Approved cardboard and plywood containers and packing material for C/D 1.4S materials may be discarded as trash provided that the following criteria are met:

1. The items are 100-percent visually screened for the presence of munitions by two different individuals in accordance with approved written operating procedures.

2. All previous markings are removed or obliterated.

3. The items are broken down or otherwise deformed so that they may not be used for their original purpose.

4. There are no environmental regulations precluding such disposal.

i. Documentation of Explosives Safety Status. Documentation as safe by visual inspection requires a 100-percent inspection by one individual, followed by an independent 100-percent re-inspection by another. Certification documentation for MDAS will consist of a Disposal Turn-in Document DD Form 1348-1A, or a local form as authorized by the Commander.

(1) Each individual responsible for signing must ensure the chain of custody was maintained before signing the certification documentation.

(2) For material screened by 100-percent visual inspection, each of the two signatures must be directly above the typed or clearly stamped or legibly printed full name, rank/rate/grade, complete organization name and address, and phone numbers (commercial and DSN) of the respective inspector.

(3) The DD Form 1348-1A turn-in document must have the signatures of two individuals listed on the DRMO/DRMS delegation of authority. The first signature certifies there is no live ammunition included with the dunnage, while the second signature verifies the statement to be true. The following statement is generally included on all dunnage DRMO DD Form 1348-1A turn-in documents: “This certifies and verifies the AEDA residue, range residue, and/or explosive contaminated property listed have been 100-percent inspected and to the best of our knowledge and belief, are inert and/or free of explosives or related materials.”

(4) Retain legible copies of all documents supporting the explosives safety status of the material as MDAS (such as the signed DD Form 1348-1 and any other documents associated with the inspection and/or re-inspection of the material) for a minimum of three years.

Volume II: Supporting Activity Class V(W) Administration and Management

Chapter 1

General Instructions

1. Purpose. The purpose of Volume II is to provide user oriented policies and procedures for the supporting activity's administration and management of Marine Corps class V(W).

2. Background. Due to the hazardous nature of class V(W) materiel, stringent controls for accounting, storage, handling, and standardization of processes and procedures are required.

3. Resources

a. COMMARCORSYSCOM, PM Ammo public website. The PM Ammo public website may be accessed at http://www.marcorsyscom.usmc.mil/am/ammunition.

b. MAKE website. The MAKE is a central repository for ammunition logistics information. MAKE may be accessed at https://www.make.usmc.mil.

c. Ordnance Information System – Retail (OIS-R). NAVSUP Logistics Operations Center OIS-R portal may be accessed at https://www.ois.disa.mil/portal/nolsc.jsp?body=1.

d. Total Ammunition Management Information System (TAMIS). TAMIS is utilized by supporting activities to review and accept supported unit training requests, monitor forecasts, and view reports. TAMIS may be accessed at https://tamis.army.mil.

e. Defense Ammunition Center (DAC). The DAC website provides technical data for weight, cube, and type of packaging. DAC may be accessed at https://www3.dac.army.mil/.

f. Joint Hazard Classification System (JHCS). JHCS provides NSN, Hazard Class, NEW, and DOT instructions. JHCS may be accessed at https://www3.dac.army.mil/esidb/login/.

g. Whole Building Design Guide. The whole building design guide provides a list of approved drawings for the construction of A&E storage facilities. The whole building design guide may be accessed at http://www.wbdg.org/design/ammo_magazines.php

h. Naval Forms Online. Naval Forms Online has been established as an enterprise resource and central repository for all official forms generated and used by the Department of the Navy. Naval Forms Online may be accessed at https://navalforms.documentservices.dla.mil/.

i. Naval Ordnance Safety and Security Activity (NOSSA). The NOSSA website is available for technical explosives safety publications. The website may be accessed at https://nossa.nmci.navy.mil/nrws3/.

j. Conventional Ordnance Resource Program (CORP). CORP is a web-based repository for ADC's. CORP may be accessed at https://apps.cran.nmci.navy.mil/corp/MainPage.cfm.

k. Conventional Ammunition Packaging and Unit Load Data Index (CAPULDI). Published for informational purposes and is intended for use by military and civilian Department of Defense personnel responsible for conventional ammunition unitization, storage, and shipment planning. https://www3.dac.army.mil/DET/capuldi/capuldi.html.

l. DLA Transaction Services. The following link is useful in identifying an Activity/Unit's DODAAC or RIC: https://www.transactionservices.dla.mil/daasinq/default.asp.

m. Ammunition Army Surveillance Information System (ASIS). Source for Army NARs and Overhead Fire clearance, plus joint ammunition related publications. ASIS may be accessed at https://mhp.redstone.army.mil/.

n. Worldwide Ammunition-Data Repository Program (WARP). WARP is available as an alternate site for ADCs. WARP may be accessed at https://mhpwarp.redstone.army.mil/.

o. Air Force Portal. The Air Force Portal is a source for Air Force NARs and is available at https://www.my.af.mil/ammoprod/wm.

4. Supporting Activity Defined. Supporting activities are those generally designated at the operational level and are to be considered the "intermediate" level of supply. Supporting activities are better known as ASP's.

5. Standard Operationg Procedure (SOP) Development. Reference (b) identifies 11 elements that are required in SOPs. It also defines when those 11 element SOPs are not required (non-explosive operations). The 11 elements are: Title page; References; Table of contants; Record of development, review, validation and approval; Supervisor's statement; Worker's/Operator's statement; Step-by-step procedures; Hazard Analysis/Risk Assemssment and Hazard Control Brief; Diagrams; Equipment lists; Emergency response procedures. These elements are further explained in reference (b).

6. Desktop/Turnover Folders. Desktop/turnover folders are mandatory for supporting activity sections not required by reference (b) to maintain a SOP. Desktop/turnover folders document the most frequent, recurring tasks, and routines that are associated with a particular billet. It is not intended that procedures be all inclusive or formalized, but rather a simple listing of significant items or notes pertinent to everyday operations within a particular billet. Desktop/Turnover folders shall include:

a. Billet name and description of the purpose and duties of the billet.

b. A list of other billets within the account that require routine coordination.

c. A list of points of contact with electronic mail (e-mail) addresses and phone numbers that are routinely utilized by the billet holder. Points of contact may be within the billet holder's command or external to the command. Typically, such points of contact will include supported customers, internal support activities, and key personnel who provide technical advice.

d. A list of reconciliation, coordination, liaison, and reporting requirements of the billet to recipients external to the ammunition section.

e. Chain of command to include the billet supervisor and a list of billets under the supervision of the billet holder.

f. A list of directives, technical publications, and references applicable to the billet holder.

g. A list of any reports that are routinely received by the billet holder or prepared by the billet holder. This includes reports or extracts of reports of inspections and analyses of the billet's functional areas of responsibility. In addition, any corrective action applied to noted discrepancies will be documented and included with the reports.

h. A detailed description of the procedures employed to perform routine functions of the billet that are not covered by existing directives and/or technical publications.

i. A record of lessons learned, associated hazards, and any other similar miscellaneous information of value to a future billet holder.

j. Any correspondence or memorandums for the record.

k. Documentation of significant past, present, and future evolutions/exercises. Major projects will be documented to show their goal, scheme by which the goal is to be achieved, associated milestones, and record of milestone completion. This includes supporting documentation of continuing reference value.

Chapter 2

Responsibilities

1. Commanders. Commanders at all levels are responsible for the management and control of class V(W). Specifically, commanders shall:

a. Review and provide recommendations of approval or disapproval for exemptions to transportation regulations involving the movement of class V(W) materiel by Marine Corps units, tenants, or other entities physically located on Marine Corps installations.

b. Provide recommendations and endorsement on explosives safety site approval requests submitted by Marine Corps installations.

c. Provide recommendations on and endorsement of requests for exemptions and waivers from explosives safety criteria submitted by Marine Corps installations.

(1) Requests for explosives safety waivers will be submitted via the Operational Chain of Command to MARCORSYSCOM PM Ammo per references (c) and (f).

(2) Requests for Transportation waivers involving the movement of class V(W) will be submitted to Deputy Commandant, Installation and Logistics (DC I&L) Attn: LPD per DOD 4500.9-R via MARCORSYSCOM PM Ammo per references (b), (c), and (f).

(3) Requests for physical security exemptions and waivers involving class V(W) will be submitted to Deputy Commandant Plans, Policies, and Operations (PP&O) Attn: Security Division via MARCORSYSCOM PM Ammo per references (b), (c), (d), and (f).

d. Provide recommendations on and endorsements of event waivers submitted by Marine Corps installations.

2. Ammunition Company Commander

a. Responsibility. The Company Commander is responsible for the training, equipping, and readiness of Ammunition Companies, Platoons, or Detachments.

b. Requirement. Ammunition Company Commanders are to be appointed in writing via assumption of command or appointment letter upon 30 days of assignment.

c. Command Relationship. Company Commanders are Ammunition Officer (MOS 2340) that report to the Battalion Commander.

d. Duties. Review, provide recommendations, and endorse all class V(W) administrative matters relating to the Company.

3. Ammunition Supply Point (ASP) Officer in Charge (OIC)

a. Responsibility. The ASP OIC is responsible for ensuring all processes are conducted in accordance with command approved SOPs, adherence to standard safety regulations, personnel are qualified and certified to

perform operations assigned, and the operational employment of the company, platoon, or detachment.

b. Requirement. Individuals assigned as an ASP OIC are both accountable and responsible for the account they are appointed. ASP OICs are to accept appointment within 30 days of assignment. Additionally, in the event of a change of ASP OICs, the activity will conduct a 100-percent physical inventory regardless of the length of time since the most recent inventory. The results of this inventory will be documented on the OICs acceptance letter as shown in enclosure (3), Appendix AA.

c. Command Relationship. The ASP OIC will report to the Ammunition Company, Platoon, or Detachment Commander. In circumstances where the ASP is a special staff section, the ASP OIC will report to the principal staff logistics officer.

d. Duties

(1) Determine specific hazards involved in class V(W) operations and ensure appropriate instructions and documents (explosives safety technical manuals, pamphlets, etc.) are available.

(2) Prepare site approval documents in conjunction with the safety office and fire department representatives, as applicable, that involve facilities encumbered by Explosive Safety Quantity Distance (ESQD) arcs.

(3) Prepare requests for deviations from established explosives safety standards to ensure compliance with existing safety directives.

(4) Prepare and route event waivers to include hot work permits for major repairs or changes to any magazine, machinery, or equipment in magazine areas containing hazardous materials.

(5) Review, in conjunction with the ESO and fire department representatives, all facility modification drawings and equipment drawings used for explosive operations to ensure compliance with safety documents.

(6) Monitor the facility grounding/lightning protection program.

(7) Formally request an investigation on those items reclassified to an unserviceable condition due to misuse by the organization returning the class V(W) materiel.

(8) Ensure the munitions disposition instructions provided by the Designated Disposition Authority (DDA) are executed as directed.

(9) Ensure all operations involving the storage, handling, transportation, security, accountability, and maintenance of class V(W) materiel are conducted in accordance with provisions of this Order and applicable explosives safety directives.

(10) Establish and publish procedures for notification and local suspension of class V(W) in the event of a mishap or malfunction.

(11) Provide recommendations and endorsements for non-standard storage requests as required.

(12) Establish a stock objective to support mission requirements.

(13) Serve as Board Chairperson for the Qualification/Certification Program; ensuring only qualified and certified personnel are working in their approved work task codes.

(14) Ensure personnel involved with the storage, handling, and transport of A&E have been screened in accordance with references (d) and (e).

4. Operations Chief

a. Responsibility. The ASP operations chief plans current and future ammunition operations to include implementing an explosive safety program in accordance with applicable orders, directives, and memorandums.

b. Requirement. ASP operations chiefs are to be appointed in writing.

c. Command Relationship. The ASP operations chief reports to the ASP OIC.

d. Duties

(1) Monitor the configuration of ammunition holding areas, and magazines to comply with NEW, hazard class, and compatibility regulations.

(2) Supervise the day-to-day operations to include serving as the senior enlisted advisor to the OIC.

(3) Ensure personnel are properly instructed on the safe handling, receipt, storage, segregation, inspection, and transportation of class V(W) ammunition in accordance with applicable policies/directives.

(4) Make direct liaison with all MSCs to ensure accurate and timely support is provided.

(5) Determine priorities of personnel assignments for 2311's within the command.

(6) Ensure all personnel are properly trained in basic firefighting procedures in accordance with local and general fire bills.

(7) Coordinate with the MSC to resolve DISREPs.

(8) Assist the ASP OIC in the management of the Qualification/Certification Program.

5. Inventory Accuracy Officer (IAO)

a. Responsibility. There are many different functions that contribute to the accuracy or inaccuracy of the inventory and asset record. Accordingly, it is necessary to designate the IAO with the broad responsibility of identifying problem areas and assisting in the development of corrective programs to ensure the integrity and accuracy of inventory records.

b. Requirement

(1) The supporting activity shall designate an IAO in writing, responsible for reviewing, evaluating, and improving accountability procedures and inventory record accuracy.

(2) The IAO will be a SNCO/Officer or GS-7 and above.

c. Command Relationship

(1) The IAO shall be allowed direct access to the Commander/OIC.

(2) The IAO should be a position independent of stock control/records, item management, storage, and material accounting functions. However, if this is not possible due to resource constraints, it is the responsibility of the Commander to ensure appropriate checks and balances are in place so the incumbent can provide an independent assessment without compromise.

(3) The IAO extends across department/section lines and encompasses all aspects of the activity whose work affects the accuracy of inventory records. The IAO will be accorded the cooperation and assistance of personnel at all levels of those departments/sections.

d. Duties. Minimum specific duties of the IAO are included below, but this list may not be all inclusive of what is required to maintain inventory record integrity.

(1) Review inventory management reports as they apply to inventory accuracy to ensure performance goals are met and to identify problem areas and trends.

(2) Initiate quality control checks to identify problems in various areas such as receiving, requisition processing, causative research, etc.

(3) Give attention to the accuracy of ammunition data and transaction documentation, compliance of procedures affecting inventory records with regulations and directives, and the validity and propriety of inventory accounting documents.

(4) Review and approve adjustments and their reversals, when appropriate, in accordance with the thresholds established in the voucher appointment letter. Give special attention to the nature and frequency of inventory adjustments with a view towards determining and correcting their causes.

(5) Submit reports to the chain of command as required.

(6) Coordinate with internal and external sources to identify process/systemic problems and develop and implement corrective actions for identified problems.

(7) Elevate unresolved procedural and/or systemic problems to the chain of command after all possible internal solutions have been exhausted.

(8) Participate in projects and evaluations that may have an impact on inventory accuracy. Examples include major re-warehousing efforts, revisions to Receipt, Storage, Segregation, and Issue (RSSI) procedures, etc.

(9) Oversee activity sampling and inventory functions as required by reference (h).

(10) Interact with PM Ammo to improve the accuracy of the OIS-MC master data files and the comparability of that file with OIS-R.

(11) Ensure MLSR reports are completed in accordance with reference (d). Reference (d) establishes the policy and procedures within the Marine Corps for reporting MLSR Government property, to include class V(W) items. The required reports are mandatory and will be submitted per the guidance contained in reference (d). MLSR reporting is not required for administrative gain/loss transactions that do not represent any physical gain or loss.

(12) Maintain a Supply Discrepancy Report (SDR) program that ensures SDRs are generated and maintained. It is recommended a local database be established to track incoming and outgoing SDRs.

(13) Ensure all incoming SDRs are resolved and a proper response is provided to the initiating activity.

(14) Maintain an IA program that interfaces with all aspects of IA, to include all elements of reference (h).

(15) Each activity has its own unique situations and areas of responsibility. It is the IAOs responsibility to address any uncommon issues as they occur and seek guidance, both internal and external to the command, in order to bring about appropriate resolution.

6. Records Officer

a. Responsibility. The Records Officer is responsible for the administration, management, and execution of the ASP automated accounting and requisitioning programs to include the accountability and maintenance of the asset record and supporting documentation.

b. Requirement. The Records Officer shall be appointed in writing. There are no minimum rank/grade requirements for appointment to Records Officer.

c. Command Relationship. The Records Officer reports to the ASP OIC.

d. Duties

(1) Serve as the activity AAA.

(2) Maintain the activity asset record via OIS-R.

(3) Ensure all NARs/AINs/OHFs are applied as required.

(4) Manage the Monthly Inventory Review Report (MIRR) as required by reference (h).

(5) Execute OIS-R system functions related to reference (h).

(6) Request disposition instructions for assets maintained in an other than serviceable condition. This requirement includes assets being maintained on-hand without training authorizations.

(7) Execute reservations, issues/receipts, and asset maintenance to include Materiel Work Orders (MWO) and the creation and maintenance of site approved storage locations within the OIS-R.

(8) Generate storage discrepancy reports, inventory adjustment retrievals, and storage location retrievals to ensure compliance with references (c), (d), (f), and (h).

(9) Create and manage reports to include monitoring, accepting and processing E581s within TAMIS.

(10) Process all requests for class V(W) in a timely manner to ensure efficient combat service support.

(11) Retain records in accordance with references (a), (d), and (h).

7. Receipt, Storage, Segregation, and Issues (RSSI) Billet Umbrella

a. Responsibility. Individuals assigned billets within the RSSI umbrella are responsible for the physical management of class V(W) including the receipt/return, sentencing, repackaging, storing, segregating, shipping, and accountability.

b. Requirement. Individuals designated as “supervisors” of RSSI operations are to be appointed in writing. The definition of RSSI personnel is found in enclosure (3), Appendix B.

c. Command Relationship. RSSI billets report to the ASP OIC or designated individual.

d. Duties. The duties associated with the RSSI process encompass the physical management of class V(W). The following duties are not all inclusive:

(1) Instruct and train personnel under his/her immediate supervision in the work they will perform.

(2) Enforce orders relating to the maximum number of authorized personnel by removing personnel not regularly employed in the area or suspending operations.

(3) Cease operations when the amount of explosives exceeds the permissible NEW until the excess amount is removed from the area.

(4) Permit the use of tools and handling equipment authorized for the operations and used in the manner specified by SOPs and NAVSEA Technical Manuals.

(5) Account for all tools and handling equipment within the ASP.

(6) Complete SDRs and Discrepancy Reports (DISREPs) as required.

(7) Maintain cleanliness of the operating and/or magazine area. Maintain all safeguards and prevent the blocking of safety exits, aisles, and accesses to firefighting equipment.

(8) Enforce compliance with safety regulations that concern personal protective clothing and equipment (PPE). Inspect and maintain, or replace if necessary, PPE required for the safe performance of the work for which the person is responsible.

(9) Ensure workers and supervisor statements are completed in accordance with reference (c).

(10) Ensure all explosives safety requirements are adhered to in accordance with references (b) and (c).

(11) Ensure work orders are submitted for areas where repairs are required.

(12) Ensure all areas where sprays, showers, shelters, and exits or passageways are located remain accessible.

(13) Comply with all regulations and orders dealing with the transportation of class V(W).

(14) Ensure individuals are trained in the safe handling, storage, and transportation of class V(W).

(15) Ensure all class V(W) laden vehicles departing the ASP are properly loaded, strapped, and placarded, in accordance with reference (n).

(16) Ensure all documents and vehicle inspection sheets are completed correctly and maintained.

(17) Inspect and sentence all class V(W) materiel returned by supported units to determine serviceability in accordance with applicable technical manuals.

(18) Alert his/her immediate supervisor of the need for EOD personnel to remove defective or suspect ammunition from the work area.

8. Area Supervisor

a. Responsibility. Area supervisors are responsible for designated storage locations within an ASP. At smaller activities, these responsibilities are assumed by the operations chief/RSSI personnel.

b. Requirement. Area supervisors are generally assigned at larger supporting activities where RSSI functions require increased levels of supervision and management. If assigned, area supervisors are to be appointed in writing within 30 days.

c. Command Relationship. Area supervisors report to the ASP OIC or designated individual.

d. Duties

(1) Inform his/her immediate supervisor of the areas where lights, guards, or safety appliances are needed or repairs are required, and all areas where sprays, showers, shelters, and exits or passageways should be accessible.

(2) Ensure all personnel conducting class V(W) related operations are properly trained, qualified, and certified.

(3) Conduct magazine inspections as required.

(4) Maintain physical security accountability for keys, locks, and radios.

(5) Verify asset attributes while in storage to ensure compliance with reference (h).

(6) Upon assignment, ensure all personnel receive hazard control briefings to identify hazards encountered. Ensure these briefings are documented and submitted for inclusion in Qualification/Certification program.

(7) Ensure fire hazard and chemical signs are properly posted.

(8) Verify the contents of storage locations to ensure compatibility and NEW limitations are not exceeded.

(9) Ensure all explosives safety requirements are adhered to in accordance with reference (c).

(10) Alert his/her immediate supervisor of the need for EOD personnel to remove defective or suspect ammunition from the work area.

9. Section Head

a. Responsibility. Storage Section Heads are responsible for multiple ammunition storage locations.

b. Requirement. Section Heads are generally assigned at larger supporting activities where RSSI functions require increased levels of supervision and management. If assigned, Section Heads are to be appointed in writing within 30 days.

c. Command Relationship. The Storage Section Head reports to the Area Supervisor or designated individual.

d. Duties

(1) Alert his/her immediate supervisor of the need for EOD personnel to remove defective or suspect ammunition from the work area.

(2) Ensure proper fire hazard and chemical signs are properly posted.

(3) Conduct magazine inspections as required.

(4) Verify asset transactions to ensure completeness and accuracy of Magazine Data Cards/Issue and Receipt documentation.

(5) Ensure the contents of the magazines are validated against the asset record to ensure NEW limitations and compatibility restrictions are maintained in accordance with references (b), (c), (f), and (h).

(6) Ensure all explosives safety requirements are adhered to in accordance with references (c) and (f).

10. Ammunition and Explosives Screening Officer

a. Responsibility. The Ammunition and Explosives (A&E) Screening Officer is responsible for the screening requirements of reference (d) at supporting activities only to augment the AA&E Officer at larger activities.

b. Requirement. If assigned, A&E Screening Officers are to be appointed in writing within 30 days.

c. Command Relationship. The ASP OIC may be appointed as the A&E Screening Officer if appointed as the Qualification/Certification board chair.

d. Duties

(1) Screen all personnel who handle A&E in the performance of their duties in accordance with reference (d).

(2) Provide copies of all screenings conducted to the AA&E Officer.

(3) Due to the appointment requirements of paragraph 3.b above, the 100-percent physical inventory requirement of reference (d) does not apply to A&E Screening Officers.

11. Qualification/Certification Board Chairperson. A Qual/Cert Board chairperson shall be assigned in writing in accordance with reference (e). This individual is generally the ASP OIC within supporting activities.

12. Voucher Authority/Appointment

a. In accordance with reference (h), approval by the base/battalion CO or the CO’s designated representative, with certain exceptions, is required on all inventory adjustment vouchers. Exceptions in which the CO’s appointed designated representative cannot approve an inventory adjustment voucher are as follows:

(1) All inventory adjustments involving line items with a Controlled Inventory Item Code (CIIC) of “1, 2, 5, 6 or 8”. These are considered SRC I, II, SECRET, and CONFIDENTIAL items which require the signature of the base/battalion CO.

(2) All inventory adjustments with a dollar value exceeding the limits established by the CO.

b. If the CO appoints a designated representative, the appointment will be in writing. The designee will be an individual in the operational chain of command between the CO and the individual responsible for the management

of the supporting activity. The appointment letter will specify any inventory adjustment voucher limitations.

c. The inventory adjustment voucher file will contain all inventory adjustment documents, reports of investigations, and the MLSR documentation per references (d), and (h). The file will be maintained in document number or document number within DODIC sequence.

d. The inventory adjustment voucher file will be retained in accordance with references (a), (c), and (h).

13. Access Control Officer (ACO)

a. Responsibility. Responsible for all security-related key and lock control functions.

b. Requirement. The ACO will be designated in writing by the Commander.

c. Command Relationship. Normally, the ACO will be subordinate to the organization security officer.

d. Duties

(1) Conduct an annual inventory of all controlled issued keys within the command and maintain appropriate logs and records in accordance with reference (d).

(2) Develop procedures for the administration and management of all access rosters to controlled areas in order to prevent unauthorized access to the ASP.

14. Key Control Custodian

a. Responsibility. Maintain continuous accountability of keys in accordance with reference (d).

b. Requirement. The key control custodian will be designated in writing by the ACO.

c. Command Relationship. The key control custodian is a subordinate to the ACO.

d. Duties

(1) Develop and maintain a key control register identifying key serial number, name and signature of individual receiving keys, date and hour or issuance, signature of individual issuing keys, key return date and time, and name and signature of individual receiving returned keys.

(2) Prepare access control rosters.

(3) A complete list of key control custodian duties and responsibilities may be found in reference (d).

15. Conflicts of Interest. Commanders at all levels shall ensure Ammunition Officers/Chiefs are not assigned additional or collateral duties which conflict with their ammunition management responsibilities.

a. Ammunition personnel will not be appointed as Investigating Officers for any ammunition or explosive property accountability related investigations for assets for which they are either directly or indirectly responsible. Additionally, personnel will not be appointed as investigating officers for property under their charge.

b. Ammunition personnel will not be assigned duties that conflict with their responsibility to maintain accountable records or potentially put them in situations susceptible to improper influence or manipulation of the accountability process.

c. RSSI personnel are not authorized any form of access to asset record systems to include unescorted access to class V(W) record keeping areas.

d. RSSI personnel are authorized escorted access to class V(W) record keeping areas.

e. RSSI personnel are authorized “view only” access to the Master Asset.

f. Record keeping personnel are authorized escorted access to the Storage Area.

g. If inventory personnel are authorized access to record keeping systems, they are not authorized unescorted access to the storage area.

h. If inventory personnel are authorized unescorted access to the storage area, they are not authorized any form of unescorted access to record keeping systems.

i. Conflict Matrix. The below matrix is provided to assist Commanders in the assignment of personnel with AA&E related responsibilities. An indication of “X” is an authorization.

	Ammo Co Commander	ASP Officer in Charge	ASP Operations Chief	Inventory Accuracy Officer	Records Officer	RSSI Personnel	Inventory Personnel	Area Supervisor	Section Head	AA&E Screening Officer	Qual/Cert Chairperson	Access Control Officer	Key Control Custodian
Ammo Co Commander	X									X	X		
ASP Officer in Charge		X		X	X					X	X	X	
ASP Operations Chief			X	X	X			X		X		X	
Inventory Accuracy Officer			X	X	X						X		
Records Officer				X	X						X		
RSSI Personnel						X		X	X				
Inventory Personnel							X						
Area Supervisor			X					X	X				
Section Head			X			X		X	X				
AA&E Screening Officer	X	X	X							X	X		
Qual/Cert Chairperson	X	X								X	X		
Access Control Officer		X	X									X	
Key Control Custodian													X

Figure 2-1.--Supporting Activity Billet Conflict Matrix

Chapter 3

Asset Records

1. General. The purpose of this chapter is to provide policy for class V(W) materiel to assist supporting activities in the administration and management of class V(W) materiel.

2. Authorized Manual and Automated Programs. Essential to the processing of ammunition transactions is the need for an accurate asset file maintained by DODIC, NSN, ALN, and Condition Code which will reflect the correct stock status at all times.

a. Manual Programs. Manual inventory management programs are not authorized for supporting activities. In emergencies where power/connectivity is not available, the NAVMC 10774 card will be used as a temporary solution until power/connectivity is restored. Electronic versions of the NAVMC 10774 card are acceptable for use as a primary manual program.

b. Automated Programs. OIS-R is the only automated system of record authorized for class V(W) inventory management. OIS-R is an integrated system of applications software designed to manage nonnuclear expendable ordnance. It provides the automation of receipt, issue, inventory record keeping and reporting of ammunition assets and movements within the supporting activity.

(1) Access Approval Authority (AAA). The AAA is the authorizing account holder within a supporting activity. This individual endorses requests for access for their DODAAC to include verification of personal information and the need to know.

(2) AAA Appointment. The AAA appointment document may be found on the OIS portal at https://www.ois.disa.mil/access_forms/aaa_form.pdf.

(3) User Access and Modification. Users requesting access or modifications to OIS-R are required to complete an Access Authorization Request (AAR) form. The form is routed through the AAA to the Naval Supply Systems Command (NAVSUP) logistics operations center for processing. The AAR form may be found on the OIS portal at https://www.ois.disa.mil/access_forms/ois_access.xls.

3. Notices of Ammunition Reclassification (NAR), Ammunition Information Notice (AIN), Lots Functionally Clear for Overhead Fire (OHF). All Marine Corps activities shall comply with the instructions contained in NAR, AIN, OHF, and NAVSUP P801.

a. File Establishment Requirements

(1) Primary Elements. The primary elements of a NAR file system include the NAVSUP P-801 and all NAR, AIN, and OHF (cleared/not-cleared) messages not incorporated in the latest version of the NAVSUP P-801.

(2) Filing Sequence. The NAR, AIN, and OHF (cleared/not-cleared) file will be established and maintained in numerical sequence from oldest to the most current message.

(3) Manual/Electronic Records. The NAVSUP P-801 and NAR, AIN, OHF messages may be maintained either as a hard copy or electronically (PC, disk, web based, weekly email, NAVSUP P-801) so personnel can easily access the information when required to do so.

(4) Cross-reference. The cross reference is no longer required as long as the supporting activity maintains access to OIS-R, can access the latest version of the NAVSUP P-801, and has processed messages not incorporated in NAVSUP P-801 as described in paragraph 3.a above.

b. Asset Review. NARs, AINS, and OHFs will be reviewed for accuracy and checked against the asset record to determine if affected stock is on-hand. The NAR/AIN/OHF information will be entered into the asset record for both the end item and/or the components if not assembled.

c. Asset Record. The asset record will be adjusted to reflect the current condition code status. Materiel Work Orders (MWO's) will be created reflecting new condition code/serviceability status and quantities of each item.

(1) Receipt of NAR/AIN/OHF. The following actions will be taken upon receipt of a NAR/AIN/OHF:

(a) Immediately report ammunition affected by a NAR/AIN/OHF to the supervisor. When condition changes need to be made to assets within OIS-R, they will be corrected via MWO.

(b) Verify in-bound/outbound shipments for affected stock.

(c) In the event a NAR is released affecting the asset record, the NAR will be manually entered via the asset maintenance process in OIS-R.

(d) Due to the possibility of NAR not being updated automatically within OIS-R, supporting activities shall manually verify all NARs have been applied to the appropriate stocks.

(2) System Cross-Reference. OIS-R has the capability to automatically compare receipts to existing NARs. When a NAR exists for the DODIC/National Item Identification Number (NIIN) received, it appears on the receipt NAR notification report. This prompts the user to conduct a closer review of existing NARs to ensure the corresponding lot number is in the correct condition code and is properly recorded on the magazine data card and asset record.

d. Owning Services

(1) Supporting activities maintaining other DOD Services assets are required to apply those service specific NARs. For example, Army assets shipped to a supporting activity for purposes of issuance to an Army unit shall have Army NARs applied to the stock.

(2) Supporting activities issuing Marine Corps stock to other services shall apply the receiving services NARs prior to issue. For example, a Navy requisition for A557 supported with Marine Corps stock of A576 shall have Navy NARs applied to the A576 stock prior to issue.

4. Magazine Data Cards. The use of NAVMC 10765A is required for each ALN stored at supporting activities. NAVMC 10765A is available for download on the Naval Forms website - https://navalforms.documentservices.dla.mil.

a. NAVMC 10765A shall be locally produced on colored card stock as follows:

(1) Yellow. Serviceable material- Condition code A, B, and C only.

(2) Blue. Test/modification- Condition code D only.

(3) Green. Unserviceable (repairable)- Condition code E, F or G only.

(4) Red. Unserviceable (condemned)- Condition code H, P, or V only.

(5) Brown. Suspended material- Condition code J, K, L, or N only.

b. The NAVMC 10765A is completed as follows:

(1) Magazine/location. Enter the name/building number of the physical location of the assets.

(2) DODIC. Enter the four-digit DODIC.

(3) National Stock Number. Enter the NSN. If the FSN is present, identify the correct NSN and make that annotation on the NAVMC 10765A.

(4) Lot Number. Enter the asset lot number.

(5) Condition Code. Enter the condition code for the asset.

(6) Nomenclature. Enter the nomenclature.

(7) Remarks. Enter any additional information as required by local SOP. Examples for use would be NAR number, Defect Code (D/C), etc.

(8) COG. Enter the appropriate cognizance code. See enclosure (3), Appendix N for a detailed list.

(9) Owner Code. Enter the appropriate ownership code. See enclosure (3), Appendix Q for a detailed list.

(10) Date. Enter the date of the transaction.

(11) Document Number. Enter the document number for the transaction affecting the balance.

(12) Received. Enter the quantity received (if applicable).

(13) Issued. Enter the quantity issued (if applicable).

(14) Balance. Enter the end-balance. Note that this entry should match the physical count of the asset.

(15) Full Name. Print the name of the individual conducting the transaction.

c. NAVMC forms 10765B/C are cancelled and previous editions of NAVMC 10765A shall not be used.

d. Modification to the NAVMC 10765A form is not authorized.

e. NAVMC 10765A is subject to the physical inventory criteria contained in reference (h).

5. Materiel Work Orders (MWO). MWOs, NAVMC 11850 are utilized to document the movement/change of assets both within the Asset Record and RSSI location(s). The NAVMC 11850 is utilized as follows:

a. Records/Inventory Accuracy (IA) Initiated Action

(1) The Records/IA section will initiate a NAVMC 11850 when a change or discrepancy has been noted on the asset record that requires adjustment within the RSSI area. The Originating Individual (OI) will complete the “Asset Record (From)” portion of the form with the existing information from the asset record. In the “Action Required (To)” section, the OI will check the boxes for the corresponding attributes that require modification within the RSSI area. The OI will write/type the change to the corrected information in the space provided, print and sign, or digitally sign the form.

(2) RSSI personnel will locate the assets to be modified and complete a Beginning Balance On Hand (BBOH) inventory. A verifier (first or second) will complete the “Initial Status (From)” portion of the form. This is done to document the state of the assets prior to adjustment. RSSI personnel will then check the boxes for the corresponding attributes requiring modification and write the corrected/modified information in the “Action Required (To)” portion of the form and complete an After Balance On Hand (ABOH). The document number may be used as a reference number on the NAVMC 10765A. Once complete, the first and second verifier will print and sign the form, validating its accuracy, for routing to the Processing Individual (PI).

(3) The PI verifies the Records/IA “Action Required” has been completed as detailed in the RSSI “Action Required” and prints and signs the form.

b. RSSI Initiated Action

(1) RSSI personnel will initiate a NAVMC 11850 when a change or discrepancy has been noted concerning the physical materiel within their area requiring modification to the asset record. The verifier (first or second) will complete the “Initial Status (From)” portion of the form with the existing (initial) asset information. In the “Action Required (To)” section, the verifier (first or second) will check the boxes for the corresponding attributes that require modification to the asset record. Once complete, the first and second verifier will print and sign the form, validating its accuracy, for routing to the Records/IA section.

(2) The Records/IA section will locate the item in the asset record and complete the “Asset Record (From)” portion of the form. This is done to document/confirm the system status prior to the adjustment. The Records/IA section will then complete the “Action Required (To)” portion of the form as they complete asset maintenance. The PI will verify the asset maintenance

within the system and print and sign the validation portion of the form. Further routing of the form may be accomplished by local SOP.

6. Issue Release/Receipt Document. DD Form 1348-1A, Issue Release/Receipt Document shall be used to document all transactions affecting the asset record. Instructions for the completion of DD Form 1348-1A may be found in enclosure (3), Appendix X.

7. Material Condition Code (MCC) Tags. MCC tags reflect condition code changes and cite reference authority for the documented change. They are prepared and affixed to the applicable material by the organizational unit.

a. For local storage only, the use of MCC tags may be used at the discretion of the Marine Corps supporting activity OIC. However, for all class V(W) shipments from Marine Corps supporting unit storage activities to ammunition depots, naval activities or Marine Corps Air Stations, MCC tags shall be used as required by MIL-STD-129. Detailed instructions for the completion of MCC tags may be found in reference (o).

b. All Marine Corps supporting activities shall use the USMC Field-Return Ammunition Inspection Guide for ammunition inspection and sentencing. The field-return inspection guide is available on CD-ROM for 0T COG ammunition to assist and train personnel in the sentencing process. The Field Return Inspection Guide may be requested through PM Ammo at ammomail@usmc.mil or viewed online at https://www.make.usmc.mil.

8. Temporary Stow. Temporary Stow is defined as the storage of class V(W) for a period of time not to exceed 30 days and is authorized at the discretion of the supporting activity OIC based on facility availability.

a. The “temp stow” for supporting activities is the least preferred method of automated accounting. A temporary stow of assets takes place when a supported unit has received assets via DD form 1348-1A and is essentially returning the assets back to the supporting activity for temporary storage.

b. A DD Form 1348-1A is required for each type of ammunition and explosive to be stored. The supporting activity will receive temp stow material into Ownership Code “3” citing the quantities, condition codes and lot/serial number(s) as listed on the transfer documents.

c. Supporting activities releasing items in Ownership Code “3” are required to do so with DD Form 1348-1A.

d. Temporary storage is not authorized to circumvent the supporting activity issue/receipt procedures.

e. The temporary storage of class V(W) is not intended for long-term scenarios or convenience. If the temp stow material exceeds a 30 day time period without a corresponding transaction, the material shall be placed in Ownership Code “4”.

f. Supported units seeking temporary storage of assets exceeding the 30 day time period are encouraged to request a storage site approval in accordance with reference (c).

9. Safe Haven. Safe Haven operations pertain to the transportation of DOD AA&E or other sensitive items that have encountered an emergency situation which will prevent a shipment from safely reaching its destination and is not for supported units to “stage” assets at the supporting activity for the execution of multi-day training evolutions. Safe Haven operations are authorized at the discretion of the supporting activity OIC based on facility availability. Reference (m) details the requirements for Safe Haven operations.

10. Inventory Adjustments

a. Approval by the base/battalion CO or designated representative is required on all inventory adjustment vouchers.

b. The inventory adjustment voucher file will contain all inventory adjustment documents, reports of investigations, and the MLSR documentation per references (d), and (h). The file will be maintained in document number or document number within DODIC sequence.

c. The inventory adjustment voucher file will be retained per the retention guidelines contained in reference (a).

d. A sample voucher authorization letter may be found in enclosure (3), Appendix AP. The voucher authorization letter must contain:

(1) Full Name.

(2) Rank.

(3) Billet.

(4) Dollar value not to exceed.

(5) Controlled Inventory Item Code (CIIC).

(6) Sample Signature.

e. Reference (h) details the research and vouchering process for class V(W).

f. Investigations

(1) A thorough investigation will be conducted in all matters involving missing, lost, stolen, or recovered class V(W) to determine the circumstances and to correct responsibilities as appropriate. Inventory and accountability losses must be investigated thoroughly. Before any loss can be attributed to an inventory or accountability discrepancy, it must be determined through investigation that the loss was not the result of theft or misappropriation. Under no circumstances will investigative reports for class V(W) identify “inventory” or “accounting” error as a probable cause of missing class V(W) until a NCIS or command investigation so indicates.

(2) Investigations will be conducted per the JAG Manual, chapter II, and references (d), and (h).

g. Voucher Transaction Posting

(1) Adjustment vouchers shall not be posted within the asset record unless signed by the designated personnel listed in paragraph 10a above.

(2) All adjustments will utilize the document identifiers described in enclosure (3), Appendix E.

(3) At no time will the asset record remain uncorrected longer than 45 days.

(4) In accordance with reference (h), NAVMC 11847 shall be utilized to document the causative research process and adjustment.

11. Loss of Lot Identification. When class V(W) of different lot numbers has been broken out for a specific use and returned consolidated, the following apply:

a. Serviceable Retention. If the return is processed under an original issue document number (suffixed), where the lot numbers and associated condition codes are known but no longer legible, the assets shall be assigned the lot number of DODIC-KNOWN (i.e., A059-KNOWN) and placed in condition code “C” for priority of issue to any training unit. The supporting activity will maintain a master lot file for assets in “KNOWN” lot numbers. This lot file shall be cross-referenced against the NAVSUP P-801.

b. Unserviceable. If the return could not be processed under an original issue document number (found on station/amnesty), where the lot numbers and associated condition codes are not known, the assets shall be assigned the lot number of DODIC-UNKNOWN (i.e., A059-UNKNOWN) and placed in condition code “H” pending disposition. See enclosure (3), Appendix P for assignment of a D/C.

12. Physical Inventory Requirements

a. Physical Inventory Control Program. Supporting activity physical inventory requirements, to include random sampling, location surveys, issues processes, receipt processes, automated data processes, and Monthly Inventory Review Report (MIRR) procedures are found in reference (h).

b. Type of Physical Inventory/Transaction History Codes. Commonly utilized OIS-R physical inventory/transaction history codes are as follows:

(1) A- Scheduled Inventory.

(2) B- Sample Inventory. In example, Automated Material Accountability Review (AMAR).

(3) C- Special Inventory- All condition codes.

(4) D- Special Inventory- Specific condition codes.

(5) E- Spot Inventory Due to Warehouse Refusal- Specific condition codes.

Chapter 4

Capacity Management

1. Allowances. Supporting activities may determine the annual allowances of supported units within TAMIS. The Installation Summary Report will provide the OIC with the initial and current annual training authorizations.

a. Where storage space and security permit, supporting activities are authorized to stock ammunition on hand to satisfy the total annual projected training and the established reserve, contingency, and security requirements.

b. Should decreased demands or other circumstances result in this quantity being exceeded, the overages may also be retained so long the item has a valid training requirement; i.e., requisitions or demands are anticipated beyond the year in question.

2. Forecasting. Forecasting is the formal method for supported units to identify and communicate their future class V(W) training requirements to the supporting activity.

a. Leaders at all levels will monitor and validate their unit forecasts for accuracy.

b. Although the process of determining a supported units forecast is continuous, forecasting is required on a monthly basis prior to the TAMIS “lockout”. The forecasting lockout is calculated within TAMIS for the current month plus one month for Marine Corps ASPs and plus two months for Army Activities.

c. Due to forecasting requirements and transportation costs, an ASP may deny an E581 request if:

(1) The assets are not available.

(2) The request was not properly forecasted and remaining stocks are allocated towards other forecasted requirements based on operational priorities.

d. Supporting activities can best determine the forecasted requirement by running the TAMIS “Forecast Summary” report for the current month plus one or two.

e. Supported unit expenditures shall be part of all supporting activity management decisions.

3. Supported Unit Requisitions. Supporting activities shall monitor active E581s to ensure actual demand is commensurate with historical usage, forecasts, and on-hand assets. For example, an unforecasted E581 for 6 H185’s submitted 45 days in advance for a CONUS unit provides ample time for the supporting activity to submit an intermediate request if the assets are not available.

4. Historical Usage

a. D7A transaction history shall be part of all command class V(W) management decisions. When using models that rely on historical

expenditures, the supporting activity shall identify and exclude or adjust data that might poorly reflect the forecast.

b. Historical usage may be determined by exporting discover reports within OIS-R.

5. Consumption/Lead Time Formula

a. Depot Requisition Lead Time. The time from when an ASP generated requisition enters the system until the assets arrive at the activity. Enclosure (3), Appendix C may be used for determining depot lead time.

b. Activity Demand. Activity demand is the average daily quantity of assets issued by DODIC. The activity demand is further defined as the sum of assets issued (by DODIC) over a period of time divided by the time period. For example, over 365 days, MMCQ50 issued 36,500 rounds of A059. The activity demand would be 100 (36,500/365).

c. Capacity. The maximum amount of assets an activity can physically store over a continuous or designated period of time.

d. Safety Stock. A percent of the stock objective maintained for unforeseen circumstances.

e. Stock Objective. A stock objective is an estimated quantity of assets by DODIC to be maintained by supporting activities to best meet supported unit requirements. In order to establish a starting point for stock objectives, the below formula has been created with an activity determined safety stock. The stock objective formula is as follows:

$$\text{Stock Objective} = xy + z(xy)$$

x= Depot requisition lead time (i.e., 30 days for depot shipment, x=30)

y= Activity demand (i.e., 100 rds per day, y=100)

z= Percent of safety stock/100 (i.e., 25/100= 0.25; b=0.25)

Example

Stock Obj= 30(100)+ .25(30(100))

Or

3750 = 3000 + 750 (30 day stock objective)

6. Intermediate Requisitions. OIS-R users submitting intermediate requisitions must be authorized by their DODAAC AAA in accordance with Chapter 3 of this Volume.

a. Create. The intermediate requisition process is as follows:

(1) Requisition Process. User selects “Asset Control”, “Requisitions”, “Requisition Process” from the menu. The “Requisition” process screen will appear with the “Action” field defaulted to “Create”.

(2) DODIC. Enter the requested DODIC.

(3) NIIN. Enter the requested NIIN.

(a) The requisitioning user must pay special attention to the requested NIIN and the NIIN received.

(b) The NIIN may be left blank. If the NIIN is left blank, the supporting activity must select the “process by DODIC” check box.

(4) COG. Enter “0T” as the appropriate COG. Requests to utilize 2T or other COG’s must receive authorization from PM Ammo and the owning services item managers.

(5) U/I. The unit of issue is automatically populated based on the DODIC/NIIN combination.

(6) Document Number. Enter the requested document number.

(7) Quantity. Enter the requested quantity.

(8) Media and Status Code. See enclosure (3), Appendix F for a list of class V(W) M/S Codes.

(9) Distribution Code. The distribution field is a dual purpose field. The distribution code “H0T” (Hotel Zero Tango) will be entered to route the requisition to PM Ammo, Inventory Management. The use of any other code will prevent the requisition from being received.

(10) Project Code. For a complete list of applicable Marine Corps Project Codes, see enclosure (3), Appendix J.

(11) Priority Code. See enclosure (3), Appendix C for a complete list of priority designators.

(12) RDD. Enter the “no later than” date of arrival.

(13) Advice Code. See enclosure (3), Appendix H for a complete list of advice codes.

(14) Owner Code. This code is automatically populated.

(15) ACC. Enter the ACC of “W”; all shore activities reporting USMC class V(W) ammunition transactions (0T COG only). Activities requesting to use an ACC other than “W” must contact PM Ammo for approval.

(16) Purpose Code. The Purpose Code provides the owner with a means of identifying the purpose or reason for reserving the inventory balance. A complete list of Purpose Codes may be found in enclosure (3), Appendix I.

(17) FFT UIC. Enter the UIC for the receiving activity “For Further Transfer” (if applicable).

(18) Signal. The signal code designates who to ship and bill to. Signal code “D” is used to ship to requisitioner (use when not utilizing a supplemental address) while code “M” is used to ship to a Supplementary Addressee (use when utilizing a supplemental address). Neither code contain billing/Fund Code requirements. See enclosure (3), Appendix G for a complete list of applicable Signal Codes.

(19) Fund Code. The fund code is exempt from Marine Corps use due to Signal Code of assignments of D or M; considered “free-issue”. This field may be left blank. If a code is entered, a code of ML (shipment) shall be used.

(20) Condition Code. Classifies material as to readiness for issue and use or to identify action being taken to change status of material. A complete list of Condition Codes may be found in enclosure (3), Appendix O.

(21) RIC to. Enter the supporting activity RIC.

(22) Sup Address. Enter the Supplemental Address (if applicable).

(23) Demand. Enter the applicable code if your automated system requires an entry.

(a) Enter “R” for a recurring requirement.

(b) Enter “N” for non-recurring requirement.

(24) Once all the information is entered, the user will click “submit”.

(25) A “Document Number generated for this transaction” message is displayed. The user will select “OK”.

b. Modify. The modification process is as follows:

(1) From the “Action” drop down field, select “Modify”.

(2) Select “Single” or “Multiple” for the amount of transactions you wish to modify. The default is “Single”.

(3) Pressing the “Tab” button will open the Document Number window. Enter the Document Number of the open requisition to be modified, and click “OK”. Note the requisition must be in an “Open” status.

(4) Once the requisition appears on the screen, the user will select “Cancel” which will open the “Modify” screen.

(5) Modify the applicable fields and click “Submit”. The requisition data will be modified and the user will be returned to the “Requisition” screen.

c. Cancel. The cancellation process is as follows:

(1) From the “Action” drop down field, select “Cancel”.

(2) Select “Single” or “Multiple” for the amount of transactions you wish to modify. The default is “Single”.

(3) Pressing the “Tab” button will open the Document Number window. Enter the Document Number of the open requisition to be cancelled, and click “OK”. Note the requisition must be in an “Open” status.

(4) Once the requisition appears on the screen, the user will select “Cancel” which will open the “Cancel” screen.

(5) The quantity field may be changed. If the requisition is no longer required, press the “Submit” button to cancel.

7. Disposition Instructions

a. Roles

(1) PM Ammo

(a) Provide munitions disposition instructions for all excess, obsolete, unserviceable class V(W), and waste military munitions.

(b) Serve as the Designated Disposition Authority (DDA) for Marine Corps class V(W).

(2) Supporting Activity

(a) Items determined to be excess of local requirements (normally items for which no requirement exists or is anticipated) will be reported to COMMARCORSYSCOM, Program Manager, Ammunition for disposition.

(b) Any items which have been classified as "no use" and whose continued storage at the ASP creates a storage problem shall be reported.

(c) Supporting activities are not authorized to dispose of unserviceable ammunition (field returns) returned by supported units without contacting COMMARCORSYSCOM, PM Ammo for disposition approval (less those items considered hazardous for storage).

(d) Concurrent with the Department of Defense Munitions Rule Implementation Policy, no local treatment of unused class V(W) waste will be accomplished without the approval of the Marine Corps DDA, COMMARCORSYSCOM (AM/EES), except as part of EOD emergency response actions. In the event waste munitions are treated by an EOD unit during emergency response actions, COMMARCORSYSCOM will be notified as soon as possible to ensure applicable environmental laws are observed.

b. Submission. Disposition requests for class V(W) materiel will be sent to COMMARCORSYSCOM, PM Ammunition, Inventory Management (IM) Team via email to IMSD@USMC.MIL. Disposition requests shall contain:

(1) DODIC.

(2) NSN.

(3) Lot Number.

(4) Quantity.

(5) Condition Code.

(6) NAR/D/C(s).

(7) Narrative on purpose of the request. In example, exceeds annual allocation, reclassified to C/C H, etc.

(8) Local EOD training potential.

c. Investigations. When inspection of the returned unserviceable materiel indicates that materiel was relegated to an unserviceable category due to mishandling, lack of packaging, and/or improper transportation, a request for investigation will be forwarded to the command which returned the materiel. Sound judgment should be exercised in determining whether an investigation should be requested. For example, materiel rendered unserviceable due to being worn out in service or damaged in normal operations in the field would not require an investigation.

Chapter 5

Receipt, Segregation, Storage, and Issue Operations

1. Delegations of Authority

a. Commanders are responsible for the security and control of the unit's ammunition program and for ensuring only authorized personnel are permitted to sign for class V(W) supplies. Commanders shall delegate this authority utilizing NAVMC 11797, enclosure (3), Appendix T. Procedures for the supported unit's completion of this form may be found in enclosure (1), Chapter 3, paragraph 1 of this Order.

b. Under no circumstances will ammunition be issued to a unit if a DOA is not on file or up to date at the supporting activity.

c. The use of NAVMC 11797 is required for all supported units requisitioning from class V(W) supporting activities.

d. Supporting activities must monitor the expiration date(s) of supported unit DOAs to ensure seamless support.

e. The NAVMC 11797 is an annual requirement. Modifications to the designated expiration date must be coordinated with the supporting activity.

f. DOA Roles

(1) Request

(a) Personnel with an indication of "Yes" in the "request" block are delegated the authority to request all Urgency of Need (UND) designators for the UIC indicated on the NAVMC 11797.

(b) Personnel with an indication of "Yes" in the "request" block are not authorized to approve ("Approve" block shall represent "No") for any UND.

(c) Personnel with an indication of "Yes" in the "request" block may receive assets for the same transaction which they requested if delegated to do so in the "receive" block.

(d) Select "No" if this individual is to be an "Approver".

(e) Select "No" if this individual is to "receive" assets only.

(2) Approve

(a) Personnel with an indication of "Yes" in the "Approve" block are delegated the authority to serve as a TAMIS approver for all UND requisitions.

(b) Personnel with an indication of "Yes" in the "Approve" block are not authorized to request or receive under any circumstances.

(c) Select "No" if this individual is to be a "Requestor".

(d) Select "No" if this individual is to "receive" assets only.

(3) Priority. The “Priority” block is provided for local use only. The supporting activity may establish more stringent procedures that would require a supported unit to indicate the Priority designator an individual is authorized to request or approve.

(4) Receive

(a) Personnel with an indication of “Yes” are delegated the authority to “receive” for Security Risk Category II, III, and IV assets.

(b) The Commander’s signature certifies that the individual delegated the authority to receive class V(W) assets is properly qualified/certified in accordance with reference (e), has passed security screening in accordance with reference (d), and/or has met the “ammunition handler” requirement listed in paragraph 1.f of this chapter.

(c) Personnel with an indication of “Yes” are not authorized to “Approve” requisitions.

(d) Select “No” if this individual is to be an “Approver”.

(e) Select “No” if this individual will be delegated authority to sign for SRC I assets only.

(f) This individual may also be delegated the authority to “Request”.

(5) SRC I. The “SRC I” block applies to units allocated SRC I assets.

(a) Personnel with an indication of “Yes” are authorized to “receive” SRC I assets.

(b) The Commander’s signature certifies that the individual delegated the authority to receive SRC I assets meets the rank/grade and screening requirements of reference (d).

(c) Select “No” if this individual is an “Approver”.

(d) Select “N/A” if this field does not apply.

g. The NAVMC 11797 Form is authorized either handwritten (ink) or electronic signature.

(1) Validation of electronic signature shall be accomplished by a DOD approved electronic signature application (approveit, adobe, etc.). Electronically signed documentation shall be submitted through, and received by the accepting authority, using a DOD official e-mail system.

(2) Validation of an individual delegated the authority to receive class V(W) is accomplished by comparing the photo and name listed on the individuals CAC, to the individual receiving the class V(W) and the name shown on the NAVMC 11797.

(3) If digital signatures are utilized, handwritten (ink) signatures and initialing are not required.

2. Vehicle Certifications

a. Vehicle Inspectors

(1) Ammunition Personnel (2311/2340). Ammunition personnel performing inspections of both empty and loaded conveyances used in the transport of class V(W) must have completed the Naval Motor Vehicle and Railcar Inspection Course (Ammo-51). Completion of Ammo-51 classroom version is a one-time only for initial certification; shipping inspectors shall be recertified in this course every two years via Ammo-51-DL.

(2) Non-2311/2340 Shipping Inspectors. Non-2311/2340 Shipping Inspectors performing inspections of both empty and loaded conveyances used in the transport of class V(W) must have completed the following courses:

(a) Ammo-51, Naval Motor Vehicle and Railcar Inspection Course. Completion of Ammo-51 classroom version is a one-time only requirement; shipping inspectors shall be recertified in this course every two years via Web Based Training (WBT).

(b) Ammo-18, Basics of Naval Explosives Safety. This web based course provides a basic understanding of the hazards of class V(W) and acquaints students with the explosives safety principles and practices outlined in NAVSEA OP 5 Volume I. Completion of Ammo-18 is one-time only, but activities may require this course as a refresher for personnel who have been away from class V(W) handling duties for a year or more.

b. Container Shipping. For activities utilizing intermodal dry cargo containers for shipping, the Intermodal Dry Cargo Container Convention for Safe Container (CSC) Re-inspection Course (Ammo-43) shall be completed. This course is web-based and sponsored through the Defense Ammunition Center (DAC).

c. Supported Unit Verification. Shipping inspectors will verify all supported unit transportation requirements as specified by NAVSEA SW020-AF-HBK-010.

3. Receipt Procedures

a. Vehicle Inspections. Upon arrival to the supporting activity, all explosives laden vehicles will be the subject of a vehicle inspection. Due to this mandatory requirement, supporting activities shall ensure vehicle inspectors maintain current qualifications.

b. Packaging. Every effort shall be made by the supported unit to retain original packing material and return assets as close to factory pack as possible. Failure to do so may result in a NAVMC 11865, discrepancy report (Appendix AB) or a request for investigation to the parent command.

c. Documentation. The supported unit shall arrive with the original DD Form 1348-1A's for their assets. The original document is needed in order to credit the receipt to the unit's allocation. A supporting activity may require the supported unit to arrive with a completed DD Form 1348-1A "turn-in" document. If so, the quantity may be left blank if there is concern that the supporting activity may reclassify a certain quantity.

4. Segregation Procedures

a. Segregation and Inspection. All class V(W) returned to the supporting activity must be properly inspected and segregated prior to transfer to site approved storage locations. After initial processing, assets will be segregated by:

(1) DODIC.

(2) Lot Number.

(3) Condition Code.

b. Materiel Preparation/Packaging. Once the materiel has been properly segregated and inspected, two separate verifiers will inventory the material. Local SOPs will be established to detail the appropriate steps taken when inventories do not match. If the inventories match, the containers will be repackaged and prepared for transfer to an approved storage location. Block 22 of the DD Form 1348-1A may be signed and the supported unit/shipper released. At no time shall a supporting activity receipt for material that has not been verified by a minimum of two individuals.

5. Storage Procedures. Storage operations will be conducted in accordance with references (b), (c), (d), (e), (f), and (o).

a. “Pull” Procedures

(1) Asset Selection

(a) Upon receipt of a DD Form 1348-1A, assets are located by DODIC, Lot Number, and Condition Code.

(b) Once located, the assets are inventoried. The results of this inventory are known as a “Beginning Balance On-Hand” or BBOH. The BBOH is annotated on DD Form 1348-1A. It’s recommended the count is verified prior to documenting the BBOH.

(2) Material “Pull”

(a) The asset quantity is next verified on the DD Form 1348-1A. The DD Form 1348-1A quantity is then “pulled” from the stack to be prepared for issue. It’s recommended the “pull” count is verified prior to moving the assets.

(b) The stack, minus the “pull” is once again inventoried. The results of this inventory are known as the “After Balance On-Hand” or ABOH. The ABOH is annotated on the DD Form 1348-1A. It’s recommended the count is verified prior to documenting the ABOH.

(3) Material Preparation

(a) If the materiel pulled creates a situation where there are two lite cans/non-standard pack(s), the material will be moved to a facility site approved for the conduct of explosives operations and consolidated and re-marked as required.

(b) Hazard Class/Division 1.4 ammunition may be repackaged in the storage area if the area is limited to 1.4 storage only.

b. Receipt Procedures

(1) Asset Identification

(a) Assets returned to storage require supporting documentation. This documentation is generally a DD Form 1348-1A.

(b) The asset markings will be cross-referenced against the supporting documentation. If the markings and documentation are correct, the assets will be returned to site approved storage locations utilizing the "asset selection" procedures described in paragraph 5a(1) above.

(2) Returning Assets to Stock

(a) Upon completion of BBOH inventories, the material returned is now added to the stack.

(b) Once the assets have been placed on the stack, an ABOH inventory is conducted. The ABOH is annotated on the DD Form 1348-1A. It's recommended the count is verified prior to documenting the ABOH.

(c) If the materiel returned creates a situation where there are two lite cans/non-standard pack(s), the material will be moved to a facility site approved for the conduct of explosives operations and consolidated and re-marked as required by local SOP.

(d) Hazard Class/Division 1.4 ammunition may be repackaged in the storage area if the area is limited to 1.4 storage only.

c. Application of Material Condition Code Tags/Labels/2DBC Labels

(1) Marine Corps class V(W) ASPs are not required to apply/maintain Material Condition Code Tags/Labels/2DBC Labels on ammunition while held in the ASP or when issued for use to the end user (supported unit).

(2) Prior to shipment/transfer to another DOD military service or other primary/secondary stock point (ASP), application of Material Condition Code Tags/Labels/2DBC Labels are required per reference (o).

d. Traceable Seals. Although encouraged, Marine Corps class V(W) ASPs are not required to utilize traceable seals on ammunition while held in the ASP or when issued for use to the end user (supported unit). However, prior to shipment/transfer to another DOD military service or other primary/secondary stock point (ASP), application of the traceable seal is required. Reference (n) provides more detailed guidance on the application of traceable seals.

(1) Seal Composition. All Type 1 Traceable Seals applied to ammunition containers shall consist of aluminum disks or pellets and wire combinations. Lead disks or pellets are no longer authorized for use regardless of remaining available supplies. Containers previously sealed (prior to 1 October 2002) with other than aluminum seals are acceptable provided that the seal wires are intact (providing a serviceable seal) and the seal includes an activity symbol or identifier. Seals with an activity

symbol or identifier not completely legible due to surface damage, wear, or corrosion will continue to be accepted and do not require replacement provided all other sentencing criteria is met.

(2) Type 1 Seals. Type 1 seals are the preferred seals for containers having provisions or means for application of the seals, e.g., metal, plastic, fiberglass or wood containers with lids or hinged covers, latches, brackets or flanges. A type 1 seal is typically a wire length with an aluminum disk or pellet crimped or crushed using a die that imprints the activity symbol or identifier on one side of the disk with an individual's traceable serial number on the reverse side.

(3) Type 2 Seals. Type 2 seals are the preferred seals for fiberboard or foam type containers or for metal, plastic, fiberglass or wood containers that will not readily accept type 1 seals. Type 2 seals are typically nonmetallic labels with pressure sensitive backing. They may be pre-printed, stamped, or marked with the activity symbol or identifier. Preprinting of individual inspector indicators is not authorized.

(4) Traceable Seal Activity Identifier (Type 1). Type 1 traceable seals applied by supporting activities shall be crimped with die-sets that produce the activity UIC on one side of the crimped disk/pellet and a numeric or alpha-numeric identifier on the other side to identify the individual assigned the die set.

(5) Personnel Requirement. There are no minimum rank/grade requirements for the assignment of seal presses.

e. Required Markings. All ammunition containers shall be marked in accordance with references (h) and (p).

6. Issue Procedures

a. Asset Selection

(1) Upon receipt of an E581, stocks are verified against existing reservations, forecasting, and on-hand balances. Condition code priority of issue will be given in the sequence of B, C, and A.

(2) If stocks are available, the E581 will be "accepted" in TAMIS. After accepting the E581, the assets will be reserved in OIS-R.

(3) Due to authorized training allowances, quantities reserved (and subsequently issued) equal the quantity accepted on the E581. The supported unit and supporting activity shall make every attempt to round to unit pack when possible.

b. Materiel Preparation. The document is sent to the RSSI area by local SOP to prepare the requisition for shipment.

c. Required Release Documentation. Prior to the release of class V(W) to the supported unit, the supporting activity must verify:

(1) Approved E581, Training Ammunition Request (DA Form 581), enclosure (3), Appendix U.

(2) The receiving individual is delegated the authority on NAVMC 11797 by the commander. This information is verified off of the individual's ID card.

(3) Signed and completed DD Form 1348-1A.

(4) DD Form 1907 for SRC I materiel (if required).

(5) Transportation requirements/documentation as specified by reference (n).

d. Off Base Shipments. Units requiring off base shipment in support of training exercises within a 100 mile radius are required to annotate an advice code of 43 on the E581 request. Failing to comment on the off base nature of the shipment will cause delays once at the ASP. Additional information on off-base shipments may be found in reference (f).

e. Commercial Shipments. Units requiring commercial lift in support of training exercises outside of a 100 mile radius are required to use commercial carriers. Annotate advice code 43 and the type of conveyance (commercial) in block 28 of the E581 request. Coordination with the Traffic Management Office (TMO) should be accomplished through the supported units S-4 section. TMO will require DD Form 1149 and a Transportation Accounting Code (TAC) (see your unit comptroller/fiscal office) in order to issue a Commercial Bill of Lading.

f. Security

(1) The arming of military uniformed personnel is required by reference (d) and will be done in accordance with reference (p). Armed personnel are required to check-in weapons and ammunition with the duty ammunition technician. Security ammunition requirements, by individual weapon system, are provided below:

(a) M9. Two fully loaded magazines.

(b) M16. Two fully loaded magazines.

(c) Shotgun. Enough rounds to satisfy a fully loaded tube with at least five additional rounds.

(2) SRC II, III and IV shipments require an explosive driver as well as an assistant driver. The assistant driver will be armed.

(3) In addition to the above, the receipt of SRC I material shall be accomplished by individuals meeting the personnel requirements of reference (d). The movement of the subject material shall be under armed surveillance accompanied by a SNCO or above at all times (as recorded on DD Form 1907). This includes on station movements and temporary storage at range locations.

7. Shipment Discrepancies

a. Definition. Any variation in assets received from data shown on the receipt shipping documents which are not the result of a transportation discrepancy or product quality deficiency. Shipping or packaging discrepancies attributable to the responsibility of the shipper, including

contractors, manufacturers, or vendors, will be reported via a Supply Discrepancy Report (SDR) by the receiving activity.

b. Reporting Method. The Supporting activities will utilize the Product Data Reporting and Evaluation Program (PDREP)/SDR application to submit SDRs for applicable discrepancies, in accordance with reference (q). Submit all SDR's via the PDREP/SDR module, www.nslcptsmh.csd.disa.mil/pdrep/pdrep.htm.

8. Defense Transportation Tracking System (DTTS). DTTS is a web-based system utilized by supporting activities to confirm receipt of SRC I and II material. The DTTS system resides on the Intelligent Road/Rail Information System (IRRIS) available at https://www.irris.tea.army.mil/.

a. Requests for new user accounts are submitted on the IRRIS homepage listed above. Once there, click the link "Request Access Here" and you will be sent to a web form for completion.

b. Upon completion of the web form, a system generated email will be sent, requesting you complete the System Authorization Access Request (SAAR), DD Form 2875.

c. When completing the form, new users must state "DTTS" as the "reason" for requesting access.

9. Material Sentencing

a. The Field-Return Inspection Guide is a tool to assist ASP personnel during the inspection of munitions being returned by supported units prior to acceptance for storage. The information for each item was derived from technical documents used during design, manufacture, and in-service surveillance evaluations of ammunition. The following guidelines are provided for receipt of field-returned material:

(1) With the exception of factory-sealed boxes, container, or original packaging, all field-returned material shall be thoroughly inspected to ensure that the ammunition is safe for storage and transportation.

(2) Follow local ASP procedures for additional inspection, safety, and handling guidelines. An inspection criteria table for the outer container, inner container, and individual item are provided along with an inspection checklist.

(3) Local ASP procedures will dictate what action to take when a deficiency is found.

b. The Field-Return Inspection Guide, including the inspection criteria tables and checklists, are included on the disk, as well as the MAKE website. Activities requesting to be added to the distribution list should submit requests to ammomail@usmc.mil.

10. Tools and Equipment. The following list of items are provided as reference for the tools and equipment commonly used while conducting class V(W) operations within the ASP:

a.	Adhesive-backed Water Resistant Envelopes	8105-00-756-2710
b.	Band Cutter Assembly	1350-01-042-0314
c.	Banding	4220-01-529-3810
d.	Wheel Chock Block	2540-00-490-0769
e.	Clip, Banding	5342-00-891-3473
f.	Clip, Cartridge 5.56mm (10 rd)	1305-00-121-0877
g.	Cutter, Bolt	5110-01-473-9291
h.	Hand truck, 800 lb Capacity	3920-07-999-2277
i.	Stencil Cutting Machine, 1/4"	7490-00-281-3959
j.	Stencil Cutting Machine, 1/2"	7490-00-164-0541
k.	Stencil Cutting Machine, 3/4"	7490-00-164-0542
l.	Stencil Cutting Machine, 1”	7490-00-164-0537
m.	Stencil Board	9310-00-160-7853
n.	Lead Seal Hand Press	5120-00-221-1668
o.	Galvanized Steel Strapping 3/4"	8135-00-283-0670
p.	Galvanized Steel Strapping 1 1/4"	8135-00-283-0671
q.	Seal, Steel Strapping 3/4"	8135-00-290-1090
r.	Seal, Steel Strapping 1 1/4"	8135-00-290-1077
s.	Stretcher, Steel Strapping 1/2 to 1 1/4"	3540-00-278-1251
t.	Sealer, Steel Strapping 3/4"	3540-00-234-8589
u.	Sealer, Steel Strapping 1 1/4"	3540-00-234-8591
v.	Cutter, Steel Strapping	5110-00-223-6281
w.	Strapping Coil Hand Truck	3540-00-273-8821

Chapter 6

Miscellaneous Supporting Activity Procedures

1. Receipt of Partial Charge, Demolition Assembly, M757. The following information applies to Marine Corps Stock only:

a. When a charge, demolition assembly M183 (DODIC M757) is returned with one or more of the 16 individual M112 charge blocks removed, the remaining blocks shall be identified and receipted as DODIC M023, Charge, Demolition, Block Type, Comp C-4, 1- 1/4 lb, M112. The asset record shall be created/adjusted as appropriate.

b. The source document for the inclusion on the asset record shall be the DD Form 1348-1A prepared for receipt/turn-in, using the DIC of D6A. The NSN shall be 1375-00-724-7040 for M112 blocks without Taggant (from an NSN 1375-00-926-3985 M757), or NSN 1375-01-389-3854 for M112 blocks with Taggant (from an NSN 1375-01-398-0060). The lot number shall be as stenciled on the M112 blocks. If the lot number is not on the M112 blocks, refer to the M757 Ammunition Data Card (ADC) for correct lot number identification. The unit of issue shall be each (EA), with any unused priming assemblies received as unserviceable excess. Unused priming assemblies shall be stored in an appropriate container and disposition instructions shall be requested. Technical data for the priming assemblies is as follows:

(1) DODIC: ZZTB.

(2) NSN: 1375-01-210-6286.

(3) Lot: Per the applicable M757 ADC for component priming assembly or unknown.

(4) Quantity: 4 (with 8 boosters) per M757.

(5) HC/DIV CG: 1.4B

c. Upon establishment of a separate record for DODIC M023 generated by user turn-in, the individual blocks become consumable end items.

d. For commanders controlling class V(W) allowances, units that return a partial M757 and have established allowances for M023 will receive credit for the unused M023 blocks, and shall consider the partial M757 as a fully expended round.

2. Munitions Report (MUREP)

a. The MUREP, when activated and completed, is a classified document utilized to report the status of class V(W) from every organization in the chain of command. Each MSC will consolidate the MUREP data from their subordinate units and forward that report to their higher headquarters.

b. The MUREP reports requirements, receipts, projected deliveries, expenditures, and asset posture in quantifiable terms. This allows the Combatant Commander to measure available class V(W) inventories against requirements in order to assess war fighting endurance and assist logistical decision-making.

c. The MUREP is required once daily via message, or any other practical method, unless otherwise dictated in local battle rhythms. Supporting activities may only adjust MUREP columns of:

(1) Receipts Last 24 Hours. The quantity of assets/items received. This may also include assets/items gained by voucher/adjustment.

(2) Daily Issues. The quantity of assets/items issued to other MUREP reporting activities.

(3) Combat Expended. The quantity of assets/items expended in support of combat operations.

(4) Sustainment/Training Expended. The quantity of assets/items expended in support of approved sustainment/training evolutions.

(5) Daily C/C H Loss. The quantity of assets/items expended/lost due to change of material condition code to Hotel. This column primarily applies to supporting activities.

(6) Daily Other Losses. The quantity of assets/items lost due to change of material condition code (G, F, L, etc.), combat related incident/loss, or loss by voucher/adjustment.

APPENDIX A

ACRONYMS

A&E	Ammunition and Explosives
A&E AVO	Ammunition and Explosives Audit and Verification Officer
AA&E	Arms, Ammunition, and Explosives
AAA	Access Approval Authority
AAC	Activity Address Code
AAR	Access Authorization Request
ABOH	After Balance On-Hand
ADC	Ammunition Data Card
AEDA	Ammunition, Explosives and Dangerous Articles
AIN	Ammunition Information Notice
ALN	Ammunition Lot Number
AMAR	Automated Material Accountability Review
AN	Ammonium Nitrate
ASO	Area Security Officer
ASP	Ammunition Supply Point
BBOH	Beginning Balance On Hand
CAPULDI	Conventional Ammunition Packaging and Unit Load Data Index
CAT	Category
CDL	Commercial Driver’s License
CE	Conditional Exemption
CFR	Code of Federal Regulations
CG	Commanding General
CIIC	Controlled Inventory Item Code
CO	Base/Battalion Commander
COG	Cognizance
COMMARCORSYSCOM	Commander, Marine Corps Systems Command
CONUS	Continental United States
CORP	Conventional Ordnance Resource Program
COSR	Conventional Ordnance Safety Review
CPF	Combat Planning Factor
CSC	Convention for Safe Container
D/C	Defect Code
DA	Department of the Army
DC, CD&I	Deputy Commandant, Combat Development and Integration
DC, P&R	Deputy Commandant, Programs and Resources
DC, PP&O	Deputy Commandant, Plans, Policies, and Operations
DDA	Designated Disposition Authority
DIC	Document Identifier Code
DISREP	Discrepancy Report
DLA	Defense Logistics Agency
DMS	Defense Messaging System
DOA	Delegation of Authority
DOT	Department of Transportation
DODAAC	Department of Defense Activity Account Code
DODIC	Department of Defense Identification Code
DON	Department of the Navy
DRMO	Defense Reutilization and Marketing Office
DRMS	Defense Reutilization and Marketing Service
DTTS	Defense Transportation Tracking System
E581	Electronic form 581
EA	Executive Agent
EOD	Explosive Ordnance Disposal
ERG	Emergency Response Guide

ESMP	Explosives Safety Management Program
ESQD	Explosives Safety Quantity Distance
FAD	Force/Activity Designator
FASP	Field Ammunition Supply Point
FFT	For Further Transfer
FSC	Federal Supply Classification
FT	Foot
FY	Fiscal Year
I&I	Inspector Instructor
IA	Inventory Accuracy
IAO	Inventory Accuracy Officer
ID	Identification
ILM	Intermediate Level Maintenance
IM	Inventory Management
IMDG	International Maritime Dangerous Goods
IMO	International Maritime Organization
ISO	International Standards Organization
IRRIS	Intelligent Road/Rail Information System
JAG	Judge Advocate General
JHCS	Joint Hazard Classification System
KT	Kit
LFORM	Landing Forces Operational Reserve Materiel
MAKE	Marine Ammunition Knowledge Enterprise
MARFOR	Marine Force
MCC	Material Condition Code
MDAS	Material Documented As Safe
MEC	Mission Event Code
MEF	Marine Expeditionary Force
MILSTRIP	Military Standard Requisitioning and Issue Procedures
MILSTRAP	Military Standard Transaction Reporting and Accounting Procedures
MIRR	Monthly Inventory Review Report
MLSR	Missing, Lost, Stolen, or Recovered
MPPEH	Material Potentially Presenting an Explosive Hazard
MS	Media/Status Code
MSC	Major Subordinate Command
MTA	Marine Training Allowance
MUREP	Munitions Report
MV	Motor Vehicle
MWO	Materiel Work Order
NAR	Notice of Ammunition Reclassification
NAVMC	Navy/Marine Corps
NAVSUP	Naval Supply Systems Command
NCIS	Naval Criminal Investigation Service
NEW	Net Explosive Weight
NIIN	National Item Identification Number
NG	Nitroglycerin
NOSSA	Naval Ordnance Safety and Security Activity
NSN	National Stock Number
OHF	Over-Head Fire
OI	Originating Individual
OIC	Officer in Charge
OIS	Ordnance Information System
OIS-MC	Ordnance Information System- Marine Corps
OIS-R	Ordnance Information System- Retail
OIS-W	Ordnance Information System- Wholesale
PDREP	Product Data Reporting and Evaluation Program

PI	Processing Individual
PM Ammo	Program Manager for Ammunition
PME	Professional Military Education
PPE	Personal Protective Equipment
QTY	Quantity
QUAL/CERT	Qualification/Certification
RDD	Required Delivery Date
RIC	Routing Identifier Code
RL	Roll
RNLT	Reconcile No Later Than
RO	Responsible Officer
RSO	Range Safety Officer
RSSI	Receipt, Storage, Segregation, and Issue
RP	Record Position
SAAR	System Authorization Access Request
SDR	Supply Discrepancy Report
SM	Single Manager
SMCA	Single Manager for Conventional Ammunition
SOP	Standard Operating Procedure
SRC	Security Risk Category
SUP	Supplemental
TAC	Transportation Accounting Code
TAMIS	Total Ammunition Management Information System
TDD	Time Definite Delivery
TE	Table of Equipment
TEC	Training Event Code
TECOM	Training and Education Command
TEEP	Tactical Exercise Employment Program
TIR	Transaction Item Report
TMO	Transportation Management Office
UI	Unit of Issue
UIC	Unit Identification Code
UND	Urgency of Need Designator

APPENDIX B

DEFINITIONS

Accountability. The obligation imposed by law, lawful order, or regulation on an officer or other person for keeping current, complete and accurate records of property, documents, or funds. The person having this obligation may or may not have actual possession of the property, documents, or funds. Accountability is concerned primarily with records, while responsibility is concerned primarily with custody, care, and safekeeping. Property accounting is a rigorous form of property control that entails a significant investment in personnel and resources in order to maintain the required records and associated audit trails.

Accountable Officer. Accountability of Public Resources is inherent to command. In pecuniary and fiduciary terms, this responsibility is a Commander's role as an Accountable Officer. This function is tied to both Title 10 and Title 31 of USC responsibilities relative to the proper accountability of appropriations or materials and services associated to an activity.

Activity Demand. The average daily quantity of assets issued by DODIC.

Ammunition Personnel. Individuals assigned primary or collateral duties involving the accounting, administration, receipt, segregation, storage, issue, inspection, and/or management of class V(W) assets.

Ammunition Technician. A graduate of the basic ammunition technician course assigned primary military occupational specialty 2311. In cases where ammunition handlers are assigned in accordance with chapter 3, enclosure (1) of this Order, the term ammunition "technician" and "handler" are synonymous.

Capacity. The maximum amount of assets an activity can physically store over a continuous or designated period of time.

Commander. The MARCORMAN defines a Commander as one who is properly appointed to command an organization, or who under applicable provisions of law, regulations, or orders, succeeds to such command due to transfer, incapacity, death, or absence of the previous Commanding Officer. Marine Corps Commanders are titled as Commandant, Commander, Commanding General, Commanding Officer (CO), Director, Inspector-Instructor. Other titles used to designate Marine Corps Commanders shall be made only with the specific approval of the Commandant of the Marine Corps. The titles Officer in Charge or Noncommissioned Officer in Charge do not normally denote a Commander; however, in specific instances, superiors in the chain of command may delegate command authority to Officers in Charge or Noncommissioned Officers in Charge to the extent required for them to carry out their assigned tasks. The term "Commander" in the context of this Order implies an officer responsible for an assigned Department of Defense Activity Account Code (DODAAC) or equivalent UIC.

Defect. A defect is an imperfection which may prevent an item from functioning as intended or result in a malfunction. Defects include, but are not limited to, cracked cartridge case, loose primer, missing safety pin, deteriorated or leaking propellant bags or containers, presence of rust/corrosion, and obvious external damage, etc.

Depot Lead Time. The number of days required from requisition submission to receipt by the requisitioner.

End-User. The individual or organizational element authorized to expend assets. This individual or organization is normally the point of expenditure in the logistics system at which action is initiated to obtain materiel required for the accomplishment of an assigned mission or task.

Expendable Items. Items removed from the official accounting records, when issued to the final user. An example is a receipt from an ASP or supporting activity for purposes of expenditure on a training range by the final user.

Inventory Personnel. An individual or group of individuals whose primary responsibilities involve the validation of the physical counts of assets to the asset record.

Malfunction. A malfunction is the failure of an ammunition item to function in accordance with the design, intent, and expected performance when fired, launched, or otherwise employed as specified. Malfunctions include the abnormal or premature functioning of an item as a result of normal handling, maintenance, storage, transportation, or tactical employment. Ammunition malfunctions do not include incidents resulting from negligence, improper use as intended, user error, etc. However, reporting these incidents is required since it provides useful data in evaluating future incidents.

MUREP. A Microsoft excel based format that is used when activated by the Combatant Commander to report the status of class V(W).

Non-Expendable Items. Recoverable items not deleted from the accounting record when issued to the final user. Nonexpendable supplies continue to be accounted for using custody procedures when issued to the final user. In most instances, nonexpendable items are nonconsumables and therefore recoverable. Accordingly, they are only issued on a custody basis and accounted for through allowance accounting policies. They are then removed from the accounting records incident to actual consumption.

Ordnance Information System-Retail (OIS-R). An integrated system of applications software designed to manage nonnuclear expendable ordnance. It provides for the automation of the receipt, issue, inventory record keeping, and reporting of ammunition assets and movements with the ultimate objective being the enhancement of readiness and stock point ordnance management.

Record Keeping Personnel. Individuals assigned primary duties involving access to the asset record/files.

Responsible. The obligation of an individual for proper management, custody, care, and safeguarding of assets entrusted to an individual’s possession or under their supervision.

Responsible Officer (RO). RO’s are individuals who assume custodial responsibility for property and accountability for finances assigned to them by the CO for mission accomplishment. RO’s are custody holders of accountable supplies who manage supplies on behalf of an organization. If an RO anticipates being separated from the assets for 60 days or more, a new RO will be appointed and a joint inventory conducted. Additionally, the CO shall appoint the incoming RO prior to the outgoing RO leaving the command in an effort to allow the ROs time to conduct the required joint inventory.

Delegation of accounting responsibilities to RO's does not relieve the CO of accountability.

RSSI Personnel. An individual or group of individuals whose primary responsibilities involve access to site approved storage areas for the purposes of conducting ammunition and explosive operations.

Safety Stock. A percent of the stock objective maintained for unforeseen circumstances.

Stock Objective. An estimated quantity of assets by DODIC to be maintained by supporting activities to best meet supported unit requirements.

Supporting Activity. Activities generally designated at the operational level and are to be considered the "intermediate" level of supply.

Supported Unit. Units generally designated at the tactical level and are to be considered "end-users" of assets. Supported unit inventories are designed to be organic to their individual activity.

TAMIS. The designated data system used Marine Corps wide for allocating, forecasting, requisitioning, expenditure reporting, redistribution and management of class V(W) training allowances.

APPENDIX C

PRIORITY DESIGNATOR CODES

1. Garrison Force/Activity Designator (F/AD) Assignment. Reference (k) will be utilized to determine a supported unit F/AD. For the purpose of garrison class V(W) operations, only F/AD III and IV will be utilized.

2. Combat Force/Activity Designator (F/AD) Assignment. Reference (k) will be utilized to determine a supported unit F/AD while assigned to a combat zone. The lead-times designated by this appendix do not apply.

3. Time Definite Delivery (TDD) Standards. Reference (k) establishes TDD standards for supply requisitions. The corresponding number of days represents the total time expected to fill a requisition vice total lead-time required and shall not be utilized for class V(W) requisitions.

4. Urgency of Need Designator (UND). For supported unit class V(W) requisitions, the UND is determined by the lead times identified in tables C-1 through C-4 below.

a. A (Urgent). The UND of “A” will be used to request assets required for mission essential tasks that cannot be accomplished within the timeline of an UND B or C requisition.

b. B (Priority). The UND of “B” will be used to request assets required for mission essential tasks that cannot be accomplished within the timeline of an UND C requisition.

c. C (Routine). The UND of “C” will be used to request assets of a routine nature.

5. F/AD and UND Priority Designator Assignment. Priority designators are to be utilized as follows:

F/AD	UND		
	A	B	C
III	03	06	13
IV	07	09	14

Table C-1.-—F/AD and UND Priority Designator Assignment

6. Supporting Activity Lead Times

Class V(W) UND A Requisition Lead Times

Supply Chain Segment	Days
Requisition Submission Time	0-1
Activity Processing Time	0-1
Activity Processing, Packaging and Transportation Hold Time	0-1
Total Request-to-Receipt Time	0-3

Table C-2.—-Class V(W) UND A Requisition Lead Times

Class V(W) UND B Requisition Lead Times

Supply Chain Segment	Days
Requisition Submission Time	1
Activity Processing Time	1
Activity Processing, Packaging and Transportation Hold Time	3
Total Request-to-Receipt Time	5

Table C-3.—-Class V(W) UND B Requisition Lead Times

Class V(W) UND C Requisition Lead Times

Supply Chain Segment	Days
Requisition Submission Time	1
Activity Processing Time	1
Activity Processing, Packaging and Transportation Hold Time	4
Total Request-to-Receipt Time	6

Table C-4.—-Class V(W) UND C Requisition Lead Times

7. Supporting Activity Intermediate Requisitions (CONUS)

a. 999. Utilized by supporting activities requiring a Commercial Shipment less than and including five working days.

b. 03. 5-11 days lead-time.

c. 06. 11-17 days lead-time.

d. 13. 17-30 days or more lead-time.

8. Supporting Activity Intermediate Requisitions (OCONUS)

a. 999. Utilized by OCONUS supporting activities requiring a commercial shipment/re-supply less than 30 calendar days.

b. 09. 30 or more calendar days of lead-time.

APPENDIX D

SUPPORTED UNIT DOCUMENT IDENTIFIER CODES

B6A- Receipt from a responsible officer

B6K- Receipt from an Ammunition Supply Point/Supporting Activity

B7A- Issue to a responsible officer, including expenditures

B7K- Use BWA for supported unit returns to ammunition supply points

B8A- Gain resulting from a physical inventory

B8B- Gain to correct a previous administrative error

B8Z- Miscellaneous increase not covered by another transaction

B9A- Loss resulting from a physical inventory

B9B- Loss to correct a previous administrative error

B9Z- Miscellaneous loss not covered by another transaction

BWA- Return to an ammunition supply point or other supply source

APPENDIX E

SUPPORTING ACTIVITY DOCUMENT IDENTIFIER CODES

DAC- Increase or decrease resulting from condition code transfer

DAD- Increase or decrease resulting from purpose code transfer

D6A- Use D6A to report returns from supported units, fleet activities, overseas activities and activities that do not have a RIC.

D6B- Not for Marine Corps class V(W) use.

D6C- Not for Marine Corps class V(W) use.

D6D- Not for Marine Corps class V(W) use.

D6E- Not for Marine Corps class V(W) use.

D6G- Not for Marine Corps class V(W) use.

D6H- Not for Marine Corps class V(W) use.

D6J- Use to report return of material from supported units for disposition/disposal. Supporting activities would utilized this DIC when receiving items for disposal from a supported unit.

D6K- Use D6K to report relocation of material between supporting activities.

D6L- Not for Marine Corps class V(W) use.

D6M- Not for Marine Corps class V(W) use.

D6N- Not for Marine Corps class V(W) use.

D6Q- Not for Marine Corps class V(W) use.

D6R- Not for Marine Corps class V(W) use.

D6S- Not for Marine Corps class V(W) use.

D6T- Not for Marine Corps class V(W) use.

D6U- Not for Marine Corps class V(W) use.

D6V- Not for Marine Corps class V(W) use.

D6X- Not for Marine Corps class V(W) use.

D6Z- Authorized for MTA/LFORM use. Used for 0T or 2T COG (non-ATR reporters) receipts to 0T of 2T COG (non-ATR reporters) while omitting the “UIC to” block.

D7A- Use D7A to record issues to supported units, overseas activities and activities that do not have a Routing Identifier Code (RIC), Fleet units and overseas activities. Also, use D7A to report issues to self for end use, e.g. small arms ammunition used at ranges, etc.

D7B- Not for Marine Corps class V(W) use.

D7C- Not for Marine Corps class V(W) use.

D7D- Not for Marine Corps class V(W) use.

D7E- Not for Marine Corps class V(W) use.

D7G- Not for Marine Corps class V(W) use.

D7H- Not for Marine Corps class V(W) use.

D7J- Use D7J to report issues to a Disposal Facility. Supporting activities would utilize this DIC when shipping unserviceable material for disposal.

D7K- Use D7K to report relocation of material between installations. In addition, for movements from supporting activities to SMCA/Depot activities for repair or storage.

D7L- Not for Marine Corps class V(W) use.

D7M- Not for Marine Corps class V(W) use.

D7P- Not for Marine Corps class V(W) use.

D7Q- Not for Marine Corps class V(W) use.

D7Z- Authorized for MTA/LFORM use. Used for 0T or 2T COG (non-ATR reporters) issues to 0T of 2T COG (non-ATR reporters) while omitting the “UIC to” block.

D8A- Use D8A to report gains as a result of actual "physical inventories" conducted. Voucher package required in accordance with reference (h).

D8B- Use D8B to report gains as a result of “location” reconciliation. Also, if "clerical" or "mechanical" errors cannot be corrected by use of reversal transactions, use D8B. Voucher package required in accordance with reference (h).

D8C- Not for Marine Corps class V(W) use.

D8D- Not for Marine Corps class V(W) use.

D8E- Not for Marine Corps class V(W) use.

D8F- Not for Marine Corps class V(W) use.

D8J- Use D8J to report an increase in stock that had previously been misidentified by NSN. Use of this DIC will result in a corresponding D9J decrease.

D8K- Use D8K to report an increase in stock as a result of a stock number change and/or unit of issue change.

D8S- Not for Marine Corps class V(W) use.

D8Z- Use D8Z to report an increase in stock for which a specific transaction code is not provided above. NOTE: The D8Z will be used to report inventory gains resulting from overages on shipments. Voucher package required in accordance with reference (h).

D9A- Physical Use D9A to report a decrease in stock as a result of actual physical inventories conducted. Voucher package required in accordance with reference (h).

D9B- Use D9B to report a decrease in stock as a result of "location reconciliation." Also, if "clerical" or "mechanical" errors cannot be corrected by use of reversal transactions, use D9B. Voucher packages are to be completed in accordance with reference (h).

D9C- Not for Marine Corps class V(W) use.

D9D- Not for Marine Corps class V(W) use.

D9E- Not for Marine Corps class V(W) use.

D9F- Not for Marine Corps class V(W) use.

D9G- Not for Marine Corps class V(W) use.

D9H- Use D9H to report decreases resulting from major fire, enemy action or act of God.

D9J- Use D9J to report a decrease in stock that had previously been misidentified by NSN. Use of this DIC will result in a corresponding D8J increase.

D9K- Use D9K to report a decrease in stock as a result of a stock number change and/or unit of issue change.

D9S- Not for Marine Corps class V(W) use.

D9Z- Use D9Z to report a decrease in stock for which a specific transaction code is not provided above. The D9Z will be used to report inventory decreases resulting from shipment shortages. Voucher package required in accordance with reference (h).

APPENDIX F

MEDIA STATUS CODES (M/S)

The Media and Status Code (M/S) provides the recipient supply status and the means of transmission. The M/S Code may indicate that status is to be furnished to the requisitioner or the supplementary addressee and an activity identified by a distribution code in (RP 54), if one is entered. When a valid UIC is entered in (RP 45-50) on an ammunition requisition, supply status will be sent to the requisitioner and the supplementary address, as well as the monitoring activity when one is prescribed by an entry in (RP 54). Frequently used M/S codes are as follows:

D- 100-percent supply status to supplementary address by DMS (if SUP address is utilized).

S- 100-percent supply status and shipment status to requisitioner (RP 30-35) by electronic methods.

Y- No status to requisitioner (RP 30-35) or supplementary address (RP 45-50) other than mandatory shipment status to the ship-to activity designated by the signal code (RP 51). Exception supply status and shipment status by DMS to the activity designated by a significant entry in rp 54.

0- No status to requisitioner (RP 30-35) or supplementary address (RP 45-50) other than mandatory shipment status to the ship-to activity designated by the signal code (RP 51). 100-percent supply status and shipment status by DMS to the activity designated by a significant entry in (RP 54).

APPENDIX G

SIGNAL CODES

Signal Codes: The Signal Code is a mandatory entry in (Record Position 51) of MILSTRIP requisitions. Signal Codes serve a dual purpose. They designate the activity to which the material is to be shipped and the activity to which the material is to be billed, if billing is required. The “bill to” activity for Intra-Navy transactions may also indicate the chargeable or accountable activity. See Supplementary Address for more details.

A- Not for Marine Corps class V(W) use.

D- Requisitioner.

M- Supplemental Addressee.

APPENDIX H

ADVICE CODES

41- Pre-Stage for next day pickup.

42- Pre-Stage covering weekend.

43- Prepare for off-base shipment.

44- Security Ammo; request issue of one lot.

45- Prepare/Certify for air shipment.

46- Prepare for embark/storage aboard ship.

49- Request issue of single lot for sniper school/BZO.

2B- Do Not Substitute. Requested item only will suffice.

2D- Do not change quantity.

APPENDIX I

PURPOSE CODES

Purpose Codes provide the means for identifying and reporting inventory for the purpose or reason for which it is held. The following table lists and defines the most frequently used purpose codes for ordnance inventory management. For a complete list, see NAVSUP PUB 485.

A- General Issue Stocks held which are available for general issue and which are not earmarked or reserved for other specific purposes.

B- Not for Marine Corps class V(W) use.

C- Specific Mobilization Reserve Stocks held to meet specific mobilization material objectives.

D- PWRS Mobilization Reserve Stocks held to meet pre-positioned war reserve material objectives.

E- Utilized to identify assets on record reserved for LFORM and the War Reserve Stock for Allies (WRSA) program.

F- Reserved for Production, Maintenance and Reclamation Stocks held to support military service/DLA accomplished repair, alteration, modification, conversion, assembly, or reclamation program. For PM Ammo use only.

G- Reserved for Provisioning Stocks held to support provisioning of end items. For PM Ammo use only.

H- Reserved for GFM Stocks held for issue as government furnished material to support contractually accomplished repair or production. For PM Ammo use only.

J- Reserved for SAP Stocks allocated and earmarked for Security Assistance Program. For PM Ammo use only.

K- Reserved for Loan Stocks held for issue on a loan basis. For PM Ammo use only.

L- Suspended Stocks issued on a loan basis. (On loan). For PM Ammo use only.

M- Potential DOD Excess Stocks that have been determined to be in excess of authorized retention levels and are held pending completion of DOD utilization screening. For PM Ammo use only.

N- Reserved for MAS Stocks allocated and earmarked for Military Assistance Program. For PM Ammo use only.

P- Reserved for Cooperative Logistics Support Arrangements Stocks allocated and earmarked for issue against U.S. commitments under Cooperative Logistics Support Agreements. For PM Ammo use only.

Q- Not for Marine Corps class V(W) use.

S- Planned Requirements Stocks protected by the Stockpile Manager for subsequent draw down by the customer. For PM Ammo use only

T- Not for Marine Corps class V(W) use.

U- Not for Marine Corps class V(W) use.

V- Not for Marine Corps class V(W) use.

W- Not for Marine Corps class V(W) use.

Y- Not for Marine Corps class V(W) use.

Z- Activities attempting to utilized purpose code “Z” should first consider the applicability of purpose code “E”.

APPENDIX J

PROJECT CODE DEFINITIONS

1. Authorized. The following Project Codes are authorized for Marine Corps use:

CYJ- Disposal Account

CYK- Inter-Service Transfer

CYX- Inter-Depot Tier

MEA- Positioning on board MPS-1

MEB- Positioning on board MPS-2

MEC- Positioning on board MPS-3

YSS- Training Use Only

YST- Prepositioned War Reserves

YTT- Cleared for Overhead Fire

3AH- Asset Stratification

830- On load for Deployment for Exercise Marine Corps Class V(W) as LFORM

870- Prepositioned War Reserve CONUS Storage

871- Prepositioned War Reserve OCONUS Storage- East

872- Prepositioned War Reserve OCONUS Storage- West

880- Surveillance Samples

887- Transferred to a Disposal Account

889- Item Scheduled for Maintenance

9GF- Operation Enduring Freedom

2. Unauthorized. Project Codes YS1, YS2, YS3, YS4, YS5, YS6, YT1, YT2, YT3, YT4, YT5, YT6, and YST are not authorized for Marine Corps class V(W).

APPENDIX K

STATUS CODES

When a requisition is processed, a Status Code is inserted in RP 65-66 to provide the recipient(s) of supply status with information regarding action taken. A complete list of status codes may be found in NAVSUP P-485, commonly utilized status codes are as follows:

BA- Item being processed for release and shipment.

BD- Requisition is delayed due to need to verify requirements relative to authorized application, item identification, or technical data.

BJ- Quantity changed to conform to unit pack or because of allowable direct delivery contract variance. Adjust due in records. Unit of issue is not changed.

BM- Document forwarded to activity for status.

CX- Rejected. Unable to identify the bill-to and/or ship-to address as designated by the signal code, or the signal code is invalid. If still required, submit a new requisition (use new requisition number and current date) with valid entries.

APPENDIX L

MATERIAL CONTROL CODES

Material Control Codes designate the type of tracking of class V(W) assets by designator code. Supporting activities may use MCCs when creating assets in Ownership Code “3”. Currently cataloged by the Navy, Marine Corps class V(W) MCCs are as follows:

B- Lot Number.

C- Serial number only reporting on a transaction basis (TIR).

E- Lot/Serial Number reporting on a transaction basis (TIR).

K- Lot number reporting on a monthly basis (PLR).

APPENDIX M

UNIT OF ISSUE (U/I) CODES

EA - Each

FT - Foot

RL - Roll

KT - Kit

APPENDIX N

COGNIZANCE CODE (COG)

COG	Ammunition Category/Type
0T	Marine Corps Ground Ammunition
2E	Navy Air Ammunition
2T	Navy Surface/Underwater Ammunition
6Z	USSOCOM Specialized Equipment
8E	Air Launched Guided Missiles

APPENDIX O

CONDITION CODES

1. General. Ammunition Condition Codes (C/C) are the means for identifying the serviceability of ammunition in the current inventory. Errors in the assignment of C/C's will have an adverse effect on safety, performance, availability, efficiency and/or readiness measurements. Therefore, it's imperative that all C/C's be assigned correctly.

2. Requirements. C/C's are mandatory for use for physical identification, reporting, and tracking of all Marine Corps ammunition.

3. Purpose. C/C's are used for the following:

a. Item Identification. C/C's are mandatory on all containers, magazine data cards, and D/C tag (if applicable) markings. These markings provide the means to differentiate between items of different serviceability.

b. Reclassification. C/C's are the principal element of Notices of Ammunition Reclassification (NAR). When a NAR directs reclassification as unserviceable, suspended or limited use, or directs reclassification to return unserviceable or suspended assets to serviceable condition, the direction identifies a specific C/C to be assigned.

c. Issue/Receipt Documents. C/C's are mandatory entries on Issue/Receipt documents. These "shipping documents" transfer identification, quantity, and serviceability information from the shipping activity to the destination activity.

d. Stock Records. C/C's are mandatory data elements in the stock record system used to record or control ammunition stocks. This data is the controlling record of the serviceability of the ammunition held.

e. Transaction Reports. C/C's are mandatory data elements for all Ammunition Transaction Reports (ATR) and Transaction Item Reports (TIR) submitted to PM Ammo. These transaction reports are required for all ammunition receipts, issues, expenditures, gains, losses, assembly, disassembly, reconfiguration, reclassification, and re-identification of stock. The C/C data in these reports provides OIS-MC with data on the current serviceability of all ammunition in inventory.

f. Life-Cycle Management. Serviceability data (i.e., C/C's) in OIS-MC provides ammunition lifecycle managers with information necessary for the planning and budgeting for procurement (acquisition of additional serviceable assets), maintenance (restoration of unserviceable assets to serviceable condition), quality evaluation, stockpile surveillance, disposal, and impact assessment for waiver/deviation and reclassification determinations.

g. Readiness Assessment. C/C data in OIS-MC provides information for assessing the overall readiness of specific ammunition items and their ability to meet mission requirements.

4. Condition Code Descriptions

a. Condition Code A. Serviceable (Issue Without Qualification) - Any ammunition that meets acceptance criteria applied through inspection and testing and is Ready For Issue to all customers without limitation or restriction.

b. Condition Code B. Serviceable (Issuable with Qualification) - Any ammunition that meets acceptance criteria applied through inspection and testing and is ready for issue but which is issuable under limited or restricted conditions to any customer or which is issuable only to specific units, platforms, activities or geographical areas due to a limited usefulness of the material.

c. Condition Code C. Serviceable (Priority Issue) - Any ammunition that meets acceptance criteria applied through inspection and testing and is serviceable and ready for issue to all customers but shall be issued before other serviceable stocks.

(1) Assets that would normally be sentenced to C/C E, that have a training requirement, have nothing wrong with the ammunition itself, and can be safely shipped (if necessary), will be assigned to C/C C. Items that meet these criteria are suitable for one-time shipment in support of training requirements and should be priority of issue for training. Shipping documents will be annotated with defects and appropriate defect code.

(2) Assets sentenced to C/C C must be carefully selected to prevent a loss in operator confidence pertaining to the munitions quality or reliability.

d. Condition Code D. Serviceable (Test/Modification) - Ammunition that requires acceptance test and inspection.

e. Condition Code E. Unserviceable (Limited Restoration) - Ammunition that can be restored to a serviceable condition through the accomplishment of Organizational or Intermediate Level Maintenance (O/ILM). Assets are normally sentenced to C/C E when they require minor maintenance that can be accomplished at the organizational level. Rather than expend maintenance funds to repair these items:

(1) Assets normally sentenced to C/C E, that have a training requirement, have nothing wrong with the ammunition itself, and can be safely shipped (if necessary), will be assigned to C/C C. Items that meet these criteria are suitable for one-time shipment in support of training requirements and should be priority of issue for training. Shipping documents will be annotated with defects and appropriate defect code.

(2) Assets that would normally be sentenced to C/C E which require any level of maintenance prior to safe use will sentenced to C/C F.

f. Condition Code F. Unserviceable (Repairable) –

(1) Ammunition that can be restored to a serviceable condition through the accomplishment of Depot Level Maintenance (DLM).

(2) Assets normally sentenced to C/C E which require any level of maintenance prior to safe use will sentenced to C/C F.

g. Condition Code G. Unserviceable (Incomplete) - Ammunition requiring additional parts or components to complete the end item prior to restoration or issue.

h. Condition Code H. Unserviceable (Condemned) - Ammunition determined to be unserviceable and does not meet repair criteria.

i. Condition Code J. Suspended (In Stock) - Ammunition that requires investigation, technical evaluation or analysis as a prerequisite to true condition determination and classification.

j. Condition Code K. Suspended (Returns) – A temporary C/C pending inspection and condition classification where the true condition is not known or is suspect. Use of C/C K requires approval from PM Ammo.

(1) In certain cases, based on volume and quantity, it may be necessary to place items into C/C K, pending inspection. Due to safety and accountability concerns the true condition of these items should be determined as soon as practicable, not to exceed 15 working days.

(2) Daily, routine returns must be processed to their respective C/C.

k. Condition Code L. Suspended (Litigation) - Ammunition held pending litigation or negotiation with contractors or common carriers.

l. Condition Code M. Suspended (In Work) - All ammunition inducted into a facility for assembly, disassembly, overhaul, repair, renovation, modification, maintenance, segregation, test, inspection, or demilitarization.

m. Condition Code N. Suspended (Ammunition Suitable For Emergency Combat Use Only) - Ammunition that is suspended from issue except for emergency combat use.

n. Condition Code P. Unserviceable (Reclamation) - Ammunition determined to be unserviceable as an assembly and is uneconomically repairable but which contains serviceable or economically repairable components or assemblies to be reclaimed.

o. Condition Code T. Not authorized for Marine Corps class V(W) use.

p. Condition Code V. Unserviceable (Waste Military Munitions) – Ammunition determined to be unserviceable based on meeting the criteria of waste munitions under the Environmental Protection Agency Military Munitions Rule and DOD Munitions Rule Implementation Policy. Waste military munitions will be assigned C/C V only under the authority of a designated DOD or Service Designated Disposition Authority. **CAUTION: NO CLASSIFICATION OF AMMUNITION TO CONDITION CODE V IS AUTHORIZED EXCEPT UNDER THE SPECIFIC, CASE-BY-CASE, DIRECTION OF THE DDA. SUCH DIRECTION SHALL CLEARLY SPECIFY AND DIRECT THE CONDITION CODE V CLASSIFICATION.**

APPENDIX P

DEFECT CODES (D/C)

1. Purpose. The purpose of D/C's is to complement and supplement C/C's by identifying specific reasons for C/C assignment and/or identifying specific defects or conditions.

2. Composition. D/C's are six-character, alphanumeric codes constructed in four parts as follows:

XXXXXX Complete, six-character Defect Code

X----- Status Code- First character
-XX--- Component Code- Second and Third Character
---X-- Classification Code- Fourth Character
----XX Defect/Special Remark Code- Fifth and Sixth Characters

3. Reference Material. A complete list of applicable alphanumeric codes may be found in reference (n). Assets locally assigned C/C H shall have an assigned "M" series status code; this does not apply to assets reclassified by NAR. The status code "H" shall not be used for Marine Corps class V(W) assets.

4. Commonly Utilized D/C's. Below are frequently used class V(W) D/C's:

FAAA0X	MALFUNCTION REPORT, UNSAFE MATERIAL
FAAZZZ	LOCAL SUSPENSION
LAAZZZ	SUSPENDED, ASSET PENDING SDR/INVENTORY ADJUSTMENT
MAAAZZ	UNSERVICEABLE, NAR ISSUED, PENDING DISPOSITION
MAAZ04	UNSERVICEABLE, UNSAFE, EXPLOSIVE EXUDATES/RESIDUE/CONTAMINATION, PENDING DISPOSITION.
MAAZ07	UNSERVICEABLE, UNSAFE/DROPPED, PENDING DISPOSITION.
MAAZ08	UNSERVICEABLE, UNSAFE, MISFIRE/UNSAFE/HANG FIRE, PENDING DISPOSITION.
MAAZ1A	UNSERVICEABLE, DROPPED (EXCEEDING SAFE LIMITS) SAFE FOR STORAGE/TRANSPORTATION, PENDING DISPOSITION.
MAAZ1B	UNSERVICEABLE, MISFIRE/HANGFIRE, SAFE FOR STORAGE/TRANSPORTATION, PENDING DISPOSITION.
MAAZ1X	UNSERVICEABLE, LEGIBLE MARKINGS, FOUND ON STATION, PENDING DISPOSITION.
MAAZ20	UNSERVICEABLE, SHELF-LIFE EXPIRED, PENDING DISPOSITION.
MAAZ22	UNSERVICEABLE, WET/EXCESSIVE MOISTURE, PENDING DISPOSITION.
MAAZ23	UNSERVICEABLE, EXCESSIVE RUST, PENDING DISPOSITION.
MAAZ27	UNSERVICEABLE, EXUDING/HYDROGEN GAS BUILD UP, PENDING DISPOSITION.
MAAZ51	UNSERVICEABLE, INCORRECT/UNAUTHORIZED CONFIGURATION (MN79), PENDING DISPOSITION.
MAAZZZ	UNSERVICEABLE, UNDEFINED, PENDING DISPOSITION.
MCCZ60	UNSERVICEABLE, DAMAGE TO CARTRIDGE CASE, PENDING DISPOSITION.
MLKZ50	UNSERVICEABLE, MISSING LINKS, PENDING DISPOSITION.
MLKZ60	UNSERVICEABLE, DAMAGED LINK, PENDING DISPOSITION.
MLNZ50	UNSERVICEABLE, MISSING LOT NUMBER, PENDING DISPOSITION.

MMKZ28	UNSERVICEABLE, MARKING ILLEGIBLE, PENDING DISPOSITION.
MOBZ60	UNSERVICEABLE, DAMAGE TO OBTURATOR BAND, PENDING DISPOSITION.
MPJZ60	UNSERVICEABLE, STRUCTURAL DAMAGE TO PROJECTILE, PENDING DISPOSITION.
MPPZ50	UNSERVICEABLE, MISSING PROPELLANT INCREMENT(S), PENDING DISPOSITION.
MPPZ60	UNSERVICEABLE, DAMAGED PROPELLANT BAGS, PENDING DISPOSITION.
MPRZ08	UNSERVICEABLE, UNSAFE, DAMAGED PRIMER/MISFIRE, PENDING DISPOSITION.
MRBZ60	UNSERVICEABLE, DAMAGED ROTATING BAND/PUNCHED RD, PENDING DISPOSITION.
MSNZ50	UNSERVICEABLE, MISSING SERIAL NUMBER, PENDING DISPOSITION.
MZZZ60	UNSERVICEABLE, COMPONENT NOT IDENTIFIED, STRUCTURAL DAMAGE, PENDING DISPOSITION.
NBNZ55	LOOSE BANDING
NBNZ60	BROKEN BANDING
RRHZ21	UNACCEPTABLE HUMIDITY INDICATOR
ZAAAZZ	RECLASSIFIED BY NAR
ZAABZZ	TRAINING USE ONLY
ZAAC25	WEATHER DETERIORATION
ZAAC65	SAND, DUST/FOREIGN MATERIAL
ZAAC80	PRIORITY OF ISSUE, NON-STANDARD PACK.
ZAACZZ	PRIORITY OF ISSUE.
ZAAD5F	MISSING/INCORRECT MARKINGS
ZAAD80	PRIORITY OF ISSUE (TRAINING USE ONLY), NON-STANDARD PACK.
ZAAHZZ	NOT CLEARED FOR OVERHEAD FIRE
ZAAZ34	FAILED SYSTEMS TEST
ZAAZ3X	WILL NOT HOLD FILL (EXCALIBER)
ZAAZ81	SERVICEABLE, NOT STANDARD PACK
ZAAZ83	UNSERVICEABLE CONTAINER- SERVICEABLE AMMUNITION
ZBBZ50	MISSING BARRIER BAG
ZBTAZZ	BCU REPLACEMENT REQUIRED
ZCEZ50	COMMERCIAL EXPLOSIVE (DYNAMITE) MISSING
ZGRZ50	MISSING GROMMET
ZMKZ50	MISSING MARKING, STENCILING, COLOR CODE
ZMKZ52	INCORRECT MARKING, STENCILING, COLOR CODE
ZPOZ60	CONTAINER (LOADED) DAMAGED
ZRBZ6X	ROTATING BAND DAMAGED
ZSLZ50	MISSING/BROKEN TRACEABLE SEALS

Figure P-1.--Commonly Utilized D/C’s

APPENDIX Q

OWNERSHIP CODE DEFINITIONS

The following table lists and defines the most frequently used ownership codes that identify for whom the ordnance is being held. For a complete listing, see NAVSUP PUB 485.

1- Army Stocks held on Asset Records of a non-Army item but owned by the Army.

2- Defense Logistics Agency (DLA) Stocks held on Asset Records of a non-DLA item manager but owned by DLA.

3- Others Stocks held For Further Transfer (FFT) and temporary stow (temp stow) assets are recorded under Ownership Code "3". Also applies to stocks held on Asset Records of a military service/DLA item manager but owned by an agency outside of DOD.

4- Marine Corps Stocks held on Asset Records of a non-Marine Corps item manager but owned by the Marine Corps.

5- Navy Stocks held on Asset Records of a non-Navy item manager but owned by the Navy.

6- Air Force Stocks held on Asset Records of a non-Air Force item manager but owned by the Air Force.

7- Other DOD Service/DLA Stocks held on Asset Records of a military item manager but owned by a DOD agency/other than a military service or DLA. This code includes Coast Guard owned material at Marine Corps activities.

8- SAP Service/DLA Stocks held on Asset Records of a military item manager but owned by the Security Assistance Program.

9- Other Service/DLA Item Manager Stocks held on Asset Records of a military item manager but owned by another item manager within that same military service or DLA. SPECWAR owner assets (Single Manager (SM)) Army B14 are recorded and reported as Ownership Code "9." OIS-W converts to Purpose Code "Q."

0- Special Operations Forces Stocks held on Asset Record of a non-Special Operations Forces Logistics Management Specialist but owned by Special Operations Forces.

APPENDIX R

ROUTING IDENTIFIER CODES

MCQ- Las Pulgas ASP, MCB Camp Pendleton, CA

MLQ- MCB Camp Lejeune, NC

MR4- MCB Butler, Camp Henoko, Japan

MQQ- MCB Quantico, VA

MTQ- MCAGCC 29 Palms, CA

M84- MCB Butler, Camp Fuji, Japan

MIQ- MCRD, Parris Island, SC

M03- MCB Hawaii

M90- MCMWTC, Bridgeport, CA

MAC- MCLB, Albany, GA

M2F- MCLB, Barstow, CA

APPENDIX S

MUREP EXAMPLE

UNIT
AS OF DATE

DODIC	SUB	NOMENCLATURE	UNIT SUSTAINMENT REQUIREMENT	UNIT S/O ON HAND	PORTION OF UNIT FWD SUSTAINMENT	COMBAT LOAD REQUIREMENT	COMBAT LOAD ON HAND	PORTION OF COMBAT LOAD ON HAND
A011		Cartridge, 12 Gauge #00 Buckshot M162						
A059		Cartridge, 5.56mm Ball M855 10/Clip						
A063		Cartridge, 5.56mm Tracer M856 Single Round						
A064		Cartridge, 5.56mm 4 Ball M855/1 Tracer M856 Linked						
A091		Cartridge, Caliber .22 Ball Long Rifle Match (Rifle)						
A131		Cartridge, 7.62mm 4 Ball M80/1 Tracer M62 Linked						
A363		Cartridge, 9mm Ball M882						
A475		Cartridge, Caliber .45 Ball M1911						
A518		Cartridge, Caliber .50 4 SLAP M903/1 SLAP-T M962 Linked						
A576		Cartridge, Caliber .50 4 API M8/1 API-T M20 Linked						

TOTAL REQUIREMENT	PORTION OF TOTAL REQUIREMNET	DAILY BEGINNING BALANCE	RECEIPTS LAST 24 HRS	DAILY ISSUES	COMBAT EXPENDED

TRAINING EXPENDED	DAILY C/CH LOSS	DAILY OTHER LOSSES	DAILY ENDING BALANCE	COMMENTS

COLUMNS CONTINUE

Figure S-1.--Munition Report Example

APPENDIX T

NAVMC FORM 11797, NOTICE OF DELEGATION OF AUTHORITY (DOA) TO REQUEST, APPROVE, AND RECEIVE CLASS V(W)

NOTICE OF DELEGATION OF AUTHORITY (DOA) TO REQUEST, APPROVE, AND RECEIVE CLASS V (W)

Date:

AUTHORIZED REPRESENTATIVE(S)

ORGANIZATION RECEIVING SUPPLIES *(Unit Name)*:

LOCATION *(Unit Location)*:

SUPPORTING ACTIVITY *(ASP Name (DoDAAC))*:

NAME (LAST, FIRST, MIDDLE INITIAL)	RANK/ GRADE	AUTHORITY TO:					SIGNATURE	INITIALS
		REQUEST	APPROVE	PRIORITY	RECEIVE	SRC I*		

SAMPLE

* PERSONNEL AUTHORIZED TO RECEIVE SECURITY RISK CATEGORY (SRC) I ITEMS MUST MEET THE RANK GRADE REQUIREMENTS OF MCO 5530.14_.

AUTHORIZATION BY DoDAAC RESPONSIBLE OFFICER.

ALL PERSONNEL LISTED ABOVE HAVE PASSED AA&E SCREENING IAW MCO 5530.14_.

PERSONNEL LISTED TO "RECEIVE" HAVE BEEN QUALIFIED/CERTIFIED IAW MCO 8023.3_.

THIS DELEGATION OF AUTHORITY: ☐ SUPERSEDES ALL OTHERS ☐ IS IN ADDITION TO DOA DATED: ☐ WITHDRAWALS FROM DOA DATED:

UNIT IDENTIFICATION CODE:

TELEPHONE NUMBER:

DODAAC:

EXPIRATION DATE:

LAST NAME, FIRST, MIDDLE INITIAL:

RANK/GRADE:

SIGNATURE:

NAVMC 11797 (Rev. 06-12) (EF) (1687)
FOUO - Privacy sensitive when filled in.

Figure T-1.--Notice of Delegation of Authority (DOA) to Request, Approve, and Receive Class V(W)

APPENDIX U

ELECTRONIC DA FORM 581

REQUEST FOR ISSUE AND TURN-IN OF AMMUNITION

For use of this form, see AR 710-2; the proponent agency is DCSLOG

1. ISSUE	X	3. DOCUMENT NO.	4. LOCAL USE	5. PAGE	6. FOR LOCAL USE
2. TURN-IN		M1100121590030		1 OF 1	

7. SEND TO Accountable Officer MMCQ50 - CAMP PENDLETON, CA - ASP MC Ammo Co 1st Supply BN 1st MLG Camp Pendleton CA	8. REQUEST FROM HQ BN / HEADQUARTERS BATTALION CA 760-725-8750 UIC: M11001	9. DATE MATERIEL REQUIRED (YYYYMMDD) 2012 / 06 / 27 at 0800 hrs	10. PRIORITY 13	11. ALLOCATION PERIOD June	12. DODAAC M11001
		13a. REQUESTED BY Temple, Jason Sgt	13b. DATE 6/7/2012 3:00:55 PM	13c. SIGNATURE Temple, Jason	
		14a. APPROVED BY Temple, Jason Sgt	14b. DATE 6/7/2012 3:11:00 PM	14c. SIGNATURE Temple, Jason	

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	A131	1305	CTG, 7.62MM 4 BALL M80/1	EA	6000	TRO	TIS					
2	A576	1305	CTG, .50 CAL [illegible] API/A	EA	45[illegible]	[illegible]	[illegible]					
3	B542	1310	CTG, 40MM [illegible]RD M430/M430	[illegible]	96[illegible]	[illegible]O	TIS					
	Last Item											

SAMPLE

28. REMARKS
41 - Pre-Stage for next day pickup (USMC).

Training Dates From 2012 / 06 / 27 To 2012 / 07 / 27

POC is Sgt Temple, Jason
760-763-5401
jason.temple@usmc.mil

HQ BN
HEADQUARTERS BATTALION

Country Location Installation Range Events DODICs
,A131,A576,B542

e581 Accepted by Paz, Anayantzin on 2012 / 06 / 08
DODIC Remarks:
0001 A131 M1100121590030
0002 A576 M1100121590031
0003 B542 M1100121590032

29. RELATED DOCUMENT SERIAL NOS.
Validator Date

30a. ISSUED BY	30c. DATE (YYYYMMDD)	31a. RECEIVED BY	31c. DATE (YYYYMMDD)	32. TAMIS CONTROL NO.
30b. SIGNATURE		31b. SIGNATURE		

DA FORM 581, June 2012 EDITION OF AUG 89 MAY BE USED USAPA V1.00

Figure U-1.--Electronic DA Form 581

APPENDIX V

NAVMC FORM 11381, CLASS V(W) EXPENDITURE REPORT

Class V(W) Expenditure Report
NAVMC 11381 (Rev. 01-09)(EF) (Previous Editions will not be used)
FOUO - Privacy Sensitive when filled in.

Print Form

From: (OIC/EOD)	Print Name:	Rank:	Last 4 SSN:	Unit Name: UIC: Phone Number:

Ref: (a) MCO P4400.150 (b) MCO 3570.1 (c) DA Pamphlet 385-63

1. Per the references, the following Class V(W) expenditure report is completed:

Range/Training Area _____ Date(s) _____

RECEIPT DOCUMENT NUMBER	DODIC	NOMENCLATURE	LOT NUMBER/ SERIALNUMBER (NOTE 1)	QTY RECEIVED (NOTE 1)	QTY EXPENDED	QTY TURNED IN (SERVICEABLE) (NOTES 2,3)	QTY TURNED IN (UNSERVICEABLE) (NOTES 2,3)

SAMPLE

(If applicable) _____ (Number) unused propellant increments were burned on ranges per individual Training Standards, under the supervision of the

Position Commander: _____ _____
(If applicable) (Print Name, Rank, Signature)

I certify the receipt/expenditure data listed above is accurate and the "Qty expended" as listed above was consumed on the range/training area as documented. That a range sweep/amnesty brief was conducted and all expended ammunition retrograde materiel was checked for dangerous/hazardous items.

OIC (Signature) _____ Date _____

I certify that I have received the quantities of ammunition listed above and completed the turn-in documents (if applicable) for any unexpended Class V(W) per note 2 and returned the unexpended assets to an authorized storage activity.
Ammo Tech or Authorized Individual:

(Print Name, Rank) _____

Unit name _____

Phone number) _____

(Signature) _____ Date _____

NOTE 1: All serial numbers for serialized munitions are annotated on the issue/turn-in documents attached to this expenditure report with a copy of the expenditure message.
NOTE 2: Unexpended Class V(W) will be turned in using the same document number as the initial issue document using a suffix (Example M11000-8001-0001A).
NOTE 3: Serviceable Turn-In is ammunition with a condition code of A,B,C,N and Unserviceable Turn-In is ammunition with a condition code of E,F,G,H,J,K.
Retention: Expenditure reports are filed by fiscal year (FY) and retained for current year plus two FY's.

(A&E Audit and Verification Officer Only):
I certify that I have audited this expenditure report against all receipt and turn-in documentation (DD1348-1A's) and corrective action ☐ is ☐ is not required.

A&E Audit and Verification Officer (Rank/Print Name/Signature) _____ _____ Date _____

Reset Form ☐ Addendum Page Attached **FOR OFFICIAL USE ONLY** ___ of ___ Pages **Adobe Designer 8.0**

Figure V-1.--Class V(W) Expenditure Report

APPENDIX W

COMPATIBILITY CHARTS

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		X	X(4)	X	X	X	X	X	X	X	X	4/5
C	X	X		2	2	X	6	X	X	X	X	3	4/5
D	X	X(4)	2		2	X	6	X	X	X	X	3	4/5
E	X	X	2	2		X	6	X	X	X	X	3	4/5
F	X	X	X	X	X		X	X	X	X	X	X	4/5
G	X	X	6	6	6	X		X	X	X	X	X	4/5
H	X	X	X	X	X	X	X		X	X	X	X	4/5
J	X	X	X	X	X	X	X	X		X	X	X	4/5
K	X	X	X	X	X	X	X	X	X		X	X	4/5
L	X	X	X	X	X	X	X	X	X	X	1	X	X
N	X	X	3	3	3	X	X	X	X	X	X		4/5
S	X	4/5	4/5	4/5	4/5	4/5	4/5	4/5	4/5	4/5	X	4/5	

SAMPLE

Provided as a sample only. Refer to reference (m) for current chart.

Figure W-1.--Transportation Compatibility Chart

GROUPS	A	B	C	D	E	F	G	H	J	K	L	N	S
A	X	Z											
B	Z	X	Z	Z	Z	Z	Z					X	X
C		Z	X	X	X	Z	Z					X	X
D		Z	X	X	X	Z	Z					X	X
E		Z	X	X	X	Z	Z					X	X
F		Z	Z	Z	Z	X						Z	X
G		Z			Z	Z	X					Z	X
H								X					X
J									X				X
K										Z			
L													
N		X	X	X	X	Z	Z					X	X
S		X	X	X	X	X	X	X	X			X	X

SAMPLE

Provided as a sample only. Refer to reference (c) for current chart.

Figure W-2.--Storage Compatibility Chart

APPENDIX X

DD FORM 1348-1A, ISSUE RELEASE/RECEIPT DOCUMENT

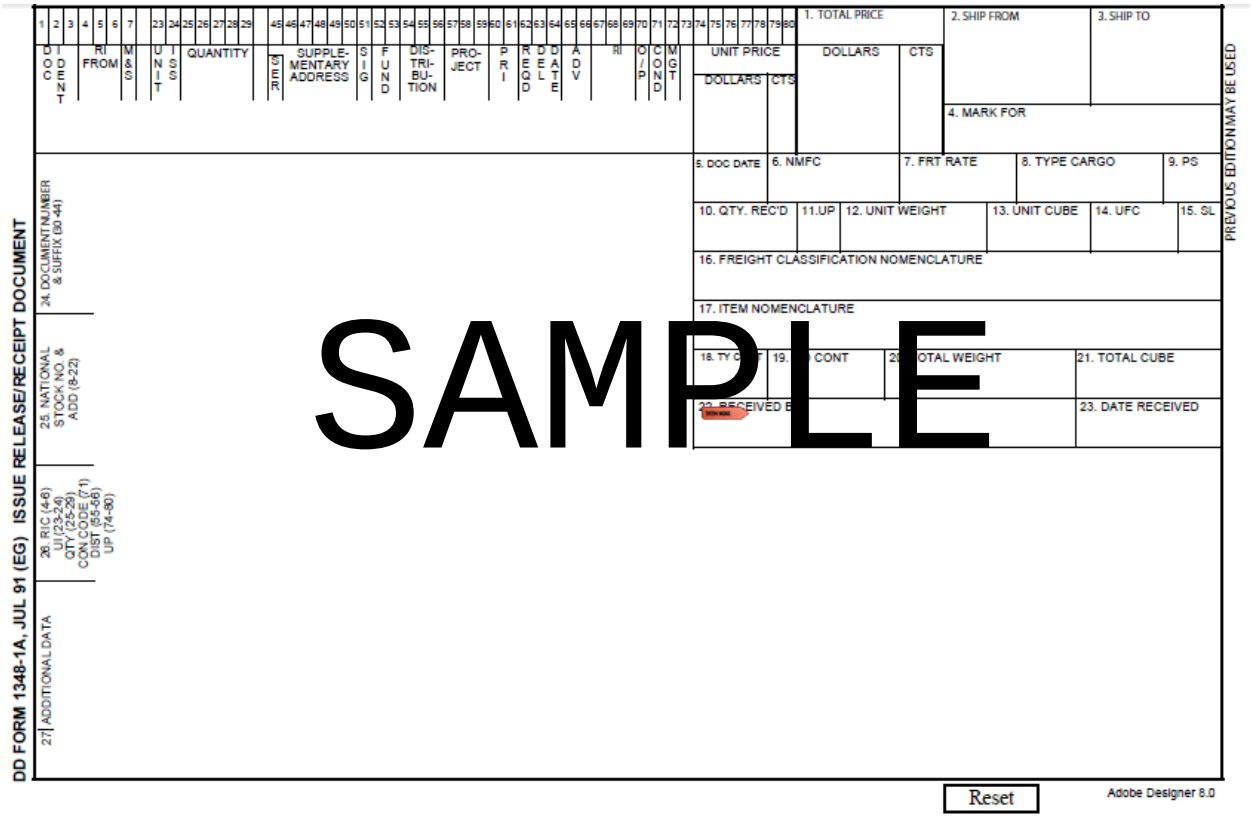

Figure X-1.--Issue Release/Receipt Document

Record Position (RP)

RP 1-3 (DIC). The DIC is a three-digit code which indicates the purpose and use of the document (i.e., issues, receipts, vouchers etc.). The DIC is a mandatory entry on a MILSTRIP document.

RP 4-6 and 67-69 (RIC). The RIC is a three-digit code used to represent the address of the recipient of the document (RP 4-6); to denote the actual consignor of material (RP 67-69); or to identify the supply activity originating the action (RP 4-6). Frequently used Marine Corps RIC's may be found in Appendix R. NAVSUP P-485 Vol II maintains a complete listing.

RP 7 (Media and Status Code (M/S)). The Media and Status Code (M/S) indicates the recipient of status and the means of transmission. The M/S Code may indicate that status is to be furnished to the requisitioner (RP 30-35) or the supplementary addressee (RP 45-50) and an activity identified by a distribution code in RP (54), if one is entered. When a valid UIC is entered in RP (45-50) on an ammunition requisition, supply status will be sent to the requisitioner and the supplementary address as well as the monitoring activity when one is prescribed by an entry in RP (54). Appendix F contains a list of class V(W) M/S Codes.

RP 8-22 (NSN). FSC will be entered in RP (8-11) and the NIIN will be entered in positions 12-20.

RP 22-24 (Unit of Issue). The Unit of Issue is an abbreviation describing the standard unit under which material is ordered and issued. Frequently used Units of Issue codes may be found in Appendix M.

RP 25-29 (Quantity)

(1) Supported Unit. The quantity is the number of units required for the requested item. Numeric zeros will precede significant digits in the quantity field. Code “M” may be used in rp 29 to designate thousands when the quantity exceeds the five-digit field limitation in MILSTRIP format. For example, a quantity of 100,000 may be expressed as “0100M”.

(2) Supporting Activity. The quantity is the number of units required for the requested item. Numeric zeros will precede significant digits in the quantity field.

RP 30-43 (Document Number). The document number is a fourteen-digit, unique number constructed of four basic elements: Service code (single digit), requisitioner, Julian date, and serial number.

RP 44 (Suffix Code). The suffix code identifies separate partial supply actions taken on the original requisition without losing the identity of the original document number. When the requisition is processed on a partial basis, a suffix code letter or number replaces the demand code in each transaction.

RP 45-50 (Supplementary Address). This field will be used to identify the service and activity address to receive material, billing, or status as indicated by the assignment of Signal Codes and/or M/S codes.

RP 51 (Signal Code). The signal code designates who to ship and bill to. Signal code “D” is used to ship to requisitioner while code “M” is used to ship to a Supplementary Addressee. Both codes do not contain any billing/Fund Code requirements.

RP 52-53 (Fund Code). The fund code is a two-digit code that indicates the funds to be charged, i.e. the bill-to office. The fund code is exempt from Marine Corps use due to Signal Code of assignments of D or M; considered “free-issue”.

RP 54-56 (Distribution Code). The distribution field is a dual purpose field. The distribution code of “H” will be entered in position 54 when additional status must be furnished to a monitoring activity.

RP 57-59 (Project Code). Entries in record positions 57-59 will contain a project code. Project codes contained in requisitions will be perpetuated in all related documentation and appear as a part of the shipping container markings. Project codes are not related to priority. Project codes do not alter or override the priority assigned a requisition or shipment.

RP 60-61 (Priority Designator). The priority designator is determined by combining the assigned Force/Activity Designator (FAD) and the appropriate Urgency of Need Designator (UND).

RP 62-64 (Required Delivery Date). A numeric consecutive day of the calendar year (i.e. the Julian date less the first digit).

RP 65-66 (Advice Code). This field serves a dual purpose. An advice code may be entered by the requisitioner to provide coded instructions to supply sources when such data is considered essential to supply action. When the requisition is processed, a Status Code is inserted in this field to provide the recipient(s) of status with information regarding action taken.

RP 65-66 (Status Codes). This field serves a dual purpose. An Advice Code may be entered by the requisitioner to provide coded instructions to supply sources when such data is considered essential to supply action. When the requisition is processed, a Status Code is inserted in this field to provide the recipient(s) of status with information regarding action taken.

RP 70 (Purpose Code). The Purpose Code provides the owner with a means of identifying the purpose or reason for reserving the inventory balance. A complete list of Purpose Codes may be found in Appendix I.

RP 70 (Ownership Code). Interservice codes that provide a means of segmenting inventory balances, accounted for in Asset Records of a military service/DLA, but which are owned by others. Further segmentation by Purpose Code is not prescribed. A complete list of Ownership Codes may be found in Appendix Q.

RP 71 (Supply Condition Code). Classifies material as to readiness for issue and use or to identify action being taken to change status of material. A complete list of Condition Codes may be found in Appendix O.

APPENDIX Y

DD FORM 1907, SIGNATURE AND TALLY RECORD

SIGNATURE AND TALLY RECORD
(See DoD 4500.9-R for guidance)
(Use of equivalent carrier-furnished signature and tally record is acceptable.)

OMB No. 0702-0027
OMB approval expires Jun 30, 2012

The public reporting burden for this collection of information is estimated to average 3 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Information Management Division, 1155 Defense Pentagon, Washington, DC 20301-1155 (0702-0027). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM AS DIRECTED IN THE DISTRIBUTION INSTRUCTIONS BELOW.

DISTRIBUTION INSTRUCTIONS

(1) The SHIPPER will print two copies, retain one copy and give one to the Origin Carrier.
(2) The ORIGIN CARRIER will deliver one copy with original signatures to the Destination Carrier.
(3) The DESTINATION CARRIER will attach one copy (reflecting all original signatures) and Standard Form 1113, Public Voucher for Transportation Charges, to the original Commercial Bill of Lading and forward for payment. Reproduced completed copy of DD Form 1907 will be delivered to the Consignee and one will be retained.
(4) The CONSIGNEE will ensure Destination Carrier surrenders a reproduced copy of completed form with all signatures.

SECTION I - TO BE COMPLETED BY THE SHIPPER

1a. SHIPPER NAME	b. ORIGIN
2. PROTECTIVE SERVICE REQUESTED	3. COMMERCIAL BILL OF LADING NUMBER
4a. CONSIGNEE NAME	b. DESTINATION
5. PERMIT NUMBER *(If any)*	6. TRANSPORTATION CONTROL NUMBER
7. ROUTING	8. WEIGHT / 9. CUBE
10. SPECIAL INSTRUCTIONS	11. DATE SHIPMENT TENDERED TO CARRIER *(YYYYMMDD)*
12. NAME OF CARRIER	13. NUMBER OF PIECES
14. TYPE OF PACKAGE(S) *(For unsealed loads only)* OR CONVEYANCE IDENTIFICATION AND SEAL NUMBERS *(For sealed loads only)*	15. FREIGHT CLASSIFICATION DESCRIPTION

SECTION II - TO BE COMPLETED BY EACH PERSON ACCEPTING CUSTODY OF CLASSIFIED OR PROTECTED MATERIAL REQUIRING THE USE OF TRANSPORTATION PROTECTIVE SERVICE DURING TRANSIT

16. CUSTODY RECORD

PRINT NAME OF PERSON AND COMPANY REPRESENTED a.	STATION INTERCHANGE POINT DESTINATION b.	SIGNATURE OF PERSON ACCEPTING CUSTODY c.	TIME ACCEPTED d.	DATE ACCEPTED *(YYYYMMDD)* e.

DD FORM 1907, OCT 2010 PREVIOUS EDITION IS OBSOLETE. Adobe Designer 8.0

SAMPLE

Figure Y-1.--Signature and Tally Record

APPENDIX Z

NAVMC FORM 10765A, AMMUNITION MAGAZINE DATA CARD

AMMUNITION MAGAZINE DATA CARD					MAGAZINE/LOCATION	
DODIC	NATIONAL STOCK NUMBER		LOT NUMBER		CONDITION CODE	
NOMENCLATURE			REMARKS		COG	OWNER CODE
DATE	DOCUMENT NUMBER	RECEIVED	ISSUED	BALANCE	FULL NAME	

SAMPLE

Figure Z-1.--Ammunition Magazine Data Card

APPENDIX AA

ASP OIC RELIEF AND ACCEPTANCE LETTER

LETTERHEAD

IN REPLY REFER TO:
8010
ASP
XX XXX XX

From: Chief Warrant Officer Outgoing
To: Commander, Battalion

Subj: INSERT DODAAC RELIEF OF RESPONSIBLE OFFICER

Ref: (a) MCO 8010.13

Encl: (1) Master Asset

1. In accordance with the reference, a change of Responsible Officer Inventory was conducted from date to date. The Master Asset list may be found in enclosure (1).

2. There are no pending adjustments to the account.

3. The inventory posture is as follows:

a. DODIC’s: XXX

b. Individual Items: X,XXX,XXX

c. Dollar Value: $XX,XXX,XXX

I. M. RELIEVED

ASP
XX XXX XX

From: Commander, Battalion
To: Chief Warrant Officer Outgoing

1. Returned. You are relieved of your duties as Responsible Officer for account DODAAC.

B. N. COMMANDER

Figure AA-1.--ASP OIC Relief Letter

LETTERHEAD

IN REPLY REFER TO:
8010
ASP
XX XXX XX

From: Chief Warrant Officer Incoming
To: Commander, Battalion

Subj: APPOINTMENT AS OFFICER IN CHARGE, DODAAC

Ref: (a) MCO 8010.13

Encl: (1) Master Asset

1. In accordance with the reference, a change of Responsible Officer Inventory was conducted from date to date. The Master Asset list may be found in enclosure (1).

2. There are no pending adjustments to the account.

3. The inventory posture is as follows:

a. DODIC's: XXX

b. Individual Items: X,XXX,XXX

c. Dollar Value: $XX,XXX,XXX

I. M. RESPONSIBLE

ASP
XX XXX XX

From: Commander, Battalion
To: Chief Warrant Officer Incoming

1. Returned. You are appointed as Officer in Charge for account DODAAC.

B. N. COMMANDER

Figure AA-2.--ASP OIC Acceptance Letter

APPENDIX AB

NAVMC FORM 11865, CLASS V(W) DISCREPANCY REPORT

NAVMC 11865 (Rev. 07-12) (EF)

CLASS V(W) DISCREPANCY REPORT (DISREP)

Date: _____ DISREP# _____

Supported Unit Data		Supporting Activity Data	
Unit/TAMIS UIC:		Unit/DODAAC:	
Unit Representative(s):		Issue/Receipt:	
Date/Time:		Vehicle Inspector:	
Vehicle/Trailer No.:		Reporting Official:	

DISCREPANCIES

☐ Hazmat Endorsement	☐ Tarpaulin	☐ Improper Dunnage
☐ Medical Certification	☐ Fire Extinguisher	☐ Excess Gear
☐ Glove Box Edition	☐ Chock Blocks	☐ Segregation
☐ SF91/94	☐ Placards	☐ Excessive Breakout
☐ Load Plan	☐ Straps	☐ e581
☐ Route Plan	☐ Incompatible Load	☐ Incomplete/Improper Paperwork
☐ Mechanical Failure	☐ Packaging	☐ Arm[illegible]
☐ Warning Equipment	☐ Marking	☐ Del[illegible] Authority
☐ Other/Additional Information	☐ Enclosure Attached	☐ Photo Attached

SAMPLE

Other/Additional Information or Comments:

ACKNOWLEDGEMENTS

Supporting Activity Supervisor:
Print: _____ Sign: _____

Supporting Unit Representative:
Print: _____ Sign: _____

Supporting Unit Supervisor: Notification Required: ☐ Yes ☐ No
Print: _____ Sign: _____

Major Subordinate Command: Notification Required: ☐ Yes ☐ No
Print: _____ Sign: _____

Explosives Safety Officer: Notification Required: ☐ Yes ☐ No
Print: _____ Sign: _____

Figure AB-1.--Class V(W) Discrepancy Report

APPENDIX AC

AMMUNITION SPECIFIC TRAINING

1. Basic Ammunition Technician Course. The purpose of this course is to train entry-level and MOS re-designated Marines to standard in order to perform duties as an ammunition technician, MOS 2311. This course covers areas such as ammunition administration and ammunition operations within an ammunition supply point and a using unit, as well as how to prepare an ammunition load for shipment via AMMO-51 certification provided. The student will also tour the Marine Corps Base (MCB) Quantico ASP during this program of instruction (POI). Entry-level training (ELT) for the intended military occupational specialty (IMOS) of 2311, is 32 training days in length, and is considered a consolidated course. The first 12 training days are conducted in a consolidated environment and all Marines that attend this POI, must first master the Ammunition Specialist Course (Phase 1) (CID: A14GPM6), located at the Marine Corps Ammunition School, Fort Lee, Virginia, prior to attending. The final 20 training days are conducted in a collocated environment (Phase 2) (CID: A1423C6).

2. Non-Commissioned Officer (NCO) Mobile Training Team (MTT). The purpose of the NCO MTT is to provide Marine Noncommissioned Officers, MOS 2311, with the skills and knowledge necessary to perform effectively as an Ammunition NCO within the Fleet Marine Force. This specialized instruction covers administration, execution of the munitions disposition process, maintenance of training allowance records, management of an ammunition storage area, overseeing a physical security program.

3. Ammunition Managers Course. To provide Staff Non-Commissioned Officers, MOS 2311, with the skills and knowledge necessary to perform effectively as an Ammunition Manager within the Fleet Marine Force. Specialized instruction covering:

a. Procurement and disposition guidelines for establishing class V(W) operations planning requirements.

b. Establishment of procedures for and identify waste military munitions and the disposition process.

c. Establishment of a tactical ammunition storage facility in accordance with an operations plan utilizing Naval Facilities Plan and approved magazine storage configurations.

d. The management, control and accounting of class V(W) assets (manual and automated).

e. The training and directing of an ammunition platoon within the ammunition operations section.

f. Safety and security requirement for ammunition operations.

4. Ammunition Officers Course. The purpose of this course to provide specialized instruction on how to: manage qualification/certification program, develop SOPs, manage AA&E programs, plan ammunition support for operations, supervise ammunition distribution operations, design field ASP's, coordinate retrograde operations, develop waste munitions procedures, conduct naval facilities planning, and supervise ammunition security programs.

5. Defense Ammunition Center (DAC) Web Based Training (WBT). The following courses are available for completion via WBT from the DAC.

a. Ammo 18. Basics of Naval Explosives Hazard Control. This course provides a basic understanding of the hazards of A&E, and an introduction to explosives safety principles and practices outlined in NAVSEA OP 5, Volume 1. Characteristics of A&E, storage compatibility, and quantity distance requirements are introduced. Control of hazards, transportation, and various handling operations are also covered. An explanation of the Navy Safety and Qualification/Certification program will be given. Successful completion of Ammo-18-DL satisfies the certification requirements of Appendix D of NAVSEA OP 5, Volume 1.

b. Ammo 43. This course provides information required to re-inspect intermodal dry cargo containers in accordance with the Convention for Safe container (CSC) standards. Course content includes overview of various CSC container types, container structural and non-structural components, and a detailed analysis of re-inspection criteria required by CSC, U.S. Public Law, and Joint Service Regulations. Reporting requirements and re-inspection decal placement are also discussed.

c. Ammo 45. Introduction to Ammunition. This course provides basic training in the safety and fundamental technical aspects of A&E for personnel directly involved in hands-on exposure to ammunition items and/or operations. Course content introduces the characteristics of different classes of A&E and safe handling procedures and explosive safety requirements for the receipt, storage, maintenance, demilitarization, and issue of ammunition at U.S. Army installations.

d. Ammo 49. Naval Explosives Safety Managers/Supervisors Orientation. This course provides a detailed overview of general A&E safety training for Navy/Marine Corps shore activity explosives safety officers, managers, and supervisors in accordance with NAVSEA OP 5, Volume 1. This course introduces the different classes of A&E, stressing safe handling and explosives safety requirements. The training emphasizes the use of Navy publications and instructions for extracting information required to safely manage ordnance operations. Course content provides scenarios where the student must be able to find and use referenced information to solve problems. Successful completion of Ammo-49-DL satisfies the certification requirements of Appendix D of the NAVSEA OP 5, Volume 1.

e. Ammo 67. Hazardous Material Familiarization and Safety in Transportation. This web-based course is intended for personnel who meet the definition of a "HAZMAT employee" as defined in the 49 Code of Federal Regulation (CFR), Section 171.8. "HAZMAT employees" require training in the areas specified in Section 172.704 of the 49 CFR. AMMO-67-DL satisfies the General Awareness/Familiarization training and the Safety training portions of this requirement (NOTE: Certifying officials for shipments of HAZMAT require the 80-hour training course (AMMO-62) as outlined in DOD 4500.9-R, Chapter 204, D.1.b.).

f. Ammo 68. Military Munitions Rule (MMR). Ammo-68-MMR is based on regulatory implementation of the Military Munitions Rule. It provides consistent procedures for Department of Defense Components to comply with the Military Munitions Rule and manage waste military munitions. The Munitions Rule defines special requirements for the management of waste military munitions that are considered hazardous waste.

g. Ammo 69 (Amphibious Ships). Shipboard Explosives Safety- Amphibious Ships. This web-based course will provide you with the general safety requirements for your ship's Conventional Ordnance Safety Review (COSR). The course will guide you through general characteristics of Amphibious Warship explosive ordnance safety administration, management, physical security, and stowage and handling safety requirements. The ultimate goal of the course is to prepare each ammunition and weapons handler to maintain the highest level of Fleet readiness by preventing mishaps involving Arms, Ammunition, and Explosives.

h. Ammo 76. Identification of Ammunition. This course provides a basic introduction to the terms used to identify and manage ammunition stockpiles. Included in this course are sections covering National Stock Numbers (NSNs), lot numbers, and propellant lot numbers.

i. Ammo 91. Joint Munitions Command (JMC) Single Manager for Conventional Ammunition (SMCA) and Joint Ordnance Commanders Group (JOCG) Orientation. The JMC SMCA Orientation explains the origination, purpose, mission, and key players of the Single Manager for Conventional Ammunition (SMCA). It outlines the SMCA concept and organizations that comprise the SMCA. The JOCG Integration Orientation of the Joint Ordnance Commanders Group (JOCG) explains the establishment of the JOCG including its goals, objectives, and the methods used to achieve those goals and objectives. It also outlines the JOCG organizational structure as well as its recent significant accomplishments.

j. Ammo 104. Explosive Safety Awareness in Multi-National Operations for Commanders. Upon successful completion of this course, students will be aware of explosives safety management requirements in multinational (MN) operations, how to work within MN partnerships, know the fundamental considerations for MN operations and the intent of explosives safety management (ESM). All of which will prepare students for working in MN environments that require communicating and working with partners from different nations.

6. Defense Ammunition Center Resident Training. The following courses are resident courses required for certification from the Defense Ammunition Center (DAC). Individuals may be re-certified or complete the course without certification via WBT:

a. Ammo 29. Electrical Explosives Safety for Naval Facilities. This course provides the basic regulatory guidance to correctly inspect, test, document, and manage electrical safety aspects as they apply to explosive operating and handling facilities and storage areas. Course content includes the identification of lightning protection systems and components, design criteria, and requirements for grounding, bonding, control of static electricity, and electrical equipment in hazardous (classified) locations. An overview of the Hazards of Electromagnetic Radiation to Ordnance (HERO), Fuel (HERF), and Personnel (HERP) is also presented.

b. Ammo 36. Explosives Safety for Naval Facility Planning. This course provides preparation and review of Navy site plans submitted for various explosives facilities. This course includes an in-depth review of Department of Defense (DOD) quantity distance standards and an application of these standards in the form of a Facility Design Problems Workshop.

c. Ammo 51. Naval Motor Vehicle and Railcar Inspectors Course. This course is a basic training course required by NAVESEA OP 5, Volume 1, and NAVSEA SW020-AF-HBK-010. It provides newly assigned inspection personnel with the up-to-date requirements, techniques, and procedures for inspection of motor vehicles and railcars on and off station for A&E. This course provides students with instruction in compatibility, placarding requirements, and blocking and bracing for ISO intermodal containers, railcar, non-tactical and tactical vehicles. Additionally, Department of Defense (DOD), and Navy transport equipment inspection procedures using DD Form 626, Motor Vehicle Inspection (Transporting Hazardous Material), and NAVSEA Form 8023/3 are taught. Navy transportation safety requirements and security of sensitive conventional arms, ammunition, and explosives are also covered.

d. Ammo 62. Technical Transportation of Hazardous Materials. This course provides personnel from all services detailed technical information pertaining to all phases of transportation for hazardous materials, and satisfies the mandatory training for persons who certify hazardous materials and conduct function-specific training for subordinate personnel as specified in the Defense Transportation Regulation (DOD 4500.9-R). Course content regulations governing the transportation of hazardous materials by all modes (i.e. land, vessel, and commercial/military air). International regulations covered include the International Maritime Dangerous Goods Code and the International Commercial Air Transport Associations Dangerous Goods Regulations. United States regulations covered include the DOT, 49 Code of Federal Regulations (CFR) and U.S. military regulations. Course materials include emphasis on shipping papers, marking, labelling, placarding, packaging, compatibility, and emergency response information. Equivalent courses may be found in attachment 25 of NAVSUP P-505.

e. Ammo 74. Explosives Safety Officer Orientation Course. This course provides training for individuals assigned Explosives Safety Officers (ESO) duties training in the technical and managerial aspects of Naval explosives safety programs. Emphasis is on ESO responsibilities listed in NAVSEA OP 5, Volume 1 and Marine Corps Order 8020.10. This course provides foundational training in Command Administration and Management, Qualification and Certification, Standing Operating Procedures (SOPs), Ammunition Storage/Magazine, Operating Buildings and Production Lines, Lightning Protection/Grounding, Environmental Compliance, Arms Ammunitions and Explosives (AA&E) Physical Security, Ranges and EOD, Motor Vehicle Transportation, Railroad Transportation, Piers and Wharves/Barges, Airfield Operations, Ammunition/Explosives Associated Equipment, Inventory Management, and general safety concepts. The material presented in this course will expand the ESO’s knowledge base by exposing the student to process, procedures, and Explosives Safety Programs.

APPENDIX AD

NAVMC FORM 11850, CLASS V(W) MATERIEL WORK ORDER

NAVMC 11850 (02-12) (EF)
FOUO - Privacy sensitive when filled in.

Print Form

CLASS V (W) MATERIEL WORK ORDER

Document Number:

Date:

Records/Inventory Accuracy Action

Asset Record (From)		Action Required (To)	
Location:		☐ Location:	
DODIC:		☐ DODIC:	
NSN:		☐ NSN:	
Lot Number:		☐ Lot Number:	
C/C:		☐ C/C:	
NAR/CDC:		☐ NAR/CDC:	
Serial Number:		☐ Serial Number:	
Quantity:		☐ Quantity:	

Originating Individual (Print):

Originating Individual Signature:

Receipt, Storage, Segregation, and Issue Action

Initial Status (From)		Action Required (To)	
Location:		☐ Location:	
DODIC:		☐ DODIC:	
NSN:		☐ NSN:	
Lot Number:		☐ Lot Number:	
C/C:		☐ C/C:	
NAR/CDC:		☐ NAR/CDC:	
Serial Number:		☐ Serial Number:	
Quantity:		☐ Quantity:	
BBOH:		☐ BBOH:	
ABOH:		☐ ABOH:	

First Verifier (Print):

First Verifier Signature:

Second Verifier (Print):

Second Verifier Signature:

Records/Inventory Accuracy Validation

Processing Individual (Print):

Processing Individual Signature:

Remarks:

SAMPLE

Figure AD-1.--Class V(W) Materiel Work Order

APPENDIX AE

NAVMC FORM 10774, AMMUNITION NSN/LOT NUMBER RECORD

NSN/DODIC	DESCRIPTION	LOT NUMBER	COND
NSN/DODIC	DESCRIPTION	LOT NUMBER	COND

DATE	DOCUMENT NUMBER	TRAN CODE	QUANTITY INCREASE	QUANTITY DECREASE	AVAILABLE FOR ISSUE	ACCOUNTABLE BALANCE	EXPECTED RECEIPTS DOCUMENT NUMBER	EXPECTED RECEIPTS QUANTITY
	BROUGHT FORWARD							

APPENDIX AF

ESTABLISHING ROLES (TAMIS)

1. TAMIS Approval Process. Each unit or supporting MSC must define its E581 approval setup before it can create an E581 request. The E581 approval setup process establishes the order in which an E581 is to be requested, approved, and validated. All E581s must have at least one requestor and approver. The number of validators may vary (if required). User rights and User Set-up to the access the E581 module must be assigned before a user can access the "Manage E581" module. Although there are multiple ways to define the E581 approval setup process, the most direct is as follows:

a. From the TAMIS home page, click "Manage E581"; the munitions requests screen appears.

b. Select "Administration" and the click "Approval Setup".

c. Select an "Account" and then click "Continue". The Marine Corps utilizes TAMIS for Training and Test ammunition. The majority of Marine Corps units will select "Training".

d. Select the desired UIC(s) and then click "continue". The E581 Approval Setup screen appears, populated with the selected UIC(s). Right clicking on any Command level will provide the user with the option of selecting "All Direct Units" or "All Units".

e. Do one of the following:

(1) Click "Setup All" to configure the approval process for all selected UIC's.

(2) Click the icon to the left of the UIC check box that you want to configure.

f. If you do not need to add a validator or change the order of the approval setup, proceed to subparagraph "10".

g. Click "Add Validator" for every validator that you want to add.

h. If you want to change the order of the approval setup, click the arrows. If you want to remove a validator, click its "Delete" icon.

i. Digital Signature functions are not authorized for Marine Corps use within TAMIS. Ensure the "Signature Required" check box is left unchecked.

j. Click "Continue". The Updated Approval Setup dialog box appears. An "R" stands for Requestor, the "A" stands for Approver, and the "V" stands for Validator. The order in which the E581 will be routed is displayed reading from left to right.

k. Repeat paragraphs "5" through "10" until all desired UIC's have an E581 approval setup.

l. Click "Save", and then click "OK" to acknowledge that changes were saved.

2. E581 User Setup. After defining the E581 approval process for a unit, specific individuals must be identified to be requestors, approvers, or validators (if required). A primary person must be assigned to fulfill the requirements of each role; alternates for requestor, approver, and validator are optional. Although there are multiple ways to accomplish the E581 User setup, the most direct is as follows:

a. If the E581 User Setup screen is not already displayed, do the following:

(1) From the TAMIS homepage, click “Manage E581”.

(2) Select “Administration” and then click “UIC User Setup”.

(3) Select an “Account” and then click “Continue”. The Marine Corps utilizes TAMIS for Training and Test ammunition. The majority of Marine Corps units will select “Training”.

(4) Select the desired UIC(s) and then click “Continue”. The E581 User Setup screen should appear. Right clicking on any Command level will provide the user with the option of selecting “All Direct Units” or “All Units”.

b. Select a role to define the “Setup For” from the drop down box to the right of the screen:

(1) Requestor. See enclosure (1), Chapter 3 for roles of the “requestor”.

(2) Approver. See enclosure (1), Chapter 3 for roles of the “Approver”.

(3) Validator (if required). This is an optional field for the Marine Corps. If required, the validator would more than likely need to be a separate individual from the approver and requestor.

c. Select one or more of the check boxes of the user role you selected in step (b) above. Click “Check All” to quickly select all the check boxes.

d. Click “Add Alternates” or “Change Primary”; the User Selector dialog box appears.

e. Select the desired user to fill the role(s). The E581 User Setup screen displays the user’s name for each selected check box in the role specified (alternates or primary). A user may not be assigned as a primary and alternate. To delete alternates, click “Remove” icon (red “X”) next to the alternate.

f. Select the “Send Email Alert” check box to the right of the designee’s name to have TAMIS send an email notification to the new designee.

g. If you want to stop email notifications from being sent to one or more specified users, click “Stop All Email” or click individual “Email” icons.

h. Click “Save”, and then click “OK”.

i. Repeat Steps (b) through (h) until all user roles are assigned at least one primary and one alternate individual.

APPENDIX AG

UIC ASSOCIATION (TAMIS)

1. UIC Association. Initially, UIC's are not associated with any specific Ammunition Supply Point. The UIC/ASP Association function allows users to remove and reestablish associations between UIC(s) and ASP(s). The Access E581 Module user right and Set UIC/ASP Associations user right must be assigned before a user can define associations between UIC's and ASP's. To remove or add an association between an ASP and a UIC:

a. Log onto the TAMIS Live website.

b. Select a "Fiscal Year" for your desired hierarchy level.

c. Click "Manage E581".

d. Select "Administration", and then click "UIC/ASP Association".

e. Select the desired UIC(s) and then click "Continue". The UIC/ASP Association Setup screen appears.

f. De-select/select the check box(es) beside each UIC that you do not want to modify. To deselect all UIC's, click the "Uncheck All" icon.

g. Click the "Select ASP's" icon.

h. Select the ASP(s) that you wish to associate/disassociate with the selected UIC(s), and the click the "Down Arrow". The selected ASP(s) moves from the Search Results area to the Selection area.

i. Click "Continue". The UIC/ASP Association Setup screen displays the newly added UIC/ASP disassociations in bold.

j. Repeat Steps (e) through (i) until all UICs have the desired disassociated ASP's.

k. If you want to reestablish an ASP, click its "Remove" icon (red "X"). To undo the deletion, click the "Undo" icon that appears in place of the "Remove" icon.

l. Click "Save".

m. Click "OK".

2. Common Forecasting Codes. Commonly used Marine Corps forecasting codes are as follows:

a. MMCQ50, Ammunition Supply Point, Camp Pendleton, CA

b. MMLQ50, Ammunition Supply Point, Camp Lejeune, NC

c. MMR150, Ammunition Supply Point, Okinawa, Japan

d. MMQQ50, Ammunition Supply Point, Quantico, VA

e. MMTQ50, Center Magazine Area, 29 Palms, CA

f. M20228, Ammunition Supply Point, Camp Fuji, Japan

g. MMWQ50, Ammunition Supply Point, Parris Island, SC

h. M02211, Ammunition Supply Point, Kaneohe Bay, HI

i. M33609, Ammunition Supply Point, Bridgeport, CA

j. M98725, Ammunition Supply Point, Albany, GA

k. M38010, Ammunition Supply Point, Barstow, CA

APPENDIX AH

E581 PROCEDURES (TAMIS)

1. E581 Fields. The following information is provided to describe the fields of an E581:

a. Block (1) Issue. Indicates an issue if marked with an “X”.

b. Block (2) Turn-in. Indicates a turn-in of serviceable or residue (expended) ammunition if marked with an “X”. Not applicable in TAMIS for Marine Corps use. However, the DA Form 581 will be utilized for turn-in of assets at Army supporting activities.

c. Block (3) Document Number. The document number consists of 14 alpha-numeric characters.

d. Block (4) Local Use. If the E581 is for an issue; enter the type of issue (Training).

e. Block (5) Page. The number of current and total page numbers of the printed DA Form 581.

f. Block (6) For Local Use. Used as desired, the block is usually left blank.

g. Block (7) Send To. The name and location of the ASP supporting the E581.

h. Block (8) Request From. The name, address, and UIC of the using unit.

i. Block (9) Date Material Required. The requested date and time for ammunition pickup of serviceable turn-in.

j. Block (10) Priority. Priority designator for the request. See Enclosure (3), Appendix C for a complete list of priority designators and their use.

k. Block (11) Allocation Period. The month that the unit forecasted the munitions for use, based on the E581 pickup date.

l. Block (12) DODAAC. The first six characters of the document number are the unit’s DODAAC.

m. Block (13a) Requested By. The name of the authorized user.

n. Block (13b) Date. The Julian date that the E581 was requested.

o. Block (13c) Signature. The signature of the authorized requestor.

p. Block (14a) Approved By. The name of the approving authority.

q. Block (14b) Date. The Julian date that the E581 was approved.

r. Block (14c) Signature. The signature of the person approving the E581.

s. Block (15) Item. The sequential number of the item.

t. Block (16) DODIC. The four-character Department of Defense Identification Code that identifies ammunition and non-nuclear explosive items.

u. Block (17) NSN. The NSN of the Ammunition.

v. Block (18) Nomenclature. The classification/category of the ammunition.

w. Block (19) UI. The Unit of Issue (UI) is the standard measurement of exchange of the DODIC (feet, each, kit, etc.)

x. Block (20) Qty Requested/Returned. The quantity of ammunition requested or returned.

y. Block (21) TEC. Training Event Code. Shall be “TRO”- Training Other.

z. Block (22) Action Code. “TIS”- Issue for training

aa. Block (23) Not Applicable to Marine Corps Use. Qty Issued/Received- The amount of ammunition issued to a unit for an event. Required when supported by Army supporting activities.

ab. Block (24) Not Applicable to Marine Corps Use. Lot/Serial No.- The lot or serial number of the item being returned. Required when supported by Army supporting activities.

ac. Block (25) Not Applicable to Marine Corps Use. CC- The Condition Code of the ammunition issued. Required when supported by Army supporting activities.

ad. Block (26) Not Applicable to Marine Corps Use. Posted By- The signature of the stock records clerk. Required when supported by Army supporting activities.

ae. Block (27) Not Applicable to Marine Corps Use. Date- The date the item was posted to SAAS. Required when supported by Army supporting activities.

af. Block (28) Remarks. Enter the remarks/advice code. See Appendix X for a complete list of advice codes.

2. E581 Creation

a. From the TAMIS home page, click “Manage E581”. The munitions request screen appears.

b. Click “Create E581”, select “Training”, and then “Training Other”. A Create E581 dialog box appears for the selected E581 munitions account.

c. Click the calendar icons to enter “Start” and “End” training dates.

d. Click the “Calendar” icon to select the “Date Material Required”, type the “Pickup Time”, and then select the “Allocation Period”. The

Allocation period should be the month of the requested pick-up date. The date material required is the same as the Required Delivery Date (RDD). The pickup date for the material cannot be later than the training start date.

e. Click “Create Online E581”.

f. Select the UIC that is making the request.

g. Select the ASP where the ammunition will be picked up from.

h. Select one or more DODIC’s.

i. The “Document Number” is system generated in block 3. The first six characters of the Document Number will be displayed in block 12. Document numbers entered must adhere to the following rules:

(1) The first 6 characters will be the requesting units DODAAC.

(2) The 7th character must be the last digit of the current calendar year.

(3) The 8th through 10th characters must be digits representing the current (today) Julian date.

(4) Serial Number. The serial number is entered in position 11 through 14 and is maintained in the supported unit serial log.

(a) Requisitions to Army activities shall be numeric only (0001, 0002, 0003).

(b) Requisitions to Marine Corps activities may include an alpha character in the first serial number position (A001, A001, B001).

(5) Duplicate document numbers are not authorized.

j. If you want to change the ASP that the request is being sent to, click the “Send To” selector icon in Block 7 and select a different ASP.

k. Select a “Priority” level. See Enclosure (3), Appendix C for a list of priority designators.

l. Select a “Mission Event Code (MEC)”. There are two authorized MECs for Marine Corps use:

(1) YSS. Training Use Requisitions. Select “YSS” for all requisitions that do not have a requirement to be cleared for overhead fire.

(2) YTT. Training Use, Clear for Overhead Fire. Select “YTT” for all training requisitions that have a requirement to be cleared for overhead fire (i.e., artillery projectiles).

m. Click the “Remarks” selector icon in Block 28, select only the remarks/advice codes that apply to your request, and then click “Select”. See enclosure (3), Appendix H for a list of advice codes.

n. If you want to add another DODIC or event, click the “Select DODIC’s” icon and repeat the procedure.

o. Ensure “TRO” is selected as the appropriate “TEC” in block 21.

p. Ensure “TIS” is listed as the appropriate “Action Code” in block 22.

q. Type the “Quantity Requested” for each DODIC or event in Block 20. Note that the quantity requested cannot exceed the available authorized. If the unit has insufficient forecasts for the quantity being requested, then a warning icon will be present on the E581 interface and the “Fore Qty” and “Qty Requested” columns will be highlighted in red. If you move the mouse over the “warning icon”, it will show a tooltip stating “insufficient forecasts”. If this is the case, there is no guarantee that the ASP will have assets on-hand to support your requisition.

r. The “Ranges” field is an optional field when the E581 is sent to a Marine Corps or Navy supporting activity. However, the range field is required for Army use. If utilized, select at least one check box in the “Ranges” column or the “Check/Remove All” and then click the “Ranges” icon.

s. Click “Request” to finalize the E581. The request is now “Pending A” awaiting approvers action.

APPENDIX AI

REQUISITION APPROVAL (TAMIS)

Requisition Approval. The “Access E581 Module” user right and “Approve” user right must be assigned before a user can approve an E581 document. Users who approve E581 documents do so electronically via TAMIS. If an approver disapproves an E581, a test box appears for disapproval justification. The E581 may not be disapproved without justification. Approved or disapproved, a system generated email is sent to the Requestor. When an E581 document is ready for approval:

a. A system generated email will be sent to the primary and all alternate approver’s set-up for the requesting UIC stating that an E581 with a “Pending Approval” status is waiting for approval.

b. The “E581s To Be Approved” link will appear in the “Alerts and Notifications” area of the home page.

c. The “Approve E581” link will appear in the Manage E581 Menu.

d. Approvers may modify the quantity of an E581 pending action within their respective hierarchy. Once approved, the quantity may not be changed by the requesting hierarchy. Any user may modify RDD and RNLT Date(s).

e. The E581 is now “Pending ASP” awaiting ASP acceptance or sent to the validator (if applicable).

APPENDIX AJ

REQUISITION VALIDATION (TAMIS)

Requisition Validation (If Applicable). The “Access E581 Module” user right and “Validate” user right must be assigned before a user can Validate an E581 document. Users who Validate E581 documents do so electronically via TAMIS. If a Validator disapproves an E581, a test box appears for disapproval justification. The E581 may not be disapproved without justification. Validated or disapproved, a system generated email is sent to the Requestor and Approver. When an E581 document is ready for Validation:

a. A system generated email will be sent to the primary and all alternate validator’s set-up for the requesting UIC stating that an E581 with a “Pending Validation” status is waiting for validation.

b. The “E581s To Be Validated” link will appear in the “Alerts and Notifications” area of the home page.

c. The “Validate E581” link will appear in the Manage E581 Menu.

d. The E581 is now “Pending ASP” awaiting ASP acceptance.

APPENDIX AK

REQUISITION MODIFICATION (TAMIS)

1. DODIC Add

a. From the TAMIS home page, select “manage E581” and do one of the following:

(1) Click “E581’s To Be Approved”.

(2) Click “E581’s To Be Validated” (if applicable).

b. Click the E581 for which you want to add a DODIC. The selected E581 document appears.

c. Verify the “Remarks” information in Block 28, select all the remarks that apply to your situation, and then click “Select”. If block 28 is already completed, the user may skip this step.

d. Click the “Select DODIC’s” icon.

e. Enter a quantity for each DODIC added in the “Qty Requested” column. The quantities entered must be within the unit’s available authorizations.

f. The “Ranges” field is optional. If utilized, select at least one check box in the “Ranges” column and then click the “Ranges” selector icon. Repeat this step until all events are assigned a range.

g. Ensure each document number has populated in the “DODIC Remark” column.

h. Click “Request, Approve, or Validate”.

2. Quantity Adjustment. You can only decrease ammunition quantities previously requested by an E581 before they are signed by a requestor; you cannot increase the quantities. Decreasing quantities is referred to as “de-obligating” the quantities. De-obligated DODIC quantities are returned to the available authorization for that unit and can be used to process additional E581 documents. You must have user rights to accomplish this task. To modify the quantity on an E581 document:

a. Log onto the TAMIS Live website. A list of affiliations screen displays your affiliated hierarchy level(s).

b. Select a “Fiscal Year” for your desired hierarchy level. The TAMIS home page appears, along with your logon level, date, and time(s).

c. Click “Manage E581”.

d. Select “Modify E581, Pending” and then click “Modify Quantities”.

e. Click on the E581 that you want to edit. The selected E581 document appears.

REQUEST FOR ISSUE AND TURN-IN OF AMMUNITION
For use of this form, see AR 710-2; the proponent agency is DCSLOG

1. ISSUE	X	3. DOCUMENT NO.	4. LOCAL USE	6. FOR LOCAL USE	REQUEST STATUS
2. TURN-IN		W74LS182830001			Pending

7. SEND TO	8. REQUEST FROM	9. DATE MATERIEL REQUIRED	10. PRIORITY	11. ALLOCATION PERIOD	12. DODAAC
Accountable Officer SHIL - ASP - FT A.P. HILL FT AP Hill ASP 12274 Campbell Road Bowling Green, VA 22427	WTKCAA - 276TH MP GUARD CO	3/13/2009 at 0900 hr	None	March	W74LS1

MISSION EVENT CODE (MEC): FTX - field training excercise

13a. REQUESTED BY:	13b. DATE:
VALIDATOR:	DATE:
14a. APPROVED BY:	14b. DATE:
TAM VALIDATOR:	DATE:
ASP ACCEPTOR:	DATE:
ISSUE DATE: RNLT: 3/23/2009	

28. REMARKS
Training Dates From 3/13/2009 to 3/15/2009

Country	Location	Installation	Range	Events	DODICs
USA	VA	Fort A.P. Hill	123	CCO Practice Record	AA33
USA	VA	Fort A.P. Hill	123	Combat Pistol Qualification Course	AA49

15. ITEM	16. DODIC	17. NSN	18. NOMENCLATURE	19. UI	21. TEC	22. ACTION CODE	AVAIL AUTH	FORE QTY	20. QTY REQUESTED	QTY VALIDATED	QTY APPROVED	QTY TAM VALIDATED	QTY ASP ACCEPTED
1	AA33	1305	CTG, 5.56MM BALL COM PACK	EA	TRS	TIS	20,114	0	5,000				
		Event: CCO Practice Record							5,000				
2	AA49	1305	CTG, 9MM BALL M882 COM PAK	EA	TRS	TIS	6,020	0	3,000				
		Event: Combat Pistol Qualification Course							3,000				

APPROVAL TYPE	NAME	RANK	DSN	COM	EMAIL	DATE-SUBMITTED

Figure AK-1.--Modifying Quantities on an E581

f. Modify the “Quantity Requested” for one or more DODIC’s. Note that the requested quantity can only be decreased, not increased.

g. Click “Save”.

3. Modifying Pickup Dates/Time. TAMIS users with the appropriate user rights can change the pickup date/time on a pending E581 document submitted to a Marine Corps Activity. Pickup Date/Time for E581’s submitted to Army supporting activities may be modified prior to ASP Acceptance. To modify the pickup date on an E581:

a. From the TAMIS home page, click “Manage E581”.

b. Select “Modify E581, Pending” and then click “Modify Pickup Date”.

c. Click on the E581 that you want to edit. The selected E581 document appears.

REQUEST FOR ISSUE AND TURN-IN OF AMMUNITION
For use of this form, see AR 710-2; the proponent agency is DCSLOG

1. ISSUE	X	3. DOCUMENT NO.	4. LOCAL USE	6. FOR LOCAL USE	REQUEST STATUS
2. TURN-IN		M1120482830136			Pending

7. SEND TO	8. REQUEST FROM	9. DATE MATERIEL REQUIRED	10. PRIORITY	11. ALLOCATION PERIOD	12. DODAAC
Accountable Officer MMTQ50 - 29 PALMS, CA - ASP MC	M11204 - HQ CO 7TH MAR	2008-10-22 0730	13 (USMC ASP)	October	M11204

MISSION EVENT CODE (MEC): YSS - TRAINING USE REQNS

13a. REQUESTED BY: Alejandro Pulido	13b. DATE: 10/9/2008
14a. APPROVED BY:	14b. DATE:
ASP ACCEPTOR:	DATE:
ISSUE DATE: RNLT: 11/3/2008	

28. REMARKS
Training Dates From 2008-10-22 to 2008-10-27
Requestor: POC is SSgt Pulido, Alejandro 760-830-4126 DSN 203-4126 alejandro.pulido@usmc.mil 7th Marines HQ CO Range 103; same day pick up.

15. ITEM	16. DODIC	17. NSN	18. NOMENCLATURE	19. UI	21. TEC	22. ACTION CODE	DOCUMENT NUMBER	AVAIL AUTH	FORE QTY	20. QTY REQUESTED	QTY APPROVED	QTY ASP ACCEPTED
1	A059	1305	CTG, 5.56MM BALL F/M16A2	EA	TRO	TIS	M1120482830136	72,128	0	8,000		
		TEC: TRO - Training Other								8,000		

APPROVAL TYPE	NAME	RANK	DSN	COM	EMAIL	DATE-SUBMITTED
Requestor	Alejandro Pulido	SSgt	230-4126	760-830-4126	Alejandro.pulido@usmc.mil	10/9/2008 7:05:55 PM

Figure AK-2.--Modifying the Pickup Date on an E581

d. If you want to change the “Date Materiel Required”, click its calendar icon and select a different date. If you want to change the time, type a different time of day.

e. If you want to change the month that authorization for the requested munitions are charged against, select a different “allocation period”.

f. If you want to change the “Training Dates”, click the “From” or “To” calendar icons. Note that the training start date cannot be before the “Date Materiel Required” date.

APPENDIX AL

REQUISITION RECONCILIATION (TAMIS)

Requisition Reconciliation. The Reconcile feature allows units to confirm all transactions (issue and returns) posted to an E581 and essentially close out the E581. However, transactions may be posted to the E581 and change the status back to either Active or Overdue based on the initially selected training dates. A unit must reconcile an E581 seven days after the last defined training day. To reconcile an active E581:

a. From the TAMIS home page, click “Manage E581”.

b. Select “Modify E581, Active” and then click “Reconcile”. All Active and Overdue E581s appear.

c. Click on the E581 that you want to reconcile. The selected E581 document appears. To quickly find an E581 document, enter the E581 Doc# and then click “Search”.

d. For serialized E581’s, it’s critical that each serial number is verified prior to clicking “Reconcile”. This is accomplished by utilizing the “Reports” feature. An “Expenditure Changes Report” for the specific E581 must be run with all optional columns checked. This allows for verification of each NSN, Lot Number and Serial Number issued or returned.

REQUEST FOR ISSUE AND TURN-IN OF AMMUNITION For use of this form, see AR 710-2; the proponent agency is DCSLOG	1. ISSUE	X	3. DOCUMENT NO.	4. LOCAL USE	6. FOR LOCAL USE	REQUEST STATUS
	2. TURN-IN		W73BFM82670409			Reconciled

7. SEND TO	8. REQUEST FROM	9. DATE MATERIEL REQUIRED	10. PRIORITY	11. ALLOCATION PERIOD	12. DODAAC
Accountable Officer SHIL - ASP - FT A.P. HILL FT AP Hill ASP 12274 Campbell Road Bowling Green, VA 22427	WA4AAA - 3D US INFANTRY RGMT	10/6/2008 at 0830 hr	High	October	W73BFM

MISSION EVENT CODE (MEC):

13a. REQUESTED BY:	John Ahern	13b. DATE:	9/23/2008
14a. APPROVED BY:	Pagan Jose	14b. DATE:	9/23/2008
TAM VALIDATOR:	JAY JOHNSON	DATE:	9/26/2008
ASP ACCEPTOR:	Shirley Crabtree	DATE:	9/29/2008

ISSUE DATE: 10/6/2008 10:20:45 AM RNLT: 10/16/2008

28. REMARKS
Training Dates From 10/6/2008 to 10/8/2008

Country	Location	Installation	Range	Events	DODICs
USA	VA	Fort A.P. Hill	R-16	Instructional	B519

Requestor: Training will be conducted by E. Co. on Ranges 3 and 16.

15. ITEM	16. DODIC	17. NSN	18. NOMENCLATURE	19. UI	21. TEC	22. ACTION CODE	AVAIL AUTH	FORE QTY	20. QTY REQUESTED	QTY APPROVED	QTY TAM VALIDATED	QTY ASP ACCEPTED
1	B519	1310	CTG, 40MM PRAC M781	EA	TRS	TIS	22,600	500	500	500	500	500
		Event: Instructional							500	500	500	500

APPROVAL TYPE	NAME	RANK	DSN	COM	EMAIL	DATE-SUBMITTED
Requestor	John Ahern	SSG	426-0741	703 696-0741	johnny.ahern2@conus.army.mil	9/23/2008 2:02:08 PM
Approver	Pagan Jose	SFC	426-5935	703-696-5935	jose.paganramirez@us.army.mil	9/23/2008 2:40:41 PM
TAM	JAY JOHNSON		578-8122	804-633-8122	george.w.johnson@conus.army.mil	9/26/2008 12:23:06 PM
ASP Acceptor	Shirley Crabtree	GS-7	578-8198	804-633-8198	shirley.a.crabtree@us.army.mil	9/29/2008 8:04:15 AM
Reconciled By	John Ahern	SSG	426-0741	703 696-0741	johnny.ahern2@conus.army.mil	10/8/2008 11:23:00 AM

Figure AL-1.--Reconciling an E581

e. If all issue and turn-in information matches the information on the DD Form 1348-1A, click “Reconcile”. The Request Status changes to “Reconciled.”

f. Reconciled documents may take up to 48 hours to post to a supported units TAMIS account.

g. In the event the data contained on the “reconcile” screen is inaccurate, the user will contact their respective MSC or the TAMIS help desk at TAMIS@usmc.mil.

APPENDIX AM

REQUISITION CANCELLATION (TAMIS)

Requisition Cancellation. The E581 Cancel feature allows you to manually cancel pending E581s. You can cancel an E581 document as long as the ASP has not issued any ammunition for or posted any expenditure against it. When you cancel an E581, the system immediately returns the obligated quantities to the UIC's available authorizations. Note all cancelled E581s automatically generate email to all personnel with the requisition chain and those defined as ASP Acceptors at the specified ASP.

a. From the TAMIS home page, click "Manage E581".

b. Select "Modify E581, Pending", and then click "Cancel". The Cancel E581 screen appears with all Pending E581s listed.

c. Click on the E581 that you want to cancel.

d. Click "Cancel E581". The Request Status changes to "Manually Cancelled".

APPENDIX AN

MILITARY STANDARD REQUISITIONING AND ISSUE PROCEDURES (MILSTRIP) EXAMPLE

D7Z/MMR/SEE BELOW/EA/SEE BELOW/M12345/1234/SEE BELOW
/R/BLNK/BLNK/BLNK/-OT/YTT/13/7134/BLNK/
(READ IN THREE COLUMNS)

A059	100,000	0045
A062	45,000	0046
A080	40,000	0047
A111	32,000	0048
A143	40,000	0049
A363	10,000	0050
A475	20,000	0051
AA60	200	0052
B519	1500	0053
BA12	3,000	0054
D540	100	0055
M757	2	0056
M980	76	0057
M981	50	0058

Figure AN-1.--Military Standard Requisitioning and Issue Procedures (MILSTRIP) Example

RP 1-3- Document Identifier Code. The document identifier code (DIC) is a three-digit code which indicates the purpose and use of the document (i.e., issues, receipts, vouchers etc.). The document identifier is a mandatory entry on a MILSTRIP document.

RP 4-6- Routing Identifier. The Routing Identifier Code (RIC) is a three-digit code used to represent the address of the recipient of the document (RP 4-6); to denote the actual consignor of material (RP 67-69); or to identify the supply activity originating the action (RP 4-6). Frequently used Marine Corps RIC's may be found in Enclosure (3), Appendix R. NAVSUP P-485 Vol II maintains a complete listing.

RP 7- Media and Status Code. The Media and Status Code (M/S) indicates the recipient of status and the means of transmission. The M/S Code may indicate that status is to be furnished to the requisitioner (RP 30-35) or the supplementary addressee (RP 45-50) and an activity identified by a distribution code in RP (54), if one is entered. When a valid UIC is entered in RP (45-50) on an ammunition requisition, supply status will be sent to the requisitioner and the supplementary address as well as the monitoring activity when one is prescribed by an entry in RP (54). Enclosure (3), Appendix F contains a list of class V(W) M/S Codes.

RP 8-22- Stock Number. For NSN's, the FSC will be entered in RP (8-11) and the NIIN will be entered in positions 12-20.

RP 23-24- Unit of Issue (RP 23-24). The Unit of Issue is an abbreviation describing the standard unit under which material is ordered and issued. Frequently used Units of Issue codes may be found in Enclosure (3), Appendix M.

RP 25-29- Quantity. The quantity is the number of units required for the requested item. Numeric zeros will precede significant digits in the

quantity field. Code “M” may be used in rp 29 to designate thousands when the quantity exceeds the five-digit field limitation. For example, a quantity of 100,000 may be expressed as “0100M”.

RP 30-43- Document Number. The document number is a fourteen-digit, unique number constructed of four basic elements: Service code (single digit), requisitioner, Julian date, and serial number. For example, MMHQ5020680001.

RP 44- Suffix Code (RP 44). The suffix code identifies separate partial supply actions taken on the original requisition without losing the identity of the original document number. When the requisition is processed on a partial basis, a suffix code letter or number replaces the demand code in each transaction.

RP 45-50- Supplementary Address. This field will be used to identify the service and activity address to receive material, billing, or status- as indicated by the assignment of Signal Codes and/or M/S codes.

RP 51- Signal Code. The signal code designates who to ship and bill to. Signal code “D” is used to ship to requisitioner while code “M” is used to ship to a Supplementary Addressee. Both codes do not contain any billing/Fund Code requirements.

RP 52-53- Fund Code. The fund code is a two-digit code that indicates the funds to be charge, i.e. the bill-to office. The fund code is exempt from Marine Corps use due to Signal Code of assignments of D or M; considered “free-issue”.

RP 54-56- Distribution Code. The distribution field is a dual purpose field. The appropriate distribution code will be entered in RP (54-56) when additional status must be furnished to a monitoring activity. The distribution code “H0T” (Hotel Zero Tango) will be entered to route the requisition to PM Ammo, Inventory Management. Supported units may enter a distribution code of “BLNK”.

RP 57-59- Project Codes. Entries in RP (57-59) will contain a project code. Project codes contained in requisitions will be perpetuated in all related documentation and appear as a part of the shipping container markings. Project codes are not related to priority. Project codes do not alter or override the priority assigned a requisition or shipment. A complete list of applicable project codes may be found in enclosure (3), Appendix J.

RP 60-61- Priority Designator. The priority designator is determined by combining the assigned Force/Activity Designator (FAD) and the appropriate Urgency of Need Designator (UND). See enclosure (3), Appendix C for priority designator requirements/timelines.

RP 62-64- Required Delivery Date. A numeric consecutive day of the calendar year (i.e. the Julian date less the first digit). See enclosure (3), Appendix AO to determine the Julian date.

RP 65-66- Advice Code. This field serves a dual purpose. An advice code may be entered by the requisitioner to provide coded instructions to supply sources when such data is considered essential to supply action. When the

requisition is processed, a Status Code is inserted in this field to provide the recipient(s) of status with information regarding action taken. A complete list of applicable advice codes may be found in enclosure (3), Appendix H.

APPENDIX AO

JULIAN DATE CALENDAR

PERPETUAL

Day	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Day
1	001	032	060	091	121	152	182	213	244	274	305	335	1
2	002	033	061	092	122	153	183	214	245	275	306	336	2
3	003	034	062	093	123	154	184	215	246	276	307	337	3
4	004	035	063	094	124	155	185	216	247	277	308	338	4
5	005	036	064	095	125	156	186	217	248	278	309	339	5
6	006	037	065	096	126	157	187	218	249	279	310	340	6
7	007	038	066	097	127	158	188	219	250	280	311	341	7
8	008	039	067	098	128	159	189	220	251	281	312	342	8
9	009	040	068	099	129	160	190	221	252	282	313	343	9
10	010	041	069	100	130	161	191	222	253	283	314	344	10
11	011	042	070	101	131	162	192	223	254	284	315	345	11
12	012	043	071	102	132	163	193	224	255	285	316	346	12
13	013	044	072	103	133	164	194	225	256	286	317	347	13
14	014	045	073	104	134	165	195	226	257	287	318	348	14
15	015	046	074	105	135	166	196	227	258	288	319	349	15
16	016	047	075	106	136	167	197	228	259	289	320	350	16
17	017	048	076	107	137	168	198	229	260	290	321	351	17
18	018	049	077	108	138	169	199	230	261	291	322	352	18
19	019	050	078	109	139	170	200	231	262	292	323	353	19
20	020	051	079	110	140	171	201	232	263	293	324	354	20
21	021	052	080	111	141	172	202	233	264	294	325	355	21
22	022	053	081	112	142	173	203	234	265	295	326	356	22
23	023	054	082	113	143	174	204	235	266	296	327	357	23
24	024	055	083	114	144	175	205	236	267	297	328	358	24
25	025	056	084	115	145	176	206	237	268	298	329	359	25
26	026	057	085	116	146	177	207	238	269	299	330	360	26
27	027	058	086	117	147	178	208	239	270	300	331	361	27
28	028	059	087	118	148	179	209	240	271	301	332	362	28
29	029		088	119	149	180	210	241	272	302	333	363	29
30	030		089	120	150	181	211	242	273	303	334	364	30
31	031		090		151		212	243		304		365	31

Figure AO-1.--Perpetual Julian Date Calendar

JULIAN DATE CALENDAR

LEAP YEAR

Day	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Day
1	001	032	061	092	122	153	183	214	245	275	306	336	1
2	002	033	062	093	123	154	184	215	246	276	307	337	2
3	003	034	063	094	124	155	185	216	247	277	308	338	3
4	004	035	064	095	125	156	186	217	248	278	309	339	4
5	005	036	065	096	126	157	187	218	249	279	310	340	5
6	006	037	066	097	127	158	188	219	250	280	311	341	6
7	007	038	067	098	128	159	189	220	251	281	312	342	7
8	008	039	068	099	129	160	190	221	252	282	313	343	8
9	009	040	069	100	130	161	191	222	253	283	314	344	9
10	010	041	070	101	131	162	192	223	254	284	315	345	10
11	011	042	071	102	132	163	193	224	255	285	316	346	11
12	012	043	072	103	133	164	194	225	256	286	317	347	12
13	013	044	073	104	134	165	195	226	257	287	318	348	13
14	014	045	074	105	135	166	196	227	258	288	319	349	14
15	015	046	075	106	136	167	197	228	259	289	320	350	15
16	016	047	076	107	137	168	198	229	260	290	321	351	16
17	017	048	077	108	138	169	199	230	261	291	322	352	17
18	018	049	078	109	139	170	200	231	262	292	323	353	18
19	019	050	079	110	140	171	201	232	263	293	324	354	19
20	020	051	080	111	141	172	202	232	264	294	325	355	20
21	021	052	081	112	142	173	203	234	265	295	326	356	21
22	022	053	082	113	143	174	204	235	266	296	327	357	22
23	023	054	083	114	144	175	205	236	267	297	328	358	23
24	024	055	084	115	145	176	206	237	268	298	329	359	24
25	025	056	085	116	146	177	207	238	269	299	330	360	25
26	026	057	086	117	147	178	208	239	270	300	331	361	26
27	027	058	087	118	148	179	209	240	271	301	332	362	27
28	028	059	088	119	149	180	210	241	272	302	333	363	28
29	029	060	089	120	150	181	211	242	273	303	334	364	29
30	030		090	121	151	182	212	243	274	304	335	365	30
31	031		091		152		213	244		305		366	31

Figure AO-2.--Leap Year Julian Date Calendar

APPENDIX AP

SAMPLE VOUCHER AUTHORIZATION LETTER

LETTERHEAD

IN REPLY REFER TO:
8010
ASP
XX XXX XX

From: Commander, Battalion
To: Responsible Officer

Subj: AUTHORITY TO APPROVE CLASS V(W) ADJUSTMENT VOUCHERS

Ref: (a) MCO 8010.13
(b) MCO 8015.3_
(c) MCO P4400.150E

1. Per the references, the personnel designated below are authorized to approve class V(W) adjustment vouchers within the dollar value and security risk code designated:

NAME/RANK	BILLET	DOLLAR VALUE	CIIC	SIGNATURE
Jane Doe, Capt	Co Cmdr	$2,500	3, 4, 7	_____

2. Adjustment vouchers are to be completed and maintained in accordance with reference (b) and (C).

3. This approval supersedes all previous letters of authorization.

B. N. COMMANDER

Figure AP-1.--Voucher Authorization Letter

APPENDIX AQ

DD FORM 2890, DOD MULTIMODAL DANGEROUS GOODS DECLARATION

DOD MULTIMODAL DANGEROUS GOODS DECLARATION

This form may be used as a dangerous goods declaration as it meets the requirements of SOLAS 74, Chapter VII, regulation 54; MARPOL 79/78, Annex III, Regulation 4.

1. SHIPPER/CONSIGNOR/SENDER	2. TRANSPORT DOCUMENT NUMBER	3. PAGE 1 OF PAGES	4. SHIPPER'S REFERENCE (TCN)

5. FREIGHT FORWARDER'S REFERENCE	6. CONSIGNEE	7. CARRIER *(To be completed by the carrier)*

24-HOUR EMERGENCY ASSISTANCE TELEPHONE NUMBERS:

DOD NON-EXPLOSIVE HAZMAT:	DOD HAZ CLASS 1 (EXPLOSIVES) ONLY:	CHEMICAL/BIOLOGICAL WARFARE MATERIAL:	DOD SECURE HOLDING:	DOD RADIOACTIVE MATERIALS: COLLECT
1-800-851-8061/ +011-804-279-3131 AT SEA: COLLECT: (804) 279-3131	COLLECT: +011 (703) 697-0218/ 0219 or DSN: 227-0218 (Watch Officer)	DUTY HOURS: DSN: 584-3044, 584-7211, 584-6455 Comm: +011 (410) 436-3044, +011 (410) 436-7211, +011 (410) 436-6455 AFTER DUTY HOURS: DSN: 584-2148 Comm: +011 (410) 436-2148 - Ask for TEU S3	1-800-826-0794 *(For TSPs/drivers emergency secure holding issues, accidents, delays, and incidents)* OIL/CHEMICAL SPILLS: NRC & TERRORIST HOTLINE: 1-800-424-8802 AT SEA: COLLECT: 202-267-2675	ARMY: +011 (703) 697-0218 USAF: (202) 767-4011 DLA: 1-800-851-8061 AT SEA: COLLECT: 1-804-279-3131 USN/MC: Use 24-hour emergency response number provided by activity.

8. THIS SHIPMENT IS WITHIN THE LIMITATIONS PRESCRIBED FOR: *(X as applicable)*	9. CONTAINER PACKING CERTIFICATE OR VEHICLE PACKING DECLARATION, DD FORM 2781, IS ATTACHED *(X if applicable)*
☐ MILITARY VESSEL ☐ COMMERCIAL VESSEL ☐ HIGHWAY/RAIL	

10. VOYAGE DOCUMENT NUMBER AND SAILING DATE *(To be completed by the carrier)*	11. PORT/PLACE OF LOADING

12. PORT/PLACE OF DISCHARGE	13. DESTINATION

14. SHIPPING MARKS	DESCRIPTION OF GOODS *(UN No., PSN, HC, SHC, PG, number and kind of package, and additional information as required by regulation)*	NET MASS/QTY *(kg/l)*	GROSS MASS *(kg)*

SAMPLE

15. CONTAINER IDENTIFICATION NO./ VEHICLE REGISTRATION NO.	16. SEAL NUMBER(S)	17. CONTAINER/VEHICLE AND TYPE	18. TARE MASS *(kg)*

19. ADDITIONAL HANDLING INFORMATION

20. RECEIVING ORGANIZATION RECEIPT
Received the above number of packages/containers/trailers in apparent good order and condition, unless stated hereon:

a. RECEIVING ORGANIZATION REMARKS

b. HAULER'S NAME	c. VEHICLE REGISTRATION NO.	d. SIGNATURE AND DATE	e. DRIVER'S SIGNATURE

21. SHIPPER PREPARING THIS FORM

SHIPPER'S DECLARATION. I hereby declare that the contents of this consignment are fully and accurately described above by the Proper Shipping Name, and are classified, packaged, marked, and labeled/placarded and are in all respects in proper condition for transport according to the international and national government regulations.

a. NAME OF COMPANY/MILITARY UNIT	b. NAME/STATUS OF DECLARANT/CERTIFIER
c. PLACE AND DATE	d. SIGNATURE OF DECLARANT/CERTIFIER

Figure AQ-1.--DD Form 2890, DOD Multimodal Dangerous Goods Declaration

APPENDIX AR

DD FORM 626, MOTOR VEHICLE INSPECTION

MOTOR VEHICLE INSPECTION (TRANSPORTING HAZARDOUS MATERIALS)
(Read Instructions before completing this form.)

This form applies to all vehicles which must be marked or placarded in accordance with Title 49 CFR.	1. BILL OF LADING/TRANSPORTATION CONTROL NUMBER

SECTION 1 - DOCUMENTATION	ORIGIN a.	DESTINATION b.
2. CARRIER/GOVERNMENT ORGANIZATION		
3. DATE/TIME OF INSPECTION		
4. LOCATION OF INSPECTION		
5. OPERATOR(S) NAME(S)		
6. OPERATOR(S) LICENSE NUMBER(S)		
7. MEDICAL EXAMINER'S CERTIFICATE*		

8. *(X if satisfactory at origin)*

a. HAZMAT ENDORSEMENT		d. ERG OR EQUIVALENT COMMERCIAL:		YES		NO		9. CVSA DECAL DISPLAYED ON COMMERCIAL EQUIPMENT*	YES	NO
b. VALID LEASE*		e. DRIVER'S VEHICLE INSPECTION REPORT*						a. TRUCK/TRACTOR		
c. ROUTE PLAN		f. COPY OF 49 CFR PART 397						b. TRAILER		

SECTION II - MECHANICAL INSPECTION
All items shall be checked on empty equipment prior to loading. Items with an asterisk shall be checked on all incoming loaded equipment.

10. TYPE OF VEHICLE(S)	11. VEHICLE NUMBER(S)

12. PART INSPECTED *(X as applicable)*	ORIGIN (1) SAT	ORIGIN (1) UNSAT	DESTINATION (2) SAT	DESTINATION (2) UNSAT		ORIGIN (1) SAT	ORIGIN (1) UNSAT	DESTINATION (2) SAT	DESTINATION (2) UNSAT	COMMENTS (3)
a. SPARE ELECTRICAL FUSES					k. EXHAUST SYSTEM					
b. HORN OPERATIVE					l. BRAKE SYSTEM*					
c. STEERING SYSTEM					m. SUSPENSION					
d. WINDSHIELD/WIPERS					n. COUPLING DEVICES					
e. MIRRORS					o. CARGO SPACE					
f. WARNING EQUIPMENT					p. [illegible]					
g. FIRE EXTINGUISHER*					q. [illegible]					
h. ELECTRICAL WIRING					r. [illegible]					
i. LIGHTS AND REFLECTORS					s. [illegible]					
j. FUEL SYSTEM*					t. [illegible]					

SAMPLE

13. INSPECTION RESULTS *(X one)* ACCEPTED ☐ REJECTED ☐
(If rejected give reason under "Remarks". Equipment will be approved if deficiencies are corrected prior to loading.)

14. SATELLITE MOTOR SURVEILLANCE SYSTEM: *(X one)* ACCEPTED ☐ REJECTED ☐

15. REMARKS

16. INSPECTOR SIGNATURE *(Origin)*	17. INSPECTOR SIGNATURE *(Destination)*

SECTION III - POST LOADING INSPECTION
This section applies to Commercial and Government/Military vehicles. All items will be checked prior to release of loaded equipment and shall be checked on all incoming loaded equipment.

	ORIGIN (1) SAT	ORIGIN (1) UNSAT	DESTINATION (2) SAT	DESTINATION (2) UNSAT	COMMENTS (3)
18. LOADED IAW APPLICABLE SEGREGATION/COMPATIBILITY TABLE OF 49 CFR					
19. LOAD PROPERLY SECURED TO PREVENT MOVEMENT					
20. SEALS APPLIED TO CLOSED VEHICLE; TARPAULIN APPLIED ON OPEN EQUIPMENT					
21. PROPER PLACARDS APPLIED					
22. SHIPPING PAPERS/DD FORM 2890 FOR GOVERNMENT VEHICLE SHIPMENTS					
23. COPY OF DD FORM 626 FOR DRIVER					
24. SHIPPED UNDER DOT SPECIAL PERMIT 868					

25. INSPECTOR SIGNATURE *(Origin)*	26. DRIVER(S) SIGNATURE *(Origin)*
27. INSPECTOR SIGNATURE *(Destination)*	28. DRIVER(S) SIGNATURE *(Destination)*

Figure AR-1.--DD Form 626, Motor Vehicle Inspection

APPENDIX AS

SERIALIZED EXPENDITURE REPORT

PRECEDENCE: PRIORITY
TO: COMMARCORSYSCOM QUANTICO VA AMMO (UC)
INFO: MARINE CORPS PROGRAMS FALLBROOK CA; NAVSURFWARCENDIV CRANE IN (JXMQ)

UNCLASSIFIED/
SUBJ/EXPENDITURE REPORT FOR SERIALIZED CLASS V(W) W/REPORT NUMBER (7-13)
REF/MCO 8010.13
POC/CHARGE I./CAPT/COM: 910-451-XXXX/EMAIL: IN.CHARGE@USMC.MIL
GENTEXT/
1. GENERAL INFORMATION.
A. UIC/DODAAC: M12345/M12345
B. GEOGRAPHICAL LOCATION OF EXPENDITURE. RANGE 1234, CAMP LEJEUNE, NC.
C. DATE OF EXPENDITURE. 10 NOV 20XX.
D. EXERCISE NUMBER/NAME. STEEL RAIN 4-XX.
E. POINT OF CONTACT. CAPTAIN IN CHARGE, 910-451-XXXX, IN.CHARGE@USMC.MIL

2. EXPENDITURE INFORMATION.

LINE NO.	DODIC	MSL SER#	MSL LOT#	MOE
1.	C995	123456	JJS81J001-001	CBT
2.	C995	123457	JJS81J001-001	CBT
3.	PL87	123000	KCG68L010-001	DAS

3. DOCUMENT NUMBER ISSUED/RECEIVED ON.

LINE NO.	DODIC	DOCUMENT NUMBER
1.	C995	MMHQ5031230001
2.	PL87	MMHQ5031000001

4. REMARKS. INCLUDE OTHER DATA THAT MAY BE RELEVANT TO THE MISSILE EXPENDITURE: (E.G., TYPE OF TEST, MALFUNCTION REPORT DATE TIME GROUP (DTG) IF APPROPRIATE, IF SERIAL NUMBER ON BOX DID NOT MATCH SERIAL NUMBER ON MISSILE (GIVE DETAILS), ETC.)

Figure AS-1.--Serialized Expenditure Report