

# **6th Ordnance Battalion**

## **External SOP**



**1 JANUARY 2015**



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 6TH ORDNANCE BATTALION  
UNIT #15127  
APO AP 96260-5127

EANC-MSC-OZ

29 December 2014

MEMORANDUM FOR RECORD

SUBJECT: 6<sup>th</sup> Ordnance Battalion External Standard Operating Procedures (SOP) 01 January 2015

1. Enclosed is the 6<sup>th</sup> Ordnance Battalion's External Standard Operating Procedures (SOP). This SOP is effective immediately and will remain in effect until updated or rescinded. The SOP will be reviewed on an annual basis.
2. Subordinate Ordnance Companies have 60 days to revise their unit SOPs/Policy Letters to bring them into compliance with this SOP.
3. Ordnance companies and customer units must be familiar with this SOP. Recommendations for changes are welcomed and may be submitted at any time to the Battalion SPO Ammunition Warrant Officer.
4. All previous editions of this SOP are rescinded.
5. The POC for this memorandum is the Support Operations Officer at 765-7878.

**Safe, Secure, Reliable!**

  
BOBBY W. BRYANT  
LTC, LG  
Commanding

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# 6th Ordnance Battalion External SOP

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## INTRODUCTION

Soldiers, civilians and contractors that handle munitions for the Army perform a vital role of keeping their units and Army personnel safe while maintaining and providing the effective munitions needed to accomplish the mission. Munitions handlers, as identified in this manual, include every person that plays a role in handling, storing, moving and maintaining munitions. This includes professional munitions handlers, such as Ammunition Officers, Ammunition Technicians, Ammunition Non-Commissioned Officers (NCOs), Quality Assurance Specialist (Ammunition Surveillance) (QASAS), and QA/QC ammunition inspectors. It also includes more generalized professions such as accountability personnel, supply personnel, transportation personnel and storage managers.

This Standard Operating Procedures (SOP) is intended to provide munitions handlers the information necessary to safely perform munitions operations and fully support the operational requirement. The guidelines in this SOP should be followed as closely as possible within the constraints and restrictions of the tactical situation. It provides unit ammunition managers with a fundamental understanding of the mechanics involved in using the ammunition supply system at the Ordnance Companies. This SOP is not intended to be a complete guide for ammunition management; it supplements AK Reg. 700-3, AK Reg. 5-13, and all applicable U.S. references located in Appendix H, which provide detailed guidance for conventional ammunition support within the Republic of Korea (ROK).

This SOP applies to all units supported by the 6<sup>th</sup> Ordnance Battalion and subordinate Ordnance Companies. Any deviation from AK Reg. 700-3 and this SOP may delay units in receiving their ammunition in a timely manner and impact scheduled training events.

## GENERAL INFORMATION

### **I. Below is some good-to-know information so that there is an understanding as to how the Ammunition Supply System works in Korea.**

Conventional ammunition supply in Korea is operated under the umbrella of the Single Ammunition Logistics System –Korea (SALS-K). SALS-K is a series of Memorandums of Agreement (MOA) between the Governments of the United States and the Republic of Korea (ROK). Under SALS-K, the ROK Army (ROKA) controls all conventional ammunition logistics in the ROK. The ROKA controls access to ASAs, therefore, the U.S. Army is limited to the ROKA operating hours and support capabilities.

Concept of Support: U.S. personnel are there to verify accountability and ensure safety of munitions procedures are adhered to in accordance with U.S. safety standards. The ROKA soldiers utilize their material handling equipment (MHE) to pull and issue the Ammunition.

Units must follow the procedures outlined in AR 190-11, AR 710-2, DA PAM 710-2-1, AK Reg 700-3, and this SOP when requesting Class V support from the US Ordnance Companies.

### **II. Wartime Class V Support.**

Wartime Class V support is accomplished the same as in peacetime. Ordnance Companies provide support on an area basis; Area I, II, III, and IV. Each ordnance company is integrally tied to supporting ROKA Class V installations under the provisions of SALS-K. Units request/receive Class V support from the same Ordnance Companies that support them during peacetime; however, the exact location from which you receive ammunition support is based on the 8<sup>th</sup> U.S. Army Positioning Directive.

### **III. Complaints/Problems/Suggestions.**

Problems and complaints concerning ammunition support should immediately be addressed to the supporting Ordnance Company Accountable Officer, Operations Sergeant, Company Commander, or the 6<sup>th</sup> OD BN SPO. The contact information for all Ordnance Companies is located in Appendix C of this SOP.

Units involved in ammunition issue/turn-ins on a recurring basis are in a position to assist in improving support operations; therefore, it is requested that units having suggestions that may improve customer service forward them to the Accountable Officer, the Ordnance Company Commander, and the 6<sup>th</sup> OD BN SPO.

# CHAPTER 1 – AMMUNITION (CLASS V) OPERATIONS

## OVERVIEW

Munitions handling occurs at many different levels and locations throughout Army operations. This requires all personnel involved in munitions support and handling to understand the environment in which they operate. This chapter provides an overview of Class V operations from a general standpoint to provide a basis for understanding the roles and responsibilities of munitions handling. Furthermore, to increase the awareness of explosive safety the specific hazards associated with Class V operations are brought to the forefront.

### **I. Class V Support**

- A. The theater storage area (TSA) encompasses storage facilities where the bulk of the theater reserve ammunition stocks are located. There are currently 17 separate locations consisting of (8) eight Ammunition Supply Points (ASPs) and 9 Ammo Depots (ADs) from which the 6<sup>th</sup> Ordnance Battalion supports. The 6<sup>th</sup> Ordnance Battalion is a War-Time Host Nation Support (WHNS) Battalion that has three (3) ammunition companies that provide support to all Eighth Army units and off-Peninsula units training in the Korean Theater. The 6<sup>th</sup> Ordnance Battalion receives munitions from the national level, conducts the bulk of operational level reconfiguration, and distributes munitions to forward ammunition support activity (ASA) locations.
- B. Ammunition supply activities (ASA) normally operate as close to the division area of operations (AO) as possible. The ASAs maintain a stockage of high-volume munitions and are alternate sources of ammunition for units located in a division area. The ASAs are operated by individual ordnance companies based on location. Area I units are supported by the 17<sup>th</sup> Ordnance Company, Area II/III units are supported by the 52<sup>nd</sup> Ordnance Company, and Area IV units are supported by the 84<sup>th</sup> Ordnance Company.

### **II. Responsibilities**

#### **A. 19<sup>th</sup> ESC**

- 1. The 19<sup>th</sup> ESC is employed to execute sustainment mission command within a joint operations area (JOA)/AO as an extension of the TSC. Its capabilities are identical to the TSC but smaller in scope. The ESC manages all Class V assets, stock pile, safety and storage actions within the JOA/AO. The ESC staff will also coordinate with the corps and division staff to ensure priority of effort is understood.

#### **B. 6<sup>th</sup> Ordnance Battalion**

- 1. The 6<sup>th</sup> Ordnance Battalion performs Class V operations (issues, turn-ins, inspections, retrograde and storage) for all U.S. titled ammunition in support of Eighth U.S. Army. On order, provides support to Counter Fire Task Force (CFTF), Theater Ballistic Missile Defense (TBMD), Brigade Set Combat Load Draw Combined / Joint Reception, Staging and Onward Movement (C/JRSO), and Combined Joint Task Force 8 (CJTF-8) mission sets.
  - a) Commander, 6<sup>th</sup> Ordnance Battalion, has overall command responsibility for accountability and surveillance of all Class V material under control of the 6<sup>th</sup> Ordnance Battalion.

- b) The Support Operations Officer (SPO), 6<sup>th</sup> Ordnance Battalion, is responsible for ensuring that standards of this SOP and all applicable regulations are enforced.
- c) Ordnance companies are responsible for:
  - i) Providing conventional ammunition support to all Army units subordinate to HQ, CFC/USFK/8<sup>th</sup> U.S. Army and those units supported by inter-service support agreements with HQ, 8<sup>th</sup> U.S. Army.
  - ii) Receipt, storage, and issue of Class V material in coordination with the supporting ROKA storage locations.
  - iii) Providing technical and surveillance assistance to supported customer units.
  - iv) Maintaining documents required for a valid SCL packet as listed in Chapter 3.
  - v) Maintaining a signature card, DA Form 1687 (Notice of Delegation of Authority – Receipt for Supplies) or NAVMC 11797 (Delegation of Authority-Marines), for each account holder authorized to request or receive ammunition on DA Form 581. No more than 3 signature cards per account type (TRA or ACL/SCL/OPL) will be accepted.

### **III. Supported Units**

1. Supported (customer) Unit Commanders are responsible to ensure that:
  - a) Individuals handling ammunition have attended the Ammo Handlers Course and/or Ammo 67 (HAZMAT Familiarization and Safety in Transportation).
  - b) Individuals comply with the provisions of this SOP and applicable Department of the Army (DA) and 8<sup>th</sup> U.S. Army regulations.
  - c) DA Form 1687s, copies of Assumption of Command orders, Property Book Officer (PBO), and orders assigning an individual as the brigade/battalion/company ammunition officer, are on file at each supporting ordnance company and are current and up-to-date.
  - d) Ammunition on hand in the unit is accounted for, secured, and controlled at all times IAW applicable regulations and that their unit exercises prudence in handling ammunition to preclude unnecessary damage. This includes the **inadvertent mixing of blank and ball ammunition** while in the hands of the users.
  - e) All e581s for Stored Combat Load (SCL) are current, and up-to-date on a yearly basis or whenever there is a change to the information on any of the required forms.
  - f) Unexpended ammunition and ammunition components are returned to the supporting ASA/AD upon completion of training and IAW the time frame established by DA PAM 710-2-1, AK Reg. 700-3, and this SOP.
  - g) Malfunctions and misfires are reported IAW this SOP and AR 75-1.
  - h) Appointments:

- i) Request for issue and turn-in appointments will be within the guidelines of this SOP.
- ii) All appointments must be scheduled no less than six (6) working days prior to the desired appointment date. Any appointment scheduled within these six (6) days, must be approved by the supporting Accountable Officer, regardless if the e581 has been approved by Eighth Army.
- iii) If a customer unit cannot make the scheduled appointment, they must call and reschedule NLT 24 hours prior to scheduled appointment.
- iv) Units who fail to show up for their scheduled appointment time will be rescheduled based on the next available date (units **MUST** notify the ordnance company in the event that they are going to be late for scheduled issue). Ordnance companies will make the determination on whether or not they will delay the support or require the unit to reschedule, and this will be based off of daily workload. If a unit is rescheduled, prior to receiving a rescheduled date, the unit will need to provide a memorandum from the first LTC (O-5) in the unit's chain of command explaining in detail why the unit failed to show up for their scheduled appointment.
- v) Failure to make a scheduled turn-in appointment NLT 5 days after training date ends, will result in the unit being placed on the delinquent document list. Units will not be able to draw training ammunition while they are on the delinquent document list.
- vi) When units are late or unprepared for scheduled appointments or request after hours support that requires civilian overtime. The 6<sup>th</sup> Ordnance Battalion will request funds be transferred per Military Inter-department Purchase Request (MIPR) for the overtime from the supported customer unit. A memorandum from the first O-5 in the chain of command agreeing to pay for the overtime must be received prior to scheduling the appointment.
- i) Overtime Responsibilities. If a customer unit causes ordnance company civilian personnel to work overtime, due to improper planning (show up late for appointment or without proper paperwork, etc.), the customer unit will be required to pay overtime costs. Ordnance company personnel will inform the customer of potential overtime concerns. Instances where the battalion will request reimbursement are the following:
- j) Ammunition Forecasts: Customer units must submit accurate and timely training ammunition forecasts to ensure ammunition is available when and where it is needed. All Combat Load requirements must be coordinated with the supporting ordnance company. 19<sup>th</sup> ESC will ensure correct stocks are on hand as required.
- k) Customer units must report to the ordnance company with a sufficient amount of ammo handler certified personnel and correct amount of transportation assets to support issues and turn-ins. Failure to do so results in the potential cancellation and/or rescheduling of the mission. Customer units can call their supporting ordnance company prior to their appointment for information.
- l) It is the customer units' responsibility to maintain their own document register. A customer unit should maintain all ammunition records for three (3) years (current + 2 years for all training), or six (6) years for all property book items. Each complete file

should consist of the issue, live turn-in, residue turn-in documents and all amended turn-in documents. The file should also consist of any other document that was used to reconcile the issue document (DA Form 5692, DA Form 5811, amended turn-in, etc.) All of these documents should be on file at the approving level and requesting level.

- m) It is the customer units' responsibility to ensure that loads are certified by AMMO-62 qualified personnel utilizing the DD Form 626 and 836 prior to all ammunition movements.
- n) It is the Ammo Managers responsibility to do the following:
  - i) Manage document register for all units
  - ii) Coordinate and control use of Class V
  - iii) Maintains coordinating support with servicing ordnance companies
  - iv) Ensure customer units adhere to this SOP and all applicable regulations
  - v) Ensure customer units have ammo handler qualified personnel
  - vi) Ensure that their ammunition records are maintained for three (3) years (current + 2 years for all training), or six (6) years for all property book items.
  - vii) Ensure that personnel assigned duties involved in the control, accountability, and shipment of AA&E will be screened and evaluated using DA Form 7281 (Command Oriented Arms, Ammunition, and Explosives (AA&E) Security Screening and Evaluation Records). Completed forms will be retained on file within the command until the individual departs or is relieved of his or her AA&E-oriented duties.
- o) It is the Unit Commander's responsibility to ensure that all Soldiers designated to request and/or receive ammunition from one of the supporting Ordnance Companies meet **ALL** the following requirements.
  - i) Attend an approved Ammunition Handlers Class and/or Ammo 67 (HAZMAT Familiarization and Safety in Transportation)
  - ii) Be in the rank of E-5 or above to request (USMC exempt from this requirement) and complete the security screening required by AR 190-11, paragraph 2-11(a) (DA Form 7281-R).
  - iii) Ranks of E-5 and above are authorized to request and draw CAT I/II munitions.
  - iv) Lower enlisted are authorized to sign for non-CAT I/II munitions.

## CHAPTER 2 – MUNITIONS SUPPLY PROCEDURES

This chapter describes ammunition supply operations. These operations include receipt, turn-in, issue, shipment, and retrograde. The sections below will describe each of these operations in more detail and offer detailed procedure maps to assist in performing these operations.

### I. Issue

- A. The term issue refers to the transfer of ammunition stocks from an ASA to an authorized user, but not to another storage facility. Issues should not be confused with shipments. Units use the supply point distribution method to issue ammunition to using units. Responsible activity managers must support mission requirements. However, they must do so IAW guidance provided by higher headquarters relative to munitions support of using units in the AO. This process must be established as early as possible and understood by ammunition support units and using units. The OPORD logistical support annex and SOPs are developed to define issue operations and procedures.

### II. Issue Procedures (Forecasted)

- A. TAMIS is used for the creation and submission of Electronic DA Form 581 (e581) to request issue of ammunition and ammunition related items. Eighth Army ASAs will only process requests for issue of ammunition if received on an e581 through TAMIS. Eighth Army G37 is the approving authority for use of a manual DA Form 581. Approval for the use of a manual DA Form 581 will only be granted if TAMIS is unavailable.

**\*\*NOTE: If a unit submits an e581, it gets validated and accepted, and a date scheduled for issue, this document will be cancelled the day of issue if a unit is on the delinquent document (DDL).**

1. Property book accountability is not required for training ammunition. However, the procedures in DA Pam 710-2-1, Chapter 11, will be used to control and assign responsibility for training ammunition accountability and management.
2. It is imperative that units plan accordingly, and in advance, for their major Gunneries, FTXs, etc. The amount of DODICs requested for a single issue cannot exceed 27 total line items. If the number exceeds 27 line items, then additional e581s must be submitted.
3. Ordnance companies operate on an appointment basis. Units should submit e581 for issues as far in advance of desired pickup date as possible, but no less than six (6) working days prior to the desired date of pickup.
4. Enter the TEC (for training requests) and Action Code in blocks 21 and 22. Enter training dates, **desired** pickup date, and appropriate statements in block 28. A separate e581 must be prepared and submitted for each Training Event Code (TEC) listed in DA PAM 710-2-1, Appendix I or TAMIS.
5. Ensure that no two documents have the same document number in block 3. If duplicate document numbers are received at the ordnance company, both documents will be returned to the customer unit without processing.

6. Only one line item per space provided.
7. All customer unit requests (e581s) for training must be TAM validated (TAM validation only confirms the request is forecasted, and assets are available at the servicing ordnance company) by Eighth Army and ready for acceptance by the supporting ordnance company operations office, NLT six (6) working days prior to the desired pickup date.
  - a) Units failing to meet the required submission time **MUST** submit a Letter of Lateness explaining in detail why their request was late. The first LTC (O-5) in the customer unit's chain of command will sign the Letter of Lateness for requests submitted less than six working days prior to the pickup date. Customer units failing to submit this letter will not have their documents processed. (See Figure E-1 for example letter of lateness).
  - b) A letter of lateness does not guarantee support.
  - c) All late requests will be forwarded by the servicing ordnance company to the 6<sup>th</sup> OD BN SPO prior to scheduling an appointment.
  - d) Although the ordnance companies will try to meet each unit's request dates, this may not always be possible due to the number of appointments already scheduled, or due to the ordnance company and ROKA unit training requirements.
  - e) Units may pick-up and store training ammunition no earlier than three (3) working days before the training event begins. When this occurs, the unit is responsible for providing all physical security requirements for the ammunition IAW AR 190-11 and DA Pam 710-2-1, Chapter 11. Units will not break the seals on any ammunition container during this storage time.
  - f) Units may draw and store training ammunition in an approved storage location, 40mm non-HE and below, for up to ninety (90) calendar days to support extended or multiple training events for that period.
  - g) Units may draw and store training ammunition in an approved storage location, HE and items above 40mm, for up to thirty (30) calendar days. When training dates or awaiting turn-in exceed thirty (30) calendar days, the first O6 in the units chain of command can authorize an extension of up to ninety (90) calendar days. This extension does not eliminate the requirement to turn-in unused ammunition and residue within five (5) working days from the end date of training. At no time are units authorized to maintain training ammunition more than ninety (90) calendar days.
8. It is incumbent upon the customer unit to follow up with a telephone call and ensure receipt of the electronic requests (e581), confirm their pick-up date and number of vehicles they will be required to bring to complete the issue.
9. Units who fail to show up for their scheduled appointment time will be rescheduled based on the next available date.
10. Units **MUST** notify the ordnance company in the event that they are going to be late for scheduled issue). Ordnance companies will make the determination on whether or not they will delay the support or require the unit to reschedule, and this will be based off of daily

workload. Prior to receiving a rescheduled date, the unit will need to provide a memorandum from the first LTC (O-5) in the unit's chain of command explaining in detail why the unit failed to show up for their scheduled appointment.

- B. Units must provide a copy of their access roster (if applicable) to their servicing ordnance company 72 hours prior to their scheduled issue. This access roster must contain the SMs names, ranks, last four, and the vehicle bumper number and type. If changes are made, it is the unit's responsibility to ensure the servicing ASA receives the changes in order to alert ROKA of the changes. ROKA has the option of not allowing entry without a valid access roster.
- C. Prior to ammunition issue at the ASA, each vehicle designated for ammunition pickup will be inspected by a surveillance inspector or other qualified individual for compliance with safety standards using DD Form 626 (See Figure 5-1). Vehicle drivers and TCs must be licensed and qualified to transport hazardous materials. Hazmat certification must be annotated on all individual's driver's license. Vehicles failing safety inspection will not be allowed into the storage area to load ammunition. Detail Soldiers are not permitted to ride in the cargo compartment of ammunition laden vehicles. The ordnance company is not responsible for providing transportation for customer unit ammunition details.
- D. The customer unit will provide transportation for an ordnance company (U.S. Soldier/KN) ammunition checker to accompany the customer personnel into the storage. The ammunition checker will ride in the cab of the customer unit vehicle.
- E. Customer unit personnel are responsible for the loading and securing of designated stocks aboard vehicles. If the unit does not provide a suitable detail, then the issue will be rescheduled for another day. The ROKA supporting ordnance company will provide MHE, as required, to load palletized ammunition.
- F. During the loading process, the customer unit representative and ordnance company ammunition checker will jointly inventory items by Lot Number, NSN, DODIC, and quantity to ensure all items are IAW the issue documentation. Unsealed boxes of ammunition are considered suspect and will be opened by the customer unit representative and ordnance company ammunition checker to verify contents and quantity.
- G. The checker and unit representative will annotate the quantities loaded onto the unit's vehicle by initialing each line on the DA Form 3151-R Ammunition Stores Slip.
- H. Trash and residue generated as a result of the issue will be policed up and removed by the customer unit. Trash and residue will be placed in designated areas prior to the customer unit departing the ASA.
- I. Upon completion of the loading operations, loaded vehicle(s) will proceed to an area designated by the Ordnance Company, where stocks will be recounted by an Ordnance Company representative, using SALS-K Form 1911R (Verification Inventory Report). The SALS-K Form 1911R and the DA Form 3151R will be reviewed to ensure that Lot Numbers, NSNs, DODICs, and quantities match. After all ammunition has been accurately verified, the customer units' vehicle(s) will have their cargo properly secured. The loaded vehicle(s) will return to the Vehicle Inspection Point. The vehicle(s) will be re-inspected for safety, proper loading, placards, and accuracy of documentation. The driver will be furnished a DD Form 626 (Motor Vehicle Inspection) and DD Form 836 Dangerous Goods Shipping Paper/Declaration and Emergency

Response Information for Hazardous Materials Transported by Government Vehicles (See Figure E-16).

- J. After final inspection, the checker and unit representative will take the documentation to the operations front desk where quantities issued will be annotated onto the DA Form 581. The unit representative will sign for the ammunition and for the Residue Return List.
- K. In the event that Category I or II and VI items are being picked up, the customer unit is responsible for ensuring that provisions of AR 190-11 and this SOP are met (see Appendix D for listing of CAT I, II and VI munitions).
- L. IAW AK Reg 700-3, ordnance companies will not issue Category I or II ammunition without:
  - 1. A minimum of two (2) armed guard escorts
  - 2. Ensuring that drivers and assistant drivers understand that they must be in sight of other vehicles at all times when the convoy consists of two or more vehicle
  - 3. Ensuring that enough security measures are taken to protect AA&E from theft while transporting munitions on and off installations.
  - 4. Ensuring that drivers and assistant drivers understand not leave AA&E items unattended or unsecured at any time.
  - 5. Ensuring these items remain in the custody of a commissioned officer, warrant officer, noncommissioned officer (E-5 or above), or DOD civilian (GS-5 and above) or DOD contractor employee in a similarly responsive position.

NOTE: See Appendix D for listing of CAT I and CAT II munitions. **At no time will weapons be allowed inside the ASA during an ammunition issue; customer units are responsible for guarding their own weapons. This pertains to ALL RANKS of any Armed Forces branch.**

- 6. Prior to the issue of guided missiles or large rockets (GMLR) for training purposes, the customer unit must obtain a missile release number (MRN) from Supply Branch, 19<sup>th</sup> ESC (Phone 768-8275/7314). The MRN must be on the e581 before it can be processed for issue.
- M. Table 2-1 below shows the ammunition issue process:

**Table 2-1. Issues to unit**

<b><i>Processes request for training ammunition:</i></b>	
Admin	Receipt & processing of unit request (DA Form 581) (Receives and validates DA Form 581, schedule unit, process req., notify sections)
<b><i>Issues ammunition to unit:</i></b>	
Stock Ctrl	Stock Selection DA Form 3151-R & Provides checker with DA Form 3151-R.
QASAS or QASA	Inspector Perform suspension, restriction check
Admin	Process unit for service (Get call from guards, review DA Form 581, safety briefing, process unit)
Vehicle Inspection/Ammo Checker	Vehicle Inspection
<b><i>Issues ammunition to unit:</i></b>	
QASAS or Ammunition Inspector	QA notifies unit and issue section/inspection reject.
Ammo Handler	Verifies ammunition inventory (& updates DA Form 3020-R)
	Assists unit in loading. Prepare Light boxes (Pull ammo to repacking facility, Create Light Boxes (incl. marking), Store remaining ammo/light box)
QASAS or QASA	Performs Vehicle Inspection (Ammo LADEN)
Admin	Verification Count (loaded ammo)
<b><i>Completes issue paperwork/documentation:</i></b>	
Stock Ctrl	Receives validated DA Form 581, DA FORM 3151-R post data in SAAS-MOD. Produces residue returnable item list.
QASAS or QASA	Perform suspension, restriction check
Stock Ctrl	Verifies issue documentation DA Form 581, DA Form 3151-R. (verify signature auth., residue/life turn-in paperwork etc.)
QASAS or QASA	Completes Inspection Forms DD Form 626, DD Form 836 or 836EK.

**III. Issue Procedures (Unforecasted-UFR)**

- A. An Unforecasted Request (UFR) is required when ammunition was not properly forecasted in TAMIS.
- B. **All unforecasted ammunition must be on a separate e581.**
- C. **Eighth Army G37 must approve the UFR memorandum and 19<sup>th</sup> ESC will direct which ordnance company will issue the stocks, based on availability.**
- D. Units will submit a UFR memo through their command channels to Eighth Army G37. If approved, Eighth Army will send a memorandum back to the unit with a UFR number, for example: U232.
- E. Units will not create e581s for unforecasted ammunition in TAMIS until AFTER an approved UFR memo is received from Eighth Army G37. e581s that contain unforecasted ammo will be created separately, and have the following statement in block 28 (remarks): “UNFORECASTED. Eighth Army UFR approval control number is: UXXX” Enter the control number from the Eighth

Army UFR approval memo in place of the XXX. **The unit must provide the supporting ordnance company a copy of the Eighth Army UFR approval memo.**

- F. Ordnance companies will not process an unforecasted e581 if the comment “UFR approved” is not entered by the TAM Validator. It is easy to spot an **unforecasted** e581 by the quantity shown in **red**. Ordnance companies will look for DODIC comments and remarks on the e581.
- G. Once the ordnance company receives the Eighth Army approved UFR memo, and the correctly submitted e581, they will prepare to issue.
- H. Units failing to meet the required submission time (less than six (6) working days) **MUST** submit a Letter of Lateness explaining in detail why their request was late. The first LTC (O-5) in the customer unit’s chain of command will sign the Letter of Lateness for requests submitted less than six working days prior to the pickup date. Customer units failing to submit this letter will not have their documents processed. (See Figure 2-1 for example letter of lateness).
- I. A letter of lateness does not guarantee support.
- J. Although the ordnance companies will try to meet each unit’s request dates, this may not always be possible due to the number of appointments already scheduled, or due to the ordnance company and ROKA unit training requirements.
- K. IAW SALS-K Reg. 700-1 Chapter 4 para. g, “Normally a (3) three day working day advance notice to ROKA is required for issue and turn-in operations for US using units.”
- L. It is incumbent upon the customer unit to follow up with a telephone call and ensure receipt of the electronic requests (e581), confirm their pick-up date and number of vehicles they will be required to bring to complete the issue.

#### **IV. Request for document extension**

- A. When a unit is going to exceed their designated firing dates and cannot reconcile their issue document within the five (5) working days after their end firing date, as specified on the issue document, a written request for extension may be submitted to the ordnance company. (See Figure E-2 for example memorandum).
- B. **The maximum time a unit may retain training ammunition (with the coordination of the ordnance company) is thirty (30) calendar days from the original pickup date. The ordnance company Accountable Officer has authority to approve extensions past the five working days of the end firing date, but not in excess of 30 days from the original pick up date. All requests for extensions from 31-89 days from date of pick up will be processed through 6<sup>th</sup> OD BN SPO. All extension requests, whether approved by the ordnance company Accountable Officer, or the 6<sup>th</sup> OD BN SPO must reach the ordnance company at least one day prior to the document(s) becoming delinquent. DELINQUENT DOCUMENTS WILL NOT BE EXTENDED.**
- C. CDRs who need to retain training ammunition beyond the original training event (as reflected on the organizational training schedule and in the “Remarks” section of the issue Electronic DA Form 581) must notify the supporting ordnance company in writing within five (5) working days after the ending date of the training event, or the unit will be considered delinquent. Notification will contain the following information:

1. Revised training event date.
2. A statement verifying that physical security for the ammunition is being provided IAW AR 190-11 and DA Pam 710-2-1, Chapter 11. The CDRs of BNs or separate companies will sign the notification letter.

## V. **Issue Documentation**

- A. The forms listed below are needed to issue munitions.
- B. DA Form 581 (Request For Issue and Turn-in of Ammunition). Prepared by the requesting unit and presented to the storage facility for issue.
- C. DA Form 1687 (Notice of Delegation of Authority–Receipt for Supplies). Properly completed form presented to storage facility by using unit. Used to ensure that DA Form 581s have the proper signatures.
- D. DA Form 3151-R. Prepared by storage facility as a temporary receipt or storage document. Directs the relocation of specific items to specific storage locations. Used to track movement of munitions within the storage facility.
- E. DD Form 626. Used by storage facility to inspect vehicles for hazardous conditions before they enter storage area.
- F. DD Form 836 (Dangerous Goods Shipping Paper/Declaration and Emergency Response
- G. Information for Hazardous Materials Transported by Government Vehicles). Prepared by storage facility for each driver of a vehicle that leaves the facility loaded with munitions. Drivers must keep this form in their possession at all times while transporting munitions.
- H. Units should refer to DA Pam 710-2-1 and AR 5-13 for procedures outlining TAMIS e581s.

## VI. **Turn-In**

- A. The term turn-in refers to a unit returning unexpended ammunition and salvage items to a storage facility by the using unit. Turn-ins must not be confused with receipts. During combat/ FSO, the quantity of turn-ins is difficult to predict and depends on mission requirements, redeployment schedules, and a variety of other factors. Turn-ins may include unserviceable items, unused ammunition, and captured enemy ammunition. Regardless of the quantity or rate, all items must be thoroughly inspected and reported to the control section. For safety and economy, commands must encourage units to return munitions in original packaging. Ammunition support units must develop an SOP that outlines operations and procedures for returning ammunition and residue. See AR 710-2 and DA Pam 710-2-1 for more information.
- B. All turn-ins will be conducted IAW AR 5-13 chapter 3, para. 3-9.

## VII. Turn-in Procedures (Live and Residue)

- A. Once a unit receives their ammunition, unit should prepare their turn-in documents and submit them back to the servicing ordnance company with five working days in order to assist in the scheduling process. Unit's who fail, at a minimum, to schedule an appointment for turn-in within five days after the end training date, will be placed on the delinquent document list. Units who are placed on the delinquent document list will not be able to draw additional training ammunition until they are cleared of ALL delinquent documents.
- B. All ammunition turn-ins, to include associated residue and components, will be turned-in on DA Form 581 (See Figure E-6 thru E-7 for an example of the DA Form 581). "Live" ammunition turn-ins and "Residue" turn-ins will be prepared on separate DA Form 581s and turned-in by appointment. "Live Unserviceable" items will be turned on a separate DA Form 581, separate from the "Live Serviceable" ammunition.
- C. All "Live Ammunition" turn-ins will be thorough and complete. The turn in may require more than one day depending on the number of lines, and condition of the munitions. Excess ammunition turned in not originally issued to the unit will be received but will not be credited to the unit.
- D. Ammunition drawn for training will be kept in original issue containers until actually needed. Under no circumstances will ammunition containers or packing materials be discarded, and care will be taken to keep damage to these items to a minimum. All live ammunition will be returned in original containers and packing to the servicing ordnance company.
- E. Turn-In DA Form 581s will be created IAW this SOP. Requests for turn-in will be separately prepared (if turning in both serviceable and unserviceable, two DA Form 581s would be required). Unexpended training ammunition for turn-in will be classified serviceable ammunition or unserviceable ammunition by the surveillance section of the ASA. Their classification is non-debatable.
- F. Units will submit manual DA Form 581s for turn-in of ammunition and residue using digitally signed PureEdge forms until this feature is added in TAMIS. Once the e581 turn-in feature is active in TAMIS, the ASAs will no longer accept manual DA Form 581s.
- G. It is incumbent upon the customer unit to follow up with a telephone call and ensure receipt of the electronic requests (e581) and confirm their turn-in date.
- H. Units who fail to show up for their scheduled appointment time will be rescheduled based on the next available date. Units **MUST** notify the ordnance company in the event that they are going to be late for scheduled turn-in). Ordnance companies will make the determination on whether or not they will delay the support or require the unit to reschedule, and this will be based off of daily workload. Prior to receiving a rescheduled date, the unit will need to provide a memorandum from the first LTC (O-5) in the unit's chain of command explaining in detail why the unit failed to show up for their scheduled appointment.
- I. Units must provide a copy of their access roster (if applicable) to their servicing ordnance company 72 hours prior to their scheduled turn-in. This access roster must contain the SMs names, ranks, last four, and the vehicle bumper number and type. If changes are made, it is the unit's responsibility to ensure the servicing ASA receives the changes in order to alert ROKA of the changes. ROKA has the option of not allowing entry without a valid access roster.

**\*\*NOTE: If units have multiple operations on the same day (a live turn-in, a residue turn-in and an issue, they need to bring ample amount of vehicles to support all three missions. Units cannot assume that the turn-in trucks will be empty prior to their issue.**

- J. Units arriving for their scheduled turn-in should ensure all ammunition is packed and marked as closely as possible to the original issue condition to ensure safe transport to the ASP. Where safety is questionable, the supporting ordnance company will be contacted for guidance. This will also save time during the inspection and repacking operations.
- K. Failure to prepare and repack ammunition prior to turn-in may result in the unit being turned away and not processed. Denial of turn-in, due to failure to repack, will be at the discretion of the receiving Ordnance Company personnel with the ordnance company's Accountable Officer confirmation. Additionally the unit's Chain of Command will be notified of the situation.
- L. Opened ammunition containers will be inspected by a SGT (E-5) or above, from the unit returning the items. The SGT (E-5) or above will be held accountable should a discrepancy occur during the inspection. The purpose of the inspection is to ensure that lot numbers coincide with the lot numbers printed on the container and that all ammunition components are present and are properly repacked. The ammunition inspection certificate (See Figure E-3), signed by a SGT (E-5) or above, from the unit returning the items will be placed in each container certifying that the information listed above is correct. Final determination of the Condition Code (CC) of the ammunition (that is, serviceable or unserviceable) rests with the ordnance company surveillance personnel.
- M. Units will ensure adequate personnel accompany the turn-in to perform downloading and segregation/repacking operations.
- N. **Units should ensure that "live" ammunition turn-in is scheduled before the "residue" turn-in.** This should ensure that packing material needed for the "live" ammunition is available for repacking operations. Unit shortages of packaging material must be communicated by the unit to the receiving Ordnance Company prior to turn-in.
- O. Each turn-in document will refer to the original unit issue document number.
- P. The senior unit representative present will verify all quantities to ensure proper credit is obtained prior to departing the ASA.
- Q. Prior to turning in any residue, a unit representative (E-5 or above), must perform a 100% visual inspection to certify the turn-in is free of any live munitions and confirms this by placing appropriate statement and signature in block 28 of the DA Form 581. Excessive live ammunition found in residue will result in the Unit Battalion Commanders notification. However, live ammunition may still be received but not credited to the unit depending on time availability. Turn-in denial is at discretion of receiving Ordnance Company personnel with Ordnance Company Accountable Officer notification.
- R. Upon arrival for the scheduled appointment, the unit detail re-inspects residue in the presence of Ordnance Company personnel to ensure all residue items are in fact free of any live rounds, unfired primers, explosives, or other dangerous material. The individual signing block 13c on the DA Form 581 as the requestor is also responsible for the following statement which will be placed in block 28 of DA Form 581:

*“Contents have been inspected. Contents do not contain any live rounds, unfired primers, or explosives, dangerous or hazardous material”. The requestor, block 13a, is responsible for this action.*

**NOTE: Customer units found with live ammunition, unfired primers, or other hazardous materials mixed with their residue may be immediately removed from the residue yard at the discretion of the Accountable Officer. A rejected or terminated turn-in will cause the unit to become delinquent.**

- S. It is the unit’s responsibility to report all munitions malfunctions.
  - 1. A munitions malfunction is the failure of an item to function as designed when fired, launched, employed, or subjected to functional tests. Malfunctions include abnormal or premature functioning of an item when properly handled, maintained, stored, transported, or deployed. Malfunctions don’t include accidents or incidents resulting from negligence, vehicular system accidents, fires, and misuse.
  - 2. A munitions malfunction may have been caused by operator error, equipment failure, environmental conditions, or defect in the munitions item. The following steps must be taken to determine the cause of the malfunction:
    - a) User immediately secures the site, equipment, and munitions
    - b) Commander of the using unit reports all facts through command channels
    - c) Higher headquarters may assemble a team to investigate the incident
    - d) The operational command may suspend from use the munitions or equipment involved, based on METT-TC
    - e) Investigating team determines cause of the malfunction and provides disposition instruction for the items involved
    - f) The team provides reports required by higher headquarters IAW AR 75-1.
- T. Some specially controlled ammunition and explosive items require the use of DA Form 2203-R (Demolition Reconnaissance Report) (see Figure E-4(a)-(c)), and DA Form 5692-R (see Figure E-5) in order to provide proof of demilitarization/consumption.
- U. Units consuming CAT I and II ammunition and explosive items and firing systems will complete DA Form 5692-R certifying the consumption of the material.
  - 1. The Range Safety Officer (RSO) (SSG (E-6) or above) will certify quantity drawn, quantity to be returned and quantity consumed in training at the range. A WO1 or above will perform the unit RSO duties at any training event requiring expenditure of explosives at locations other than ranges on U.S. Army installations or when CAT I items are used in live fire exercises.

2. The original copy of DA Form 5692-R will be attached to the turn-in document (Electronic DA Form 581) and processed through the unit's supporting BAO/equivalent to the supporting ordnance company as substantiating documentation for close-out of the issue document.
- V. All ammunition boxes, fiber containers, pallets and small arms containers will be returned to the original issuing ordnance company. A list of required items will be provided by the ASA at the time of ammunition issue.
- W. Do not mix residue from one issue document with residue from another issue document. Small arms residue must be separated by caliber (5.56mm, 7.62mm, .50 cal, etc).
- X. When all ammunition is expended and no residue is generated, a DA Form 5692-R, referencing the document number that the ammunition was issued on and declaration stating that all ammunition was properly expended, is required to clear the document with the ordnance company. The unit's ammunition officer (E6 or above) must sign the statement. The type of ammunition that will require a DA Form 5692R will be annotated on the Required Residue List and can be found in DA Pam 710-2-1, Appendix J.
- Y. When empty containers or salvage material are turned-in, the ordnance company Operations Section personnel, accompanied by the customer unit representative, will perform a 100% inspection of these items to ensure that they contain no materials of a hazardous or explosives nature. During this 100% inspection, QASAS or KN ammunition inspector will oversee this step. Surveillance personnel will perform a 10% verification inspection after the 100% inspection is completed.
- Z. Tables 2-2 and 2-3 below show the live and residue ammunition turn-in processes.

**Table 2-2. Processes turn-in request (live)**

Admin	Receipt & processing of unit request (DA Form 581) (Receives and validates DA Form 581, schedule unit, notify sections)
	Process unit for service (Get call from guards, review DA Form 581, safety briefing, process unit)
QASAS/QASA	Vehicle Inspection
Ammo Handler	Support unloading & prep inspection of ammo
Ammunition Inspector	Inspection of ammo (serv. & unserv.)
QASAS	Classifies the ammunition, provides proper condition code to be assigned.
Ammo Handler	Repackaging of ammo (serv. & unserv.)
<b><i>Storage of turned in ammo:</i></b>	
Ammo Handler/Stock Ctrl	Create DA Form 3151-R.
Ammo Handler	Store ammo
	Update DA Form 3020-R.
Stock Ctrl	Receives validated DA Form 581, DA Form 3151-R post data in SAAS-MOD, provide unit completed forms.

**Table 2-3. Process Turn-In Request (Residue)**

Admin	Receives and validates DA Form 581, schedule unit, notify sections
	Process unit for service (Get call from guards, review DA Form 581, safety briefing, process unit)
QASAS/QASA	Vehicle Inspection
Ammo Handler	Support unloading & prep inspection
	Screens residue, Inspection of residue (Certifying explosive free)
QASAS	Verification of residue (explosive free)
Ammo Handler	Weighs/count and disposes residue, labels & stores empty canisters
Stock Ctrl	Prepare Paperwork (DA Form 3151-R & DA Form 581) and document in SAAS-MOD

**VIII. Turn-in Procedures (Amended)**

- A. Whenever original turn-in document becomes delinquent by the ASA on the day of the appointment, any additional turn-ins (LIVE/Residue) will be an Amended turn-in. The unit may turn the items into the ordnance company and be credited with the amount turned in to their TAMIS account using the amended turn-in procedures listed below.
- B. Prepare a new DA Form 581 for the items to be turned in. Assign the DA Form 581 a document number from the document register. The original issue document number must be shown in the remarks block, as in all turn-in procedures.
- C. List in the remarks block (block 28): “This is an amended turn-in document.” See Figure E-8 thru E-9 for an example of the DA Form 581.
- D. Have the first O5 in the chain of command sign in the “Remarks” block of the amended turn-in below the reason for the amended turn-in.
- E. Process the document thru the ordnance company as any other normal turn-in document.
- F. Tables 2-4 and 2-5 below show the amended ammunition turn-in processes.

**Table 2-4. Process Amended turn-in request (Live)**

Admin	Receipt & processing of unit request (DA Form 581) (Receives and validates DA Form 581, schedule unit, notify sections)
	Process unit for service (Get call from guards, review DA Form 581, safety briefing, process unit)
QASAA/QASA	Vehicle Inspection
Ammo Handler	Support unloading & prep inspection of ammo
Ammunition Inspector	Inspection of ammo (serv. & unserv.)
QASAS	Classifies the ammunition, provides proper condition code to be assigned.
Ammo Handler	Repackaging of ammo (serv. & unserv.)
<b>Storage of turned in ammo:</b>	
Ammo Handler/Stock Ctrl	Create DA Form 3151-R.
Ammo Handler	Store ammo
	Update DA Form 3020-R .
Stock Ctrl	Receives validated DA Form 581, DA Form 3151-R post data in SAAS-MOD, provide unit completed forms.

**Table 2-5. Process Amended turn-ins (Residue)**

Admin	Receives and validates DA Form 581, schedule unit, notify sections
	Process unit for service (Get call from guards, review DA Form 581, safety briefing, process unit)
QASAS/QASA	Vehicle Inspection, Oversee 100% inspection of residue to ammo handler.
Ammo Handler	Support unloading & prep inspection
	Screens residue, Inspection of residue (Certifying explosive free)
QASAS	Verification of residue (explosive free)
Ammo Handler	Weighs/count and disposes residue, labels & stores empty canisters
Stock Ctrl	Prepare Paperwork (DA Form 3151-R & DA Form 581) and document in SAAS-MOD

**IX. Turn-in Procedures (Unserviceable Turn-Ins NOT due to Fair Wear and Tear)**

- A. All unserviceable ammunition is inspected at the Unit Turn-in Facility (UTF) to determine if the unserviceable condition was due to causes other than fair wear and tear.
- B. Ammunition turned-in as unserviceable due to damaged containers, unauthorized modification (ie: delinking belts), improper storage, or other applicable reasons must be accompanied by a DA Form 5811-R signed by the first O5 in the customer unit's chain of command.
- C. If the unit has already determined that ammunition is being turned-in as unserviceable due to improper handling/transportation, the unit must annotate the DA Form 581 with the following: "Unserviceable due to improper handling/transportation. Action required IAW AR 735-5." If this determination is made by the Ordnance Company QASAS, then the QASAS annotates the DA Form 581 with the above statements. The servicing ordnance company will prepare a complete listing by DODIC, NSN, LOT#, QTY and Price of total damages. See Figure E-10 for an example of the DA Form 581.
- D. The Ordnance Company will accept the unserviceable ammunition and allow the using unit time to pursue the action required by AR 735-5. If the unserviceable ammunition was drawn for

training usage, the customer unit’s training ammunition account is considered delinquent until action under AR 735-5 has been initiated. Units must provide follow-up report pertaining to the completion of investigation.

E. Table 2-6 below shows this process.

**Table 2-6. Process Unserviceable turn-in (Not due to Fear Wear and Tear)**

Admin	Receipt & processing of unit request (DA Form 581) (Receives and validates DA Form 581, schedule unit, notify sections)
	Process unit for service (Get call from guards, review DA Form 581, safety briefing, process unit)
QASAS/QASA	Vehicle Inspection
Ammo Handler	Support unloading & prep inspection of ammo
Ammunition Inspector	Inspection of ammo (unserv.)
QASAS	Classifies the ammunition, provides proper condition code to be assigned. Recommends course of action
Ammo Handler	Repackaging of ammo (unserv.)
Accountable Officer	Determine Course of Action
<b><i>Storage of turned in ammo:</i></b>	
Ammo Handler/Stock Ctrl	Create DA Form 3151-R.
Ammo Handler	Store ammo
	Update DA Form 3020-R .
Stock Ctrl	Receives validated DA Form 581, DA Form 3151-R post data in SAAS-MOD, provide unit completed forms.

**X. Turn-In Procedures (Amnesty/Found On Installation (FOI))**

- A. Whenever items are found on the installation, units can turn-in these items as an Amnesty/FOI turn-in. The unit may turn the items into the ordnance company but will not be credited with the amount to their TAMIS account.
- B. The supporting Ordnance Company must prepare a new DA Form 581 for the items to be turned in.
- C. List in the remarks block (block 28): “This is an amnesty/FOI turn-in document.” See Figure E-11 for an example of the DA Form 581.

**\*\*NOTE: Amnesty ammunition is defined as .50 Cal or below and 1,000 rounds or less.**

- D. **The amnesty program is NOT a substitute for normal turn-in procedures and will not be used to circumvent standard supply procedures.** Ammunition drawn on a valid issue document will be turned in following normal turn in procedures described in this SOP and in AK Reg 700-3.
- E. Prior to moving abandoned ammunition and ammunition found on post, ensure that it is safe to do so. Contact your servicing ordnance company immediately for guidance. Personnel finding any items outside your respective AHAs need to notify the Provost Marshall and EOD.

F. During normal duty hours, units are required to contact their supporting Ordnance Company Operations Section. The Amnesty Turn In Points are as follows:

- |                              |                          |
|------------------------------|--------------------------|
| 1. 17 <sup>th</sup> Ordnance | ASP 563, Camp Kwangsa-Ri |
| 2. 52 <sup>nd</sup> Ordnance | AD3, Songwan             |
| 3. 84 <sup>th</sup> Ordnance | AD2, Yongchon            |

G. Under no circumstances will customer units attempt to turn in amnesty ammunition after normal duty hours; ROKA controls access to the ASAs and restricts entry after normal duty hours. Ammunition that is not considered hazardous will be maintained by the customer unit until the next available working day, or be placed in the local amnesty box if one is available. DO NOT place hazardous munitions in local amnesty boxes.

H. Table 2-7 below shows the amnesty ammunition turn-in process.

**Table 2-7. Process turn-in request (Amnesty)**

Admin	Receipt & processing of unit request (DA Form 581) (Receives and validates DA Form 581, schedule unit, notify sections)
	Process unit for service (Get call from guards, review DA Form 581, safety briefing, process unit)
Veh Insp/Ammo Checker	Vehicle Inspection
Ammo Handler	Support unloading & prep inspection of ammo
Ammunition Inspector	Inspection of ammo (serv. & unserv.)
QASAS	Classifies the ammunition, provides proper condition code to be assigned.
Ammo Handler	Repackaging of ammo (serv. & unserv.)
<b><i>Storage of turned in ammo:</i></b>	
Ammo Handler/Stock Ctrl	Create DA Form 3151-R.
Ammo Handler	Store ammo
	Update DA Form 3020-R .
Stock Ctrl	Receives validated DA Form 581, DA Form 3151-R post data in SAAS-MOD, provide unit completed forms.

**XI. Lost or Damaged Class V Ammunition**

A. DA Pam 710-2-1 requires a DA Form 5811-R (Certificate – Lost or Damaged Class V Ammunition ) (See Figure E-12) signed by the first O5 in the chain of command (O-5 Will sign on block 13a) and (Company Commander will sign on block 7a) indicating actions taken to account for ammunition shortages and/or damage. This form must be provided to the Ordnance Company Operations Section if loss or damage occurs. The unit is required to submit this form with all required data entries and original signatures.

**NOTE: The combined quantity of the above documents must equal the quantity of ammunition that was issued for training.**

B. Units must take precautions not to mix ammunition and/or residue from different issue documents.

## **XII. Document Reconciliation**

- A. Customer units that have drawn ammunition for training purposes have five (5) working days from the last firing date (as indicated on the original issue document) to reconcile all unfired ammunition and/or associated residue. **Units must, as a minimum, schedule an appointment within this time frame for reconciliation.** Failure of any customer unit to properly reconcile a training ammunition issue document will place the unit on the Delinquent Document List. Units on the Delinquent Document List will have no further TRAINING AMMUNITION issue requests processed at any ASAs until the delinquent document has been reconciled.
- B. The forms used for all turn-ins will consist of one or all of the following:
  - 1. Turn-In DA Form 581(Live): Any unexpended ammunition.
  - 2. Turn-In DA Form 581(Residue): The by-product from the firing of ammunition. This includes paper, containers (boxes/cans/pallets), nose plugs, expended cartridges, empty launchers, and other items as identified on the Residue Return List, which the unit signs for on the day of issue.
  - 3. Turn-In DA Form 581 (Amended—if applicable): This is used when items are found after an original turn-in has been completed.
  - 4. Turn-In DA Form 581 (Not due to Fair Wear and Tear—if applicable): This is used when items were damaged because of neglect.
  - 5. DA Form 5692-R: Items listed in DA Pam 710-2-1, Appendix J lists the items that require this Ammunition Consumption Certificate.
  - 6. DA Form 5811-R: This form is used to identify loss or damages of ammunition items.
  - 7. DA Form 2203-R: This form is used in order to provide proof of demilitarization/consumption.

## **XIII. Turn-In Guidelines**

- A. For safer and easier control of the munitions turn-in process, the following guidelines must be observed:
  - 1. Encourage units to return munitions in original packaging.
  - 2. Discourage units from opening more rounds and packages than they need for their operations.
  - 3. Inspect all turn-ins thoroughly to identify unserviceable and hazardous munitions and mixed lots.
  - 4. Inspect all salvage and residue items thoroughly to ensure that they do not contain any explosive or hazardous materials.
- B. The above points must be emphasized throughout the logistic and combat chains. Emphasis is more stringent in stability operations where using units must exercise greater control. Also, the potential exists for operations to be concluded without expenditure of munitions. Greater control

makes the retrograde/redeployment process smoother and more economical. Munitions managers at the unit, brigade, division, corps, and DMC levels must be consistent in the guidance they provide.

#### XIV. **Turn-In Documentation**

- A. The forms listed below are used for processing turn-ins:
  - 1. DA Form 581. Prepared by using unit for turn-in of munitions and munitions-related items.
  - 2. Presented to storage facility at arrival.
  - 3. DA Form 581-1 (Request for Issue and Turn-in of Ammunition (Continuation Sheet)). Used by unit when number of DODICs requested is more than can fit on the DA Form 581.
  - 4. DA Form 3020-R. Prepared by storage facility for each lot and stack of munitions turned in.
  - 5. Checkers post transactions to existing form and ensure it is completed accurately.
  - 6. DA Form 3151-R. Prepared by storage facility as temporary receipt or storage document.
  - 7. Directs relocation of specific items to specific storage locations. Used to track the movement of munitions within the storage facility.
  - 8. DD Form 626. Used by storage facility to inspect vehicles for hazardous conditions before they enter the storage area. Units will provide a DA Form 626 conduct an ORIGIN inspection with the assistance of mechanics or the Ordnance Company's Surveillance section.
- B. Using units may be required to turn in salvage and residue materiel, including expended cartridge cases, containers, wooden boxes, and metal cans. To ensure that explosive items are not mixed in, all such materiel must be thoroughly inspected. Salvage materiel is stored in the inert salvage area. It is inventoried, recorded, and reported to the appropriate Class V Section of the Support Operations Section in the Sustainment Brigade for disposition instructions. The accountable officer must ensure that required documents are maintained.

## CHAPTER 3 – AMMUNITION COMBAT LOAD VS. STORED COMBAT LOADS

This chapter provides a list of references and general guidelines relevant to all Army units for determining personnel/command responsibilities, implementing requisition, accounting and storage procedures, conducting inventory and quality assurance programs.

### **I. Responsibilities**

- A. Responsibilities of key personnel/commands for Combat load management are as follows:
- B. Commanders at all level, to include the NGB, will use Total Ammunition Management
- C. Information System (TAMIS) to review and validate ammunition combat load requirements on an annual basis or upon Change of Command. Commanders will also ensure that combat loads for ammunition are on hand or on requisition at all times.
- D. Ammunition Supply Points or Depots manage stockpiles and coordinate with the supporting Expeditionary Sustainment Command (ESC) or Theater Sustainment Command (TSC) to ensure enough ammunition is on hand and serviceable to provide for all supported units.
- E. They maintain a suspense file of all prepositioned requests and coordinate requirement updates with supporting units at least annually.
- F. QASAS perform inspections of combat loads that are in the possession of the unit at least annually. QASAS also notify owning units of any ammunition information notices that may affect their on-hand ABL.

### **II. Ammunition Combat load (ACL)**

- A. The quantity of conventional ammunition established by the major commander to sustain a unit in combat until resupply can be accomplished. Ammunition combat load quantities will not exceed quantities the unit is capable of moving into combat in the first lift using organic transportation and equipment. Ammunition combat load encompasses conventional ammunition and missiles that support a unit's combat load requirements. The unit commander must have ammunition combat load on hand or on request at all times.

### **III. Ammunition Combat Load (ACL) Request**

- A. Customer units will follow the procedures listed below to request ACL intended for storage by the customer:
  - 1. Prepare and submit requests through TAMIS just like a training request.
  - 2. Block 28 must be annotated as to the specific purpose for the request.
  - 3. Approved quantities of ACL ammunition may be adjusted up to the nearest unit pack IAW AK Reg 5-13, paragraph 3-7(h)(3) by the ordnance company to permit hand receipt and distribution to the smallest using unit/activity in the lowest intermediate package. Links or belts of ammunition will not be broken to fill a unit request.

4. Issue procedures will mirror that of regular training issue as described in Table 2-1 of this SOP.
5. All ACL will be stored at the units AHA and will not be used for training exercises. No seals will be removed, or ammunition containers will be opened, unless under the direct supervision of an ordnance company QASAS. If seals get broken, immediately notify the Surveillance section of your servicing ASA so that they can come out and reseal the ammunition container. A 100% inventory will be conducted prior to the seal being replaced to ensure that the correct quantity is present.
6. ACL unable to be drawn and stored at a unit AHA will be turned in and units will be required to request stored combat load (SCL).

#### **IV. Stored Combat Load (SCL)**

- A. The quantity of conventional ammunition established by the major commander to sustain a unit in combat until resupply can be accomplished. Stored combat load encompasses conventional ammunition and missiles that support a unit's combat load requirements and is maintained on property books for accountability. This ammunition is the remainder of a unit's ACL that is maintained on the ordnance company's stock accounting record as well. Stored Combat Load is prepositioned at designated ASAs when adequate storage facilities are not available.
  1. Units can submit requests for Stored Combat Load (SCL) using the following procedures:
    - a) Customer units request through the servicing ordnance companies' surveillance sections for an alternate storage memorandum.
    - b) The QASAS will provide a detailed memorandum stating why the unit's AHA is inadequate for the storage of ACL stocks.
    - c) The customer unit submits a request through TAMIS for prepositioning SCL at one of the ordnance company's ROKA supporting ASAs. If the ammunition is on hand at the customer unit, the unit also prepares a request for turn-in of this ACL.
    - d) The unit sends a memorandum requesting SCL through command channels to its MSC. The QASAS statement and TAMIS generated e581(s) will be attached as enclosures. The memorandum will state the reason for alternate storage of the ACL, DODICs and quantities to be stored, proposed locations (primary and alternate), approximate distance and time from unit location to proposed storage locations, and a letter of justification, if the entire ACL is to be stored at the ordnance company's ROKA supporting ASAs.
    - e) MSC will approve the e581 through TAMIS. After endorsing the packet as approved, the MSC forwards it to Commander, 19<sup>th</sup> ESC, ATTN: Supply Branch, Unit #15015, APO AP 96212-5015.
    - f) The 19<sup>th</sup> ESC will take appropriate action to preposition the requested ammunition at the storage location requested. The 19<sup>th</sup> ESC will endorse the packet as approved and return the original to the requesting unit's MSC. The 19<sup>th</sup> ESC will retain a copy and forward one copy each to the Commander, Eighth Army, ACoS G37, EAGC-TD-MKNO, and

ACoS G4, ATTN: EAGD-AM-S, Unit #15236, APO AP 96205-5236, and the supporting ordnance company.

**\*\*NOTE: Although the ammunition is prepositioned for MSCs, that unit DOES NOT OWN the ammunition and has no responsibility to inspect or account for it until it is issued during Contingency Operations.**

- g) Requests for SCL are required to be updated upon change of command of the requesting customer unit. Customer units will update authorizations for SCL when any of the following change: DODIC, quantity, or storage location. This will require the generation and submission of a new SCL request packet. It is the unit responsibility to update the e581(s) annually, NLT 31 October each fiscal year IAW AK Reg 700-3.
- h) Requests to cancel SCL will be done by memorandum thru the PBO and MSC to 19<sup>th</sup> ESC. The 19<sup>th</sup> ESC Supply Branch will delete SCL allocations from the unit's account. Copies will be provided to the supporting Ordnance Company.
- i) Stored Combat Load (SCL) Retrieval Rehearsal Plan
  - i) Purpose. The SCL Retrieval Rehearsal Plan refines units' ability to draw Stored Combat Load from their supporting Ammunition Supply Points or Depots.
  - ii) Concept. Supported units are required to execute their SCL Retrieval Plans as often as necessary per six months to get a "GO" with a minimum of 4 months between exercises in order to receive two consecutive "GO" ratings as indicated on the SCL retrieval checklist. Units notify their supporting ordnance company that they desire to practice their SCL Retrieval and coordinate the date and time at least fourteen (14) working days prior to the exercise. Units are required to conduct their SCL Retrieval IAW the attached checklist (SEE Figure E-13/a). Ordnance Companies will have simulated munitions on hand for the units to upload. At no time will units draw LIVE munitions out of the bunkers to rehearse a SCL retrieval. 6<sup>th</sup> Ordnance Battalion does is not the approving authority to allow this. Units will plan on loading all simulated munitions by hand with no MHE support. SCL Retrievals can be conducted Monday thru Friday with the exception of Wednesday's due to ROKA Sergeants Time Training.
  - iii) Responsibilities:
    - 1) Ordnance Companies will:
      - a. Provide simulated munitions equivalent to the unit's requirements.
      - b. Provide evaluator for each exercise
      - c. Verify the unit has a complete SCL packet. An approved SCL packet consists of the following documents:
        - i. The DA Form 581s (e581s),
        - ii. QASAS memorandum.

- iii. A current DA Form 1687 on file at the Ordnance Company.
  - iv. Loadcards
  - v. Stripmaps
  - vi. Written plan SOP for retrieval
  - vii. Risk assessment
- 2) Supported units will:
- a. Notify the supporting ordnance company NLT 14 working days prior to the planned exercise. In some instances, an alternate date might have to be coordinated due to planned training within the ordnance company.
  - b. Encourage to have their higher headquarters present during the training to assist in the evaluation process.
  - c. Receive a copy of the SCL Retrieval checklist as a verification of training.

## V. **Procedures and Accountability**

- A. AR 5-13 establishes how a unit's ammunition combat load requirements are established and managed. AR 710-2 establishes the procedures of accounting for ammunition combat loads that have been issued to a unit.
- B. Guidelines for determining ammunition responsibility and accountability are as follows:
  - 1. Units will validate their Combat Load in TAMIS on an annual basis or upon Change of Command. When a unit is approved to physically draw and store their ammunition combat load, they will prepare a properly authenticated e581 using TAMIS.
  - 2. All other units not designated to draw and store their ammunition combat loads will submit a properly authenticated e581 using TAMIS to the supporting ASP/depot for planning purposes. Both the ASP/depot and the unit will maintain a copy of the request. The request is used to ensure that adequate serviceable stocks are on hand and to speed the issue process in event of deployment.
- C. Various methods apply to a unit's combat load for accountability. How ammunition combat load is stored determines which of the following methods will be used:
  - 1. The ASA retains accountability for the ammunition when the combat load is not issued to the unit and is stored at the supporting ASP or depot. The ASP/depot assigns the ammunition to the ACOM designated account code and accounts for it using the approved system of record for accountability of ammunition at the retail (ATHP/ASP) or wholesale (Depot) level. The unit should record on the property book page the document number from the E581 request that was generated in TAMIS. Ammunition combat loads managed in this manner need not be segregated from other on-hand stocks at the ASP/depot.

2. The unit maintains accountability on the system of record for accountability at the unit level when the ASP/depot issues the ammunition combat load to the unit. The ASP/Depot will post it as an issue against the accountability system. The unit is then responsible for accounting for the ammunition and providing for secure storage area. Responsibility is assigned to the individual having custody of the keys to the storage area using hand receipt procedures described in DA Pam 710-2-1.

## **VI. Inventory**

- A. Ammunition combat loads will be inventoried IAW AR 710-2. Army Commands will establish procedures and guidance for maintaining physical security and conducting basic load inventories IAW DA Pam 710-2-1. At a minimum the inventories must–
  1. Be accomplished monthly when combat loads are issued to the unit and stored in a secure location (IAW AR 190-11).
  2. Be accomplished daily when combat loads are issued to the unit and not stored in a secure location (IAW AR 190-11).
  3. Be accomplished quarterly when combat loads (all munitions including CIIC 1, 5 AND 6) are stored at retail Ammunition Storage Activities/Ammunition Supply Points and secured IAW AR 190-11
  4. Be accomplished semiannually (CIIC 1, 5, and 6) and annually (other than CIIC 1, 5, and 6) when combat loads are stored and accounted for by the Theater Storage Areas/Depot.

## **VII. Quality Assurance**

- A. Units will coordinate with the supporting QASAS to have any on-hand basic load inspected at least annually by an ammunition inspector. Units having on-hand ammunition stocks must also coordinate with the supporting QASAS or ASP/depot to ensure that they obtain relevant ammunition information notices (AINs) and missile information notices (MIN's) of suspensions or restrictions. If on-hand ammunition is determined to be unsuitable for continued use as combat load, the unit will coordinate with the supporting ASP/depot for turn-in and replenishment.

## CHAPTER 4 – EXPLOSIVES SAFETY

### **I. Safe Handling Principles**

- A. Whenever and wherever possible, follow the explosives safety standards enumerated in this SOP and DA Pam 385-64. Only after assessing the risks of relaxation against the mission-imposed parameters should less restrictive guidance be implemented (Refer to DA Pam 385-64 for additional guidance.) When handling ammunition in the field, follow these general principles:
1. Soldiers controlling or supervising the handling of ammunition must observe safety precautions.
  2. Place skilled and knowledgeable personnel in charge of ammunition operations.
  3. In field storage, distribute ammunition in such a way that an incident will not cause the total stock of any one type of ammunition to be lost.
  4. Disperse ammunition to minimize loss in the event of fire, accidental explosion, or enemy action.
  5. Take fire fighting precautions and firefighting equipment must be serviceable.
  6. Have qualified personnel examine, evaluate, and classify ammunition of unknown origin and captured ammunition. Store in a designated collection point. Use the existing infrastructure and terrain features (for example, buildings, barns, forests, barriers, and so forth) to prevent propagation and to protect personnel and material from the effects of an explosion.
  7. Store and transport ammunition containing white phosphorus in an upright position if ammunition surface temperatures are expected to exceed 111 degrees F.

### **II. Ammunition Handling**

- A. Using units must keep ammunition and explosives properly packed to the maximum extent possible. This practice is critical to safety and quality assurance.
- B. Keep ammunition and explosives packed until immediately prior to use. Unpack only the quantity expected to be immediately fired. Save all packing material until operation is complete for possible use in repack.
- C. Properly repack ammunition before transporting on motor vehicles, aircraft, or watercraft.
- D. Replace safety devices before repacking; for example, shorting clips on 2.75-inch rockets, electrical shunts on electrically initiated devices, and pads protecting primers on gun and mortar ammunition.
- E. Indelibly mark and segregate from serviceable ammunition misfired, damaged, suspended by a NAR, or otherwise classified as unserviceable ammunition.
- F. Handle munitions to prevent damage or unintentional initiation. Things to consider include:

1. Protect the primer – ammunition and explosives (AE) with exposed primers or similar imitating devices will be handled in such a way as to protect the primer or initiating device from being accidentally initiated.
2. Provide protection to rockets/missiles
3. Do not toss, drag or drop munitions

NOTE: If munitions are dropped and any damage is caused to the munitions, contact your supporting Ordnance company surveillance **IMMEDIATELY** to report the incident.

4. Only lift munitions at the proper lift points
5. During blocking and bracing operations, do not drive nails or metal objects into munitions containers
6. In situations where sparks may constitute a hazard, such as unpackaged propelling charges, all hand tools will be made of non-sparking material.
7. AE and its containers will be handled in such a way as to avoid defacing, removing or obliterating its identification markings, i.e. NSN, lot number, etc.
8. In most cases, AE with unidentifiable NSN or lot number will be considered unserviceable.
9. Ammunition storage, handling, and operating facilities and areas will be maintained free of debris and rubbish or other material subject to ignition.

## CHAPTER 5 – AMMUNITION TRANSPORTATION

### I. Vehicle Requirements.

- A. Ammunition is hazardous by design and must therefore be transported with extreme care. A vehicle determined to be capable of transporting general cargo may not be considered safe enough to transport ammunition. This section contains procedures to be followed by units when transporting ammunition or explosives.
- B. All vehicles designated to transport ammunition or explosives will be inspected using DD Form 626. (See Figure E-14). It is not permissible to transport ammunition in TMP type vehicles such as passenger vans. Any unit arriving in these type vehicles will not be issued ammunition. Bongo type TMP vehicles are not bound by this rule, and therefore, the recommended TMP type vehicle. In the case of using a soft shell HUMVEE, due to not having adequate separation from passengers, units must know that it will be treated as TMP vehicles (non Bongo) allowing only limited quantities of small arms as defined below. IAW DA Pam 385-64: “Explosives will not be transported in a passenger compartment of a vehicle except in cases involving limited quantities (no more than two full outer-packs of small arms ammunition with non-explosive bullets). The small arms ammunition must be in closed containers which are properly secured in the vehicle, and seats must be available for all personnel...it is permissible to transport limited quantities of HD 1.4 small arms ammunition in the trunk of sedan-type government-owned vehicles or in cargo compartments of government-owned van type vehicles.”
- C. Units must conduct a motor vehicle inspection prior to dispatching from their unit areas. Units should follow the standards prescribed on the DD Form 626 and this SOP.
- D. Provided below are areas of special interest that must be verified prior to any vehicle being allowed entrance into the ROKA supported ASAs.
  1. First Aid Kits. This is not on the DD Form 626 as a point of inspection, however, units **will** have a kit or combat lifesaver bag in their possession prior to commencement of handling and/or loading operations.
  2. Explosives Placards: **Every** transport vehicle, railcar, freight container or unit load device containing any quantity of hazardous material must be placarded on each side and each end with the type of placards specified in Table 5-1 below. If the vehicle is towing a trailer, the placards will be applied to the front of the vehicle, the rear of the trailer and both sides of the cargo compartment that is loaded with the ammunition and/or explosives. When more than one division placard is required for Hazard Class 1 materials on a transport vehicle, railcar, freight container, or unit load device, only the placard representing the greatest hazard will be displayed. **It is the customer units’ responsibility to provide the required placards.** See Figure E-15 for information on how to order placards from Labelmaster using GSA Contract.

**Table 5-1**

Category of Material Hazard Class and Division Number)	Placard Number	Placard Design 49 CFR Section
1.1.....	EXPLOSIVES 1.1.....	172.522
1.2.....	EXPLOSIVES 1.2.....	172.522
1.3.....	EXPLOSIVES 1.3.....	172.522
1.4.....	EXPLOSIVES 1.4.....	172.523
1.5.....	EXPLOSIVES 1.5.....	172.524
1.6.....	EXPLOSIVES 1.6.....	172.525

- E. Once transport vehicles are uploaded, with loads secured and ready for movement, the drivers will be furnished a DD Form 836; DANGEROUS GOODS SHIPPING PAPER / DECLARATION AND EMERGENCY RESPONSE INFORMATION FOR HAZARDOUS MATERIALS TRANSPORTED BY GOVERNMENT VEHICLES/CONTAINERS OR VESSEL.
- F. All ammunition will be adequately packaged in proper containers while being transported. Ammunition or explosives must be properly secured to prevent any movement. Except when loaded in close-bodied vehicles, ammunition and/or explosives will be covered with a fire resistant tarpaulin (tarp). Current commercial tarps do not meet this requirement. **It is the customer units' responsibility to provide the required tarpaulins.**
- G. Vehicles transporting ammunition are only allowed on routes marked "Ammunition Truck Routes". Consult with local TMO for authorized truck routes. Customer units must obtain a road clearance number from TMO NLT 72 hours prior to transporting ammunition and/or explosives through Seoul and other major cities, i.e., Daejon, Daegu, and Busan.
- H. Units should contact the supporting ordnance company Surveillance Section for advice on compatibility of items to be transported. Loading of ammunition and/or explosives will be in accordance with current directives and may require the unit to use multiple vehicles.
- I. No personnel are authorized to ride in the cargo compartment of ammunition-laden vehicles. Customer units failing to provide sufficient transportation for their work detail will not be allowed entry to the storage area.
- J. The convoy commander is responsible for ensuring that vehicle motors are turned off, wheels are chocked, and fire extinguishers are staged while loading and unloading is in progress. The convoy commander must also ensure that placards are placed on the vehicles at the time of loading the ammunition. Placards will not be placed on empty vehicles and/or conveyances. Placards must be immediately removed when all ammunition and explosives have been removed from the vehicle/conveyance.

**II. Vehicle Inspection Standards – DD Form 626 (See Figure E-14).**

- A. All vehicles used for ammunition transportation will meet the below standards.
  - 1. Spare Electrical Fuses: Check to see that at least one spare fuse, for each kind and type of installed fuse, is carried on the vehicle unless the vehicle is equipped with an overload protective device (circuit breaker).

2. Horn Operative: Ensure the horn is in good working order.
3. Steering Mechanism: Mechanism should be in good condition; correctly and securely mounted with no lubricant leaking from the steering gear box.
4. Windshield/Wipers: Windows shall be free of breaks, cracks or any other defects that obstruct the driver's vision or would make the operation of the vehicle unsafe. All vehicles shall have windshield wipers that are in good condition and operate properly.
5. Mirrors: All vehicles shall have two rear view mirrors installed, one on each side, firmly attached and so located as to reflect to the driver a view of the highway to the rear along both sides of the vehicle. Mirrors must not be cracked or dirty to the extent that the driver's view is obstructed.
6. Warning Equipment: All vehicles are equipped with at least three warning triangles.
7. Fire Extinguishers: Any conveyance transporting any class of ammunition on-post or off-post must be equipped with a minimum of two (2) Class 10 BC (NSN: 4210-00-894-0116) or equivalent rated portable fire extinguishers. This does not imply that any 10 lb fire extinguisher meets this requirement. If chemical munitions are being transported, one fire extinguisher must be either CO<sub>2</sub> or dry chemical. Extinguishers must have a seal and be fully charged. Overcharged/Undercharged fire extinguishers do not meet the requirement.
8. Electrical Wiring: Electrical wiring must be good condition and properly secured. Insulation must not be frayed or otherwise unserviceable. There must be no un-insulated wires or improper splices or connections.
9. Lights and Reflectors: Ensure all lights and reflectors, including clearance lights and turn signals, are operable and do not have broken lenses and are not obscured by dirt or grease. High/low beams and emergency flashers on front and rear of vehicle must be operable.
10. Fuel System: Ensure tanks and fuel lines are in completely serviceable condition, free from leaks or evidence of leakage, and securely mounted. Ensure the presence of fuel filler caps and examine for defective gaskets. **Note: Vehicles powered by liquid propane (LP) are prohibited, only diesel and mogas powered vehicles will be used for transporting ammunition and/or explosives.**
11. Exhaust System: Inspect exhaust pipe, exhaust manifold, muffler, and tailpipe to ensure they are securely attached to the vehicle, with no visible evidence of leakage and that the exhaust pipe is unobstructed.
12. Brake System: Inspect for oil or grease leaks around the drums, air or vacuum line leaks, and evidence of moisture in the air tanks. Check pedal travel when applying pressure to the brakes. The brake pedal must not touch floorboard when brakes are applied. Ensure vehicle does not move when hand or foot brake is applied. When applicable, test hand brake by slowly releasing clutch in fourth gear, vehicle should not move.
13. Suspension: Visually examine the springs, suspension hanger mechanism, torsion bar assemblies, and auxiliary parts; i.e., U-bolts, shackles, center bolts, and hangers; for breakage or improper adjustment, and lack of lubricants, as applicable.

14. Coupling Devices: Ensure fifth wheel rocker plate and bed is in good condition, properly assembled, mounted and adequately lubricated. Kingpin lock must operate freely and properly and lock securely without excessive wear. Trailer couplers should be in good condition and safety pins present when trailer is being towed. When electrical hookups are present for a towed trailer, ensure they are connected and operable.
15. Cargo Space: Ensure that the cargo space is clean and empty, free of oil, and grease, free of protrusions that could cause damage to cargo, and that there are no holes in the floor. No field gear or personnel equipment or other items to include fuel cans/samples or any other commodity or supply will be stored or transported in the cargo space of a vehicle used for the transportation of ammunition and/or explosives. **EMPTY MEANS EMPTY!!**
16. Landing Gear: Landing gear on trailers must lock into place. S&P trailer landing gears must be operational in both up and down modes.
17. Tires, Wheels and Rims: Examine tires for bald spots, cuts, breaks and blisters. Cuts or damage extended into the cord body and tires worn smooth in the center of the tread are not acceptable. Tire size must match on dual equipped tractors and trailers. Wheels and rims must be in good conditions, with no evidence of cracks or splits in the metal surfaces. All lug nuts and wheel securing devices must be present and tight. Spare tires, if equipped must be present and serviceable.

NOTE: During the months of **November to March**, all vehicles transporting ammunition will have snow chains readily available. Snow chains will be put on due to the discretion of the Ordnance Company's QASAS or KN Ammunition Inspector. Snow chains will be mandatory to have on hand to pass a DA 626 before leaving the ASP/AD.

18. Tailgate/Doors: Tailgates must be secured with adequate locking devices to ensure they remain in place and secure. In addition, all side gates must be secured by hooks or other means to ensure they remain in place. Doors will be checked to ensure locking/securing hardware functions as intended. All doors must open and close freely.
19. Tarpaulin: Fire resistant tarpaulins (Tarps) are required on all loads transported over public highways in uncovered vehicles, and will be secured sufficiently to ensure sparks or flames will not inadvertently reach the ammunition and/or explosives it is used to cover and protect. Current commercial tarps do not meet this requirement. **It is the customer units' responsibility to provide the tarpaulins.**
20. Other Requirements: Wheel chocks must be present during loading/unloading operations. Drip pans will be placed under the vehicle during loading/unloading operations. TMP Vehicles must have a chock block and drip pan if picking up ammunition.

NOTE: Government owned sedan or van type vehicles are authorized to transport limited quantities of small arms ammunition only (this does not include small arms ammunition with high explosive (HE) filler). Ammunition boxes must be placed in the bed of the truck only. Ammunition will not be placed on the passenger seats because ammunition is not allowed to be in the compartment area of a vehicle. Boxes must be secured so that there is no movement when the vehicle is in motion.

### **III. Load Stabilization.**

- A. All ammunition being transported will be properly stabilized within the cargo compartment. Proper stabilization can be obtained by using tie-down straps. Listed below are authorized tie-down (Web Strap Assemblies) for Class V cargo.
  - 1. NSN: 5340-00-980-9277
    - Rated Capacity: 5,000 pounds (2.5 short tons)
    - Recommended Maximum Loading: 3,500 pounds (1.75 short tons)
  - 2. NSN: 1670-00-725-1437
    - Rated Capacity: 5,000 pounds (2.5 short tons)
    - Recommended Maximum Loading: 3,500 pounds (1.75 short tons)
- B. Each customer unit picking up ammunition should arrive with an adequate quantity of tie-down straps to secure the ammunition prior to being authorized to leave the Vehicle Holding Area (the ordnance company is not responsible for providing tie-down straps to customer units). No ammunition-laden vehicles will be authorized to depart the Vehicle Holding Area until adequate load stabilization has been ensured.

### **IV. Transportation Compatibility and Multiple Unit ASA Issues.**

- A. Customer unit ammunition managers must consider ammunition compatibility when determining the number of vehicles required when picking up and transporting ammunition or explosives.
- B. There will be instances where customer units will need additional vehicles to transport ammunition because of multiple supply point issues. Limited storage space sometimes requires that ammunition be issued from multiple ASAs in the ordnance company's area of operations. **Units should call the ordnance company Operations Section a minimum of one working day prior to pick up to find out how many ASAs they must go to for their issue.** When this occurs, units must arrive with sufficient vehicles and personnel (listed on the signature card and authorized to receipt for Class V supplies) to conduct the issue. The ordnance company will not issue ammunition to any customer unit that does not have an authorized representative to sign for it.
- C. Units failing to have sufficient vehicles to pick up their issue, either due to compatibility or multiple supply point issues, will have only that amount of ammunition loaded for which they have available vehicles. Only ammunition that is compatible will be loaded on a vehicle. The remainder of their document(s) will be closed and the unit **must resubmit** a new request and make another appointment for pick up of those items they still require.

# APPENDIX A AUTHENTICATION

## A-1. Guidance

Customer unit Commanders are responsible for security and control of the unit's ammunition program and for ensuring only authorized personnel receive Class V supplies. Only the MSC Commander or the delegated representative may approve requests for issue and/or turn-in of ammunition. The Battalion/Separate Company Commander or PBO normally appoints a responsible officer on written orders for ammunition management. The responsible officer can then delegate individuals in the rank of E-5 and above to request ammunition through the use of DA Form 1687.

## A-2. DA Form 1687

(1) Prepare signature cards in accordance with AK Reg 700-3 and this SOP. Attach a copy of the commander's assumption-of-command orders, and/or battalion S4/property book officer orders to each of the signature cards.

(2) Customer units are authorized to prepare the DA Form 1687 using the Pure Edge format with either digital or manual signatures. A combination of the two signature types on a single form is not authorized. See figures E-17 thru E-20 for examples of the Pure Edge form. When using manual signatures on the Pure Edge version, the individual's initials and original signature must be present. **NO XEROXED/SCANNED COPIES OF DA FORM 1687s WILL BE ACCEPTED.**

(3) Per AK Reg 700-3, Appendix E, all entries on a DA Form 1687 will be typed. No Whiteout or trace-over will be accepted. Any change to this form renders it void; a new DA Form 1687 must be completed.

(4) Only personnel in the grade of E-5 or above may request and receive Category I and II ammunition and explosives as defined in AR 190-11. The USMC units are exempt from this requirement. Commanders may designate responsible personnel to receive Category III and IV ammunition. (See Appendix D for category definitions and listing of munitions).

(5) Units are limited to three (3) DA Form 1687s per DODAAC for each account type. Units submitting three (3) cards for each account type will be required to submit all cards at the same time and the expiration date on all 3 cards for TRA/OPL/DDI account will be the earliest DEROS date listed on any of the three cards. **FOR EXAMPLE: Card two (2) has the earliest DEROS date amongst the three cards therefore the expiration date for all three (3) cards will match that date.**

**NOTE:** DEROS and rank are indicated for all personnel on the signature card. USMC personnel will annotate the rank and rotational dates on their NAVMC11797 Delegation of Authority (DOA). A new signature card/DOA is required whenever there is a change of responsible officer or when there is a personnel change (this applies to the approval card as well). Addition and deletion cards are not authorized for Class V supplies. **The signature card/DOA expires one year from the date shown at the top of card, or on the earliest DEROS/rotational date indicated on the card, whichever comes first.** A DA Form 1687/NAVMC 11797 cannot be valid for more than one year. Once a new DA Form 1687 is submitted, the previous one is no longer valid.

(6) Each MSC/activity provides signature cards authorizing personnel to approve requests ammunition issue and turn-in on DA Form 581. Approving authority signs the DA Form 581 in block 14c. The appointed individual(s) is/are responsible for controlling the Class V allowances for the command or activity.

(7) KN employees and KATUSAs are not authorized to receive or be designated as receiving individuals for ammunition and explosives. ROKA EOD personnel are the only exception to this policy.

(1) Under no circumstances is ammunition issued to a customer unit if current signature cards, appropriate appointment orders, and/or assumption of command orders are not on file and up-to-date with the Ordnance Company Operations Office. An individual listed on the signature card must be physically present to sign for ammunition prior to the issue being conducted.

(2) See Figures E-17 thru E-19 for the 6<sup>th</sup> OD BN DA Form 1687 standards and E-20 for NAVMC 11797 standards.

## APPENDIX B BRASS CONVERSION

The data and procedures contained in this appendix are used to compute the weight and/or quantity of expended cartridge cases. Refer to DA Pam 710-2-1 for items not listed.

**Table B-1. Brass conversion chart**

<b>Case Type</b>	<b>Weight (pounds)</b>
.22 caliber, brass, short	0.0008
.22 caliber, brass, long	0.0014
.30 caliber, brass, all	0.0286
.38 caliber, brass, all	0.009
.45 caliber, brass, all	0.0124
.45 caliber, steel, all	0.012
.50 caliber, brass, all	0.121
.50 caliber, steel all	0.111
5.56 millimeter, brass, all	0.0135
7.62 millimeter, brass, large	0.026
9 millimeter	0.009
20.0 millimeter, brass, small	0.2
20.0 millimeter, brass, large	0.25
25 millimeter, all	0.48
Shotgun, brass, all	0.036

### **TO FIND WEIGHT:**

B-1. Multiply the quantity of expended cartridge cases by the weight. Using the example, brass, short, expended-rounds, .22 caliber, work the formula as shown below.

### **FORMULA**

B-2. Quantity of the item x Weight = Weight of expended cartridge cases.

### **COMPUTATION**

B-3. 39,875 rounds x .0008 lbs = 31.9 lbs. Work to one decimal place and round down: 31 pounds expended.

APPENDIX C  
POINTS OF CONTACT/HOURS OF OPERATIONS

<b>6th Ordnance Battalion Points of Contact</b>		
<b>SPO 765-7878</b>	<b>Deputy SPO 765-1451</b>	<b>BN Ammo Tech 765-1452</b>
<b>17th OD Company (EANC-MSC-OUA) Cp Kwangsa-Ri, Bldg. # S-1605</b>	<b>52nd OD Company (EANC-MSC-OPA) Cp Humphreys, Bldg. # S-483</b>	<b>84th OD Company (EANC-MSC-OWA) Cp Carroll, Bldg. #T-207</b>
<b>Commander 732-7869</b>	<b>Commander 753-7136</b>	<b>Commander 765-8801</b>
<b>Accountable Officer 732-7914</b>	<b>Accountable Officer 753-7132</b>	<b>Accountable Officer 765-8292</b>
<b>Customer Service 732-7900</b>	<b>Customer Service 753-8943</b>	<b>Customer Service 765-8208</b>
<b>Surveillance 732-7934</b>	<b>Surveillance 753-8788</b>	<b>Surveillance 765-8081</b>

<b>Hours of Operation</b>					
<b>Monday</b>	<b>0930-1200 1300-1700</b>	<b>Monday</b>	<b>0930-1200 1300-1700</b>	<b>Monday</b>	<b>0930-1200 1300-1700</b>
<b>Tuesday</b>	<b>0930-1200 1300-1700</b>	<b>Tuesday</b>	<b>0930-1200 1300-1700</b>	<b>Tuesday</b>	<b>0930-1200 1300-1700</b>
<b>Wednesday</b>	<b>No issues/Turn- Ins  **Can still process paperwork</b>	<b>Wednesda y</b>	<b>No issues/Turn- Ins  **Can still process paperwork</b>	<b>Wednesday</b>	<b>No issues/Turn-Ins  **Can still process paperwork</b>
<b>Thursday</b>	<b>0930-1200 1300-1700</b>	<b>Thursday</b>	<b>0930-1200 1300-1700</b>	<b>Thursday</b>	<b>0930-1200 1300-1700</b>
<b>Friday</b>	<b>0930-1200 1300-1700</b>	<b>Friday</b>	<b>0930-1200 No afternoon OPS</b>	<b>Friday</b>	<b>0930-1200 1300-1700</b>

**\*\*NOTE: The Ordnance Companies are closed on Wednesday due to STT for ROKA, all US and Korean National (KN) holidays and other announced occasions, such as inventories (where issue facilities must be temporarily closed until completion of the planned inventory). Scheduled holiday closures are IAW USFK Annual Holiday Schedule for the respective Fiscal Year. In addition to the dates noted in the USFK annual holiday schedule, any calendar day designated as a US holiday by Law or Executive Order will be observed as a holiday at the Ordnance Company and any holiday that the ROK President declares for KN and ROKA personnel.**

## APPENDIX D

### LISTING OF AMMUNITION CATEGORIES

**1 - HIGHEST SENSITIVITY (Category I)** - DOD 5100.76-M states “Man-portable missiles and rockets in a ready-to-fire configuration. Included are the Redeye, Stinger, Dragon, Javelin, light antitank weapon (LAW) (66mm), shoulder-launched multi-purpose assault weapon (SMAW) rocket (83mm), M136 (AT4) anti-armor launcher and cartridge (84mm). These weapons, when jointly stored or transported with the launcher tube and/or grip stock and the explosive round, though not in a ready-to-fire configuration, shall be considered Category I items”. DA Pam 708-2 states “Non-nuclear missiles and rockets in a ready-to-fire configuration (for example, Hamlet, Redeye, Stinger, Dragon, LAW, VIPER), and explosive rounds for non-nuclear missiles and rockets. This category also applies when the launcher (tube) and the explosive rounds, though not in a ready-to-fire configuration are jointly stored or transported”.

**2 - HIGH SENSITIVITY (Category II)** - DOD 5100.76-M states “Missiles and rockets that are crew-served or require platform-mounted launchers and other equipment to function. Included in this group are the tubelaunched optically tracked weapon (TOW) missile and Hydra-70”. DA Pam 708-2 states “Arms, Ammunition, and Explosives.”

**3 - MODERATE SENSITIVITY (Category III)** – DOD 5100.76-M states “Missiles and rockets that require platform-mounted launchers and complex hardware and software equipment to function. Included in this group is the Hellfire missile. DA Pam 708-2 states “Arms, Ammunition, and Explosives”.

**4 - LOW SENSITIVITY (Category IV)** - Arms, Ammunition, and Explosives (DA Pam 702-8).

**5 - HIGHEST SENSITIVITY (Category I)** - Arms, Ammunition, and Explosives with a physical security classification of SECRET (see NOTE) (DA Pam 702-8).

**6 - HIGHEST SENSITIVITY (Category I)** - Arms, Ammunition, and Explosives with a physical security classification of CONFIDENTIAL (see NOTE) (DA Pam 702-8).

**8 - HIGH SENSITIVITY (Category II)** - Arms, Ammunition, and Explosives with a physical security classification of CONFIDENTIAL (see NOTE) (DA Pam 702-8).

**NOTE: Items coded 5, 6, or 8 will be stored and transported according to DOD 5100.76-M or DOD 5200.1-R, whichever is more stringent (DA Pam 702-8). I = HIGHEST SENSITIVITY - Category I nonnuclear missiles and rockets in a ready to fire configuration (e.g., AT-4, REDEYE, STINGER, DRAGON, LAW, VIPER) and explosive rounds for nonnuclear missiles and rockets. This Category also applies in situations where the launcher (tube) and explosive rounds, though not in 'ready to fire' configuration, are jointly stored or transported.**

**Figure D-1  
List of Category I, II and VI Items**

1. The CIIC 1, 2 and 6 items listed below require special accountability, storage and transportation other planning needs as identified in various sections of this SOP.

<u>Yellow Book</u>			
<u>DODIC</u>	<u>NOMENCLATURE</u>	<u>CIIC</u>	<u>CATEGORY</u>
			(cross-reference in Appendix D-2)
C995	84MM M136 (AT4)	1	I
H553	RKT, 66MM M72A2 LAW	1	I
H554	RKT, 66MM M72A1 LAW	1	I
H555	RKT, 66MM M72 LAW	1	I
H557	RKT, 66MM M72A2 LAW	1	I
PB91-94,97-98	GM, BGM--TOW MISSILES	2	II
PC25	STINGER	6	I
PJ02	STINGER	6	I
PJ03	STINGER	6	I
PJ04	STINGER	6	I
PJ09	STINGER	6	I
PJ12	STINGER	6	I
PL22	DRAGON	1	I
PL23	DRAGON	1	I
PL34	JAVELIN	1	I
PL39	STINGER	6	I
PL41	STINGER	6	I
PL42	STINGER	6	I
PL86	STINGER	6	I
PL87	STINGER	6	I
PL88	STINGER	6	I
PL89	STINGER	6	I
PL90	STINGER	6	I
PL91	STINGER	6	I
PL92	STINGER	6	I
PL93	STINGER	6	I
PL94	STINGER	6	I
PL95	STINGER	6	I

PL96	STINGER	6	I
PL97	STINGER	6	I
PM90	STINGER	6	I
G880	Gren, Hand Frag M61	2	II
G881	Gren, Hand Frag M67	2	II
G890	Gren, Hand Frag MK2 and M26	2	II
G911	Gren, Hand Off MK3A2	2	II
H110	RKT, INCD 66MM	2	II
H163	RKT, HE 2.75" w/whd M151 HYDRA	2	II
H164	RKT, HE 2.75" HYDRA	2	II
K143	Mine, AP M18	2	II
K145	Mine, AP M18	2	II
K146	Mine, AP M28	2	II
K180	Mine, AT M15	2	II
K181	Mine, AT M21	2	II
K250	Mine, AT M19	2	II
M023	CHG, Demo C-4	2	II
M024	CHG, Demo Petn	2	II
M026	Demo Kit, M1A1	2	II
M028	Demo Kit, M1A2	2	II
M030	CHG, Demo TNT 1/4 lb	2	II
M031	CHG, Demo TNT 1/2 lb	2	II
M032	CHG, Demo TNT 1 lb	2	II
M034	CHG, Demo TNT 8 lb	2	II
M038	CHG, Demo C-4	2	II
M039	CHG, Demo Block 40 lb	2	II
M060	CHG, Demo Roll	2	II
M420	CHG, Demo Shaped 15 lb M2A3	2	II
M421	CHG, Demo Shaped 40 lb M3	2	II
M591	Military Dynamite M1	2	II
M757	CHG, Assy Demo M183	2	II
M965	CHG, Demo Cratering Kit	2	II
ML09-ML19	CHG, Demo Flex Linear Shaped	2	II

The listing above does not include all CIIC I, II or VI items. Units that requisition rockets or missiles, bulk explosives or firing systems, mines, or grenades must check the AMDF for the current physical security code. It will be listed as 1, 2 or 6 under the heading of CIIC in the YELLOW BOOK. When in doubt, call your supporting Ordnance Company for help in identifying the proper security code of ammunition items.

APPENDIX E  
EXAMPLES

UNIT LETTERHEAD

OFFICE SYMBOL

DATE

MEMORANDUM FOR COMMANDER, Supporting Ordnance Company

SUBJECT: Letter of Lateness for Training Ammunition Issue Document

1. Reference customer unit ammunition issue request TAMIS Control number and document number.
2. Detailed explanation as to why the customer unit is submitting their ammunition issue request less than six (6) working days prior to the desired pick up date. This explanation must justify why the submission is late. Units must properly plan for all ammunition issues, and failure to do so will jeopardize requested issue dates.
3. Unit POC and DSN number.

O-5 SIGNATURE  
COMMANDER'S  
SIGNATURE BLOCK

**Figure E-1, Example of a Letter of Lateness**



REPLY TO  
ATTENTION OF

IADK-CEB-CI

DEPARTMENT OF THE ARMY  
524TH MILITARY INTELLIGENCE BATTALION  
UNIT 15269, APO AP 96260

1 March 2013

MEMORANDUM FOR Commander, 52<sup>nd</sup> Ordnance Company

SUBJECT: Request for Extension of Training Ammunition Issue Document

1. Original issue document control number: W80XKA302800001
2. Date training ammunition was signed for: 19 February 2013.
3. Due to the impact of inclement weather on road conditions on Friday, 22 February, 2013 524th MI BN was unable to conduct training using this ammunition. Training requiring the use of this ammunition has been rescheduled for the 26 March, 2013. A postponed turn-in date of 26 March is requested in order to facilitate this training. No .50 caliber ammunition has been forecasted for the month of March and 524th MI BN would be unable to re-draw this ammunition if an extension is not granted.

  
 THEODORE F. TRAVIS  
 LTC, MI  
 Commanding

APPROVE / DISAPPROVE

  
 JAMES W. MCKENNA  
 MAJ, LA  
 6<sup>th</sup> OD Battalion SPD



\* Document extension is approved through 30 MAR 13. Unit must contact 52<sup>nd</sup> OD Company to schedule turn-ins.

Figure E-2, Example of a Document Extension Memo

Certificate of Inspection

Unit#:

Date:

SUBJECT: Opened Ammunition Container

I, \_\_\_\_\_, have personally inspected and have verified that the contents of this unsealed/opened container of;

DODIC: \_\_\_\_\_, NSN: \_\_\_\_\_, LOT: \_\_\_\_\_, CC: \_\_\_\_\_,

QTY: \_\_\_\_\_, are present and properly repacked.

MUST B. SIGNED

Name E-5 or Above

**Figure E-3, Ammunition Inspection Certificate**

<b>DEMOLITION RECONNAISSANCE RECORD</b>					
For use of this form, see FM 3-34.214; the proponent agency is TRADOC.					
SECTION I - GENERAL					
1. FILE NO.		NAME AND RANK		ORGANIZATION	
2. DEMOLITION RECON REPORT NO.		5. RECON ORDERED BY			
3. DATE	4. TIME	6. PARTY LEADER			
7. MAP INFORMATION		11. GENERAL DESCRIPTION <i>(Use block 20 for sketches.)</i>			
Name _____		Type Construction		Other Data	
Scale _____		<input type="checkbox"/> Earth		<input type="checkbox"/> Roadway width _____	
Sheet No. _____		<input type="checkbox"/> Timber		<input type="checkbox"/> Number of bridge spans _____	
Series No. _____		<input type="checkbox"/> Concrete		<input type="checkbox"/> Number of lanes _____	
		<input type="checkbox"/> Asphalt		<input type="checkbox"/> Bridge class: W-_____ T-_____	
		<input type="checkbox"/> Steel		Condition _____	
8. TARGET AND LOCATION		12. NATURE OF PROPOSED DEMOLITION <i>(Use block 21 for sketches.)</i>			
9. TIME OBSERVED		13. UNUSUAL FEATURES OF SITE			
10. COORDINATES		<input type="checkbox"/> High tension		<input type="checkbox"/> _____	
		<input type="checkbox"/> Radar Installation		<input type="checkbox"/> _____	
		<input type="checkbox"/> Underwater blasting		<input type="checkbox"/> _____	
SECTION II - ESTIMATES					
Determine availability of items 14, 15, and 16 before conducting reconnaissance.					
14. MATERIAL REQUIRED		TYPE MISSION			15. EQUIPMENT AND TRANSPORT REQUIRED <i>(Continued on page 2.) (Examples: trucks, ram sets and cartridges, demolition sets, post-hole diggers, nails, adhesives, tapes, sandbags, and lumber.)</i>  <i>NOTE: Troops may not ride in vehicles transporting explosives.</i>
	UNIT OF ISSUE	CRATERING	CUTTING	OTHER/SPEC PURPOSE	
Modernized Demolition Initiators:					
M11 Shock tube	ea				
M12 Shock tube	ea				
M13 Shock tube	ea				
M14 Delay fuse	ea				
Firing Device					16. PERSONNEL AND TIME REQUIRED FOR
Electric caps	ea				NCOs
Detonating cord	ft				ENL
Firing wire	ft				Time
Igniters:					a. Preparing and placing charges
M60	ea				b. Arming and firing demolition
M81	ea				
Explosive:					17. TIME, LABOR, AND EQUIPMENT REQUIRED FOR BYPASS <i>(Continued on page 2.)</i> <i>(Specify location and method. Specify equipment to clear the site after demolition and available bypasses that allow units to bypass the site.)</i>
TNT	lb				
C4	lb				
(Other)					
Cratering:					18. REMARKS <i>(Continued on page 2.)</i>
Crater charge, 40-lb	ea				
Shape charge, 15-lb	ea				
Other Demolitions:					

Figure E-4, DA Form 2203

<b>DEMOLITION RECONNAISSANCE RECORD (Continued)</b>	
Place additional comments in the appropriate blocks.	
<b>15. EQUIPMENT AND TRANSPORT REQUIRED (Continued)</b>	
<b>17. TIME, LABOR, AND EQUIPMENT REQUIRED FOR BYPASS (Continued)</b>	
<b>18. REMARKS (Continued)</b>	
<b>19. ADDITIONAL COMMENTS (Specify block)</b>	

**Figure E-4(a), DA Form 2203 continued**

DEMOLITION RECONNAISSANCE RECORD <i>(Continued)</i>	
Place additional comments in the appropriate blocks.	
20. GENERAL DESCRIPTION SKETCH <i>(Attach additional sketches if required)</i>	
21. PURPOSE OF PROPOSED DEMOLITION SKETCH <i>(Attach additional sketches if required)</i>	

DA FORM 2203, MAY 2007

Page 3 of 4  
APD V1.00

**Figure E-4(b), DA Form 2203 continued**

## DEMOLITION RECONNAISSANCE RECORD (Continued)

### Instructions for completing the DA Form 2203

Use the following instructions to complete DA Form 2203.

**Block 1 (FILE NO.).** Leave blank unless a higher headquarters provides this number. Higher headquarters provides this number or enters it after the form has been submitted.

**Block 2 (DEMOLITION RECON REPORT NO.).** Leave blank unless a higher headquarters provides this number. Higher headquarters provides this number or enters it after the form has been submitted. The company SOP may specify the procedures for determining this number.

**Block 3 (DATE).** Enter the date the reconnaissance was performed.

**Block 4 (TIME).** Enter the time the reconnaissance party arrived at the target site (local or Zulu time).

**Block 5 (RECON ORDERED BY).** Enter the name, rank, and organization of the command authority authorizing the reconnaissance action.

**Block 6 (PARTY LEADER).** Enter the name, rank, and organization of the NCOIC or OIC of the reconnaissance party who was physically at the site when the reconnaissance was performed.

**Block 7 (MAP INFORMATION).** Obtain this information from a map of the reconnaissance area. Enter the information in this block.

**Block 8 (TARGET AND LOCATION).** Enter a brief description of the target and the distance and direction from an identifiable landmark (railroad bridge, crossroads, hilltop, and so forth). For example, "Target is 275°, 300 meters from the railroad bridge, 2 miles east of Hanesville, on Route 2." Continue the information in block 19 if needed.

**Block 9 (TIME OBSERVED).** Enter the time you last saw the target as you departed the site.

**Block 10 (COORDINATES).** Enter the complete 8-digit map coordinates of the target.

**Block 11 (GENERAL DESCRIPTION).** When applicable, include the type of construction, width of the roadway, number of lanes or tracks, type of pavement, number of spans, condition of spans or entire bridge, and bridge categorization and classification. For example, "Prestressed-concrete T beam bridge, four simple spans supported by six concrete columns, two lanes; total bridge length is 140 feet; roadway width is 30 feet; overall bridge width is 36 feet; height is 16 feet; Class 80; very good condition."

**Block 12 (NATURE OF PROPOSED DEMOLITION).** State the expected amount of destruction and the priority for placing charges, if feasible. Provide a sketch showing the number and type of charges to use (tamped or untamped), where the charges should be placed, and the type of firing system required.

**Block 13 (UNUSUAL FEATURES OF SITE).** Include any special features of the target or site that might affect the method of demolition (high-tension lines, radar installation, underwater blasting, and so forth). Give any details that may affect the security of the target and the demolition work party.

**Block 14 (MATERIAL REQUIRED).** Indicate the mission types, quantities, caps, detonators, and so forth proposed for the demolition.

**Block 15 (EQUIPMENT AND TRANSPORT REQUIRED).** Specify the amount and type of transportation required (for example, two 5-ton dump trucks, one ram set with 50 cartridges, two post-hole diggers, two demolition sets, 10 pounds of 16d nails, twelve 8-foot 2 by 4s). Continue comments in block 15 on page 2 of the form.

**Block 16 (PERSONNEL AND TIME REQUIRED FOR).** Complete subsections a and b, indicating the number of personnel and amount of time necessary for placing the demolitions. The distance between the firing points and firing systems will be a consideration for determining the amount of time necessary to arm and fire the explosives.

**Block 17 (TIME, LABOR, AND EQUIPMENT REQUIRED FOR BYPASS [Enter the location and method]).** Enter the equipment necessary to clear the site after demolition and the available bypasses that allow units to bypass the site. Continue comments in block 17 on page 2 of the form.

**Block 18 (REMARKS).** Include any appropriate remarks that are not covered in blocks 1 through 17. Continue remarks in block 18 on page 2 of the form.

**Block 19 (ADDITIONAL COMMENTS).** Use this block as a continuation for all other blocks. Identify the block being continued.

**Block 20 (GENERAL DESCRIPTION SKETCH).** Include on this sketch--

The avenues of approach to the target and possible bypasses in the vicinity of the target. Indicate route numbers and the direction to cities.

The rivers or streams including name, direction of flow, and velocity in meters per second.

The terrain features, including observation points, cover and concealment, swampy areas, deep valleys, and so forth.

A compass arrow indicating north (indicate grid or magnetic).

The dimensions of the proposed target.

The number and length of bridge spans.

The height of the bridge from the ground or water.

**Block 21 (PURPOSE OF PROPOSED DEMOLITION SKETCH).** Include on this sketch the--

Dimensions of members to be cut.

Placement of charges.

Charge calculations. Use either the formula or table method, but show the work.

Priming of charges.

Branch lines.

Ring mains.

Firing systems.

Firing points.

Figure E-4(c), DA Form 2203 Instructions



REQUEST FOR ISSUE AND TURN-IN OF AMMUNITION				1. ISSUE		3. DOCUMENT NO.		4. LOCAL USE		5. PAGE		6. FOR LOCAL USE		
For use of this form, see AR 710-2; the proponent agency is DCS, G-4.				2. TURN-IN <input checked="" type="checkbox"/>		W90R0A-3259-0001				1 OF 2				
7. SEND TO Accountable Officer SCT5 - 84TH ORD CO ASP 84TH ORD CO Unit # 15128 APO AP 96260			8. REQUEST FROM HHD 6TH OD BN 6TH OD BN UNIT# 15127 APO AP 96260 UIC: WETZAA			9. DATE MATERIEL REQUIRED (YYYYMMDD) 20130926			10. PRIORITY		11. ALLOCATION PERIOD		12. DODACC W90R0A	
13a. REQUESTED BY CW2 Philpott, Benjamin						13b. DATE (YYYYMMDD)			13c. SIGNATURE					
14a. APPROVED BY SFC Figueroa, Enrique						14b. DATE (YYYYMMDD)			14c. SIGNATURE					
15. ITEM	16. DDCIC	17. NSN	18. NOMENCLATURE	19. UI	20. QTY REQUESTED/TURNED IN	21. TEC	22. ACTION CODE	23. QTY ISSUED/RECEIVED	24. LOT/SERIAL NO.	25. CC	26. POSTED BY	27. DATE (YYYYMMDD)		
1	A059	1305-01-155-5459	CTG, 5.56MM BALL M855 CLPD	EA	1680	TRS	TAR		LC-91L086-152					
2	A059	1305-01-155-5459	CTG, 5.56MM BALL M855 CLPD	EA	1680	TRS	TAR		LC-04L380-211					
3	A064	1305-01-156-7584	CTG, 5.56MM 4 BALL M855/1 TR M856	EA	1600	TRS	TAR		LC-87K691L218					
4	A064	1305-01-156-7584	CTG, 5.56MM 4 BALL M855/1 TR M856	EA	1600	TRS	TAR		LC-88M691L295					
5	A131	1305-00-143-7163	CTG, 7.62MM 4 BALL M80/1 TR M62	EA	800	TRS	TAR		HIB-L-500-29					
6	A131	1305-00-143-7163	CTG, 7.62MM 4 BALL M80/1 TR M62	EA	1600	TRS	TAR		LC-L-140125					
7	A131	1305-00-143-7163	CTG, 7.62MM 4 BALL M80/1 TR M62	EA	800	TRS	TAR		LC-89F601Y620					
28. REMARKS The above items were drawn on document number W90R0A-3221-0001 (Issue Doc #). All other items on that document were properly expended. Residue turn-in is under document number W90R0A-3259-0002 (Residue Doc #). Requested turn-in date and time: 26 September 2013 (Within 5 working days after the last firing date).  POC: CW2 Philpott, Benjamin, DSN: 315-765-1452 / CELL: 010-4087-9965 Email address: benjamin.r.philpott.mil@mail.mil										29. RELATED DOCUMENT SERIAL NOS.				
30a. ISSUED BY				30c. DATE (YYYYMMDD)		31a. RECEIVED BY				31c. DATE (YYYYMMDD)		32. TAMIS CONTROL NO.		
30b. SIGNATURE						31b. SIGNATURE								

DA FORM 581, JUL 1999

EDITION OF AUG 89 MAY BE USED

APD PE v1.02ES

**Figure E-6, Example of a completed DA Form 581 for Live Turn-In**



REQUEST FOR ISSUE AND TURN-IN OF AMMUNITION													1. ISSUE	3. DOCUMENT NO.			4. LOCAL USE	5. PAGE	6. FOR LOCAL USE	
For use of this form, see AR 710-2; the proponent agency is DCS, G-4.													2. TURN-IN	W90R0A-3259-0002				1 OF 2		
7. SEND TO Accountable Officer SCTS - 84TH ORD CO ASP 84TH ORD CO Unit # 15128 APO AP 96260				8. REQUEST FROM HHD 6TH OD BN 6TH OD BN UNIT# 15127 APO AP 96260 UIC: WETZAA				9. DATE MATERIEL REQUIRED (YYYYMMDD) 20130926			10. PRIORITY	11. ALLOCATION PERIOD		12. DODACC W90R0A						
13a. REQUESTED BY CW2 Philpott, Benjamin						13b. DATE (YYYYMMDD)			13c. SIGNATURE											
14a. APPROVED BY SFC Figueroa, Enrique						14b. DATE (YYYYMMDD)			14c. SIGNATURE											
15. ITEM	16. DOCIC	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	A061	1305-00-121-0877	Clip, Cartridge	EA	336	TRS	TIR													
2	NX69	8140-00-078-8969	Box Wirebound w/ends (M2A1)	EA	5	TRS	TIR													
3	WY89	8140-00-828-2938	Box MTL, M19A1	EA	8	TRS	TIR													
4	WY91	8140-00-960-1699	Box MTL, M2A1	EA	6	TRS	TIR													
5	ZSAA	8140-00-864-3194	Box Wirebound w/ends	EA	1	TRS	TIR													
6	ZW43	1305-00-000-0556	Case Ctg. Fired Brass 5.56mm	LB	66.96	TRS	TIR													
7	ZW44	1305-00-000-0762	Case Ctg. Fired Brass 7.62mm	LB	41.6	TRS	TIR													
28. REMARKS										29. RELATED DOCUMENT SERIAL NOS.										
<p>The above items were drawn on document number W90R0A-3221-0001 (Issue Doc #) and were properly expended.</p> <p>Requested turn-in date and time: 26 September 2013 (Within 5 working days after the last firing date).            POC: CW2 Philpott, Benjamin, DSN: 315-765-1452 / CELL: 010-4087-9965            Email address: benjamin.r.philpott.mil@mail.mil</p> <p>"Contents have been inspected. Contents do not contain any live rounds, unfired primers, or explosives, dangerous or hazardous material."</p> <p style="text-align: center;">Ammunition NCO (E-5 and Above)</p>																				
30a. ISSUED BY				30c. DATE (YYYYMMDD)	31a. RECEIVED BY				31c. DATE (YYYYMMDD)	32. TAMIS CONTROL NO.										
30b. SIGNATURE					31b. SIGNATURE															

DA FORM 581, JUL 1999

EDITION OF AUG 89 MAY BE USED

APD PE v1.02ES

Figure E-7, Example of a completed DA Form 581 for Residue Turn-In

REQUEST FOR ISSUE AND TURN-IN OF AMMUNITION										1. ISSUE	3. DOCUMENT NO.	4. LOCAL USE	5. PAGE	6. FOR LOCAL USE
For use of this form, see AR 710-2; the proponent agency is DCS, G-4.										2. TURN-IN	W90R0A-3259-0003		1 OF 1	
7. SEND TO Accountable Officer SCTS - 84TH ORD CO ASP 84TH ORD CO Unit # 15128 APO AP 96260			8. REQUEST FROM HHH 6TH OD BN 6TH OD BN UNIT# 15127 APO AP 96260 UIC: WETZAA			9. DATE MATERIEL REQUIRED (YYYYMMDD) 20130926			10. PRIORITY	11. ALLOCATION PERIOD	12. DODACC W90R0A			
13a. REQUESTED BY CW2 Philpott, Benjamin						13b. DATE (YYYYMMDD)		13c. SIGNATURE						
14a. APPROVED BY SFC Figueroa, Enrique						14b. DATE (YYYYMMDD)		14c. SIGNATURE						
15. ITEM	16. DOCIC	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)		
I	A059	1305-01-155-5459	CTG, 5.56MM BALL M855 CLPD	EA	840	TRS	TAR		LC-91L086-152					
			LAST ITEM											
28. REMARKS This is an amended turn-in document. (State reason for amended turn-in.)  Signature Block of First O-5  The above items were drawn on document number W90R0A-3221-0001 (Issue Doc #). All other items on that document were properly expended. Residue turn-in is under document number W90R0A-3259-0002 (Residue Doc #). Requested turn-in date and time: 26 September 2013 (Within 5 working days after the last firing date). POC: CW2 Philpott, Benjamin, DSN: 315-765-1452 / CELL: 010-4087-9965 Email address: benjamin.r.philpott@mail.mil										29. RELATED DOCUMENT SERIAL NOS.				
30a. ISSUED BY					30c. DATE (YYYYMMDD)		31a. RECEIVED BY			31c. DATE (YYYYMMDD)		32. TAMIS CONTROL NO.		
30b. SIGNATURE							31b. SIGNATURE							

DA FORM 581, JUL 1999

EDITION OF AUG 89 MAY BE USED

APD PE v1.02ES

Figure E-8, Example of a completed DA Form 581 for Live Amended Turn-In

REQUEST FOR ISSUE AND TURN-IN OF AMMUNITION										1. ISSUE	3. DOCUMENT NO.	4. LOCAL USE	5. PAGE	6. FOR LOCAL USE
For use of this form, see AR 710-2; the proponent agency is DCS, G-4.										2. TURN-IN	W90R0A-3259-0004		I OF I	
7. SEND TO Accountable Officer SCTS - 84TH ORD CO ASP 84TH ORD CO Unit # 1S128 APO AP 96260			8. REQUEST FROM HHD 6TH OD BN 6TH OD BN UNIT# 15127 APO AP 96260 UIC: WETZAA			9. DATE MATERIEL REQUIRED (YYYYMMDD) 20130926			10. PRIORITY	11. ALLOCATION PERIOD	12. DODACC W90R0A			
13a. REQUESTED BY CW2 Philpott, Benjamin						13b. DATE (YYYYMMDD)		13c. SIGNATURE						
14a. APPROVED BY SFC Figueroa, Enrique						14b. DATE (YYYYMMDD)		14c. SIGNATURE						
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	A061	1305-00-121-0877	Clip, Cartridge	EA	27	TRS	TIR							
2	ZW43	1305-00-000-0556	Case Ctg, Fired Brass 5.56mm	LB	13	TRS	TIR							
3	WY89	8140-00-828-2938	Box MTL, M19A1	EA	1	TRS	TIR							
			LAST ITEM											
28. REMARKS										29. RELATED DOCUMENT SERIAL NOS				
<p>This is an amended turn-in document. (State reason for amended turn-in.)</p> <p style="text-align: center;">_____ Signature Block of First O-5</p> <p>The above items were drawn on document number W90R0A-3221-0001 (Issue Doc #) and were properly expended.</p> <p>Requested turn-in date and time: 26 September 2013 (Within 5 working days after the last firing date). POC: CW2 Philpott, Benjamin, DSN: 315-765-1452 / CELL: 010-4087-9965 Email address: benjamin.r.philpott.mil@mail.mil</p> <p>"Contents have been inspected. Contents do not contain any live rounds, unfired primers, or explosives, dangerous or hazardous material."</p> <p style="text-align: center;">_____ Ammunition NCO (E-5 or above)</p>														
30a. ISSUED BY					30c. DATE (YYYYMMDD)		31a. RECEIVED BY					31c. DATE (YYYYMMDD)		32. TAMIS CONTROL NO.
30b. SIGNATURE							31b. SIGNATURE							

DA FORM 581, JUL 1999

EDITION OF AUG 89 MAY BE USED

APD PE v1 02ES

Figure E-9, Example of a completed DA Form 581 for Amended Residue Turn-In

REQUEST FOR ISSUE AND TURN-IN OF AMMUNITION														
For use of this form, see AR 710-2; the proponent agency is DCS, G-4.														
1. ISSUE			3. DOCUMENT NO.			4. LOCAL USE		5. PAGE		6. FOR LOCAL USE				
2. TURN-IN			W90R0A-3259-0005					I OF I						
7. SEND TO Accountable Officer SCTS - 84TH ORD CO ASP 84TH ORD CO Unit # 15128 APO AP 96260				8. REQUEST FROM HHD 6TH OD BN 6TH OD BN UNIT# 15127 APO AP 96260 UIC: WETZAA				9. DATE MATERIEL REQUIRED (YYYYMMDD) 20130926		10. PRIORITY		11. ALLOCATION PERIOD		12. DODACC W90R0A
13a. REQUESTED BY CW2 Philpott, Benjamin						13b. DATE (YYYYMMDD)		13c. SIGNATURE						
14a. APPROVED BY SFC Figueroa, Enrique						14b. DATE (YYYYMMDD)		14c. SIGNATURE						
15. ITEM	16. DOIC	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)		
I	A059	1305-01-155-5459	CTG, 5.56MM BALL M855 CLPD	EA	840	TRS	TAR		LC-91L086-152					
			LAST ITEM											
28. REMARKS "Unserviceable due to improper handling/transportation. Action required IAW AR 735-5."  The above items were drawn on document number W90R0A-3221-0001 (Issue Doc #). All other items on that document were properly expended. Residue turn-in is under document number W90R0A-3259-0002 (Residue Doc #). Requested turn-in date and time: 26 September 2013 (Within 5 working days after the last firing date).  POC: CW2 Philpott, Benjamin, DSN: 315-765-1452 / CELL: 010-4087-9965 Email address: benjamin.r.philpott.mil@mail.mil										29. RELATED DOCUMENT SERIAL NOS.				
30a. ISSUED BY				30c. DATE (YYYYMMDD)		31a. RECEIVED BY				31c. DATE (YYYYMMDD)		32. TAMIS CONTROL NO.		
30b. SIGNATURE						31b. SIGNATURE								

DA FORM 581, JUL 1999

EDITION OF AUG 89 MAY BE USED

APD PE v1.02ES

Figure E-10, Example of a completed DA Form 581 for Live Non-Fair Wear and Tear Turn-In

REQUEST FOR ISSUE AND TURN-IN OF AMMUNITION													1. ISSUE	3. DOCUMENT NO.	4. LOCAL USE	5. PAGE	6. FOR LOCAL USE	
For use of this form, see AR 710-2, the proponent agency is DCS, G-4.													2. TURN-IN	✓ (Entered by ASA)		I	OF I	
7. SEND TO Accountable Officer SCTS - 84TH ORD CO ASP 84TH ORD CO Unit # 15128 APO AP 96260				8. REQUEST FROM Individual or Amnesty container or EOD (no other entries are permitted):				9. DATE MATERIEL REQUIRED (YYYYMMDD) 20130926			10. PRIORITY	11. ALLOCATION PERIOD	12. DODACC					
								13a. REQUESTED BY			13b. DATE (YYYYMMDD)	13c. SIGNATURE						
								14a. APPROVED BY			14b. DATE (YYYYMMDD)	14c. SIGNATURE						
15. ITEM	16. DOCIC	17. NSN	18. NOMENCLATURE	19. U/I	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)						
I	A059	1305-01-155-5459	CTG, 5.56MM BALL M855 CLPD	EA	840		FOI		LC-91L086-152									
			LAST ITEM															
28. REMARKS "This is a Found On Installation (FOI) turn-in document." POC: CW2 Philpott, Benjamin, DSN: 315-765-1452 / CELL: 010-4087-9965 Email address: benjamin.r.philpott.mil@mail.mil										29. RELATED DOCUMENT SERIAL NOS.								
30a. ISSUED BY				30c. DATE (YYYYMMDD)		31a. RECEIVED BY				31c. DATE (YYYYMMDD)		32. TAMIS CONTROL NO.						
30b. SIGNATURE						31b. SIGNATURE												

DA FORM 581, JUL 1999

EDITION OF AUG 89 MAY BE USED

APD PE v1.02ES

Figure E-11, Example of a completed DA Form 581Amnesty/FOI Turn-In

**CERTIFICATE - LOST OR DAMAGED CLASS 5 AMMUNITION ITEMS**

For use of this form, see DA PAM 710-2-1; the proponent agency is DCS, G-4.

**PART I - CERTIFICATION**

*I certify that the item(s) described in blocks 1-5 below were as stated. Circumstances of the loss or damage are accurately described below.*

1. STOCK NO.	2. DESCRIPTION	3. QUANTITY	4. ITEM WAS (Check)		5 DAMAGED BY NEGLIGENCE? (Check)	
			a. LOST	b. DAM-AGED	a YES	b NO
DODIC or NSN	Nomenclature	pounds or each	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. CIRCUMSTANCES OF LOSS OR DAMAGE

The above Items were drawn on Doc # \_\_\_\_\_ on \_\_\_\_\_ (issue date) from \_\_\_\_\_ (Ord Co)

////////////////////////////////////INSTRUCTIONS FOR THIS FORM////////////////////////////////////

**Part I**

Items short will be described in detail and quantity in Blocks 1-5. The circumstances surrounding the loss or damage will be described in Block 6. The organizational commander will sign and date PART I in Block 7a 7b.

**Part II**

The first LTC in the chain of command will review the circumstances surrounding the loss or damage and determine the appropriate action to be taken because of the loss or damage to government property.

The first lieutenant colonel (LTC) or equivalent (GS-13 or above) in the chain of command, or major appointed on orders to a LTC level command position will sign the DA Form 5811-R (Certificate, Lost or Damaged Class 5 Ammunition Items) indicating action taken to account for damaged ammunition, shortages of ammunition and training ammunition residue shortages. DA Form 5811-R is available in DA Pam 710-2-1. Commanders will initiate investigation under AR 15-6 when losses or overages are found in Categories I and II.

\*\*\*\*\*See DA Pam 710-2-1, AR 710-2 or AK 700-3 for more detail information for this form\*\*\*\*\*

7a. SIGNATURE  Company Commander	7b. DATE
--	----------

**PART II - ACTION**

8. I have reviewed the evidence pertaining to the loss or damage as stated. I agree <input type="checkbox"/> do not agree <input type="checkbox"/> that the loss or damage to the class 5 item (s) was <input type="checkbox"/> was not <input type="checkbox"/> misconduct, or deliberate unauthorized use. The following actions shall be taken. due to negligence, willful		CHECK ALL THAT APPLY
9. No further action is required. <span style="float:right">→</span>		<input type="checkbox"/>
10. An administrative adjustment shall be made in the property book for the class 5 item (s) that were not lost through negligence, willful misconduct, or deliberate unauthorized use.		<input type="checkbox"/>
11. The damaged class 5 item(s) shall be repaired as fair wear and tear as the damage was not caused by negligence, willful misconduct, or deliberate unauthorized use.		<input type="checkbox"/>
12. The circumstances surrounding the loss or damage warrant the processing of a formal Report or Survey that will be initiated immediately by the responsible property officer.		<input type="checkbox"/>
13a. SIGNATURE	13b. TITLE LTC/GS-13/Major in an O-5 command position	13c. DATE

DA FORM 5811-R, AUG 1989

APD PE v1.02ES

**Figure E-12, DA Form 5811**

EANC-ASO-SPO

XX MONTH XX

Subject: 6<sup>th</sup> Ordnance Battalion External SOP

ELEMENT: COMPANY SIZE UNIT

TASK: CONDUCT STORED COMBAT LOAD (SCL) RETRIEVAL

CONDITIONS: In a wartime scenario, unit has been alerted and directed to conduct their Stored Combat Load Retrieval

TASK STANDARD: Unit conducts its Stored Combat Load Retrieval according to their deployment/movement plans/division readiness standard operating procedures (RSOP).

SUBTASKS	GO	NO/GO
----------	----	-------

**Prior to arrival at the ASP:**

1. Unit ensures a proper Motor Vehicle Inspection (DD Form 626) is conducted on all vehicles entering the ASP/AD prior to departing their unit's motorpool.	_____	_____
---	-------	-------

2. All drivers are given a safety briefing that includes Strip maps with primary and alternate routes to the retrieval site.	_____	_____
--	-------	-------

**Actions at the ASA:**

3. Ordnance Company has on file an approved DA Form 581 (Request for Issue) for all requested ammunition.	_____	_____
---	-------	-------

4. Ordnance Company has on file a current DA Form 1687 (signature card).	_____	_____
--	-------	-------

5. Unit vehicle(s) pass Motor Vehicle Inspection (DD Form 626).	_____	_____
---	-------	-------

6. Unit arrives with authorized personnel to sign for the ammunition.	_____	_____
---	-------	-------

7. Unit arrives with proper number of vehicles needed to load all requested ammunition.	_____	_____
---	-------	-------

8. Unit has a detailed load plan for each vehicle, to include cube, weight, and compatibility considerations.	_____	_____
---	-------	-------

9. Unit arrives with sufficient personnel to physically load all requested ammunition by hand.	_____	_____
--	-------	-------

10. Unit loads and properly secures all their practice ACL.	_____	_____
---	-------	-------

11. Unit drives vehicles to appropriate magazines as directed by the Ordnance Company.	_____	_____
--	-------	-------

12. Upon completion of the rehearsal, unit will return all issued residue to original configuration and location.	_____	_____
---	-------	-------

OVERALL STATUS (Go or No/Go) \_\_\_\_\_

UNIT NAME and UIC: \_\_\_\_\_

\_\_\_\_\_  
Unit Representative (Print, Sign, and Date)

\_\_\_\_\_  
Ordnance Company Representative (Print, Sign, and Date)

**Figure E-13(a), SCL Retrieval Exercise Checklist**

MOTOR VEHICLE INSPECTION (TRANSPORTING HAZARDOUS MATERIALS)										
<i>(Read Instructions before completing this form.)</i>										
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. <i>(X if satisfactory at origin)</i>							9. CVSA DECAL DISPLAYED ON COMMERCIAL EQUIPMENT*			
a. HAZMAT ENDORSEMENT		d. ERG OR EQUIVALENT COMMERCIAL:		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										
<i>All items shall be checked on empty equipment prior to loading. Items with an asterisk shall be checked on all incoming loaded equipment.</i>										
10. TYPE OF VEHICLE(S)					11. VEHICLE NUMBER(S)					
12. PART INSPECTED <i>(X as applicable)</i>		ORIGIN (1)		DESTINATION (2)		ORIGIN (1)		DESTINATION (2)		COMMENTS (3)
		SAT		UNSAT		SAT		UNSAT		
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. LANDING GEAR*				
g. FIRE EXTINGUISHER*						q. TIRES, WHEELS, RIMS				
h. ELECTRICAL WIRING						r. TAILGATE/DOORS*				
i. LIGHTS AND REFLECTORS						s. TARPULIN*				
j. FUEL SYSTEM*						t. OTHER <i>(Specify)</i>				
13. INSPECTION RESULTS <i>(X one)</i> ACCEPTED					REJECTED					
<i>(If rejected give reason under "Remarks". Equipment will be approved if deficiencies are corrected prior to loading.)</i>										
14. SATELLITE MOTOR SURVEILLANCE SYSTEM: <i>(X one)</i> ACCEPTED					REJECTED					
15. REMARKS										
16. INSPECTOR SIGNATURE <i>(Origin)</i>					17. INSPECTOR SIGNATURE <i>(Destination)</i>					
SECTION III - POST LOADING INSPECTION										
<i>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.</i>										
		ORIGIN (1)		DESTINATION (2)						COMMENTS (3)
		SAT		UNSAT		SAT		UNSAT		
18. LOADED IAW APPLICABLE SEGREGATION/COMPATIBILITY TABLE OF 49 CFR										
19. LOAD PROPERLY SECURED TO PREVENT MOVEMENT										
20. SEALS APPLIED TO CLOSED VEHICLE; TARPULIN 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 <i>(Origin)</i>					26. DRIVER(S) SIGNATURE <i>(Origin)</i>					
27. INSPECTOR SIGNATURE <i>(Destination)</i>					28. DRIVER(S) SIGNATURE <i>(Destination)</i>					

DD FORM 626, OCT 2011

PREVIOUS EDITION IS OBSOLETE.

Page 1 of 3 Pages  
Adobe Professional 8.0

Figure E-14, DD Form 626

## Labelmaster Can Fulfill All Government and Military GSA and Disaster Recovery Orders

Welcome, Government and Military Customers! You've come to the right site to arm yourself with the products you need to meet the special requirements for military installations and transportation. For more than 40 years, Labelmaster has been on the front line in the development of compliance products for various government markets. We continue to stay ahead of ever-changing regulations so we can provide you with the products you need, when you need them. Labelmaster is "bid" friendly and we can turn around your [requests for quotation](#) ASAP.

### Your GSA Contract Benefits Include:

- Best Value - Pricing researched and approved by GSA
- Eliminates need to seek further competition
- Reduces overall procurement costs

### GSA Contract Pricing

You must [create and be logged in with a Labelmaster-GSA Customer Account](#) to view and receive the GSA contract pricing online.

### GSA Contract Numbers

Labelmaster was awarded the **General Services Administration (GSA)** Multiple Award Schedule contract. Since April 2003, Labelmaster's GSA contracts have offered more than 1,500 commercial products, including labels, placards, forms, signs, regulatory publications, shipping supplies and packaging products.

**GSA Contract Ordering:** GSA Contract #GS-02F-0003V & #GS-02F-0004V - Cage Code #67634

Contract #:		GS-02F-0003V	Socio-Economic: Small business			
Contractor:		AMERICAN LABELMARK COMPANY (INC)	EPLS: Contractor not found on the Excluded Parties List System			
Address:		5724 N PULASKI RD STE 1 CHICAGO, IL 60646-6797	Govt. Contracting Officer: Arlene Rieara Phone: 212-264-2238 E-Mail: <a href="mailto:arlene.rieara@gsa.gov">arlene.rieara@gsa.gov</a>			
Phone:		(773) 279-2208	E-Mail: <a href="mailto:dcopin@labelmaster.com">dcopin@labelmaster.com</a>			
E-Mail:		<a href="mailto:dcopin@labelmaster.com">dcopin@labelmaster.com</a>	Web Address: <a href="http://www.labelmaster.com">http://www.labelmaster.com</a>			
Web Address:		<a href="http://www.labelmaster.com">http://www.labelmaster.com</a>				
Source	Title	Contract Number	Contract Terms & Conditions	Contract End Date	Category	
75	OFFICE PRODUCTS/SUPPLIES AND SERVICES AND NEW PRODUCTS/TECHNOLOGY	GS-02F-0003V		Sep 30, 2018	75 200	<b>DISAST RECOV</b>
Contract #:		GS-02F-0004V	Socio-Economic: Small business			
Contractor:		AMERICAN LABELMARK COMPANY (INC)	EPLS: Contractor not found on the Excluded Parties List System			
Address:		5724 N PULASKI RD STE 1 CHICAGO, IL 60646-6797	Govt. Contracting Officer: Piotr Ulazka Phone: 212-577-8611 E-Mail: <a href="mailto:piotr.ulazka@gsa.gov">piotr.ulazka@gsa.gov</a>			
Phone:		(773) 279-2208	E-Mail: <a href="mailto:dcopin@labelmaster.com">dcopin@labelmaster.com</a>			
E-Mail:		<a href="mailto:dcopin@labelmaster.com">dcopin@labelmaster.com</a>	Web Address: <a href="http://www.labelmaster.com">http://www.labelmaster.com</a>			
Web Address:		<a href="http://www.labelmaster.com">http://www.labelmaster.com</a>				
Source	Title	Contract Number	Contract Terms & Conditions	Contract End Date	Category	
81 I B	SHIPPING, PACKAGING AND PACKING SUPPLIES	GS-02F-0004V		Sep 30, 2018	617 2	<b>DISAST RECOV</b>

Place your order online or call 800-621-5808 and be sure to mention this is an GSA, Economic Stimulus Fund or Disaster

**Figure E-15, Labelmaster Ordering Information**

**HAZMAT // HAZMAT // HAZMAT // HAZMAT // HAZMAT // HAZMAT**

DANGEROUS GOODS SHIPPING PAPER/DECLARATION AND EMERGENCY RESPONSE INFORMATION FOR HAZARDOUS MATERIALS TRANSPORTED BY GOVERNMENT VEHICLES								
1.a. NOMENCLATURE:				d. CONTAINER SEAL NO.:				
b. MODEL NO.:				e. SERIAL NO.:				
c. BUMPER NO.:				f. TCN NUMBER:				
2. SHIPPER NAME/ADDRESS/TELEPHONE NO./DATE OF PREPARATION							3. PAGE ____ OF ____ PAGES	
4. CARGO (To be completed by the unit or shipper Transportation Office (TO))								
PROPER SHIPPING NAME <small>(Include RQ, Technical Names, Additional Information per 49 CFR172.203, as required.)</small>	HAZARD CLASS/DIVISION	SUBSIDIARY HAZARD	UNID NUMBER	PACKING GROUP (PG)	PACKAGES		TOTAL NET QUANTITY	TOTAL AMMO (NEW)
a.	b.	c.	d.	e.	f.	g.	h.	i.
5. CONSIGNEE NAME								
6. REMARKS								
7.a. COPY OF EMERGENCY RESPONSE GUIDE NUMBER(S)								
b. EMERGENCY NOTIFICATION. In all cases of accident, breakdown or fire, promptly call emergency assistance telephone number(s) in Item 7c below and then shipper and/or consignee in Item 2 above, in that order.								
c. 24-HOUR EMERGENCY ASSISTANCE TELEPHONE NUMBERS:								
DOD NON-EXPLOSIVE HAZMAT: 1-800-861-8061 1-804-279-3131 <small>(FOR CALLS FROM SHIPS AT SEA)</small>	DOD HAZ CLASS 1 <small>(EXPLOSIVES) ONLY:</small> (703) 697-0218 or 0219 <small>(COLLECT)</small> OR DSN 227-0218 <small>(WATCH OFFICER)</small>	CHEMICAL/BIOLOGICAL WARFARE MATERIAL DUTY HOURS: DSN 584-3044, 584-7211, 584-6455, Comm. (410) 436-3044, (410) 436-7211, (410) 436-6455 AFTER DUTY HOURS: DSN 584-2148, Comm. (410) 436-2148 <small>(Ask for TEU S3)</small>		SECURE HOLDING: 1-800-524-0331 OIL AND CHEMICAL SPILLS: NATIONAL RESPONSE CENTER (NRC) AND TERRORIST HOTLINE: 1-800-424-8802 AT SEA: 202-267-2675 <small>(COLLECT)</small>	DOD RADIOACTIVE MATERIALS: ARMY: (703) 697-0218 <small>(COLLECT)</small> USAF: (202) 767-4011 <small>(COLLECT)</small> USN/MC: Use 24-hour emergency response phone number provided by USN/MC activity initiating shipment. DLA: 1-800-861-8061 <small>(AT SEA: (804) 279-3131)</small>			
8. SHIPPER'S CERTIFICATION This is to certify that the above named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to the regulations of the Department of Transportation.								
a. TYPE OR PRINT NAME OF SHIPPER CERTIFIER				c. SIGNATURE(S) OF VEHICLE OPERATOR(S)				
b. SIGNATURE OF SHIPPER CERTIFIER AND DATE								

DD FORM 836, OCT 2006

PREVIOUS EDITION IS OBSOLETE.

Adobe Professional 7.0

**HAZMAT // HAZMAT // HAZMAT // HAZMAT // HAZMAT // HAZMAT**

Figure E-16, DD Form 836

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES					DATE
<i>For use of this form, see DA PAM 710-2-1. The proponent agency is DCS, G-4.</i>					① 13 JUN 13
AUTHORIZED REPRESENTATIVE(S)					
ORGANIZATION RECEIVING SUPPLIES ② 19TH EXPEDITIONARY SUSTAINMENT COMMAND (ESC)			LOCATION ③ AMMUNITION SUPPLY ACTIVITY		
LAST NAME-FIRST NAME-MIDDLE INITIAL ④			AUTHORITY ⑤		SIGNATURE AND INITIALS ⑥
ZELADA LLANOS, JESUS, SFC, DEROS: 10 APR 14			REQ	REC	
-----NOTHING FOLLOWS-----			NO	NO	
AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER					
⑦ THE UNDERSIGNED HEREBY <input checked="" type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE, THE AUTHORITY TO: AUTHENTICATE BLOCK 14C ON E581 FOR TNG, OLOAD, DDI, SCL & ACL FOR ATTACHED UICS					
REMARKS ⑧ AUTHORIZED REPRESENTATIVES LISTED ABOVE MEET THE SECURITY SCREENING REQUIREMENTS IN AR 190-11.					
I ASSUME FULL RESPONSIBILITY					
UNIT IDENTIFICATION CODE ⑨ SEE ATTACHED UICs			DODAAC/ACCOUNT NUMBER ⑩ SEE ATTACHED DODAACs		
LAST NAME-FIRST NAME-MIDDLE INITIAL	GRADE ⑫	TELEPHONE NUMBER ⑬	EXPIRATION DATE ⑭	SIGNATURE ⑮	
MENO, MANUEL C. ⑪	O6	768-7550	10 APR 14		

DA FORM 1687, MAY 2009 PREVIOUS EDITIONS ARE OBSOLETE APD PE v1.00ES

1. Date the DA Form 1687 was prepared.
2. Organization (ALL CAPS)
3. AMMUNITION SUPPLY ACTIVITY (DO NOT PUT ANYTHING ELSE)
4. Last Name, First Name, MI, Rank, DEROS: (ALL CAPS)
5. Either a Yes, or a No (ALL CAPS)
6. Digital Signature Only (No initials needed)
7. AUTHENTICATE BLOCK 14c OF E581 FOR TNG/OLOAD/DDI/ACL/SCL (ALL CAPS)
8. AUTHORIZED REPRESENTATIVES LISTED ABOVE MEET THE SECURITY SCREENING REQUIREMENTS IN AR 190-11 (ALL CAPS)
9. The Unit's UIC. If multiple UICs are used, put "See Attached UICs", and attach an Excel spreadsheet listing all UICs.
10. The Unit's DODAAC. If multiple DODAACs are used, put "See Attached DODAACs", and attach an Excel Spreadsheet listing all DODAACs.
11. Last Name, First Name, MI, Rank, DEROS: (ALL CAPS). A copy of the Assumption of Command Orders must accompany the DA Form 1687.
12. Self-Explanatory
13. Self-Explanatory
14. Expiration date will not exceed one year from the date entered in block #1, or the first DEROS of an individual listed in block #4, whichever occurs first.
15. Digital Signature Only.

Figure E-17, Example of an APPROVER DA Form 1687

6TH OD SEPARATE UNITS		
UIC	DODAAC	UNIT NAME
WETZAA	W804M5	HHD, 6TH OD BN
WB42AA	W81RTP	17TH OD CO
WB3XAA	W81RTR	52ND OD CO
WET7AA	W81RTW	84TH OD CO
19TH ESC is the approving authority for the above listed UICs		

Insert all UICs, DODAACs and Unit Names in an excel spreadsheet if multiple organizations fall under one single approver.

**Figure E-17(a), Approver UIC/DODAAC Spreadsheet Example**

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES				DATE	
<i>For use of this form, see DA PAM 710-2-1. The proponent agency is DCS, G-4.</i>				18 JUL 2013	
AUTHORIZED REPRESENTATIVE(S)					
ORGANIZATION RECEIVING SUPPLIES HHD, 6TH ORD BN			LOCATION AMMUNITION SUPPLY ACTIVITY		
LAST NAME-FIRST NAME-MIDDLE INITIAL			AUTHORITY		SIGNATURE AND INITIALS
SIMONS, MICHAEL / CW2 / 08 JULY 2014			REQ	REC	
PHILPOTT, BENJAMIN / CW2 / 12 NOV 2013			YES	YES	
MICHAUX, DASHAWN / SGT / 20 MAY 2014			YES	YES	
NOTHING FOLLOWS					
AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER					
THE UNDERSIGNED HEREBY <input checked="" type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE.					
THE AUTHORITY TO: REQUEST, RECIEVE AND TURN-IN CLASS V (TRA)					
REMARKS					
AUTHORIZED REPRESENTATIVES LISTED ABOVE HAVE PASSED SCREENING REQUIREMENTS IAW AR 190-11					
I ASSUME FULL RESPONSIBILITY					
UNIT IDENTIFICATION CODE			DODAAC/ACCOUNT NUMBER		
WETZAA			W90R0A		
LAST NAME-FIRST NAME-MIDDLE INITIAL		GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE
Campbell, Milton A.		0-3	765-7950	12 NOV 2013	

DA FORM 1687, MAY 2009 PREVIOUS EDITIONS ARE OBSOLETE APD PE v1.00ES

1. Date the DA Form 1687 was prepared.
2. Organization (ALL CAPS)
3. AMMUNITION SUPPLY ACTIVITY (DO NOT PUT ANYTHING ELSE)
4. Last Name, First Name, MI, Rank, DEROS: (ALL CAPS)
5. Either a Yes, or a No (ALL CAPS)
6. Digital Signature Only (No initials needed)
7. REQUEST, RECEIVE AND TURN-IN CLASS V (TRA) (ALL CAPS) **\*\*No longer have to put the servicing Ordnance Company\*\***
8. AUTHORIZED REPRESENTATIVES LISTED ABOVE MEET THE SECURITY SCREENING REQUIREMENTS IN AR 190-11 (ALL CAPS)
9. The Unit's UIC.
10. The Unit's DODAAC.
11. Last Name, First Name, MI, Rank, DEROS: (ALL CAPS). A copy of the Assumption of Command Orders must accompany the DA Form 1687.
12. Self-Explanatory
13. Self-Explanatory
14. Expiration date will not exceed one year from the date entered in block #1, or the first DEROS of an individual listed in block #4, whichever occurs first.
15. Digital Signature Only.

Figure E-18, Unit-Level TRA 1687

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES <i>For use of this form, see DA PAM 710-2-1. The proponent agency is DCS, G-4.</i>					DATE
1 18 JUL 2013					
AUTHORIZED REPRESENTATIVE(S)					
ORGANIZATION RECEIVING SUPPLIES (2) HHD, 6TH ORD BN			LOCATION (3) AMMUNITION SUPPLY ACTIVITY		
LAST NAME-FIRST NAME-MIDDLE INITIAL (4)			AUTHORITY (5)		SIGNATURE AND INITIALS (6)
			REQ	REC	
SIMONS, MICHAEL / CW2 / 08 JULY 2014			YES	YES	
PHILPOTT, BENJAMIN / CW2 / 12 NOV 2013			YES	YES	
MICHAUX, DASHAWN / SGT / 20 MAY 2014			YES	YES	
NOTHING FOLLOWS					
AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER					
(7) THE UNDERSIGNED HEREBY <input checked="" type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE, THE AUTHORITY TO: REQUEST, RECIEVE AND TURN-IN CLASS V (ACL/SCL/OPLOAD)					
REMARKS (8) AUTHORIZED REPRESENTATIVES LISTED ABOVE HAVE PASSED SCREENING REQUIREMENTS IAW AR 190-11					
I ASSUME FULL RESPONSIBILITY					
UNIT IDENTIFICATION CODE (9) WETZAA			DODAAC/ACCOUNT NUMBER (10) W804M5		
LAST NAME-FIRST NAME-MIDDLE INITIAL (11)	GRADE (12)	TELEPHONE NUMBER (13)	EXPIRATION DATE (14)	SIGNATURE (15)	
Campbell, Milton A.	0-3	765-7950	12 NOV 2013		
DA FORM 1687, MAY 2009			PREVIOUS EDITIONS ARE OBSOLETE		APD PE v1.00ES

1. Date the DA Form 1687 was prepared.
2. Organization (ALL CAPS)
3. AMMUNITION SUPPLY ACTIVITY (DO NOT PUT ANYTHING ELSE)
4. Last Name, First Name, MI, Rank, DEROS: (ALL CAPS)
5. Either a Yes, or a No (ALL CAPS)
6. Digital Signature Only (No initials needed)
7. REQUEST, RECEIVE AND TURN-IN CLASS V (ACL/SCL/OPLOAD) (ALL CAPS) **\*\*No longer have to put the servicing Ordnance Company\*\***
8. AUTHORIZED REPRESENTATIVES LISTED ABOVE MEET THE SECURITY SCREENING REQUIREMENTS IN AR 190-11 (ALL CAPS)
9. The Unit's UIC.
10. The Unit's DODAAC.
11. Last Name, First Name, MI, Rank, DEROS: (ALL CAPS). A copy of the Assumption of Command Orders must accompany the DA Form 1687.
12. Self-Explanatory
13. Self-Explanatory
14. Expiration date will not exceed one year from the date entered in block #1, or the first DEROS of an individual listed in block #4, whichever occurs first.
15. Digital Signature Only.

Figure E-19, Unit-Level ACL/SCL/OPLOAD 1687



## APPENDIX F

### AMMUNITION FORECASTING—INFORMATIONAL

**F-1. INTRODUCTION:** This appendix outlines ammunition forecasting procedures that supported units will follow in preparing and submitting required documentation to ensure munitions are properly forecasted and pre-positioned.

**F-2. FORECASTING TRAINING AMMUNITION:** Accurate and timely forecasts are the key to a good ammunition management program. Timely pre-positioning of ammunition for issue is enhanced when Major Subordinate Commands properly forecast their training ammunition requirements. Eighth Army's AK Regulation 5-13 provides information on forecasting training ammunition. Units must adhere to the following procedures when preparing an ammunition forecast:

a. Prepare monthly training ammunition forecasts through TAMIS IAW 8<sup>th</sup> US Army policies. Each MSC and tenant unit will ensure every unit with an authorization inputs their forecasts into TAMIS each month.

b. The monthly training ammunition forecast must reflect a 12-month projection of ammunition requirements, and must reflect 100% of the ammunition authorizations for the current year.

**c. All questions regarding training ammunition forecasts can be referenced in AK Regulation 5-13 or directed to Eighth Army G-3 at 723-3048/6262.**

## APPENDIX G

### GLOSSARY

#### **ACRONYMS AND ABBREVIATIONS**

**AA&E:** Arms, Ammunition, and Explosives - Includes (but is not limited to) all items of ammunition; propellants, liquid and solid; high and low explosives; guided missiles; warheads; devices; pyrotechnics; chemical agents; and components and substances associated therewith, presenting real or potential hazards to life and property.

**Ammunition:** Class V commodity item(s), other than nuclear weapons, which detonate or deflagrate.

**ACC:** Ammunition Condition Code - Ammunition condition codes are single letters that classify munitions materiel. Each ACC identifies degree of serviceability, condition, and completeness (readiness for issue and use), as well as actions under way to change the status of materiel.

**ACL:** Ammunition Combat Load - The quantity of conventional ammunition authorized by the major commander to be on hand in units. The combat load is normally carried by the individual or on the unit vehicles in a single lift so that the unit can accomplish its mission until re-supply can be made.

**AHA:** Ammunition Holding Area – An area that is used for temporary storage, weapons assembly and staging.

**AIN:** Ammunition Information Notice - Provides specific information and/or data concerning AA&E.

**AO:** Accountable Officer

**AO:** Area of Operations

**AR:** Army Regulation

**ASA:** Ammunition Supply Point/Ammunition Depot - An ASP is an area specifically designated and set aside from other portions of an installation for the development, manufacture, testing, maintenance, storage, disposal, or handling of ammunition and explosives. An Ammunition Depot manages stockpiles and coordinates with the supporting MMC to ensure enough ammunition is on hand and serviceable to provide for all supported units.

**BAO:** Brigade Ammunition Office - This section manages munitions for the brigade, provides staff supervision to brigade/battalions, and provides technical assistance and advice on munitions management to brigade units. Also, this section maintains records of munitions allocations, receipts, and expenditures for brigade units.

**CFR:** Code of Federal Regulations

**CLASS V:** (supply) Ammunition

**Compatibility:** That ammunition which can be stored and transported together without presenting a significant hazard.

**CIIC:** Controlled Inventory Item Code - Sensitive AA&E items are identified by the controlled item codes per AR 708–1, chapter 7. These codes indicate the controls required for storing and transporting each category of AA&E and are listed in the AMDF. The AMDF is the official source of current security risk codification of all sensitive AA&E items.

**DEMIL:** Demilitarization - The act of destroying the offensive or defensive advantages inherent in certain types of equipment or material.

**DA:** Department of the Army

**DOD:** Department of Defense

**DODAAC:** Department of Defense Activity Address Code

**DODAC:** Department of Defense Ammunition Code - An eight-character code developed to indicate interchangeability of ammunition and explosive items if Federal Supply Classification (FSC) groups 13 and 14. The eight-character code is separated by a hyphen, e.g., 1305-A059. The first four digits represent the FSC and the last four digits represent the DODIC. Units will use the DODAC when requesting ammunition.

**DODIC:** Department of Defense Identification Code - This code is composed of four characters consisting of a letter and three numerical digits, e.g., A131, or two letters and two numerical digits, e.g., MD66, that are interchangeable as to function and use. Exception to this is packing material, which usually consists of four letters for the DODIC, e.g., ZZAA.

**EOD:** Explosive Ordnance Disposal

**ESC:** Expeditionary Sustainment Command

**Explosive:** Any chemical compound or mechanical mixture which, when subjected to heat, impact, friction, shock, or other suitable initiation, undergoes a very rapid chemical change with the expulsion of large volumes of highly heated gases, exerting pressure on the surrounding medium. For ammunition purposes, explosives are further classified by hazard class/divisions. Description of hazard class 1 by division is as follows:

- (1) Hazard class 1.1- Explosives (with mass explosion hazard).
- (2) Hazard class 1.2- Explosives (with projection hazard).
- (3) Hazard class 1.3- Explosives (with predominately a fire hazard).
- (4) Hazard class 1.4- Explosives (with no significant blast hazard).
- (5) Hazard class 1.5- Very insensitive explosives; blasting agents.
- (6) Hazard class 1.6- Extremely insensitive detonating substances.

**Explosive Classification:** Denotes the hazard associated with the various types of ammunition.

**FY:** Fiscal Year

**GMLR:** Guided Missile and Large Rocket

**HC:** Hazard Class

**HC/D:** Hazard Class and Division - The United Nations Organization (UNO) hazardous classification system, which contains nine hazard classes, is used by the DoD for dangerous materials to identify the hazardous characteristics of A&E. Hazard Class 1 (A&E) is further divided into seven division designators that indicate the primary characteristics and associated hazards.

**IAW:** In Accordance With

**MHE:** Materials Handling Equipment

**MRO:** Material Release Order - Authorization from the Material Management Center to release munitions to another Ammunition Supply Activity.

**NAR:** Notice of Ammunition Reclassification

**NEW:** Net Explosive Weight - Net explosive weight expressed in pounds.

**NCO:** Non-Commissioned Officer

**NCOIC:** Non-Commissioned Officer In Charge

**NEW:** Net Explosive Weight

**OPLOAD:** Operational Load - Ammunition, which encompasses ammunition issued for operational purposes. This includes, but may not be limited to, ammunition used in ceremonial events, burial details, and avalanche control; and signals used for traffic control, installation security, and force protection.

**POC:** Point Of Contact

**QA/QC:** Quality Assurance/Quality Control

**QASAS:** Quality Assurance Specialist (Ammunition Surveillance); also referred to as an Ammunition Inspector. Department of the Army civilians that function in the ammunition surveillance program at DOD installations, activities, and commands that receive, store, maintain, issue, use, and dispose of ammunition.

**Reconciliation:** The process of accounting for all issued ammunition and residue to include clearing of all training issue and turn-in documents. Also includes ammunition issued from AMA account (Ammunition for Miscellaneous Activities) for training purposes.

**ROKA:** Republic of Korea Army. ROKA owns and operates all ASAs

**SCL:** Stored Combat Load. This is a customer unit's ACL, intended for wartime use, however, the SCL is maintained on the Ordnance Company's stock accounting record. Customer units will maintain property book entries to indicate where their SCL is located.

**TAMIS:** Total Ammunition Management Information System (TAMIS) is the Army's web-based program designed to manage ammunition by processing, storing, and retrieving (in usable format) information regarding the authorizations and expenditures of ammunition.

**TC:** Truck Commander

**UIC:** Unit Identification Code -- A six-character, alphanumeric code that uniquely identifies each Active, Reserve, and National Guard unit of the Armed Forces.

**UTF:** Unit Turn-in Facility - a Facility used to process customer unit ammunition returns.

**WHNS:** Wartime Host Nation Support

**E581:** Training Ammunition Request - This request is generated in the TAMIS system by the requesting unit. It is approved and validated by the requestors higher headquarters and is accepted by the servicing ammunition supply activity.

## APPENDIX H REFERENCES

### **Related Publications**

#### **ARMY PUBLICATIONS**

AK Reg 5-13, *Total Army Munitions Requirements Process and Prioritization System*, 17 December 2009  
AK Reg 700-3, *Conventional Ammunition*, 9 January 2010  
AK Reg 742-2, *Inspection of Ammunition for Combat Load and Miscellaneous Activities*, 11 January 2010  
AR 5-13, *Total Army Munitions Requirements Process and Prioritization System*, 17 December 2009  
AR 75-1, *Malfunctions Involving Ammunition and Explosives*, 20 December 2012  
AR 190-11, *Physical Security of Arms, Ammunition and Explosives*, 05 September 2013  
AR 385-10, *Army Safety Program*, 04 October 2010  
AR 710-2, *Supply Policy below the National Level*, 28 March 2008  
AR 735-5, *Property Accountability Policies*, 22 August 2013  
DA Pam 385-64, *Ammunition and Explosives Safety Standards*, 24 May 2011  
DA Pam 710-2-1, *Using Unit Supply System (Manual Procedures)*, 31 December 1997

#### **REFERENCED FORMS**

DA Form 581, *Request For Issue and Turn-in of Ammunition*.  
DA Form 581-1, *Request for Issue and Turn-in of Ammunition (Continuation Sheet)*.  
DA Form 1687, *Notice of Delegation of Authority–Receipt for Supplies*.  
DA Form 2203-R, *Demolition Reconnaissance Record*  
DA Form 3020-R, *Magazine Data Card*.  
DA Form 3151-R, *Ammunition Stores Slip*.  
DA Form 5692-R, *Ammunition Consumption Certificate*  
DA Form 5811-R, *Certificate – Lost or Damaged Class 5 Ammunition Items*  
DD Form 626, *Motor Vehicle Inspection (Transporting Hazardous Materials)*.  
DD Form 836, *Shipping Paper and Emergency Response Information for Hazardous Materials Transported by Government Vehicles*.