

Turn-In Handout

1. Prior to turn in date:
 - a. Ammunition must be inventoried daily, ammunition and residue must be protected from the weather, and separated.
 - b. When requesting turn in date, include the count of munitions and open/closed container status and numbers on ASP 25.
 - c. Munition laden vehicles (not residue trucks) must have a 626 inspection completed prior to release from AHA, ATHP, Field ASP when headed to ASP for Turn-In.
 - d. Ensure that the munitions on the vehicle(s) are the ones included on the document scheduled for turn in.
 - e. Ensure turn in crew has all the documentation needed to complete the turn in (Turn in 581, Unit signed 626 Inspection, copy of the issue documents including browse sheet, proper operator licenses and vehicle dispatch).
 - f. Ensure enough unit members are present to assist with the turn in process.
2. Turn in date:
 - a. Arrive NLT 0730 and line up at the Surveillance fence line with munition laden vehicle(s) and residue vehicle(s).
 - b. Have 626, licenses, and dispatch available, provide to contractor employee when requested.
 - c. During destination 626 inspection if any faults are noted the customer will have 2 hours (from discovery) to repair the vehicle. If the unit is not able repair the vehicle they will be counted as a No-Show for the turn in and become delinquent on the document.
 - d. During the conduct of munitions count and inspection, if shortcomings (SFC and Above Statements IAW DA PAM 700-16, illegal/unsafe transportation of munitions, crossed lots, loss of lot identification...etc) are found the unit may be rejected. Unit will be provided with rejection notification, munitions will be rendered safe to transport and the unit will be sent back to its origin. Discrepancies

between the ASP-25 (Turn in Quantities) and actual count will be noted and provided to the accountable officer. Unit residue will be used to ensure all munitions are packaged back to factory standard.

- e. Upon completion of ammunition inspection and count, the unit will be directed to ASW Front Desk for further processing, then to Stock Control (BLDG 92075) for magazine assignments, then to Operations for badge issue. Upon return to vehicles at ASW unit will be escorted to the appropriate storage area(s) for conduct of turn in.
- f. Unit will be escorted back to Operations upon completion of the turn in process in the storage area(s), for paperwork finalization and badge turn in.