



DEPARTMENT OF THE ARMY  
LOGISTICS READINESS CENTER – DEVENS  
8 LEXINGTON STREET FORT DEVENS,  
MA 01434-4479

ASPA-LDV

15 April 2023

MEMORANDUM FOR All Supported Activities

SUBJECT: Ammunition Supply Point (ASP) External Standard Operating Procedure (SOP)

1. This SOP establishes Logistics Readiness Center (LRC)-Ft Devens ASP policy and procedures for supported units to request, receive, and turn-in ammunitions and explosives (A&E), and associated residue and packaging material. This guidance applies to training (TRA), operational load (OPL), combat load (CL), new equipment training (NET), operational project (OPROJ), and other Title X A&E.
2. The guidelines established in this SOP applies to all supported organizations.
3. Recommended changes to this SOP should be directed to the undersigned via email at [lisania.f.ordonez.civ@army.mil](mailto:lisania.f.ordonez.civ@army.mil).

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Director, Logistic Readiness Center  
Fort Devens

# Logistics Readiness Center (LRC)

## Devens Ammunition Supply Point (ASP) External Standard Operating Procedures (SOP)

Effective 1 June 2023

This SOP is available on the LRC-Ft Devens ASP Portal

<https://home.army.mil/devens/index.php/Mission%20and%20Vision/Garrison/Logistics-Readiness-Center/Ammunition-Supply-Point>



Please provide command comments regarding services received at the LRC Ft Devens ASP. The Interactive Customer Evaluation (ICE) link is:  
[https://ice.disa.mil/index.cfm?fa=card&sp=106903&s=804&dep=\\*DoD](https://ice.disa.mil/index.cfm?fa=card&sp=106903&s=804&dep=*DoD)

**1. Purpose:** This SOP establishes the Logistic Readiness Center (LRC) at Ft Devens Ammunition Supply Point (ASP) procedures for supporting Units to request, receive, and turn-in A&E, associated residue, and packaging material. The primary focus of this document is training ammunition; however, the same basic guidance applies to OPL, CL, new equipment training (NET), operational project (OPROJ), and test munitions as well as management of OPL and CL A&E. All administrative, operational, safety, and security procedures identified in this SOP are required by current regulatory guidance.

**2. Applicability:** The provisions of this SOP are applicable to all Active, National Guard, Reserve Officer Training Corps, United States Army Reserve units and other branches of service that are customers of the Devens RFTA and ASP operations.

**3. References:**

- a. DA Pam 700-16 – The Army Ammunition Management System
- b. AR 700-28 – Ammunition Management Criteria
- c. AR 600-55 - THE ARMY DRIVER AND OPERATOR STANDARDIZATION PROGRAM (SELECTION, TRAINING, TESTING, AND LICENSING)
- d. DA PAM 385-64- Ammunition and Explosive Safety Standards
- e. DA PAM 742-1- Ammunition Surveillance Procedures
- f. AR 190-11-Physical Security of Arms, Ammunition and Explosives
- g. DA PAM 710-2-1-Using Unit Supply System (Manual Procedures)
- h. NFPA 10-Standard for Portable Fire Extinguishers
- i. AR 700-141- Packaging of Hazardous Material
- j. AR 710-2 Supply Policy Below the National Level
- DD FORM 626- Motor Vehicle Inspection Form
- k. DD FORM 2890- DOD Multimodal Dangerous Goods Declaration Form
- l. USASA Fort Dix Regulation 350-3 Training Policies and Procedures

**4. Contact Information:**

- a. Emergency Services: 911
- b. ASP Accountable Officer – Jason Wood (978)615-6082/6081  
Email: jason.a.wood3.civ@army.mil
- c. QASAS – Melanie Santiago (978) 615-6280  
Email: melanie.m.santiago.civ@army.mil
- d. Installation Ammunition Manager/TAMIS - Volda O'Connor (609)668-2034  
Email: Volda.a.oconnor.civ@army.mil
- e. Devens Range Control: (978) 615-6071
- f. Devens Installation Safety Office – David Horn (978) 615-6037

**5. Review:** The Ammunition Supply Point, in coordination through the Devens LRC Supply and Services Division, is responsible for revising this SOP as required by changes to Army Regulations, Directives, and Command policies. This SOP shall be reviewed biennially.

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## Chapter 1

### 1-1. ASP Operations and Hours:

- a. ASP Customer Service operating hours are 0730-1130 and 1230-1430, Monday through Friday.
- b. Issues will be conducted Monday -Friday.
- c. Turn-ins Monday and Tuesday.
- d. ASP is closed on all federal holidays and weekends.
- e. ASP is closed for inventory one week, quarterly. Closure dates are posted, in TAMIS, and at the Ammunition Manager's Office. Customers are responsible for scheduling issues and turn-ins IAW with published closure dates.

**1-2. Location:** The Devens ASP is located on 1 Jackson Rd. Lancaster, MA 01434, Building 4217A.

### 1-3. Appointments

- a. Appointments are required for all Issues and Turn-Ins.
- b. All Vehicle Inspections start at 0730. Units that are more than 10 minutes late for appointments without contacting the ASP, will be rescheduled, or placed on a standby if schedule permits. Standby is not a guarantee of service.
- c. Units that are more than 10 minutes late for Vehicle Inspection without contacting the ASP, will be rescheduled, or placed on a standby if schedule permits. Standby is not a guarantee of service.
- d. Missed appointments are reported to the LRC Director.

### 1-4. Detail Requirements

- a. Unit representatives are responsible for ensuring that the provisions of this chapter are met and that detail personnel are briefed on proper procedures prior to conducting operations.
- b. Units are required to provide enough personnel to efficiently accomplish operations. See Detail Calculator in Appendix B for determination. Requirements will be determined at time of issue and annotated on the Issue e581.
- c. Units may coordinate for less detail personnel prior to their appointment time. This requires assessment and approval by the ASP Accountable Officer and/or Surveillance personnel.
- d. Units failing to provide the required detail at the time of operation will be considered to have missed their appointment and will be subject to Chapter 1, paragraph 1-4 above.
- e. Details are required to have their own personal protective equipment (PPE) consisting of eye-pro and leather gloves. Individuals without appropriate PPE will not be allowed to participate in ASP operations or counted as detail requirements.
- f. Open toed shoes are prohibited. Units will provide their personnel with applicable foot protection. Units assume risk responsibility for personnel without proper safety boots.
- g. Using units are responsible for assigning and enforcing uniform and clothing standards. Unit personnel will be in uniform to conduct official business in the ASP Area. The ASP reserves the right to remove personnel whose attire presents a safety hazard.
- h. Drivers and unit representatives can be counted as detail personnel only if they can perform detail tasks and be in an industrial environment. Personnel with profiles limiting exposure to hazmat may not be counted as details or operate as the unit representative.
- i. Should operations take longer than projected due to a lack of detail, the

Accountable Officer may reschedule the unit. This would not require a Memorandum for Record.

### **1-5. Entry Control Procedures**

- a. Individuals requiring access to the ASP must have a valid issued government ID card or a valid state (any) driver's license. Access will be denied to those without identification.
- b. During ASP duty hours, customer service representative will validate ID and have personnel sign-in on the register.
- c. Privately owned vehicles and leased vehicles are prohibited inside the ASP. Government vehicles and vehicles operated by DoD contract personnel on official business are only authorized entry.
- d. Vehicles leased by Government agencies are considered Government vehicle for the contracted period. Rental vehicles obtained by Government employees for official use during periods of temporary duty will be allowed entry when the employee's official duties require such entry.
- e. Personnel utilizing leased vehicles must show a copy of the lease/rental agreement and government orders authorizing use prior to entry.

### **1-6. Training Requirements**

- a. In Accordance with DA PAM 385-64 Page 4 PAR 1-8 states: 1–8. Explosives safety training. All personnel (supervisory and non-supervisory) who conduct AE-related activities shall complete explosives safety training appropriate for the activities that they perform. Such personnel shall receive periodic refresher training to help ensure the requisite level of knowledge of and competency in explosives safety. In addition to any explosive safety training specified for career programs in AR 690–950 and related publications and training mandated by local, state, or federal requirements, explosives safety training shall be accomplished by ACOMs, ASCCs, DRUs, Garrison, or Installation and unit level as indicated in figure 1–1. Defense Ammunition Center (DAC) and US Army Technical Center for Explosive Safety (DACTCES) provides worldwide support with technical expertise and training for Ammunition and Explosive Safety.
- b. Army, Army Reserve, National Guard, ROTC Programs will have the following ammunition courses.
  - (1) Ammo-45: Introduction to Ammunitions – Does not Expire
  - (2) Ammo-64: Class V Issue & Turn-In Procedures for using Units - Expires every **two** years.
  - (3) Ammo-67: HAZMAT Familiarization/Safety in Transport – Expires every **two** years.
  - (4) Ammo-68: Military Munitions Rule – Expires **every** year.
  - (5) Ammo-108: Ammunition Handlers Course - Expires every **two** years.
- c. US Marine Units will have the following ammunition courses.
  - (1) Ammo-18-DL: Basics of Naval Explosive Hazard Control
  - (2) Ammo-45: Introduction to Ammunitions – Does not Expire
  - (3) Ammo-68: Military Munitions Rule – Expires **every** year.
  - (4) Ammo-76: Identification of Ammunition.

\* Will also need Medical Certification Card

**Note: Once all ammunition classes are completed, forward certificates to IAM to receive the Ammunition Handlers Certificate.**

**Note: All Personnel Entering the ASP area and conducting Range ammunition issuing and turn-in at the ammunition huts on the range will be Ammunition Handler Qualified.**

## **Chapter 2**

### **General Safety and Restrictions**

#### **2-1. Safety Provisions**

- a. Anyone observing an unsafe act will order a halt to operations.
- b. In the case of an emergency situation, ASP staff will direct unit personnel to the appropriate location for accountability and further instructions.
- c. Upon hearing sirens or any other alert, follow the evacuation directions given by the ASP representative. Unescorted personnel will report to the administration office Bldg. 4217 for further instructions.
- d. All personnel will be accounted for during daily operations.
- e. Leather, leather-palmed and nitrile gloves will be worn when handling residue items and wooden boxes.
- f. Face shields and/or safety glasses and leather or leather palmed gloves will be worn during banding operations. No open toed shoes are allowed.
- g. ASP speed limit is 10 MPH and is strictly enforced.
- h. Ground guides are required for backing all vehicles rated one ton or higher, or when visibility is limited.
- i. Vehicle engines will be turned off with vehicle in park, hand brakes set, and wheels chocked, before ammunition is loaded or unloaded.
- j. Ammunition and explosives must be lifted or wheeled and not rough handled. Containers will not be handled in such a manner that shock or friction may start a fire or explosion.
- k. Smoking is prohibited inside the ASP.

#### **2-2. Restricted Items**

- a. The following items are not allowed inside the ASP:
  - (1) Matches, cigarette lighters, or other flame producing items to include vape or electronic cigarettes.
  - (2) Flammable Liquids other than those powering vehicles.
  - (3) Lubricants in large quantities.
  - (4) Compressed gas cylinders (fire extinguishers excluded).
- b. All cellular phones, cameras, and unauthorized radios will be turned off prior to entering the ASP storage area. Taking pictures is not authorized without consent of the Accountable Officer.
- c. Weapons will be guarded by unit personnel outside of the ASP fence-line.

#### **2-3. Personnel Conduct Policy**

- a. Operations at the ASP will be conducted in a professional manner at all times.
- b. Customer personnel exhibiting unprofessional behavior:
  - (1) Horseplay, poor attitude, and disrespect are some but not all examples of unprofessional behavior.
  - (2) Those engaging in unprofessional behavior will be ordered to leave.
  - (3) Should the loss of detail impact the mission, then operations will be stopped, and unit will be required to reschedule at the discretion of the Accountable Officer.
  - (4) ASP personnel will notify the Accountable Officer of any units refusing lawful directions. The Accountable Officer may in turn notify the Military Police.
- c. ASP personnel exhibiting unprofessional behavior:
  - (1) The same professional conduct required of customer personnel is required of ASP personnel.



(2) ASP personnel will not ask for goods or favors for any task they are required to perform.

(3) Customers are encouraged to report ASP personnel conducting violations through appropriate channels.

### **Chapter 3 Request Ammunition**

#### **3-1. Signature Cards**

a. Units must complete a DA Form 1687, Notice of Delegation of Authority- Receipt for Supplies IAW DA PAM 700-16.

b. A copy of the assumption of command or appointment orders for the individual delegating responsibility will accompany all DA Form 1687.

c. Unit commanders are responsible for complying with AR 190-11 prior to delegating individuals on the DA Form 1687. This check will be annotated on all DA Form 1687, "Authorized representatives listed above have passed Security Screening required by AR 190-11."

d. Approving Authority

(1) The approving authority must have a current, complete and accurate DA Form 1687 on file prior to their supported units requesting ammunition.

(2) Personnel are not allowed to both request and approve.

(3) Approving officials must show which units they are authorized to approve on the DA Form 1687. Show correct UIC's and DODAAC's in space provided.

e. Request/Receive Authority

(1) The request/receive authority must have a valid DA Form 1687 with assumption of command orders on file on file authorizing them to request/receive ammunition.

(2) Personnel are not authorized to both request and approve.

(3) Personnel authorized to request/receive ammunition for multiple units must be on the DA Form 1687 for those units.

(4) Army Commanders can only authorize SGTs or DA Civilian equivalent and above to sign as requestor on DA Form 581. USMC units are exempt from this provision.

(5) Only persons in the rank of SGT/E-5 and above are authorized to receive Category I and II ammunition.

f. Filing Instructions:

(1) Submit DA Form 1687s via electronic means to the IAM and cc'd to ASP Accountable Officer to establish accounts.

(2) Units must have a valid DA Form 1687 with assumption of command orders for requestor and approval authority on file at the ASP and with IAM. IAM will not validate or accept DA Form 581 for issue without current DA Form 1687 on file.

(3) Units must have a valid DA Form 1687 with assumption of command orders for receivers on file at the ASP.

(4) DA Form 1687 will require either a handwritten or digital signature (not both) for the identified authorized representatives.

(5) All functions at the ASP require the presence of the individual on the DA 1687.

(6) Full name, rank and CAC expiration date, should be listed on the DA Form 1687.

(7) REQ/REC – enter yes or no – Requestors must be Sergeant E-5 or above.

(8) Any empty lines – type in NOT USED.

(9) Enter UIC and DODAAC. The UIC and DODAAC must have an established relationship in the DODAAD website:

<https://www.dla.mil/Defense-Data-Standards/Committees/DODAAD/>

- (10) Enter Date and Unit name.
- (11) Location is Ammunition Supply Point, Devens.
- (12) Expiration date can only go out for 364 days. If a CAC is expiring before the 364 days, the DA1687 will expire the day before the CAC expires. Make sure to fill in correct expiration date.

### **3-2. Submit DA Form 581 Requests**

- a. All requests for issue must be submitted via TAMIS no less than 15 workdays prior to requested issue date. All requests for ammunition are processed by the IAM for authentication prior to being sent to the ASP. Units are NOT authorized to upload the Assumption of Command and DA Form 1687 into TAMIS. Once the IAM receives and approves the Assumption of Command and DA Form 1687, the IAM will upload the documents into TAMIS.
- b. Customer requests for training ammunition must be requested, approved, validated, and received by the ASP a minimum of 10 workdays before requested issue date.
- c. Requests received by the ASP less than 10 workdays prior require a letter of lateness signed by the first 0-5 or above in the unit chain of command stating why the request is late. Submission of Letter of Lateness does not guarantee support. ASP will support if time permits on a standby basis.
- d. ASP will annotate issue date and time on e581 at time of acceptance. Customer unit must contact the ASP to confirm scheduled issue date and time. Required delivery date (RDD) on e581 is not the dedicated issue date and does not constitute an appointment. To prevent being refused service contact the ASP at least 5 days before scheduled issue date to confirm appointment.
- e. Requests should be consolidated to minimize issue e581.
- f. Units will not have more than five (5) open documents at one time.
- g. Place the training dates and ranges or locations of the event in the "Remarks" section. The Suspend/Close out date is based on the last day of the Training event and has 5 days to reconcile following the event.

**NOTE: All unforrested ammunition requests will be submitted to the IAM.**

## **Chapter 4 Issues (Receiving Ammunition) and Vehicle Inspection**

### **4-1. Pre-Issue Planning**

- a. Ensure all paperwork; DA Form 1687 and Assumption of Command Orders, DA Form 581 are accurate and up to date at the ASP prior to scheduled appointment. Contact ASP 5 days prior to issue date to confirm appointment.
- b. Ensure detail strength is adequate for the mission. It is the units' responsibility to move ammunition.
- c. Ensure that there are enough vehicles and drivers to transport munitions. Compatibility and weight restrictions may present the need for multiple vehicles.
- d. Ensure personnel have appropriate credentials for pick-up (ie. License, endorsements, safety equipment, tie-downs).
- e. Plan for storage of materials.
- f. Ensure adequate tie down straps (5000lbs), tarps, placards, safety equipment and DD Form 626 are on hand prior to scheduled appointment.
- g. Off post movement requires DD Form 2890 and valid Ammo-62 Certifier to properly certify live munitions and hazardous material coming back to the ASP.
- h. Plan for on range or AHA storage.

- i. ASP requires visual confirmation of Blue Bodies G811 prior to issue of G878.

#### **4-2. Pre-Issue Procedures**

- a. Unit Representatives report to customer service, present valid ID card, sign-in on the roster and standby for inspection.
- b. Units will receive a DD Form 626 inspection by surveillance personnel.
- c. Units that are unable to receive their issue due to vehicles failing inspections, inadequate detail, inadequate drivers, or any other reason will be rescheduled or placed on standby as schedule permits.

#### **4-3. Issue Procedures**

- a. All Personnel Entering the ASP area and conducting Range ammunition issuing and turn-in at the ammunition issue point huts will be Ammunition Handler Qualified. They must have copies of their Ammo Handler Certificate and current Ammo-68 Certificate.
- b. Units will properly park and chock vehicle(s) prior to loading.
- c. The person authorized to receive ammunition will conduct joint inventory with ASP representative prior to loading vehicle.
- d. Units will load, placard, and tie down (5000lbs Cargo Straps) ammunition prior to movement.
- e. Once all ammunition has been inventoried loaded and tie down (5000lbs Cargo Straps), unit will sign DA Form 3151.
- f. Unit will receive DD Form 626 inspection by surveillance personnel prior to departing fence-line of ASP.
- g. ASP representative will escort unit rep to customer service for document completion.
- h. Unit will receive a signed copy of DA Form 581 and 3151-R for issue and turn-in DA Form 581. Unit is required to sign for AIN/NAR/GPA/SOUMs safety messages. These messages will be briefed to all personnel during range safety brief.
- i. CAD/PAD items are a one for one swap. The ASP must receive the CAD/PAD item prior to being issued the requested CAD/PAD.
- j. Units must schedule turn-in appointment at time of issue.

#### **4-4. Vehicle Inspection and Training Requirements**

**Note: ALL units must arrive to the ASP no later than 0730 for vehicle inspections, regardless of the requested appointment times stated on the e581. All Required training, IDs and Licenses will be verified. It is the Units responsibility to ensure their personnel have the proper documentation.**

**Note: Off post movement requires DD Form 2890 and valid Ammo-62 Certifier to properly certify live munitions and hazardous material coming back to the ASP. The certificate will be inspected during 626 inspection.**

- a. DD Form 626 will be used by Surveillance personnel for vehicle inspection.  
All Personnel Entering the ASP area and conducting Range ammunition issuing and turn-in at the ammunition issue point huts will be Ammunition Handler Qualified.
- b. A&B Driver must have Military ID, State Side Driver's license, Military Driver's license and must be licensed on the vehicle and/or Trailer they are driving, IAW Army Regulation 600-55 with vehicle specific model numbers. They must also have copies of their Ammo Handler Card, current Ammo-68 and Ammo-67 Certificates.
- c. The GSA vehicles must have a Memorandum from the GSA Fleet Commander authorizing the use of a GSA vehicle to transport Ammunition.
  - (1) Limitations to GSA 15 pack van: ONLY authorized two complete outer packages of BLANK small arms ammunition and must have proper tiedown points. (This is at the

discretion of the surveillance inspector).

(2) GSA pick-up trucks are limited to the amount of weight that the truck can safely haul small arms ammunition and smoke grenades and must have the proper tie down points (This is at the discretion of the surveillance inspector).

(3) Sedan Type GSA Vehicle are limited to Four complete outer packages of small arms ammunition.

d. The units are responsible to provide the proper number of vehicles needed and is based on ammunition compatibility and weight. A truck/trailer combination counts as two separate vehicles or compartments. Contact your battalion or unit ammo rep prior to ammunition draw for any questions pertaining to weight and compatibility.

e. Explosive placards are necessary and are NOT available at the ASP. Four placards will be necessary for each vehicle and affixed to the front, rear and each side of each transport vehicle. Prime movers and trailers are considered separate transport vehicles, and each will be placarded separately.

f. Unit must provide enough vehicles for the Ammo draw and a dispatch for each vehicle and needs to be signed by proper approving authority for road conditions.

g. Additional equipment necessary to pass inspection includes 2ea - 10 lb BC fire extinguishers, IAW NFPA 10. The safety pin retaining seal must be on and intact and must have a gauge with needle in the green area to include the correct inspection tag; first aid kit; warning triangles kit having 3 triangles; flame retardant and water-resistant tarp; minimum five cargo straps for every pallet of ammo; chock block for each vehicle and drip pan.

h. Unit needs to bring a copy of their TAMIS E581 to appointment.

i. If unit fails vehicle inspection, once deficiencies are corrected, the unit can be re-inspected and be rescheduled or placed on a standby, if schedule permits. Standby is not a guarantee of service.

## **Chapter 5 Maintain Accountability**

### **5-1. Documentation**

a. Units that request and receive ammunition from the ASP must maintain training ammunition management and control documents IAW DA Pam 700-16. DA Form 5515 is used to control ammunition at unit level.

b. Units are responsible for maintaining document integrity for issues and turn-ins. Ammunition items must be segregated by document number and an internal document register maintained.

c. All ammunitions paperwork must stay with the vehicle on the ranges and/or AHA.

### **5-2. Security Category I and II items**

a. Armed guards are required for escort of CAT I and II munitions in a separate vehicle IAW DA Pam 700-16 and AR 190-11.

b. CAT I and II munitions must be inventoried every 24 hours while in unit possession.

c. Must be signed for and controlled by a Sergeant E-5 or above.

d. If guard ammo is unavailable unit will be required to submit a separate e581 request for OPL guard ammunition.

e. The unit Range Safety Officer (RSO) will personally observe placement of charges, actual detonation, and certify the quantity of all items expended and sign DA Form 5692-R (Ammunition Consumption Certificate) IAW DA PAM 700-16.

## **Chapter 6**

### **Turn-In Ammunition**

#### **6-1. Live Turn-In Preparation**

- a. Units will only load vehicles that have received a DD Form 626 vehicle inspection from the ASP or other Ammo-62/37 certified personnel. Previously completed DD Form 626s are non-transferable to other vehicles.
- b. Units will load, placard, and tie down (5000lbs Cargo Straps) ammunition. This will be done even if only transporting from the AHA.
- c. Units must reconcile within 5 workdays after completion of training. Units must schedule a Turn-In appointment at the time of issue.
- d. Turn-in documents issued as TRA from TAMIS/SAAS do not require signatures in blocks 13 and 14 for requestor and approver for turn-in. A unit representative authorized to receive ammunition on the DA Form 1687 must sign for the turn-in.
- e. The unit is responsible for segregating ammunition items by issue document. If items are mixed at time of turn-in the ASP will reject the unit. Unit must request a range from Range Control to segregate the items. This process will not be completed in the AHA. If the items on the DA Form 581 and amounts exceeding the issue DA Form 581 will not be credited to the units account. Live/serviceable ammunition not on the appropriate DA form 581 will be returned to the unit. Residue will be processed, and overages will not be credited to the unit.
- f. Repackage ammunition as close to original configuration as possible. Retain and reuse all inner and outer packaging materials and assure lot numbers on the packages match the ammunition being repacked.
- g. Ammunition is not required to be clipped for Live Turn-In. For packaging and accountability prior to Turn-In, units may re-clip with used clips provided re-clipped ammunition is visually inspected 100% at tab end for cracks or missing tabs.
- h. For quicker processing, separate any damaged, dirty, or corroded items from other material.
- i. Open ammunition containers must be inspected by an SFC/E-7 or above, from the unit returning the items, to ensure that lot numbers agree with the lot numbers printed on the container and that all ammunition components are present and are properly repacked.
- j. An Ammunition Inspection Certificate signed by an SFC or above, from the unit returning the items will be placed in each container certifying that the information listed above is correct.
- k. Misfires/DUDs/Malfunctions ammunition over .50 Caliber will be accepted for Live Turn-In. Follow range control's Misfire/DUD/Malfunction and procedures above .50 Cal for unit material and the Amnesty procedures of Chapter 9 for any material found.

#### **6-2. Live Turn-In Procedures**

- a. Unit Representatives report to customer service, present valid ID card, sign-in on the roster and standby for instructions.
- b. Units will Provide the DD Form 626 inspection they received. (Units will present their original DD Form 626 for inspection).
- c. Units that are unable to proceed due to vehicles failing inspections, inadequate detail, inadequate drivers, or any other reason will be rescheduled or permitted standby as time permits.
- d. Accepted units will be escorted into the ASP-by-ASP personnel.
- e. Live turn-in will be completed prior to residue turn-in.
- f. Ensure compliance with Chapter 2, paragraph 2-2, Restricted Items, before proceeding.
- g. Failing any inspection will be considered a missed appointment and subject to Chapter 1 paragraph 1-4.
- h. Units will be directed to the turn-in area for ammunition for inspection. ASP personnel will inspect ammunition for serviceability, quantities, and packaging.

- i. Ammunition will be segregated by document number, DODIC, lot etc.
- j. No packages will be opened on any vehicles. Unsealed live ammunitions will be off-loaded and inspected.
- k. ASP representative and unit rep will conduct a joint inventory of items and initial DA Form 581 after repackaging.
- l. ASP representative will have unit rep sign DA Form 3151 as issuer and ASP rep will sign as receiver.
- m. Upon completion of inspection/repackaging, units will reload vehicles and proceed to the storage area directed.
- n. Unit will be escorted to customer service for completion of documentation. Customer service will post DA Form 3151 to SAAS and have unit sign posted copy of DA Forms' 581 and 3151.
- o. Turn-ins will also be inspected to determine if the user opened an excessive number of boxes compared to the quantity used (10 percent or more opened but not used). The ASP will report such occurrence through command channel IAW AR 710-2.

## **Chapter 7**

### **Turn-In Residue**

#### **7-1. Residue Preparation**

- a. Units prepare the residue by caliber and links for turn-in. Ensure that the DA Form 581 for residue turn in contains the statement (signed an E-7 or above) certifying that "contents have been inspected and contain no live rounds, unfired primers or other dangerous material."
- b. Turn-in documents issued as TRA from TAMIS/ SAAS do not require signatures in blocks 13 and 14 for requestor and approver for turn-in. A unit representative authorized to receive ammunition on the DA Form 1687 must sign for the turn-in.
- c. Units will conduct residue turn-ins only after live ammunition is returned or expended.
- d. Expended brass is not required to be packaged. Ammunition boxes will be used first to repackage any live material to original issue configuration. Only excess boxes may be used to transport residue.
- e. Units must screen all residue to ensure there is no live ammunition.
- f. Units must segregate different types of brass by size (i.e., 5.56/7.62) and function (i.e. blank/ball).
- g. Segregate items by type accordingly.
- h. Units must ensure that all residue items are returned. This includes all packaging materials, boxes, recoverable non-hazardous components, as well as bandoleers, clips, cardboard boxes etc. in addition to the expended items.
- i. Do not dispose of ammunition residue at ranges or unit areas.

#### **7-2. Residue Procedures**

- a. Unit Representatives report to customer service, present valid ID card, sign-in on the roster and standby for inspection.
- b. Units will provide the DD Form 626 received from inspection by QA personnel (Units will present their original DD Form 626 for inspection).
- c. Units that are unable to proceed due to vehicles failing inspections, inadequate detail, inadequate drivers, or any other reason will be rescheduled or permitted standby as time permits.
- d. Accepted units will be escorted to the residue building.
- e. Units will be directed to lay out items for inspection.
- f. Items will be segregated by document number, like items etc.
- g. All cartridges .50 Caliber and below will be screened and weighed. 40mm and above are

counted as each.

(1) One live .50 Cal round found during screening will halt operations and the unit will be required re-screen their brass on the range.

(2) Three live 7.62mm rounds found during screening will halt operations and the unit will be required re-screen their brass on the range.

(3) Five live 5.56mm rounds found during screening will halt operations and the unit will be required re-screen their brass on the range.

h. All cans, boxes are counted.

i. ASP representative will have unit rep sign DA Form 3151 as issuer and ASP rep will sign as receiver.

j. Unit will be escorted to customer service for document completion. Customer service will post DA Form 3151 to SAAS and have unit sign posted copy of DA Forms' 581 and 3151.

k. Units failing any inspection or lacking enough detail personnel will be considered a missed appointment and subject to Chapter 1, 1-4.

## **Chapter 8 Reconciliation**

### **8-1. General Provisions**

a. The combined quantities of live ammunition and residue turned in must balance with the quantities of ammunition initially issued.

b. There is no established acceptable loss of ammunition or residue items.

c. Turn-ins will be reconciled within five working days of the training completion date listed on the issue document. This will depend on appointment availability at the ASP. If a unit is scheduled outside of the 5-day window they will not be considered delinquent unless they miss their scheduled appointment.

d. Out of State units must reconcile prior to departing the training installation. Take notice of operating hours and plan accordingly.

e. Ammunition for future training events will not be issued until all delinquent reconciliation actions have been completed for prior training events.

### **8-2. DA Form 5811-R (Certificate-Lost or Damaged, Class 5 Ammunition Items)**

a. Units will prepare a DA Form 5811-R for lost or damaged ammunition including shortages between amount turned in and the quantity issued (less expended). This form also covers damaged ammunition.

b. The first LTC or equivalent (GS-13 or above) in the chain of command will determine appropriate action and sign the form in block 13. Majors may sign if assumption of command orders accompany the DA Form 5811-R.

### **8-3. DA Form 5692-R (Ammunition Consumption Certificate)**

a. DA Form 5692 (Consumption Report) is required IAW DA Pam 700-16 for all items that do not generate residue ie. K765, pyrotechnics, demolition items as well as CAT I and II munitions.

b. DA Form 5692 for CAT I and II munitions must be signed by the range safety officer (E-5 or above).

c. Range safety officer must personally observe items being detonated.

### **8-4. Amended Turn-Ins**

a. Ammunition or residue discovered that has already been reconciled may still be processed.

b. Prepare a new DA Form 581.

c. The remarks block must have the original issue document number and: "This is an

amended Turn-In document”.

- d. This DA Form 581 must be signed by the first LTC in the chain of command.
- e. Only an amended Turn-In can restore credit in TAMIS after reconciliation.

## **Chapter 9**

### **Amnesty/Found on Installation (FOI)**

#### **9-1. Amnesty/FOI Policies**

- a. The Amnesty Program is intended to ensure maximum recovery of military ammunition (up to and including .50 Caliber) and residue items (up to and including .50 Caliber). It is not intended to circumvent normal turn-in procedures.
- b. The program is established to provide an opportunity for individuals to return A&E which the unit or individual has not signed for.
- c. A&E from previously reconciled documents may be turned-in as amnesty, but units will not receive credit unless they use the amended turn-in procedure in Chapter 8 paragraph 8-4.
- d. The Amnesty Program provides an opportunity for individuals to return A&E found, stolen, or misplaced without fear of prosecution.

#### **9-2. Amnesty/FOI Procedures**

- a. All A&E, excluding small-arms ammunition (up to and including .50 Caliber), will be considered hazardous (UXO) and will not be moved by untrained personnel.
- b. Personnel discovering A&E (above .50 CAL) should post a marker by the ammunition, record the location, and contact the following agencies:
  - (1) For ranges and training areas contact Range Control/QASAS.
  - (2) For all other areas on Devens contact the Directorate of Emergency Services (DES) and QASAS.
  - (3) For all A&E found off-post contact the local police department.
- c. During normal operating hours, ASP personnel will accept delivery of all items turned in under the Amnesty Program. Ammunition items must be handed directly to an ASP employee. No paperwork is required.
- d. Packaging support and any questions on ASP Amnesty/FOI policies can be addressed to the ASP Accountable Officer or Quality Assurance Specialist Ammunition Surveillance (QASAS) personnel.

## **Chapter 10**

### **Devens Authorized Storage Locations**

#### **10-1 Devens Authorized Storage Locations**

- a. The AHA and Range Control Ranges are the only authorized places for temporary storage.
  - (1) The AHA is a temporary vehicle Ammunition Holding Area.
  - (2) There will be no AA&E operations conducted in the AHA.
  - (3) There will be no cross loading performed in the AHA.
  - (4) At no time will AA&E be place on the ground of the AHA, it must remain on the vehicle.
  - (5) Vehicle Dispatch, Issue paperwork and DD Form 626 must remain with the vehicle at all times and is subject to random Ammunition Surveillance and Range Control inspections.

## **Chapter 11**

### **Arms Room Ammunition**

#### **11-1 Arms Room Ammunition OPL**



- a. Arms rooms must be licensed IAW DA PAM 385-64 and a valid 12-month memorandum. Items being stored will not exceed the storage license allotment.
- b. Every Arms room should have Operational Load (OPL) ammunition in case of IDS failure.
- c. This ammunition is ordered through TAMIS as OPL.
- d. Arms rooms are required to have a yearly inspection by Physical Security, Fire Safety and Surveillance Personnel.
- e. Arms room ammunition will have a yearly inspection by Surveillance Personnel. Inspection suspense date will be annotated on the Issue e581 document.
- f. Surveillance will inspect Arms room IAW Appendix G of this SOP.

**Appendix A**

Example: Letter of Lateness Memorandum

Headquarters, 87th Support Battalion 2600  
Missouri Avenue  
Fort Leonard Wood, MO 65473

OFFICE SYMBOL

DATE

MEMORANDUM FOR Accountable Officer, ASP, Fort Devens MA

SUBJECT: Letter of Lateness

1. Request approval of the following ammunition to support HHC BDE training at \_\_\_\_\_ . Training dates are DD-MM-YYYY.
2. Document number **WXXXX 0000-0000, TAMIS Control # nnnnnnn**. The following items are forecasted at \_\_\_\_\_ for MM-YYYY.  
AA49 9mm ball 500rds.
3. Reason for late request and impact on unit if ammunition is not issued.
4. POC this request is CPT Avenger, BN S-3, at (573) 596-XXXX.

HAMMER T. CAPP  
LTC, OD Commander

Example: Assumption of Command

Headquarters, 87th Support Battalion  
2600 Missouri Avenue  
Fort Leonard Wood, MO 65473

OFFICE SYMBOL

Date

MEMORANDUM FOR RECORD

SUBJECT: Assumption of Command

1. Reference AR 620-20, para. 2-5.
2. By authority of the reference above, the undersigned assumes command of Headquarters Company, 87th Support Battalion, Fort Leonard Wood, MO 65473 (W23E4U). Effective 6 August 2010.
3. The point of contact is the undersigned at DSN 581-XXXX or commercial 573-596-XXXX.

JOHN D. JONES  
CPT, OD Commander

## Appendix B Detail Calculator

1. The ASP Accountable Officer has final authority on whether details brought are enough for the mission. The ASP will not service units failing to meet detail strength unless directed by the LRC chain of command.
2. Units may avoid missing appointments due to lack of detail by meeting objectives listed here.
3. The minimum detail for all missions to include residue is two. This is to satisfy the requirements for drivers and ground guides.
4. The number of required detail personnel will be determined by the tables below:

Detail Calculator					
Boxes	Detail	Loose Live	Detail	Brass	Detail
1-10	2	1-1000	2	1-3000	2
11-15	3	1001-2000	3	3001-6000	3
16-20	4	2001-3000	4	6001-9000	4
21-25	5	3001-4000	5	9001-12000	5
26-30	6	4001-5000	6	12001-15000	6
31-35	7	5001-6000	7	15001-18000	7
36-40	8	6001-7000	8	18001-21000	8
41-45	9	7001-8000	9	21001-24000	9
46+	10	8001+	10	24001+	10

5. Live and Residue Turn-Ins are done sequentially during one appointment.
6. For Live/Residue Turn-In, figure each column independently. The largest number is the detail required. In example: a unit returning 10 boxes of small arms ammunition (detail required 2) with 5500 loose rounds (detail required 7) with 13000 rounds of brass (detail required 6) would be required to bring 7 detail personnel. This represents the largest number.
7. Loose Live includes material that is no longer sealed. Metal cans of linked ammunition will be counted as loose live if the seals are not intact. Ammunition with sealed inner packages (vacuum sealed bags or glued cardboard boxes) may just be counted by boxes.
8. Unless specific plans are coordinated in advance with the ASP, the maximum detail size is ten.

**Appendix C  
DA Form 1687**

**THE FOLLOWING IS A PROPERLY COMPLETED DA FORM 1687 FOR CLASS V OPERATIONS.**

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
				20230404
AUTHORIZED REPRESENTATIVE(S)				
ORGANIZATION RECEIVING SUPPLIES Unit Name			LOCATION Unit Location	
LAST, FIRST, MIDDLE INITIAL	AUTHORITY		SIGNATURE AND INITIALS	
	REQ	REC		
Last, First MI Rank DODID EXP 2024MAR28	YES	YES		
//////////////////////////////////NOT USED//////////////////////////////////				
//////////////////////////////////NOT USED//////////////////////////////////				
//////////////////////////////////NOT USED//////////////////////////////////				
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 AND RECEIVE CLASS V ITEMS FROM SUPPORTING AMMUNITION SUPPLY POINT				
REMARKS				
THE ABOVE PERSONNEL HAVE PASSED THE SECURITY SCREENING IAW AR 190-11. ALL OTHER EDITIONS ARE SUPERSEDED.				
I ASSUME FULL RESPONSIBILITY				
UNIT IDENTIFICATION CODE YOUR UNIT UIC			DODAAC/ACCOUNT NUMBER YOUR UNIT DODAAC	
LAST, FIRST, MIDDLE INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE
DELEGATING AUTHORITY from AOC	RANK	000-000-0000	20240403	

DA FORM 1687, NOV 2015

PREVIOUS EDITIONS ARE OBSOLETE

APD LC v1.01ES

**APPENDIX D**

NOTE: These forms are available at the Customer Service window.

Example: Ammunition Inspection Certificate

<p><b>AMMUNITION INSPECTION CERTIFICATE</b></p> <p>FOR USE OF THIS FORM SEE DA PAM 710-2-1 11-13B(6)</p>		
<p>I CERTIFY THAT THE LOT NUMBER(S) HEREIN AGREE WITH THE LOT NUMBER(S) PRINTED ON THE CONTAINER AND THAT ALL THE COMPONENTS ARE PRESENT, CLEAN, SAFELY AND PROPERLY REPACKED, AND OUTER CONTAINERS ARE PROPERLY MARKED AND FREE OF DIRT AND DEBRIS.</p>		
DODIC	LOT NUMBER	QUANTITY
NAME		UNIT
SIGNATURE		RANK DATE
<p>INSTRUCTIONS: FORM MUST BE COMPLETED BY AN SFC OR ABOVE FROM THE UNIT RETURNING THE ITEMS AND WILL BE PLACED IN EACH CONTAINER CERTIFYING THAT THE INFORMATION ABOVE IS CORRECT. UNOPENED CONTAINERS WITH INTACT ASP, DEPOT, OR MANUFACTURER SEALS WILL NOT BE OPENED TO CONDUCT THIS CERTIFICATION.</p>		

<p><b>AMMUNITION INSPECTION CERTIFICATE</b></p> <p>FOR USE OF THIS FORM SEE DA PAM 710-2-1 11-13B(6)</p>		
<p>I CERTIFY THAT THE LOT NUMBER(S) HEREIN AGREE WITH THE LOT NUMBER(S) PRINTED ON THE CONTAINER AND THAT ALL THE COMPONENTS ARE PRESENT, CLEAN, SAFELY AND PROPERLY REPACKED, AND OUTER CONTAINERS ARE PROPERLY MARKED AND FREE OF DIRT AND DEBRIS.</p>		
DODIC	LOT NUMBER	QUANTITY
NAME		UNIT
SIGNATURE		RANK DATE
<p>INSTRUCTIONS: FORM MUST BE COMPLETED BY AN SFC OR ABOVE FROM THE UNIT RETURNING THE ITEMS AND WILL BE PLACED IN EACH CONTAINER CERTIFYING THAT THE INFORMATION ABOVE IS CORRECT. UNOPENED CONTAINERS WITH INTACT ASP, DEPOT, OR MANUFACTURER SEALS WILL NOT BE OPENED TO CONDUCT THIS CERTIFICATION.</p>		

<p><b>AMMUNITION INSPECTION CERTIFICATE</b></p> <p>FOR USE OF THIS FORM SEE DA PAM 710-2-1 11-13B(6)</p>		
<p>I CERTIFY THAT THE LOT NUMBER(S) HEREIN AGREE WITH THE LOT NUMBER(S) PRINTED ON THE CONTAINER AND THAT ALL THE COMPONENTS ARE PRESENT, CLEAN, SAFELY AND PROPERLY REPACKED, AND OUTER CONTAINERS ARE PROPERLY MARKED AND FREE OF DIRT AND DEBRIS.</p>		
DODIC	LOT NUMBER	QUANTITY
NAME		UNIT
SIGNATURE		RANK DATE
<p>INSTRUCTIONS: FORM MUST BE COMPLETED BY AN SFC OR ABOVE FROM THE UNIT RETURNING THE ITEMS AND WILL BE PLACED IN EACH CONTAINER CERTIFYING THAT THE INFORMATION ABOVE IS CORRECT. UNOPENED CONTAINERS WITH INTACT ASP, DEPOT, OR MANUFACTURER SEALS WILL NOT BE OPENED TO CONDUCT THIS CERTIFICATION.</p>		

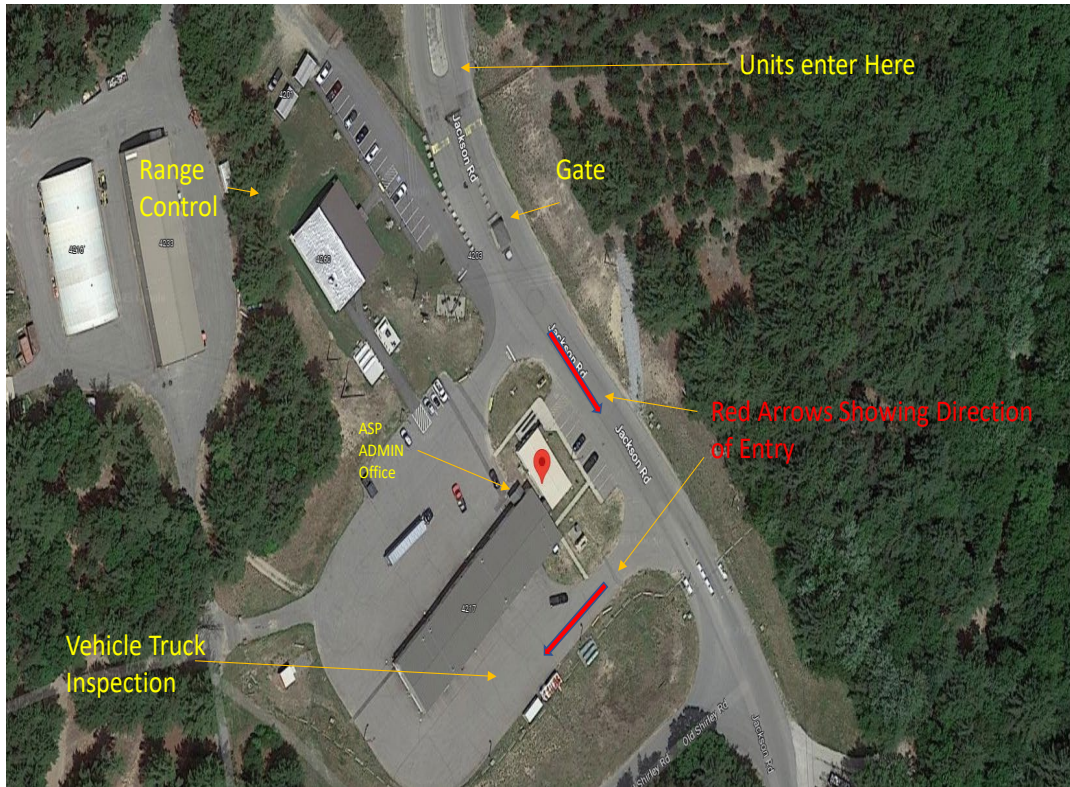
**APPENDIX E**

**Example: DA Form 5515**

Follow procedures in DA PAM 700-16, 12-6

TRAINING AMMUNITION CONTROL DOCUMENT For use of this form, see DA PAM 700-16; the proponent agency is DCS, G-4.										1. DOCUMENT NO.	2. PAGE OF
SECTION A					SECTION B						
3. FROM		4. TO			5. DATE ISSUED	22. FROM		23. TO		24. DATE ISSUED	
					6. DATE TURNED-IN					25. DATE TURNED-IN	
7. ITEM	8. DODIC/NOMENCLATURE	9. LOT/SERIAL NO.	10. QTY. ISSUED	11. QTY. RESIDUE REQUIRED	12. QTY. RESIDUE TURNED-IN	13. QTY. LIVE TURNED-IN	26. QTY. ISSUED	27. QTY. RESIDUE REQUIRED	28. QTY. RESIDUE TURNED-IN	29. QTY. LIVE TURNED-IN	
14. ISSUED BY		15. RECEIVED BY			30. ISSUED BY		31. RECEIVED BY				
16. TURNED-IN BY		17. RECEIVED BY			32. TURNED-IN BY		33. RECEIVED BY				
Before issue, soldiers told to return all A&E and residue upon request. Failure to do so punishable under UCMJ.		18a. BRIEFED BY		18b. DATE	Before issue, soldiers told to return all A&E and residue upon request. Failure to do so punishable under UCMJ.		34a. BRIEFED BY		34b. DATE		
Upon turn-in request, soldiers told to return all A&E and residue upon request. Failure to do so punishable under UCMJ.		19a. BRIEFED BY		19b. DATE	Upon turn-in request, soldiers told to return all A&E and residue upon request. Failure to do so punishable under UCMJ.		35a. BRIEFED BY		35b. DATE		
All issued ammunition was account for either expended or turned-in.		20a. VERIFIED BY		20b. DATE	All issued ammunition was account for either expended or turned-in.		36a. VERIFIED BY		36b. DATE		
The above residue items are inert and have been 100 percent inspected and contain no live A&E.		21a. INSPECTED BY		21b. DATE	The above residue items are inert and have been 100 percent inspected and contain no live A&E.		37a. INSPECTED BY		37b. DATE		
38. REMARKS											

**APPENDIX F**  
**ASP Admin Office Map**





**APPENDIX G**  
**Arms Room Inspection Checklist**

**QASAS ARMS ROOM & OPLOAD INSPECTION CHECKLIST**

Unit Inspected/ BLDG#: \_\_\_\_\_ Document #: \_\_\_\_\_

Unit Representative: \_\_\_\_\_ Inspection Date: \_\_\_\_\_

QASAS Name: \_\_\_\_\_ Unit Phone No.: \_\_\_\_\_

\_\_\_\_\_ Initial Inspect \_\_\_\_\_ Yearly Inspection

UNIT ADMINISTRATION CONTROLS	REFERENCE	
Unit property book officer appointed in writing	DA Pam 710-2-1, 4-5 (a, b)	
Company's GCSS-A print off ammunition on Property Book	DA Pam 710-2-1	
Unit Armorer's require training certificates of Ammo-45, 64, 68	DA Pam 385-64	
Is a Commander's approval memo posted or on file	AR 190-11, 5-8c	
Does unit have an approved SOP for AA&E Procedures for Transportation, Inventory, Amnesty, Malfunctions and Consumption reporting	DA Pam 385-64, 2-4	
Is unaccompanied access limited to a minimum and a posted list of individuals authorized unaccompanied access posted on the inside of the arms room door	AR 190-11, 4-19	
<b>CRITICAL</b> Have AA&E background screenings using DA Form 7281 been completed on all personnel involved with AA&E or AA&E keys	AR 190-11, 2-11	
Is the DA Form 4604-R (Security Construction Statement) current (revalidated every 5 years), posted in the facility and have waivers or exceptions been granted if standards are not met	AR 190-11, 2-2d, 2-4b	
Current storage license on-hand	DA Pam 710-2-1, Da PAM 385-64	
Is Operational Load (OPL) Ammunition Issued by using hand receipt control	AR 710-2, 2-44c (4)	
ARMS ROOM/AMMO STORAGE FACILITY	REFERENCE	
Are Material Safety Data Sheets (MSDS) posted for all Hazardous Material (Fire Extinguishers, CLP)	AR 700-141, 2-2b	
Two (2) serviceable 10BC fire extinguishers at or near the Arms Room. Must be serviceable and adequate.	DA Pam 385-64, 6-8.16, NFPA 10	
Is ammunition on property book by DODIC, quantity, lot number, serial number and controlled through hand receipt procedures	AR 710-2, 2-44c (a, b)	
Risk Assessment posted in the Arms Room	Updated arms room policy memo for DA Pam 385-64, b (1)	
<b>CRITICAL</b> Are ammunition handling and operating Personnel (Primary and Secondary Armorer's) trained in explosive safety (AMMO Handlers Card OR AMMO-68 Military Munitions Rule 4E-F46/645-F30 (DL) and AMMO-45 Intro to Ammunition 9E-F67/920-F35 (DL))	DA Pam 385-64, 1-8a, figure 1-1	
Fire and/or chemical hazard symbols properly posted	Updated arms room policy memo for DA Pam 385-64, c (7)	
RESTRICTED AREA sign posted	AR 190-11, 4-15	
IDS Signs posted	AR 190-11, 3-6, 4-16, appendix (F)	
IDS operational	AR 190-11, 3-6	
ARMS ROOM/AMMO STORAGE FACILITY CONTINUED	REFERENCE	
Ammunition amnesty procedures posted on unit Bulletin Board	DA Pam 385-64, 2-18; AR 710-2, 2-48	
Ammunition stored in a metal containers or cabinets with secondary padlocks	AR 190-11, 5-8c (1)	
Consolidated arms rooms procedures established	AR 190-11, 4-4	

STORAGE PRACTICES	REFERENCE	
Arms room kept neat and free of debris	DA Pam 385-64, 2-7	
Are ammunition containers weighing less 500 pounds fastened to the structure, fastened together with bolts or chains and secondary lock(s) together to weigh more than 500 pounds	AR 190-11 5-8c (2)	
Ammunition properly secured in a approved class 5 security container if not in a 500-pound unit.	AR 190-11 5-8c (3)	
Is Arms Room free of Flame Producing Items, Flammable Items, and Combustible Liquids?	DA Pam 385-64, 2-7	
Ammunition kept in proper packaging	Updated arms room policy memo for DA Pam	385-64c (5)
Unserviceable ammunition physically separated from serviceable ammunition	DA Pam 385-64, 3-7b	
Is the ammunition stored and secured separately in a banded/sealed cartons or locked containers	IAW AR 190-11, 5-8c (1) a	
Dummy, drill and/or inert ammunition properly marked, drilled or otherwise identified and segregated from live	DA Pam 385-64, 3-5a	
Magazine data cards (DA Form 3020-R) used to inventory control of arms room ammunition	AR 710-2, 2-41d	
LOCK AND KEYS CONTROL	REFERENCE	
Is there primary and alternate key (lock and seal) custodians appointed in writing	AR 190-11 3-8L	
<b>CRITICAL</b> Are AA&E keys, locks, and seals being recorded and signed in/out to authorized personnel by the key and lock or seal custodian on the DA Form 5513-R	AR 190-11 3-8b	
<b>CRITICAL</b> Are all racks and containers secured with approved secondary padlocks	AR 190-11 4-2b (4)	
<b>CRITICAL</b> Are AA&E keys for storage rooms, racks, containers, key depositories, locks, and IDS maintained separately from other keys and accessible only to those individuals whose official duties require access	AR 190-11 3-8d	
When arms and ammunition are stored in the same areas, keys to those storage areas may be maintained together, but separately from other keys that do not pertain to AA&E storage.	AR 190-11 3-8g	
<b>CRITICAL</b> Are combinations to locks on field safes, vault doors, and Class 5 or 6 containers changed annually or when personnel with knowledge no longer require access	AR 190-11 3-8p	