DEPARTMENT OF THE ARMY
LOGISTICS READINESS CENTER-DEVENS
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DEVENS, MA 01434-4479

ASDL-VSD-A 17 Sep 2026

MEMORANDUM FOR All Supported Activities

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

1. This SOP establishes Logistics Readiness Center (LRC) – Devens RFTA 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 Title X A&E.

2. The guidelines established in this SOP apply to all supported organizations.

3. The point of contact for this memorandum is the undersigned at (978) 615-6918 or email at samey.mao.civ@army.mil.

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PETER G. CONBOY
Director, LRC Devens

This SOP supersedes DEVENS ASP SOP dated 1 November 2024.

Changes reflect:

Designated Duty Uniform 1-5b
Simple Searches Ch 1-6
Designated Smoking Area Ch 2-3
Lightning and Severe Weather during A&E Operations 2-5

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SAMEY MAO
Accountable Officer

Logistics Readiness Center (LRC)

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

This SOP is available on the LRC Devens RFTA ASP Portal
Ammunition Supply Point :: Devens (army.mil)

Effective 17 SEPTEMBER 2026



1. Purpose: This SOP establishes the Logistic Readiness Center (LRC) at 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 - Ammunition Management
b. AR 700-28 - Ammunition Management
c. AR 600-55 - The Army Driver and Operator Standardization Program
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. AR 700-143 - Packaging of Hazardous Material
h. DD FORM 626 - Motor Vehicle Inspection Form
i. DD FORM 2890 - DOD Multimodal Dangerous Goods Declaration Form
j. USASA Fort Dix Regulation 350-3 Training Policies and Procedures

4. Contact Information:

a. Emergency Services: 911
b. ASP Accountable Officer – Samey Mao (978) 796-3037 / (978) 615-6920
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c. QASAS – Melanie Santiago (978) 615-6919
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e. Ammunition Handler – Bob Larrabee (978)-796-3037
Email: robert.f.larrabee2.civ@army.mil
f. Installation Ammunition Manager/TACTMIS (IAM) - Volda O'Connor (609) 668-2034
Email: Volda.a.oconnor.civ@army.mil
g. Devens Range Control: (978) 615-6900
Email: usarmy.devens.93-sig-bde.list.fort-devens-range-control@army.mil
h. Devens Installation Safety Office – David Horn (978) 615-6796
Email: david.c.horn.civ@army.mil

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:

ASP Normal Customer Service hours are **0730-1130** and **1230-1430**, Monday through Friday. Weekends are by exception only when staffing is available. Coordination must be made with the ASP and have a Memorandum for Record from the first O-5 (LTC) in the chain of command stating the reasons for weekend support 30 days prior to pick up. Not wanting to stand ammo guard is not a reason for weekend support. The Accountable Officer reserves the right to deny weekend request.

a. ASP is closed on all federal holidays.

b. ASP is closed for inventory one week, quarterly. Closure dates are posted, in TACTMIS, 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. Vehicle Inspections will be after you checked in and all paperwork have been confirmed by ASP personnel. Units that are more than 10 minutes late for appointments without contacting the ASP, will be rescheduled, or placed on 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 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. Requirements will be determined at time of issue and setting turn-in appointment.

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 of the day 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.

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. Customers conducting business at the ASP will be in the designated duty uniform. No open toe shoes or shorts allowed.

c. During ASP duty hours, customer service representative will validate ID and have personnel sign-in on the register.

d. 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.

e. 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.

f. Personnel utilizing leased vehicles must show a copy of the lease/rental agreement and government orders authorizing use prior to entry.

1-6. Simple Searches

a. Simple Search, Entry and EXIT (FPCON N-B): Personnel will be out of their vehicle and a cursory visual non-contact search by ASP staff will be conducted.

b. Simple Searches, Entry and Exit (Vehicle): All personnel will be out of their vehicle, and a cursory observation of the cab, trunk, or cargo area will be conducted by ASP Staff.

c. Complete Search, Entry and Exit (FPCON C-D): Personnel, same as above AND outer cold weather garments opened/removed, back packs, other bags, and containers will be searched by ASP Staff.

d. Complete Search, Entry and Exit (FPCON C-D – Vehicle): Vehicles, same as above and storage compartments, installed storage areas, and other storage containers will be searched by ASP staff.

1-7. Training Requirements

a. In Accordance with DA PAM 385-64, AMC-R 350-4 and MARFORRES ForO 4000 Volume 6. All personnel who conduct AE-related activities must complete explosives safety training appropriate for their actions. Such personnel must receive refresher training to help retain the requisite knowledge and competency in explosives safety. Training Certs are only good for **12 Months.** For Army Soldiers only, personnel signing for the ammunitions will have all 5 required training certs. Driver and A-Driver only need Ammo 67 - HAZMAT Familiarization/Safety in Transport (Army Only). All USMC personnel must have all required certs.

We will accept hand carried certificates for all ammo classes or the Ammunition Handlers Certificate issue by the Installation Ammo Manager (IAM).

b. Army

(1) Ammo-45: Introduction to Ammunitions
(2) Ammo-64: Class V Issue & Turn-In Procedures for using Units
(3) Ammo-67: HAZMAT Familiarization/Safety in Transport
(4) Ammo-68: Military Munitions Rule
(5) Ammo-108: Ammunition Handlers Course

c. US Marine

(1) Ammo-18-DL: Basics of Naval Explosive Hazard Control
(2) Ammo-45: Introduction to Ammunitions
(3) Ammo-51-MV: Naval Motor Vehicle Inspection
* Will also need Medical Certification Card

Note: Once all ammunition classes are completed, forward certificates to Installation Ammo Manager to receive the Ammunition Handlers Certificate.

Note: All Personnel Entering the ASP area will be escorted and follow all instructions from ASP personnel.

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, 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. Smoking Area

a. Smoking area is the gazebo located between the ASP Office and Range Control.

2-4. Personnel Conduct Policy

a. Operations at the ASP will be always conducted in a professional manner.

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.
ASP personnel will notify the Accountable Officer of any units refusing lawful directions. The Accountable Officer may in turn notify Devens 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.

2-5. Lightning and Severe Weather during A&E Operations

a. The 15th Operational Weather Squadron continuously monitors the regional weather radar and lightning detection systems.

b. When a lightning strike is recorded within a 10-mile radius of Devens ASP, the 15th OWS will issue a "Lightning within 10 miles" warning to the ASP Office.

c. Upon receipt of the warning, the ASP Personnel or designated representative will immediately sound the weather alert and broadcast the cessation order and halt all A&E operation at the ASP.

d. ALL A&E operations must cease immediately. This includes, but is not limited to:

- Loading and unloading of A&E.
- Transportation of A&E within the ASP
- Inventory, Inspection, and maintenance of A&E.
- Issue and Turn-in procedures.

e. All Clear and Resumption of Operations

1. Personnel must remain outside the Explosive Arc until an official "All Clear" is given.

2. The ASP Staff will check with the 15th OWS to receive the "All Clear" notification only when 30 minutes have passed without a recorded lightning strike within the 10-mile radius.

3. The ASP Staff will broadcast the "All Clear" signal to all personnel.

4. Operations may only resume after the "All Clear" is officially announced and the ASP Personnel confirms that no structural or grounding damage has occurred to the facilities.

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, completed, 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 DA 1687.**

(6) Full name, rank and CAC expiration date, should be listed on 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 Unit's address.

(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 TACTMIS and arrive at the ASP not later than 5 working days prior to the intended pick-up date. All requests for ammunition are processed by the Installation Ammo Manager for authentication prior to being sent to the ASP.

b. Customer requests for training ammunition must be requested, approved, validated, and received by the ASP 5 workdays before requested issue date. If it is late because the Installation Ammunition office failed to process it in time, the Installation Ammo Manager is responsible.

c. Requests received by the ASP less than 5 workdays prior require a letter of lateness signed by the first 0-5 (LTC) in the chain of command stating why the request is late. Ammunition arriving 2 working days prior to the draw date are required to have a Memorandum for Record from the first O-6 (COL) in the 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. This policy will be strictly enforced.

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 Suspense/Close out date is based on the last day of the Training event and has 5 days to reconcile following the event.

NOTE: All Un-Forecast ammunition requests will be submitted to the Installation Ammunition Manager.

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/Ammo 37 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 will be escorted by ASP personnel.

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 if required by applicable regulation, 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. Units must schedule turn-in appointment at time of issue.

4-4. Vehicle Inspection and Training Requirements

<u>Note: ALL units must arrive to the ASP at their appointment time for vehicle inspections.</u> If you are late, you will be place in the back of the line until all other units are done. 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/Ammo 37 Certifier to properly certify live munitions and hazardous material coming back to the ASP.

a. DD Form 626 will be used by Surveillance personnel for vehicle inspection.

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. Driver and TC will have a current Ammo-67 Certificates. If you are signing for the ammo, you will need your Ammo Handler Certificate issued by the IAM.

c. The GSA vehicle restrictions/limitations:

(1) Limitations to GSA 15 pack van: ONLY authorized two complete outer packages of small arms ammunition UN0012 and UN0014 only.

(2) GSA pick-up trucks are limited to the amount of weight that the truck can safely haul and must have the proper tie down points.

(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 in accordance will all applicable regulations.

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:BC fire extinguishers. The safety pin retaining seal must be on and intact and must have a gauge with needle in the green, 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 TACTMIS 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 VHA.

5-2. Security Category I and II items

a. Armed guards are required for escort of CAT I and II munitions 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 Vehicle Holding Area (VHA).

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 TACTMIS/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.

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 TACTMMIS/ 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. See Appendix C.

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 i.e. K765, pyrotechnics, demolition items as well as CAT I and II munitions. See Appendix D.

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 TACTMIS 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 Vehicle Holding Area (VHA) and Devens Ranges are the only authorized places for temporary storage.

(1) The VHA is a temporary Vehicle Holding Area.

(2) There will be no AA&E operations conducted in the VHA.

(3) There will be no cross loading performed in the VHA.

(4) At no time will AA&E be placed on the ground of the VHA, it must remain on the vehicle.

(5) Vehicle Dispatch, Issue paperwork and DD Form 626 must always remain with the vehicle 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 TACTMIS 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. Units will coordinate with ASP Surveillance if inspection is required.

Appendix A
Assumption of Command orders

Headquarters, 87th Support Battalion 2600
Jackson Road
Devens DRFTA, MA 01434

OFFICE SYMBOL Date

MEMRANDUM 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, Devens DRFTA, MA 01434 (W123456). 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, Commander

Appendix B
DA Form 1687

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

The expiration date is one day less not to exceed 1 year from the date initiated in the date box located in the top right corner or the Soldier's CAC expiration date, whichever comes first.

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES
For use of this form, see DA PAM 710-2-1. The proponent agency is DCS, G-4.

DATE: 20260513

AUTHORIZED REPRESENTATIVE(S)

ORGANIZATION RECEIVING SUPPLIES	LOCATION
NHARNG Competition CL V	1 Minuteman Way, Concord, NH 03301

LAST, FIRST, MIDDLE INITIAL		AUTHORITY REQ	AUTHORITY REC	SIGNATURE AND INITIALS
Wyner, Joseph R. SFC	DODID EXP: 2029020	YES	YES	WYNER.JOSEPH.RICHARD.1386881312 Digitally signed by WYNER.JOSEPH.RICHARD.1386881312 JW
Huntley, Nathan R SFC	DODID EXP: 20270323	YES	YES	HUNTLEY.NATHAN.RICHARD.1393610243 NH
Morin, John G SSG	DODID EXP: 20261226	NO	YES	MORIN.JOHN.GEORGE.II.1369434280 JM
////////////////////NOT USED////////////////////////////////				

AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER

THE UNDERSIGNED HEREBY ☒ DELEGATES TO ☐ WITHDRAWS FROM THE PERSON(S) LISTED ABOVE

THE AUTHORITY TO: Request and Receive Class V item from Ammunition Supply Activity

REMARKS
Authorized representative above have been screened IAW AR 190-11. All other editions are superseded

I ASSUME FULL RESPONSIBILITY

UNIT IDENTIFICATION CODE	DODAAC/ACCOUNT NUMBER
W8BH15	W509GY

LAST, FIRST, MIDDLE INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE
Fazio, Mark J.	LTC	603-225-1398	20261226	FAZIO.MARK.JOSEPH.1019727765

DA FORM 1687, NOV 2015 PREVIOUS EDITIONS ARE OBSOLETE APD LC v1.01ES

Appendix C
Example: Letter of Lateness Memorandum

Headquarters, 87th Support Battalion 2600
Jackson Road
Devens DRFTA, MA 01434

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**, **TACTMIS 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, Commander

Appendix D
Example: Unforecasted Ammo Request

Headquarters, 87th Support Battalion 2600
Jackson Road
Devens DRFTA, MA 01434

OFFICE SYMBOL DATE

MEMORANDUM FOR Accountable Officer, ASP, Fort Devens MA

SUBJECT: Unforecasted Class V Request

1. UIC: Unit: Training event and dates

2. Reason for unforecasted request. Late submittal, Range Change etc…

3. The point of contact for this memorandum is…..

HARD, CHARGER
LTC, Commander

APPENDIX G

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

Example: Ammunition Inspection Certificate

AMMUNITION INSPECTION CERTIFICATE

FOR USE OF THIS FORM SEE DA PAM 710-2-1 11-13B(6)

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.

DODIC	LOT NUMBER	QUANTITY

NAME	UNIT	
SIGNATURE	RANK	DATE

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.

AMMUNITION INSPECTION CERTIFICATE

FOR USE OF THIS FORM SEE DA PAM 710-2-1 11-13B(6)

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.

DODIC	LOT NUMBER	QUANTITY

NAME	UNIT	
SIGNATURE	RANK	DATE

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.

AMMUNITION INSPECTION CERTIFICATE

FOR USE OF THIS FORM SEE DA PAM 710-2-1 11-13B(6)

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.

DODIC	LOT NUMBER	QUANTITY

NAME	UNIT	
SIGNATURE	RANK	DATE

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.

APPENDIX H
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 6. DATE TURNED-IN	22. FROM	23. TO	24. DATE ISSUED 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

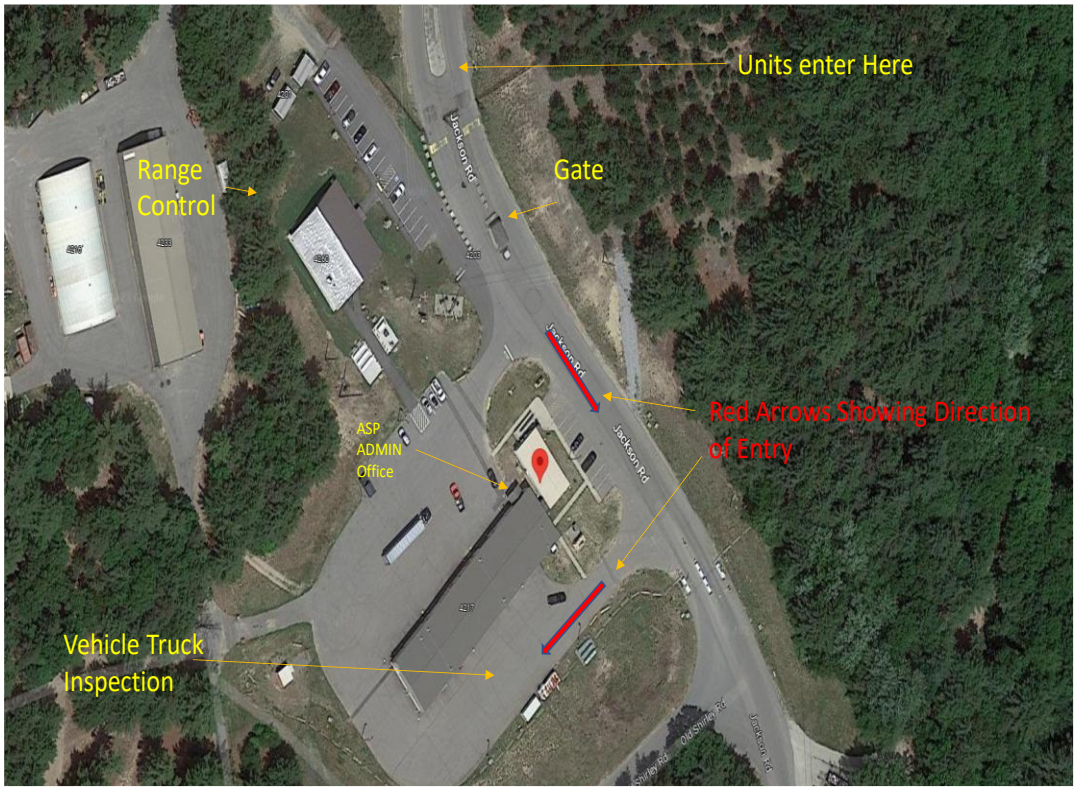
14. ISSUED BY [redacted]	15. RECEIVED BY [redacted]	30. ISSUED BY [redacted]	31. RECEIVED BY [redacted]
16. TURNED-IN BY [redacted]	17. RECEIVED BY [redacted]	32. TURNED-IN BY [redacted]	33. RECEIVED BY [redacted]

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

DA FORM 5515, JUN 2021 PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE. APD AEM v1.00ES

APPENDIX I
ASP Admin Office Map



APPENDIX J
AMMUNITION DRAW CHECKLIST



PRIOR TO YOUR ISSUE, YOU MUST HAVE THE FOLLOWING ITEMS, IN ORDER TO DRAW AMMUNITION:

1. A current DA Form 1687 (good for 1 year) on file at the Fort Devens, ASP- to include assumption of command orders.

2. Approved DA Form 581 thru TACTMIS should be submitted to the ASP within 5 working days of the pickup date.
*****Major Training events should be forecasted in TACTMIS 90 days out to ensure we have the required ammunitions in stock. *****

3. Verify your appointment 72 hours (DATE AND TIME) with the ASP at 978 796-3037.
***ASP hours of Operation is M-F 0730-1430 hrs. Closed Lunch 1130-1230 hrs.**
Last available ammo issue is 1400 hrs.

4. Both Driver and TC must have a HAZMAT Ammo 67 Training Cert.
-Personnel signing for the ammo will have All 5 Training requirements. Ammo 45, Ammo 64, Ammo 67, Ammo 68, and Ammo 108.
-USMC has separate requirements: Ammo 18, Ammo 45, Ammo 51, and Medical Certification Card.

Once complete please send them to Installation Ammo Manager and you will be issued an Ammo Handler Card good for 1 year. ASP will accept the handler card or individual certs. email: volda.a.oconnor.civ@army.mil

5. A load plan will be done by the unit, and enough vehicles to draw all requested ammunition, per compatibility and weight. If you don't have enough vehicles, you will be turned away.

6. DD Form 626, Motor Vehicle Inspection for (TRANSPORTING HAZARDOUS MATERIAL)

7. DD Form 2890, (DANGEROUS GOODS SHIPPING PAPERS) will be completed by the ASP if going off post. Unit Certifier who has Ammo 62/Ammo 37 (good for 2 years) is required to certify the unit coming back to Devens. The ASP may assist.

APPENDIX J
AMMUNITION DRAW CHECKLIST

8. 3 Warning triangles / Road Hazard Kit per vehicle--2 each 10-BC rated or higher fire extinguishers per vehicle -- Covered vehicle or Tarpaulin (fire retardant) to cover ammunition. 5 Military cargo straps/tie downs per pallet (5000 lbs) to secure load.



Warning Triangle Kit
NSN: 9905-01-148-9546



Fire Extinguishers
Fire Extinguisher Bracket only
NSN: 4210-01-259-5634
Fire Extinguisher W/ Bracket
NSN: 4210-01-149-1356
8340-00-266-6783 20'x20'



Ratchet Strap NSN:
5000lb Capacity
1670-00-725-1437 (White)
10000lb Capacity
3990-01-587-1792 (Green)



Tarpaulins (Tarps) NSN:
8340-00-070-0776 20'x20'
8340-00-408-4369 20'x20'
8340-00-184-9519 17'x21'
8340-00-256-9123 20'x40'



Explosive Placards
NSN: 9905-01-371-5231

9. Unit are required to bring placards for transporting ammunition.

10. When drawing CAT I & II items, an E-5 or higher must be present and on DA Form 1687, and Armed guards must stay with the ammunition, until expended or turned back in to the ASP.