

# Items needed for Fort Hood Arms Room Ammunition Storage License

Complete and return the listed items to the Garrison Safety Office via e-mail to: [usarmy.hood.id-readiness.mbx.safety-explosives@army.mil](mailto:usarmy.hood.id-readiness.mbx.safety-explosives@army.mil) or in person to building 1001, RM C101C (1<sup>st</sup> Floor, West Wing). For any questions about the AR License Packet please call (254) 287-3343 or (254) 287-3459.

Item 1. A memorandum requesting the issue of an ammunition storage license, containing the mission, and duration of mission from – to dates, and QTY, NOMEN, DODIC of ammo requested. (See below example for content)

Item 2. DD2977, Deliberate Risk Assessment Worksheet (DRAW) NOV 2024 or later – (see attached example) - signed IAW DA-PAM 385-30 Table 4-1 (attached). (NOTE: any risk assessment greater than one month, requires the BN CDR or higher signature)

Item 3. FH Form 385-64-1, Arms Room Ammunition Storage Safety Inspection completed and signed by BN (or higher) Safety or Ammo Officer. (See Attached).

Item 4. FH Form 385-64-2 Unit Arms Room Licensing Compliance Checklist, completed and signed by the commander requesting storage. (See attached)

Item 5. Construction Statement for the arms room (DA Form 4604) if necessary obtained from DPW Engineer Branch, Bldg 4612, POC: Mr. Billy Connally, (254) 432-1324, email: [billy.r.connally.civ@army.mil](mailto:billy.r.connally.civ@army.mil). The arms room number must match across the Memo, DA4604 and the DD2977.

## NOTES:

Maximum quantity of ammo authorized for storage in unit arms rooms is 100lbs Net Explosives Weight (NEW) of 1.4, and 1.3 HC/D, and 50lbs of 1.2.2 HC/D.

**Allow 10 Working days to process request and complete the storage license.**

Ammunition for training (i.e. FTX, Weapons Qualification/Familiarization) **IS NOT** authorized for storage in Arms Room IAW FH REG 385-64. The Ammunition Holding Area (AHA) is licensed for that storage.

QASAS Contact Numbers: (254) 287-7778/7788.

Physical Security (254) 287-1731

To Request an Arms Room Inspection from the Fire Department email: [usarmy.hood.id-readiness.mbx.fire-prevention@army.mil](mailto:usarmy.hood.id-readiness.mbx.fire-prevention@army.mil) Or you can call: 254-288-3327

**Subject line: Arms Room Inspection Request for Ammo License in Bldg.#**

**Body: POC: Building Number**

**Name**

**Phone #**

**Email (if different than the sender)**



## DEPARTMENT OF THE ARMY

### MEMORANDUM THRU

FOR Commander United States Army Garrison, ATTN: Safety Office, Fort Hood, TX  
76544-5002

SUBJECT: Storage of Ammunition in Unit Arms Room

1. References:

a. Department of the Army Pamphlet 385-64, Ammunition and Explosives Safety Standards, 23 July 2023.

b. Fort Hood Regulation 385-64, Explosives Safety Management Program (ESMP), 20 July 23.

2. Request to store the following operational ammunition in the following:

located on Fort Hood, Texas. Ammunition is required for the following:

ACP	CRB	IDS Failure	Security Force	CADs/PADs	Ceremonial
for the duration from			to	.	

3. Required DD 2977, Deliberate Risk Assessment Worksheet; FH Form 385-64-1, Arms Room Ammunition Storage Safety Inspection; FH Form 385-64-2, Unit Arms Room License Requirements, and DA Form 4604, Security Construction Statement are enclosed.

4. Ammunition is packed in approved metal containers and secured. The fire symbol appropriate for the fire hazard ("3", or "4" as applicable) is displayed at the entrance outside the building and by the arms room door, visible to all personnel at all times.

5. POC for this memorandum is the undersigned at \_\_\_\_\_ or email: \_\_\_\_\_

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Quantity	Nomenclature	DODIC	HC/D	CG

**Unit Arms Rooms Licensing Compliance Checklist**  
**Ammunition storage in unit arms rooms requires an approved explosive storage license**  
**The Garrison Safety Office is the issuing authority**

**NOTE:** A copy of all the documents listed below will be available to any inspecting activity at the time of inspection.

		YES	NO
1	Has the unit prepared a memorandum requesting the issuance of a license for storage of authorized ammunition items in an arms room?		
2	Has the unit prepared a risk assessment (DD 2977) for the arms room approved by the appropriate risk acceptance authority IAW Table 4-1, DA PAM 385-30?		
3	Has a current Security Construction Statement (DA Form 4604-R) been obtained and posted? (This document is valid for five years from the date of issue).		
4	Is a record of an Installation Physical Security AA&E record inspection, conducted by the FC Office of the Provost Marshal within the last year, on hand?		
5	Is a record of a FH Fire Department inspection, conducted within the last year, on-hand or has one been requested?		
6	Does arms room have two 10 lb fire extinguishers, rated at least 40 BC, mounted on wall, serviceable and readily available? (NFPA Special Hazard Requirement)		
7	Does unit have the correct fire symbol displayed upon receipt of the ammunition? When ammunition is no longer being stored the signs must be covered or removed.		
8	Does the arms room have a current arms room (A&E) SOP, and approved access roster?		
9	Does the unit have Ammunition Handlers that have been appointed on orders by their commander and meet all training requirements outlined in FH REG 385-64?		
10	Has the armory team completed the Ammo-45 (DL) and Ammo-54(DL) courses via ATTRS?		
11	Has all the above mentioned documentation been gathered for posting with the issued license in the arms room?		
12	The ammunition, will be submitted within 72hrs of pickup, for addition to the property book for the duration of the license and a copy provided to the Garrison explosives safety manager.		

**NOTE: You must have all "YES" to be compliant with the license requirements.**  
**The license will be relinquished after the explosives safety inspection and all documents are received.**

**Signature of Requesting Commander:**

**Date:**

### ARMS ROOM AMMUNITION STORAGE SAFETY INSPECTION

Unit: \_\_\_\_\_ Bldg. #: \_\_\_\_\_

Unit Commander: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Unit Armorer: \_\_\_\_\_ Telephone #: \_\_\_\_\_

	ARMS ROOM / EXPLOSIVE SAFETY	GO	NO GO	N/A	Remarks
1.	Are 2-10lb fire extinguishers present, serviceable, and readily available? (Minimum 40BC Rated - NFPA Special Hazard)				
2.	The fire extinguishers have been inspected annually by a qualified/trained individual.				
3.	The fire extinguishers are located and properly and securely mounted				
4.	NO flammable liquids are stored inside arms room?				
5.	All dirty rags are stored in a metal container with a lid				
6.	Storage of combustible materials kept to a minimum and in neat and orderly state				
7.	The appropriate fire symbols are legible, and posted on the exterior of building and outside of arm room's entrance, or removed if no A&E is stored				
8.	The munition containers and/or cabinets properly are marked with appropriate fire symbol				
9.	No materials not stored within 18 inches of sprinkler heads, or within 24 inches of ceiling in other areas				
10.	NO electric space heaters are used inside the unit arms room				
11.	NO extension cords are being used to supply power from the ordinary power source				
12.	Light fixture are not exposed to breakage (covers in place, protective sheaths on fluorescent bulbs)				
13.	No training ammunition is being stored in the arms room				
	** Ammunition/explosive storage quantities are limited to the amounts and hazard class/divisions approved by ammo surveillance personnel and Fort Hood Explosives Safety Manager.				

To be completed and signed by the BN (or Higher) Safety or Ammo Officer

Approved: \_\_\_\_\_ Disapproved (See remarks): \_\_\_\_\_

Inspector: \_\_\_\_\_ Date: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Signature: \_\_\_\_\_

Additional Remarks:

## DD2977 Link for Current Copy

Copy and paste the link into your web browser and download

[https://www.esd.whs.mil/Directives/forms/dd2500\\_2999/DD2977/](https://www.esd.whs.mil/Directives/forms/dd2500_2999/DD2977/)

Training Courses	Title of Position Held and Specific Duties Performed											
	Personnel in 0017, 0018 and 0803 Job Series	Safety and Occupational Health Professionals with Explosives Safety Responsibilities	Quality Assurance Specialist/ Ammunition Surveillance (QASAS)	Ammunition Area and Operations Supervisors and Planners	Ammunition Handling and Operating Personnel	Personnel who Prepare, review or Recommend Approval of Site Plans	Personnel Who inspect/Test Grounding, Bonding, and/or Lightning Protection Systems	Personnel Who Handle or Manage Waste Military Munitions	Personnel Who Monitor the Safety of Contractors Handling AE (AE)	Drivers of AE Trucks		
AMMO-28	S	M	M	S	S	M	M		M			
AMMO-31		S	S	S	S			M				
AMMO-45	M	M	M	M <sup>2</sup>	M <sup>2</sup>	M		M	M			M <sup>5</sup>
AMMO-54		M	M	M <sup>2</sup>	M <sup>2</sup>	S	S					
AMMO-63	M	M	M	S	S	M		M	M			
AMMO-64												M <sup>5</sup>
AMMO-67										M <sup>5</sup>		
AMMO-68	S	M	M <sup>6</sup>	S	S			M <sup>75</sup>	S			
AMMO-78	M	M	M	S	S	M			M			
AMMO-82	S	M	M	S	S	M						
AMMO-97		M	M						S			
AMMO-99	S	M	M	S	S	M						
AMMO-100		M	M			M						
AMMO-101		M	M			M						
AMMO-107 <sup>2</sup>	M	M	M	S	S	M			M			
AMMO-112	S	M	M	S	S				M			
Advanced Explosives Safety Management Workshop	S	M	S						S			
Explosives Safety in Tactical Environments Workshop		M <sup>8</sup>	M <sup>8</sup>		M <sup>8</sup>							
Explosives Safety in RDT&E and Industrial Environments Workshop		M <sup>4</sup>	S									
M – mandatory	S – suggested											

Figure 1–1. Army explosives safety courses (applicable to military and civilian personnel) 1



**LEGEND:**

<b>Course Number:</b>	<b>Title:</b>
AMMO-28 (4E-F33/645-F17)	Army Electrical Explosives Safety (CERT)
AMMO-31 (9E-F64/920-F32)	Environmental Considerations for Ammo Pers
AMMO-45 (9E-F67/920-F35)	Introduction to Ammunition (CERT)
AMMO-54 (9E-F68/920-F36)	Risk Mgmt & Prep of SOP for Ammo & Exp (CERT)
AMMO-63 (4E-F44/645-F28)	U.S. Army Expl Safety Familiarization (CERT)
AMMO-64 (4E-F45/645-F29)	Class V Issue & Turn-in Proc for Using Units
AMMO-67 (9E-F69/920-F37)	HAZMAT Familiarization/Safety in Trans (CERT)
AMMO-68 (4E-F46/645-F30)	Military Munitions Rule (Cert)
AMMO-78 (4E-F62/645-F46)	Ammunition Publications (CERT)
AMMO-82 (4E-F24/431-F8)	U.S. Army Explosives Safety Quantity Distance and Site Planning
AMMO-97 (4E-F64/645-F48)	Munitions History Program (MHP)
AMMO-99 (4E-F65/645-F49)	Application of U.S. Army ESQD Principles (CERT)
AMMO-100 (4E-F25/431-F9)	Army Explosives Safety Site Planning (CERT)
AMMO-101 (4E-F25/431-F9)	Tutorial for Using DDESB Approved Automated QD Calculator (Army)
AMMO-107 (4E-F26/431-F10)	Intro to Expl Sfty Mgmt for Sfty Pros (CERT)
AMMO-112 (4E-F28/645-F12)	Ammunition and Explosives Storage Safety (CERT)

**NOTES:**

<b>Notes:</b>	<b>Description:</b>
1	"DL" indicates distance learning course
2	Prerequisite courses for AMMO-107 are AMMO-45, AMMO-63 and AMMO-78
3	Commanders will designate in writing the Ammunition Area/Operations Supervisors and AE handling and/or operating personnel for which this training is mandatory based on their duties.
4	Mandatory for safety professionals with explosives safety roles and responsibilities in industrial and research, development, test and evaluation (RDTE) missions and functions; recommended for safety professionals with explosives safety roles and responsibilities in munitions response missions and functions.
5	Annual Refresher Training Required
6	Biennial Refresher Training Required
7	Required at locations where WMM are stored, handled, or treated.
8	Mandatory for those that may have tactical deployment responsibilities, recommended for others.

**Figure 1–1. Army explosives safety courses (applicable to military and civilian personnel) 1 - continued**

The specific duties that an Armor is required to perform is Ammunition Handling and Operating Personnel. The two mandatory ATRRS distance learning (DL) classes are Ammo 45 and Ammo 54.

Use this link to register for the courses: <https://www.atrrs.army.mil/atrrscc/>



**DEPARTMENT OF THE ARMY**  
BRAVO COMPANY, 1ST BATTALION  
555th INFANTRY BRIGADE,  
1ST MOBILE INFANTRY DIVISION  
FORT HOOD, TEXAS 76544-5326

AAAA-BBB-CC

17 June 2025

MEMORANDUM THRU Commander, 1-555 IN, 1st Mobile Infantry, ATTN: S-2, Fort Hood, Texas 76544.

FOR Commander United States Army Garrison, ATTN: Safety Office, Fort Hood, TX 76544-5002

SUBJECT: Storage of Ammunition in Unit Arms Room

1. References:

a. Department of the Army Pamphlet 385-64, Ammunition and Explosives Safety Standards, 23 July 2023.

b. Fort Hood Regulation 385-64, Explosives Safety Management Program (ESMP), 20 July 23.

2. Request to store the following operational ammunition in the following:  
B CO, 1-555 IN arms room, building 12345, room 678.

located on Fort Hood, Texas. Ammunition is required for the following:

☐ ACP ☒ CRB ☐ IDS Failure ☐ Security Force ☐ Armed Escort ☐ Ceremonial  
for the duration from 20-Jun-25 to 19-Jan-26 .

25,020 RNDS, CTG, 5.56MM, BALL, M855A1, 10 RD CLIP, DODIC AB57, 1.4S

4,230 RNDS, CTG, 9MM, SPECIAL PURPOSE, M1153, DODIC AC21, 1.4S

3. Required DD 2977, Deliberate Risk Assessment Worksheet; FH Form 385-64-1, Arms Room Ammunition Storage Safety Inspection; FH Form 385-64-2, Unit Arms Room License Requirements, and DA Form 4604, Security Construction Statement are enclosed.

4. Ammunition is packed in approved metal containers and secured. The fire symbol appropriate for the fire hazard ("3", or "4" as applicable) is displayed at the entrance outside the building and by the arms room door, visible to all personnel at all times.

5. POC for this memorandum is the undersigned at (254) 287-9545 or email: james.t.kirk23.mil@army.mil

Encls

JAMES T. KIRK  
CPT, AC  
COMMANDING

SAMPLE

## DELIBERATE RISK ASSESSMENT WORKSHEET

### 1. MISSION/TASK DESCRIPTION AND EXECUTION DATE(S)

Storage of Mission Essential ammunition in **Your Unit Arms Room (Bldg 12345, Room 678)** for CRB / ACP / OPL / Ceremonial / Funeral Honors ( Select and insert the appropriate mission(s) and delete the rest)  
For the period From: **YYYYMMDD to : YYYYMMDD**

### 2. DATE PREPARED

### 3. PREPARED BY

**a. NAME** (Last, First, Middle Initial)

Kirk, James T.

**b. RANK/GRADE**

SSG/E-6

**c. DUTY TITLE/POSITION**

Unit Safety Officer

**d. UNIT**

USAG

**e. WORK EMAIL**

james.t.kirk5 3.mil@army.mil

**f. TELEPHONE** (DSN, Commercial (Include Area Code))

254.287.1234

**g. UIC/CIN** (as required)

WE09DFA

**h. TRAINING SUPPORT/LESSON PLAN OR OPORD** (as required)

**i. SIGNATURE OF PREPARER**

Five steps of Risk Management:

(1) Identify the hazards

(2) Assess the hazards

(3) Develop controls & makes decisions

(4) Implement controls

(5) Supervise and evaluate (Step numbers not equal to numbered items on form)

	4. SUBTASK/SUBSTEP OF MISSION/TASK	5. HAZARD	6. INITIAL RISK LEVEL	7. CONTROL	8. HOW TO IMPLEMENT/ WHO WILL IMPLEMENT	9. RESIDUAL RISK LEVEL
<div>+</div> <div>-</div>	Storage of:  1.4S	Fire and/or Explosion	M	1. Prohibit smoking within 50 feet of the arms room location. 2. Have the required number of fire extinguishers available. 3. Establish & post a fire plan for the arms room. 4. Post 1.4 fire symbols on the main entrance and the arms room storing ammunition. 5. Store ammunition in original packaging/ container. 6. No combustibles, solvents, petroleum products, or radioactive items in the vicinity of the ammunition. 7. Limit on hand cleaning materials.	How: DoD 6035.09-M DA Pam 385-64 FCR385-64	L
					Who: Arms room NCO	
<div>+</div> <div>-</div>		Stray Voltage	M	Ensure all electrical equipment complies with grounding standards IAW NFPA 70	How: DA PAM 385-64 NFPA 70	
					Who:	

	4. SUBTASK/SUBSTEP OF MISSION/TASK	5. HAZARD	6. INITIAL RISK LEVEL	7. CONTROL	8. HOW TO IMPLEMENT/ WHO WILL IMPLEMENT	9. RESIDUAL RISK LEVEL
<div>+</div> <div>-</div>		Dropped or tampered Munitions.	M	1. Only trained personnel who understand the hazards and risks involved will handle the munitions. 2 NEVER tamper with or disassemble, or alter any ammunition.	How: DA Pam 385-64	L
					Who: Arms room NCO	
<div>+</div> <div>-</div>		Exposure of persons unrelated to munitions handling.	M	Always Expose: 1. The minimum number of personnel to munitions. 2. The minimum amount of munitions to personnel. 3. For the minimum amount of time as possible.	How: DoD 6055.09-M DA Pam 385-64	L
					Who: Arms room NCO	

**10. OVERALL RESIDUAL RISK LEVEL** *(All controls implemented):*

☐ EXTREMELY HIGH
 ☐ HIGH
 ☐ MEDIUM
 ☒ LOW

**11. OVERALL SUPERVISION PLAN AND RECOMMENDED COURSE OF ACTION**

**12. APPROVAL OR DISAPPROVAL OF MISSION OR TASK**
☒ APPROVE
 ☐ DISAPPROVE

<b>a. NAME</b> <i>(Last, First, Middle Initial)</i>	<b>b. RANK/GRADE</b>	<b>c. DUTY TITLE/POSITION</b>	<b>d. SIGNATURE OF APPROVAL AUTHORITY</b>
Approval Authority based off duration from table 4-1, DA Pam 385-30			

**e. ADDITIONAL GUIDANCE:**

RISK ASSESSMENT MATRIX		Probability (Expected frequency)				
		Frequent: Continuous, regular, or inevitable occurrences	Likely: Several or numerous occurrences	Occasional: Sporadic or intermittent occurrences	Seldom: Infrequent occurrences	Unlikely: Possible occurrences but improbable
Severity (expected consequence)		A	B	C	D	E
Catastrophic: Mission failure, unit readiness eliminated; death, unacceptable loss or damage	I	EH	EH	H	H	M
Critical: Significantly degraded unit readiness or mission capability; severe injury, illness, loss or damage	II	EH	H	H	M	L
Moderate: Somewhat degraded unit readiness or mission capability; minor injury, illness, loss, or damage	III	H	M	M	L	L
Negligible: Little or no impact to unit readiness or mission capability; minimal injury, loss, or damage	IV	M	L	L	L	L
<b>LEGEND:</b> <b>EH</b> - Extremely High Risk <b>H</b> - High Risk <b>M</b> - Medium Risk <b>L</b> - Low Risk						
<b>13. RISK ASSESSMENT REVIEW</b> (Required when assessment applies to ongoing operations or activities)						
a. DATE	b. LAST NAME	c. RANK/GRADE	d. DUTY TITLE/POSITION	e. SIGNATURE OF REVIEWER		
<b>14. FEEDBACK AND LESSONS LEARNED</b>						
<b>15. ADDITIONAL COMMENTS OR REMARKS</b>						

**Table 4–1.**  
**Risk acceptance authority for safety standards deviation**

Risk acceptance matrix <sup>2, 3, 4, 5</sup>				
Duration of risk				
	Event waiver	Waiver		Exemption
Category of risk	1 month or less	1 month to 1 year	1 year to 5 years	Permanent or greater than 5 years
<b>Extremely high risk</b>	General officer (GO)	Army Headquarters Commanding General (CG)	Army Headquarters CG	Army Headquarters CG
<b>High risk</b>	Brigade commanding officer (CO) or responsible O–6	GO	GO	GO
<b>Medium risk</b>	Battalion CO <sup>1</sup> or responsible O–5	Brigade CO <sup>1</sup> or responsible O–6	GO <sup>1</sup>	GO <sup>1</sup>
<b>Low risk</b>	Company CO or responsible O–3	Battalion CO <sup>1</sup> or responsible O–5	Brigade CO <sup>1</sup> or responsible O–6	Brigade CO <sup>1</sup> or responsible O–6

Legend for Table 4-1.:

In organizations led by Army civilian leaders, equivalent civilian grades may be substituted for military ranks (see table 4–2).

The term “Army Headquarters CG” used in the table refers to Army commands (ACOMs), Army service component command (ASCCs) (including Joint Forces Land Component Commands (JFLCC) and GO level Joint Task Forces (JTFs)), direct reporting units (DRUs), and the Director, Army National Guard.

Notes:

<sup>1</sup> May delegate in writing authority to accept at the next lower command level.

<sup>2</sup> For deviations involving violations of AE or chemical agent safety standards during Joint operations planning, training, and execution, refer to CJCSI 4360.01 and Service risk acceptance guidance. See also paragraph 4–6*i*.

<sup>3</sup> H risk (beyond 1 month) or EH risk will always be accepted by a GO or flag officer.

<sup>4</sup> For hazards discovered in fielded acquisition programs, risk will be accepted per DA Pam 385–16.

<sup>5</sup> Deviations from range standards and procedures are addressed in AR 385–63.

**Table 4–2.**  
**Military–Army civilian equivalent grades**

Military rank	O–7 though O–10	O–6	O–5	O–4	O–3
Army civilian grade	Senior executive service (SES)–1 through SES–6	General schedule (GS)–15 or equivalent	GS–13 and GS–14 or equivalent	GS–12 or equivalent	GS–10 and GS–11 or equivalent

#### 4–5. Deviation documentation and risk acceptance

*a.* When intentionally deviating from written safety standards, documentation will include specifics regarding the initial and residual levels of risk associated with the deviation, the policy and/or standard (that is, the publication and paragraph numbers) from which the operation will deviate, the control measures selected, and the required level of risk acceptance per table 4–1. Safety offices need to track and review all approved deviations for trends. Deviations (waivers, exemptions, and secretarial certifications) involving AE or chemical agents must be documented using DA Form 7632. DA Form 7632 may also be used to document safety deviations other than those involving AE and chemical agents.

*b.* Addressing a general risk, that is, a situation involving management of a risk that does not involve a standard, is referred to as risk acceptance. Risk acceptance documentation must include specifics regarding the initial and residual levels of risk, the control measures selected, and the required level of risk acceptance per table 4–1. Safety offices track and review all approved risk acceptances for trends.

#### 4–6. Use of DA Form 7632 for documenting deviations and risk acceptance involving ammunition and explosives or chemical agents

*a.* Appendix C contains instructions for completing DA Form 7632. The following support documentation must accompany the DA Form 7632 for AE or chemical agent deviations: map or diagrams which depict the hazard area including quantity distance (QD) arcs and/or downwind hazard areas, preferably unclassified, clearly identifying locations and/or facilities of concern; timeline, listing milestones, to eliminate the need for deviation; and other supporting documents as necessary. The DA Form 7632 may cover multiple risks, if supported by accompanying documentation describing each hazard and associated risk covered.