

Standard Operating Procedure 700-012

**Logistics Management: Ammunition Supply
Point Customer Support Operations**

Ammunition Supply Point Procedures

**407th AFSBn-Cavazos
LRC-JBSA-Fort Sam Houston, Texas
78234 02 Aug 2024**

UNCLASSIFIED

SUMMARY of CHANGE

SOP 700-012

Ammunition Supply Point Procedures

6-2. Minimum inspection standards for military vehicles transporting ammunition

This minor revision, updated XX August 2023

Updated Appendix B, DA Form 1687 Notice of Delegation of Authority - Receipt For Supplies,
December 2023

Updated Appendix D, DA Form 5692-R Ammunition Consumption Certificate, January 2024

Updated Appendix F, "Short Fuse" Request Memorandum Example

Updated Appendix G, No Call No Show Memorandum Example

Updated Appendix H, DD Form 626 Motor Vehicle Inspection, May 2024

Updated Appendix I, DD Form 2890 Multimodal Dangerous Goods Declaration

Updated Appendix J, Request for Extension Memorandum Example

Updated Appendix M, Julian Date Calendar

Updated Section I, Abbreviations

Update Section II, Terms

Updated References – Added DA PAM 75-1, AR 190-14, AR 700-28, AR 710-4, and HQDA
EXORD 031-24

Added Appendix - Appendix Q, DA Form 5811

Added Appendix - Appendix R, Missile Firing Data Report (HELLFIRE)

Added Appendix - Appendix S, Ammunition Malfunction Report

Added Appendix - Appendix T, Missile and Rocket Malfunction Report

Removed Appendix Q, JBSA Amnesty Box Location

**407th AFSBn-Cavazos
Supply and Services Division
LRC-JBSA-Fort Sam Houston, Texas**

Ammunition Supply Point Procedures

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History. This is the revised publication for ammunition supply point procedures, dated 02 Aug 2024.

Summary. This publication provides information on ammunition supply point policy and procedure for supported customers.

Applicability. This publication applies to all personnel receiving support from the ASP.

Suggest Improvements. The proponent of this publication is the 407th AFSBn-Cavazos, Supply and Services Division, Logistics Readiness Center-Joint Base San Antonio (JBSA)-Fort Sam Houston. Users may submit comments and suggested improvements on a DA Form 2028 (Recommended Changes to Publications and Blank Forms) to ASCW-LHO-S.

Distribution. This publication may be obtained from 407th AFSBn-Cavazos Share point, (<https://asc.aep.army.mil/afsb/407/AFSBn-Cavazos/default.aspx>). It is the responsibility of the user to ensure they are working with the most current procedure.

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Chapter 1

Introduction

1-1. Purpose

This standard operating procedure (SOP) prescribes ASP policies and procedures for requesting, receiving, transporting, storing, return of ammunition and residue. In order to ensure that all issue and turn-in requests are processed correctly and efficiently, the following instructions must be followed to receive service at the Ammunition Supply Point.

1-2. References – Publications

- a. Appendix A/References, Section I, Publications

1-3. Responsibilities

- a. 407th AFSBn-Cavazos provides oversight of the LRC-JBSA-FSH Ammunition Supply Point located at Camp Stanley, Texas. Responsible for the ASP operations and provides government personnel oversight to include appointment of the Accountable Officer, a Material Examiner, a Material Handler, and two Ammunition Stock Control Technicians. 407th Army Field Brigade (AFSB) is the higher headquarters for the LRC under the Army Sustainment Command.

- b. Unit commanders are responsible for security and control of the unit's ammunition program and for ensuring that only authorized personnel will receive Class V supplies from the ASP. Units' responsibilities include the managing and accountability of ammunition received from the ASP.

- c. Automated records and DA Form 581's (Request for Issue and Turn-In of Ammunition) are used to record ammunition issues, turn-ins, and direct transactions between the ASP and customers. All transactions will be conducted through the use of Total Ammunition Management Information System (TAMIS) as mandated by Department of the Army.

1-4. Policy

This external SOP applies to all personnel provided support from the JBSA/Fort Sam Houston ASP. Policies, procedures and responsibilities applicable to organizations outside the AFSBn-Cavazos ASP area of responsibility are coordinated and issued as an official 407th AFSB command publication signed by the commander or designated representative.

Chapter 2

Hours of Operations and Points of Contact

2-1. Operational hours

- a. ASP (Camp Stanley): Monday - Wednesday, Friday 0900 - 1600, Thursday Closed
- b. Ammunition Stock Control Office (JBSA-FSH, Bldg. 4055 Rm-B11):
Mon - Wed and Friday 0730 - 1500 Thursday closed. Lunch 1130 - 1200 hrs.
- c. ASP wall to wall inventories is required for accountability purposes and all ammunition stocks are counted as of a specific date. During wall to wall inventories all receipts, issues and shipments are on hold until completion of the inventory. Wall to wall inventories is coordinated and scheduled quarterly, for five working days (weekends and Federal holidays are not counted).

2-2. Phone numbers and buildings

- JBSA-FSH, Building 4055, Room B-11, 78234
- Camp Stanley ASP, Boerne, Texas 78006
- ASP Accountable Officer / Supervisor 210-221-9229
- Stock Control Office 210-221-5195, 210-221-5376
- ASP Material Examiner & Material Handler 254-702-3876
- Quality Assurance Ammunition Surveillance (QASAS), 254-287-7788/287-7778

Chapter 3

Delegation of Authority and Security

3-1. Delegation of authority-general

- a. Commanders are responsible for their unit's ammunition program to include control, security, and to ensure only authorized personnel receive Class V items from the ASP. Personnel signing for ammunition must present AAC/Ammo-67 certificate.
- b. Organizations will ensure a valid DA FORM 1687 (Notice of Delegation of Authority-Receipt for Supplies) is on hand with the supporting IAM prior to receipt and/or turn-in of ammunition. Organizations will submit 2 separate DA Form 1687's to the IAM. One identifying those unit-level individuals authorized to request munitions (Block 13a) and receive/sign-for/turn-in munitions and another separate DA FORM 1687 identifying the Approver(s) (Block 14a) of munitions on the e581. The IAM will forward all DA FORM 1687s with receivers to the ASP. Commanders authorize officers, Sergeant (E-5) or higher, and civilian equivalents to sign requests for pickup of ammunition. Only persons in the rank of Sergeant (E-5) or higher and civilian equivalents are authorized to receipt for CAT I and II ammunition per AR 190-11. Commanders may not delegate the ability to both request and approve Class V requests to the same person.
- c. The ASP is required to maintain a DA Form 1687 (Notice of Delegation of Authority-Receipt for Supplies) for all personnel authorized to request, receive or turn-in ammunition.

- d. The ASP requires DA Form 1687 and the Assumption of Command Orders for the battalion commander. Original copies are filed at the Stock Control Office, a certified (Service Member Copy) copy is provided to the unit. Units traveling to the ASP from outside the immediate vicinity will be allowed to sign for their certified "SERVICE MEMBER COPY" at the ASP on the morning of their ammunition draw. All others must come to the Ammunition Stock Control Office to sign for their copies.
 - e. All entries on the DA Form 1687 will be typed. Signatures on DA Form 1687 will be digital. The electronic signature carries the same legal obligation and responsibility as a handwritten (ink) signature. Per AR 710-4, personnel are required to digitally sign the DA Form 1687.
- a. Submit a new DA Form 1687 when:
 - (1) The commander changes.
 - (2) Delegated personnel listed are no longer a part of the organization.
 - (3) Additional personnel are added to request, receive or turn-in Class V
 - (4) Card(s) have expired.

Note: A signature card will not be valid if any element of data becomes outdated or changed, this will require a new card. See notes in Appendix B for more examples. Failure to possess a valid DA Form 1687 at the ASP will prevent the unit/activity from being able to draw, store or turn-in ammunition.

3-2. Delegation of authority-military units

- a. Battalion commanders or designated personnel must delegate on a DA Form 1687, unit members authorized to request, receive and turn-in ammunition. A copy of the battalion commander's Assumption of Command orders must be attached to the signature card.
- b. The following statement must appear in the "Authorization" block of the DA Form 1687 as appropriate: **"Request, Receive and Turn-in Class V supplies from ASP: Camp Stanley, Texas."**
- c. The following statement must be on the "Remarks" block of the DA Form 1687: **"Authorized representatives listed above have passed security screening required by AR 190-11."**

3-3. Security Checks

a. IAW AR 190-11, AR 190-13, and AR 710-2, commanders are required to ensure the reliability of personnel assigned to duties which involve responsibility for the control, accountability, and shipment of ammunition.

b. To ensure reliability, the commander will require all personnel to be screened and evaluated using DA Form 7708 (PERSONNEL RELIABILITY SCREENING AND EVALUATION). Completed forms will be retained on file within the command until the individual departs or is relieved of their AAE duties. Do not forward these forms to the ASP.

c. Any government employee (civilian or military) or contractor (including commercial carrier) operating a vehicle or providing security to a vehicle transporting CAT I, II or classified AA&E will as a minimum have been the subject of a favorable National Agency Check NAC) or Entrance National Agency Check ENTAC). For more information on personnel security requirements when transporting arms, ammunition and explosives reference AR 380-67.

Chapter 4

Procedures for issues, receipts, and turn-ins

4-1 Issue of ammunition

a. Units will prepare an electronic DA Form 581 via the Total Ammunition Management Information System (TAMIS) website.

b. The request will be processed through the BDE/BN S-3 Training / BN S-3 Land and Ammo / BAO / S4 / SPO / equivalent and then to the Training Ammunition Manager (TAM) for validation. After this has been completed the request will automatically be forwarded to the ASP in TAMIS for ASP acceptance.

c. Only the BDE / BN S-3 Training / BN S-3 Land and Ammo / BAO / S4 / SPO equivalent is authorized to make appointments for units to draw ammunition at the ASP.

(1) Under no circumstances will units process more than one TAMIS action or document for the same pickup date. Units must consolidate multiple documents or change the pick-up date. Units will not be permitted to make changes or alterations to the DA Form 581 beyond five working days prior to the scheduled pickup

(2) All ammunition requests must be in a "Pending ASP Acceptance" status no later than ten working days prior to the requested pickup date. Any request submitted inside the five (5) day window must also submit a "Letter of Lateness". Letter of Lateness MFR must include all of the following:

- Statement of the ammunition requested (document number, DODIC, amounts)
- Unit requesting ammunition and training dates
- Statement of cause of late submission

- Mission/readiness impacts if issue is not processed by Stock Control Section
- **Date range was schedule in RFMSS and when unit forecasted ammo in TAMIS (for TNG)**
- **What named Operation/Tasking number/OPORD/FRAGO/WARNO (for CBL/OPL)**
- **What Airframe and Tail number and when did unit forecast CAD/PAD in TAMIS (for OPL, CAD/PAD)**
- Point of contact
- Signature of the Commander O5 or above
- Assumption of Command orders (AOC)

(3) Late ammunition requests will not be approved until a Letter of Lateness is received. See page 24, Example of Letter of Lateness.

(4) Prior to pick up date, units must ensure the Ammunition Supply Point Administrative Office (Bldg. 4055) has all current required documents. These documents include:

- Assumption of Command Orders
- Original DA Form 1687 (Signature Card)
- Digital signatures required on DA Form 1687.
- See Appendix B: Instructions to complete DA Form 1687.

4-2. Request for issue

- Prepare a DA Form 581 via the TAMIS website. (Appendix C)
- In order to ease the issuing process, units should make every effort to request quantities to the nearest unit pack.
- Once the e-581 is completed, the unit will contact the BDE/BN S-3 Training / BN S-3 Land and Ammo / BAO / S4 / SPO / or equivalent to have documents digitally signed.
- A "Short Fuse" is any request in "Pending ASP Acceptance" with less than ten full working days prior to the requested pickup date.
- Units will prepare the DA Form 581 as mentioned above, additionally; if required, the unit will prepare a memorandum signed by the first O5 in the unit's chain of command. The memorandum will justify why the unit failed to submit their ammunition request on time.
- The unit will be required to submit their "short-fuse" memorandum to ASP Stock Control Office prior to final approval of the unit's appointment. Each request must be accompanied with the Commanders AOC orders. ASP accountable officer will be the approving authority overall.

4-3. Receiving ammunition issues from the ASP

Note: Under no circumstances are WEAPONS, smoking (to include electronic cigarettes), flame producing items, or cell phones, allowed inside the ASP. All personnel will be dressed in a manner that will not include shorts or open toed shoes. Units in violation will be removed from the ASP, and their Chain of Command will be notified. Units BDE/BN S-3 Training / BN S-3 Land and Ammo / BAO / S4 / SPO / or equivalent will need to reschedule the appointment.

a. Receiving Ammunition Requirements:

(1) On the scheduled date of issue, units will report to Camp Stanley ASP (Gate #5 or #8) NLT that 0900 hrs. Units must contact the ASP if they will be arriving late. No notification equals no issue. Prior to arriving at the ASP for issue, the unit is responsible for providing:

- Minimum of two (2) personnel in order to enter the ASP.
- Both unit personnel MUST have current Hazardous Material Card or certificate in-hand (Ammo 67).
- Legible copies of DA Form 1687 with APPROVED ASP "SERVICE MEMBER COPY".
- DD Form 626 Motor Vehicle Inspection, blocks 1-16 completed. Government owned vehicles (GSA Pickup trucks or Military vehicle) that meet DA PAM 385-64 standard.
- Vehicles failing safety inspections will not be allowed into ASP. Units will have the type of failure noted on the DD Form 626. The unit's BDE/BN S-3 Training / BN S-3 Land and Ammo / BAO / S4 / SPO / or equivalent will be notified of any canceled issue documents due to failure of vehicle safety inspection.
- A sufficient number of personnel to perform loading operations.
- Drivers must be qualified on the vehicle and trailer and must have HAZMAT endorsement on their license to carry hazardous material. This also includes passengers or personnel acting as assistant drivers, as recommended in AR 385-10. Current government license for tactical and GSA vehicles for both driver and TC (No Sedans or Vans).
- Units must have correct type, size and number of DOT placards for the ammunition being issued. Hazardous placards are 10 ³/₄" x 10 ³/₄" in size. One DOT placard for each side of the vehicle loaded/transporting ammunition for a total of 4 each. Vehicle towing a trailer requires 4 additional placards. Placards are required for both pick-up and turn-in of ammunition. In the case of a residue only turn-in, placards will still be required. Ammunition is not considered brass until certified by ASP personnel.
- Two (2) 10 lb. BC or greater serviceable fire extinguishers with seals.
- Three (3) Warning triangles.
- Minimum of four (4) cargo tie down straps per pallet.
- One or two fire retardant tarpaulin per vehicle (NOT PLASTIC).
- No other hazardous materials may be stored with ammunition.

b. Conducting ammunition pickup:

(1) Once the unit has passed inspection to enter the ASP, they will be escorted to the designated bunker to begin the ammunition issue process.

(2) Customer unit personnel will load ammunition that is not palletized onto their vehicles. The ASP will provide Material Handling Equipment (MHE) to load palletized ammunition onto customer vehicles. Loose cans or boxes must be unitized on the pallet (each layer) by using steel banding or web straps. If MHE is not available, it is the unit's responsibility to load the ammunition onto their trucks. Customer will ensure that all ammunition moving from storage location is secure prior to vehicle movement.

(3) During the loading process, ASP area personnel, and unit representatives must conduct a joint inventory. The inventory will ensure that lot number, national stock number (NSN), DODIC, and quantities are correct.

(4) The ASP area personnel checker and unit representative will initial beside the quantities loaded onto unit vehicles on the DA Form 3151-R.

(5) The customer unit will secure the load with at least two ratchet straps per pallet and properly placard all four sides of the vehicle and trailer (see Appendix K for an example). ASP operations will ensure the unit secures all ammunition at the storage location prior to vehicle movement.

(6) Upon completion of the loading process, the unit will depart the ammunition storage area and report to the Camp Stanley JBSA- FSH Ammunition Stock Control Office (Bldg. #5). A DD Form 2890 (DOD Multimodal Dangerous Good Declaration) will be prepared by ASP Personnel and signed by the vehicle drivers (see Appendix H). Ammunition laden vehicle(s) must not depart prior to the unit representative signing for the ammunition. The quantities issued will be annotated on the DA Form 581. The unit representative will sign all copies of the DA Form 581 and DA Form 3151-R. The unit will be provided a copy of the DA Form 581 and a copy of the DA Form 3151-R.

a) Prior to leaving the ASP, the unit should have copies of:

- DA Form 581
- DA Form 3151-R
- DD Form 2890 for each vehicle.
- DD Form 626 for each vehicle.
- Ammunition Information Notification (AIN)

b) The unit must maintain the issue DA Form 581, DA Form 3151-R, and the DD Form 2890 in order to conduct the turn-in of ammunition at the completion of the training event.

4-4. Turn-in of live ammunition and residue-general

- a. Upon completion of the training exercise, units must turn-in all unexpended ammunition and residue.
- b. All unit turn-ins must be completed within five working days following the last firing date to prevent the unit from going delinquent (weekends, training holidays, Federal holidays and Thursdays are not counted).
- c. The BDE/BN S-3 Training / BN S-3 Land and Ammo / BAO / S4 / SPO / or equivalent coordinates unit turn-in appointments with the ASP Stock Control Office.
- d. Units that fail to turn-in all unexpended and salvageable ammunition components and/or fail to reconcile their ammunition accounts within the allotted time (five working days) will become delinquent. Once a unit's document becomes delinquent, the unit cannot draw ammunition from the ASP and cannot receive an extension to circumvent being delinquent or to keep ammunition in the AHA.

4-5. Request for live turn-in appointment

- a. A Unit requesting a turn-in must have a copy of the original issue documents, DA Form 581 and DA Form 3151-R.
- b. Units will prepare and process their turn DA Form 581 and hand carry or email to the ASP Stock Control Office (Appendix C). Separate turn-in DA Form 581s will be prepared for each original issue document.
- c. All expended ammunition (Brass/Residue) will need to be turned in at the same time as LIVE (unexpended) ammunition. There are NO partial turn-ins.

4-6. Preparing for live turn-in appointment

- a. In order to expedite turn-in and preserve ammunition quality and lot integrity, using units will keep ammunition in its original package prior to use. Unpacking of ammunition in excess of the training requirement will result in an additional burden to the unit in preparing the unused ammunition for turn-in. It also creates the opportunity for loss of accountability and exposes the ammunition to weather deterioration and handling damage which may affect functional performance.
- b. Ammunition turn-ins will be inspected, cleaned, and repacked in the original containers by the unit prior to the turn-in appointment at the ASP. Opened ammunition containers will be inspected by personnel (E7 and above) from the unit returning the items to ensure that the lot numbers on the ammunition coincide with the lot numbers printed on the container.

c. Ammunition that has been damaged, dropped or has malfunctioned (not reported to Range Control) while at the ranges must be reported to the ASP material examiner at time of turn-in.

d. Unit level delinking/linking of ammunition must be IAW AIN criteria provided by the ASP QASAS. AINs must be provided down to the lowest user level when ammunition is sub hand receipted to separate ranges. Any unauthorized delinking will be annotated as non-fair wear and tear (NFT) and actions will be taken as appropriate.

e. Final determination of the condition of the ammunition (i.e. serviceable or unserviceable) rests with the ammunition inspectors at the ASP.

(1) All opened ammunition containers (seal broken) will undergo a 100% inspection by surveillance personnel for serviceability and inventory prior to acceptance for turn-in. Units will not open more than 10% of the ammunition drawn and will open only "as necessary" after that.

4-7. Conducting live ammunition turn-in

a. Units will arrive at the ASP NLT 0900hrs with the following:

(1) DA Form 1687's, Driver Licenses, HAZMAT certs, DD Form 626(completed prior to departing for the ASP).

(2) The unit copy DD Form 2890 sheet adjusted to reflect quantities being transported.

(3) All required safety equipment.

(4) Ammunition to be turned-in (residue items will not be mixed with live).

(5) A work detail of sufficient personnel to off-load and "work" the turn-in.

(6) Any necessary packing materials for loose rounds (use the packing material that came with the ammunition).

(7) Ammunition segregated by type and lot number and in proper containers.

(8) DA Form 581 packet that has been certified by the Ammunition Stock Control Office.

b. Once all requirements are met, ASP personnel will escort units to the assigned bunkers, and the unit will download the ammunition into the bunkers. ASP Personnel will sign the DA Form 3151-R as receiving checker, and the unit representative will sign as issuing checker.

c. Upon completion of the turn-in, the unit returns to the ASP Stock Control Office with all copies of the completed DA Form 3151-R. The unit receives a copy of the DA Form

581 and DA Form 3151-R and will then depart the ASP after verifying turn-in credit.

4-8. Preparing for a residue turn-in

a. Units have five working days upon completion of the training event listed on the DA Form 581 to turn in residue. Failure to turn in residue within five days will cause the unit to become delinquent on the sixth day. The unit will no longer be able to draw ammunition if this occurs.

b. After the unit prepares a DA Form 581 for residue turn-in, they will present it to the Ammunition SCO located in Bldg. 4055, Rm. B-11, JBSA-FSH for appointment scheduling.

c. Prior to turn-in, all residue will be screened to ensure that there is no live ammunition or explosive components within the residue items. All residue items will be transported using a military or GSA vehicle.

(1) Units will arrive at the ASP NLT 0900 with the following:

- DA Form 1687's, Driver Licenses, HAZMAT certs, DD Form 626 (completed prior to departing to the ASP).
- The unit copy DD Form 2890 sheet adjusted to reflect quantities being transported.
- DA Form 1687's, Driver Licenses, HAZMAT certs, DD Form 626 (completed prior to departing for the ASP).
- All required safety equipment.
- Ammunition to be turned-in (residue items will not be mixed with live).
- A work detail of sufficient personnel to off-load and "work" the turn-in.
- Any necessary packing materials for loose rounds (use the packing material that came with the ammunition).
- Ammunition segregated by type and lot number and in proper containers.
- DA Form 581 packet that has been certified by the Ammunition Stock Control Office. Only personnel listed on the unit's DA Form 1687(s) are authorized to turn-in.

4-9. Amnesty Program

a. Ammunition of .50 caliber and below can be turned-in to the identified ASP. All other ammunition (larger than .50 caliber) should be taken to LRC-JBSA-Fort Sam Houston ASP and turned-in as an amnesty request and annotated on DA Form 3151.

b. The turn-in of ammunition through the AFOP program is not a substitute for normal turn-in procedures and will not be used to circumvent the standard supply procedures.

c. As with any ammunition, AFOP must be transported in a military vehicle and under the same requirements of ammunition issue or turn-in request (DA Form 626, placards, tie down straps, etc.).

d. Unit commanders will brief their Soldiers on amnesty program procedures on a quarterly basis. A refresher should be given during pre-firing briefings.

e. Ammunition will be maintained under the appropriate controls and safeguards until it can be turned into the ASP. i.e Arms room, ARMAGs, an Explosive Site/License location

f. JBSA Ammunitions/Munitions and Safety POC's:

(1) LRC-JBSA-Fort Sam Houston ASP, 210-221-5376/210-221-9229

(2) JBSA Lackland MSA, Chapman Annex, 210-671-3488/210-671-8389

(3) JBSA/502 ABW Weapons Safety, 210-671 -1489/210-671-1948

(4) JBSA Camp Bullis Range Safety Officer, 210-292-7510

4-10. Reporting Requirements

a. Provide as directed ASP mission related reporting requirements from OPORD's, or taskers received from 407th AFSBn-Cavazos, Plans and Operations or higher headquarters. Reports such as: Historical data, Notification of unserviceable ammunition condition code changes, SAAS, ISR, SMS or other automated system requirements as needed. (See appendix R for Special reporting requirements)

Chapter 5

Administrative Procedures and Operations

5-1. Reconciliation of accounts

a. Ammunition drawn on the DA Form 581 issue document remains accountable until it is properly cleared by final reconciliation at the ASP. Reconciliation will be completed by the unit within five working days after the last firing date. At this time, the customer unit will bring all necessary documents: DA Form 581 (turn-in), DA Form 5811 (Certificate-Lost or Damaged Class 5 Ammunition Items). DA Form 5692-R (Ammunition Consumption Certificate), if required. The designated DA Form 1687 holder will then hand-carry the documents to the Stock Control Office.

b. Reconciliation of issue documents for ammunition items that require a DA Form 5692-R. For a listing of items requiring a DA Form 5692-R, refer to the salvage and residue listing in DA PAM 700-16.

c. The ASP Reconciliation Section will publish and distribute to all major subordinate commands a delinquent document report every week that lists all open documents and their status. Failure of the Reconciliation Section to notify the unit BDE/BN S-3 Training / BN S-3 Land and Ammo / BAO / S4 / SPO / or equivalent or failure to include a document on the delinquent document report as delinquent is not grounds for that unit to be issued training ammunition. It is the unit's BDE/BN S-3 Training / BN S-3 Land and Ammo / BAO / S4 / SPO / or equivalent responsibility to ensure that all documents are cleared properly.

5-2. Delinquent documents

a. Ammunition documents are considered delinquent when a unit has not turned in unexpended ammunition and accountable residue within five working days from the last range firing date noted on the DA Form 581 issue document. The RECON section tracks the document delinquent date as being three working days past the units scheduled live turn in date.

b. Units who have delinquent documents are suspended from further ammunition issues until the delinquent ammunition documents have been properly reconciled.

turn-in date on the extension memorandum. See Appendix I for an example of a Request for Extension.

a. Requests for extensions where the proposed inclusive firing dates would cover a period of more than 30 calendar days will be reviewed and approved on a case by case basis by the ASP accountable officer.

5-3. Extensions

a. Extensions to the five working day time limit for turn-ins are granted only in situations where training dates have been extended and a new turn-in date must be scheduled to accommodate the new training period, or the ASP cannot schedule a turn-in appointment within the prescribed time frame. Generally, approvals will only be granted when a unit can justify that their exercise or gunnery has been extended and they are required to remain in the field. A memorandum containing a complete justification signed by the unit's O-5 or above must be submitted to the ASP accountable officer. Units will use the training date extension memorandum to justify scheduling a new turn-in date. The scheduling clerk will annotate the new scheduled turn-in date on the extension memorandum. See Appendix I for an example of a Request for Extension.

b. Requests for extensions where the proposed inclusive firing dates would cover a period of more than 30 calendar days will be reviewed and approved on a case by case basis by the ASP accountable officer.

5-4. Loss of ammunition and/or residue

a. When residue losses occur, complete DA Form 5811, see the salvage and residue listing in DA PAM 700-16. The first O5 in the chain of command signs the certificate after verifying that the loss or damage to Class V items was not negligent.

Make every effort to collect all residue for turn-in.

b. Missing live ammunition requires action under AR 190-11. An AR 15-6 investigation will be initiated for shortages of live ammunition or CAT I ammunition residue.

c. Commanders are required to initiate action and attach evidence of that action (copy of FLIPL, etc.) when:

(1) The residue and live ammunition turned-in is less than the quantity issued.

(2) Damage to unexpended ammunition is due to NFWT as determined by qualified ammunition inspectors at the ASW. NFWT includes abusive handling or corrosion due to improper field storage.

d. Upon completion of any action listed above, the first O5 or equivalent in the chain of command must provide the SCO with a statement of investigative paperwork to indicate the action has been completed.

Chapter 6 Ammunition Transportation

6-1. General

a. Ammunition is hazardous material and must be transported with extreme care. A vehicle may be capable of transporting other classes of supplies but not be considered safe enough to transport ammunition.

b. All vehicles transporting ammunition will be inspected using DD Form 626.

(1) A preliminary inspection must be conducted prior to leaving the unit motor pool. A qualified member of the unit must inspect the vehicle and record results on a DD Form 626.

(2) The unit's inspection will be verified before loading at the ASP.

c. All vehicles to include trailers will have a current dispatch.

d. All government vehicles transporting ammunition and/or explosives will display the appropriate placards at all times. (Issues, Turn-ins to include both: live and residue).

e. Munitions transported to home station by off-post units will require the receiving unit to complete a DD Form 2890 Declaration of Dangerous Goods document.

6-2. Minimum inspection standards for military vehicles transporting ammunition

a. Spare Electrical Fuses. Check to ensure that at least one spare fuse for each type of installed fuse is carried on the vehicle as a spare or vehicle is equipped with an overload protection device (circuit breaker). Refer to part 393.95, Title 49

Transportation, Code of Federal Regulations (49 CFR 393.95).

b. Horn Operative. Ensure that horn is securely mounted and of sufficient volume to serve purpose (see 49 CFR 393.81).

c. Steering System. The steering wheel should be secure and must not have any spokes cracked through or missing. The steering column must be securely fastened. Universal joints shall not be worn, faulty or repaired by welding. The steering gear box shall not have loose or missing mounting bolts or cracks in the gear box mounting brackets. The pitman arm on the steering gear output shaft shall not be loose. Steering wheel shall turn freely through the limit of travel in both directions. All components of a power steering system must be in operating condition. No parts shall be loose or broken. Belts shall not be frayed, cracked, or slipping. The power steering system shall not be leaking (see 49 CFR, Appendix G)

d. Windshield/Wipers. Inspect to ensure that windshield is free from breaks, cracks, or defects that would make operation of the vehicle unsafe, that the view of the driver is not obscured and that the windshield wipers are operational and wiper blades are in serviceable condition. Defroster must be operative when conditions require (see 49 CFR 393.60, 393.78, and 393.79). (Transport of concertina on the hood of the newer vehicles obscures visuals and is not allowed on JLTVs/MRAPs and such.)

e. Mirrors. Every vehicle must be equipped with two rear vision mirrors located so as to reflect to the driver a view of the highway to the rear along both sides of the vehicle. Mirrors should not be cracked or dirty (see 49 CFR 393.80).

f. Warning Equipment. Equipment must include three bidirectional emergency reflective triangles that conform to the requirements of Federal Motor Vehicle Safety Standard No. 125. FLAME PRODUCING DEVICES ARE PROHIBITED (see 49 CFR 393.95).

g. Fire Extinguisher. Military vehicles must be equipped with two serviceable fire extinguishers with an Underwriters Laboratories rating of 10 BC or more. (Commercial motor vehicles must be equipped with one serviceable 10 BC fire extinguishers). Fire extinguishers must be located so they are readily accessible for use and securely mounted on the vehicle. The fire extinguishers must be designed, constructed and maintained to permit visual determination of whether it is fully charged. Commercial trucks require one fire extinguisher, not two (see 49 CFR 393.95).

h. Electrical Wiring. Electrical wiring must be clean and properly secured. Insulation must not be frayed, cracked or otherwise in poor condition. There shall be no un-insulated wires, improper splices or connections. Wires and electrical fixtures inside the cargo area must be protected from the lading (see 49 CFR 393.28)

i. Lights/Reflectors (head, tail, turn signal, brake, clearance, marker and identification lights, emergency flashers). Inspect to see that all lighting devices and reflectors required are operable, of proper color and properly mounted. Ensure that lights and reflectors are not obscured by dirt or grease or have broken lenses.

High/Low beam switch must be operative. Emergency Flashers must be operative on both the front and rear of vehicle (see 49 CFR 393.24, 25, and 26).

j. Fuel System. Inspect fuel tank and lines to ensure that they are in serviceable condition, free from leaks, or evidence of leakage and securely mounted. Ensure that fuel tank filler cap is not missing. Examine cap for defective gasket or plugged vent. Inspect filler necks to see that they are in completely serviceable condition and not leaking at joints (see 49 CFR 393.83).

k. Exhaust System. Exhaust system shall discharge to the atmosphere at a location to the rear of the cab or if the exhaust projects above the cab, at a location near the rear of the cab. Exhaust system shall not be leaking at a point forward of or directly below the driver's compartment. No part of the exhaust system shall be located where it will burn, char or damage electrical wiring, fuel system or any other part of the vehicle. No part of the exhaust system shall be temporarily repaired with wrap or patches (see 49 CFR 393.83).

l. Brake System (including hand brakes, parking brakes and low air warning devices). Check to ensure that brakes are operational and properly adjusted. Check for audible air leaks around air brake components and air lines. Check for fluid leaks, cracked or damaged lines in hydraulic brake systems. Ensure that parking brake is operational and properly adjusted. Low Air Warning devices must be operative (see 49 CFR 393.40, 41, 42, 43, 44, 45, 47, 48, 49, 50, 51, 52, 53, and 55).

m. Suspension Inspect for indications of misaligned, shifted or cracked springs, loosened shackles, missing bolts, spring hangers unsecured at frame and cracked or loose U-bolts. Inspect for any unsecured axle positioning parts and sign of axle misalignment, broken torsion bar springs (if so equipped) (see 49 CFR 393.207).

n. Coupling Devices (inspect without uncoupling). Fifth Wheels: Inspect for unsecured mounting to frame or any missing or damaged parts. Inspect for any visible space between upper and lower fifth wheel plates. Ensure that the locking jaws are around the shank and not the head of the kingpin. Ensure that the release lever is seated properly, and safety latch is engaged. Pintle hook, drawbar, tow bar eye, and tongue and safety devices: inspect for unsecured mounting, cracks, missing or ineffective fasteners (welded repairs to pintle hook are prohibited). Ensure safety devices (chains, hooks, cables) are in serviceable condition and properly attached (see 49 CFR 393.70 and 71).

o. Cargo Space. Inspect to ensure that cargo space is clean and free from exposed bolts, nuts, screws, nails or inwardly projecting parts that could damage the lading. Check floor to ensure it is tight and free from holes. Floor shall not be permeated with oil or other substances (see 49 CFR 393.84).

p. Landing Gear. Inspect to ensure that landing gear and assembly are in serviceable condition, correctly assembled, adequately lubricated, and properly mounted.

q. Tires, Wheels and Rims. Inspect to ensure that tires are properly inflated. Flat or leaking tires are unacceptable. Inspect tires for cuts, bruises, breaks and blisters. Tires with cuts that extend into the cord body are unacceptable. Thread depth shall not be less than: 4/32 inches for tires on a steering axle of a power unit and 2/32 inches for all other tires. Mixing bias and radial on the steering axle is prohibited. Inspect wheels and rims for cracks, unseated locking rings, broken, loose, damaged or missing lug nuts or elongated stud holes (see 49 CFR 393.75).

r. Tailgate/Doors. Inspect to see that all hinges are tight in body. Check for broken latches and safety chains. Doors must close securely (see 49 CFR 177.835(h)).

s. Tarpaulin. If shipment is made on open equipment, ensure that lading is properly covered with a fire- and water-resistant tarpaulin (see 49 CFR 177.835 (h)).

t. Other Unsatisfactory Conditions. Note any other condition which would prohibit the vehicle from being loaded with hazardous materials. Correct type and an adequate number of web tie downs is required for the load being picked up with a separate cargo or body tie-down points are only allowed limited amounts of hazard class 1.4 ammunition. See Appendix K for the proper unitized load tie down requirements.

u. Government vehicles. IAW 49 CFR and DA PAM 385-64, transportation motor pool vehicles not equipped with a separate cargo area or body tie-down points are only allowed limited amounts of hazard class 1.4 ammunition.

Appendix A References

Section I Publications

AMC-R 700-77

Ammunition Management

AR 15-6

Procedures for Administrative Investigations and Boards of Officers

AR 75-1

Malfunctions Involving Ammunition and Explosives

AR 190-11

Physical Security of Arms, Ammunition, and Explosives

AR 190-13

The Army Physical Security Program

AR 190-14

Arming and the Use of Force

AR 380-67

Personnel Security Program

AR 385-10

The Army Safety Program

AR 700-13

Worldwide Ammunition Logistics/Explosives Safety Review and Technical Assistance Program

AR 700-28

Ammunition Management

AR 710-2

Secondary Item Policy and Retail Level Management

AR 710-4

Property Accountability

AR 735-5

Property Accountability Policies

DAP Pam 75-1

Malfunctions Involving Ammunition and Explosives Procedures

DA Pam 350-38

Standards in Weapons Training

DA Pam 385-10

Army Safety and Occupational Health Program Procedures

DA Pam 385-64

Ammunition and Explosives Safety Standards

DA Pam 700-16

The Army Ammunition Management System

DA Pam 710-2-2

Supply Support Activity Supply System: Manual Procedures

DA Pam 742-1

Ammunition Surveillance Procedures

HQDA EXORD 031-24

Army Ammunition Management and Auditability

Section II

Forms

DA Form 581

Request for Issue and Turn-in of Ammunition

DA Form 1687

Notice of Delegation of Authority - Receipt for Supplies

DA Form 3151-R

Ammunition Stores Slip

DA FORM 4379

Ammunition Malfunction Report

DA FORM 4379-1

Missile and Rocket Malfunction Report

DA FORM 5583, JUN 2021

Missile Firing Data Report (HELLFIRE)

DA Form 5692-R

Ammunition Consumption Certificate

DA Form 5811

Certificate - Lost or Damaged Class 5 Ammunition Items

DA Form 7708
Personnel Reliability Screening and Evaluation

DD Form 626
Motor Vehicle Inspection (Transporting Hazardous Material)

DD Form 2890
DOD Multimodal Dangerous Goods Declaration

Appendix B

DA Form 1687 Completion Instructions

DA Form 1687 Delegation of Authority	
Date	Enter the calendar date the form is prepared. YYYYMMDD
Organization Receiving Supplies	Enter the name of the unit. ****Include total number of pages i.e., page 1 of 3, page 2 of 3, page 3 of 3 etc.****
Location	Enter the address of where the unit is located.
Authorized Representatives	Last Name, First Name and Middle Initial: Enter the name of the person(s) authorized to request or receive ammunition with their rank and DOD ID EXP DATE date to the right of their name i.e. HANSEN, SCOTT M. SFC DOD ID EXP DATE: 20210101. Ensure that the rank of the representative matches the scope of his/her responsibilities. DOD ID EXP date must be in the following format: 20210101, 4 digit year, 2 digit month, 2 digit day. Enter statement: *****NOTHING FOLLOWS***** after last delegate if there are any unused blocks.
Authority REQ/REC	Enter "YES" in this block for each person authorized to request supplies. Otherwise, enter "NO."
Digital Signature	Users with digitally sign with CAC.
Authorization by responsible officer or accountable officer	
Delegates to	Enter an "X" in this box to show that the authorized representatives are delegated to Request, Receive, & Turn-in Class V supplies. Enter the statement: "Request, Receive, & Turn-in Class V (Training) supplies from ASP, LRC JBSA Fort Sam Houston, JBSA FSH, TX 78234." Replace (Training) with (OPL) when requesting Operational Load ammunition i.e. Funeral Detail, Guard Duty, Salute etc.
Withdraws from	Leave blank. Procedures for adding and deleting persons are not authorized for Class V supplies.
Remarks	"Authorized representatives listed above have passed security screening as required IAW AR 190-11. All other editions are superseded"
Unit Identification Code	Enter UIC
DODDAC/Account Number	Enter the unit expendable DODAAC for training (TNG) request and enter the unit non-expendable DODAAC for Operational Load (OPL)/Combat Load (CBL) request. Only one DODAAC may be used on each DA Form 1687.

Note 1: Date on DA Form 1687 will not exceed one year. If one of the delegates listed DOD ID EXP DATE on the DA Form 1687 occurs before the year is over then that will be the expiration date of the DA Form 1687. DOD ID EXP DATES must meet or exceed the expiration date of the Delegation of Authority.

Note 2: Upon any element of data becoming outdated on the DA Form 1687, the entire DA Form 1687 is no longer valid and will need to be replaced with a new DA Form 1687. Changes may include the Commander, delegates ETS's, PCS's, re-enlist, or UCMJ action's etc.

Note 3: Only one DODAAC may be used on each DA Form 1687. Units must have one DA Form 1687 for Training (TNG) and one for Operational Load (OPL). Verify with your **Installation DODAAC Coordinator/PBO/G4/S4** to make sure you're using the correct DODAAC/UIC (TNG or OPL/CBL).

Note 4: Only personnel with a rank of E-5 or above may request Class V materials and only personnel with a rank of E-5 or above may receive Cat 1 and Cat II munitions.

Note 5: All dates on the DA Form 1687 must be in the following format: 20210101, 4 digit year, 2 digit month, 2 digit day.

Note 6: The ASP will not accept DA Form 1687's that are altered or with obvious changes to existing data. No cross outs or whiteouts are allowed.

Note 7: Social security numbers should not be entered on the DA Form 1687.

Note 8: The ASP will not accept verbal or memo changes to the DA Form 1687.

Note 9: The ASP will not accept DA Form 1687's that reflect a responsible person different from that reflected on the Assumption of Command/delegation of authority orders.

Note 10: The ASP will not issue A&E to any unit without a current DA Form 1687 on file at the ASP.

Note 11: When using multiple pages with four names per page number accordingly i.e. page 1 of 3, page 2 of 3, page 3 of 3.

Note 12: The ASP will not accept DA Form 1687's that contain a blank space immediately below the last name entered. Last space needs to state: "Nothing Follows" or "Not Used" or "Last Item".

Note 13: The ASP will not accept DA Form 1687's without rank and ETS dates indicated for every individual listed on the DA Form 1687.

Note 14: Ensure your DA Form 1687 goes through your BDE/BN S-3 Training / BN S-3 Land and Ammo / BAO / S4 / SPO / or equivalent prior to sending them to the ASP.

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES					DATE
<i>For use of this form, see AR 710-4. The proponent agency is DCS, G-4.</i>					
ORGANIZATION RECEIVING SUPPLIES			AUTHORIZED REPRESENTATIVE(S)		
LOCATION					
LAST, FIRST, MIDDLE INITIAL		AUTHORITY		SIGNATURE AND INITIALS	
		REQ REC			
<div style="border: 2px solid green; padding: 10px; display: inline-block;"> <p style="color: red; font-weight: bold; font-size: 1.2em;">REQUEST/RECEIVE AND TURN IN</p> <p style="font-weight: bold; font-size: 1.5em;">Example DA Form 1687</p> </div>					
THE UNDERSIGNED HEREBY <input type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE					
THE AUTHORITY TO: _____					
REMARKS					
I ASSUME FULL RESPONSIBILITY					
UNIT IDENTIFICATION CODE			DODAAC/ACCOUNT NUMBER		
LAST, FIRST, MIDDLE INITIAL			GRADE	TELEPHONE NUMBER	EXPIRATION DATE
					SIGNATURE

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES					DATE
For use of this form, see AR 710-4. The proponent agency is DCS, G-4.					Todays date here
AUTHORIZED REPRESENTATIVE(S)					
ORGANIZATION RECEIVING SUPPLIES			LOCATION		
YOUR ORGANIZATION HERE <i>If more than one 1687, type 1 of 2, etc.</i>			UNIT ADDRESS HERE		
LAST, FIRST, MIDDLE INITIAL	AUTHORITY		SIGNATURE AND INITIALS		
	REQ	REC			
LAST NAME, FIRST NAME, MI; RANK/CIV GS GRADE; DODID EXP DATE <i>All this must be in these blocks (no exceptions)</i>			DIGITAL SIGNATURE ONLY here <i>(Dual (wet/Digital) signature combinations are no longer authorized on 1687's)</i>		
			If listed Individual is RECEIVING (signing for) ammunition from the ASP then "YES" in the REC Block; otherwise it will have "NO"		
If there is a blank name line, it MUST Have //////////NOTHING FOLLOWS////////					
AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER					
THE UNDERSIGNED HEREBY <input type="checkbox"/> DELEGATES TO					
THE AUTHORITY TO:					
REMARKS					
I ASSUME FULL RESPONSIBILITY					
UNIT IDENTIFICATION CODE			DODAAC/ACCOUNT NUMBER		
LAST, FIRST, MIDDLE INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE	

DA FORM 1687, DEC 2023 PREVIOUS EDITIONS ARE OBSOLETE. APD AEM v1.00ES

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES					DATE
For use of this form, see AR 710-4. The proponent agency is DCS, G-4.					
AUTHORIZED REPRESENTATIVE(S)					
ORGANIZATION RECEIVING SUPPLIES			LOCATION		
LAST, FIRST, MIDDLE INITIAL			AUTHORITY		SIGNATURE AND INITIALS
			REQ	REC	
This example is a Request/receive and turn in 1687 so in this block you will have "Request/Receive and Turn-in of Class V items, ASP Camp Stanley, Texas"					
ALWAYS check the "DELEGATES TO" Block					
AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER					
THE UNDERSIGNED HEREBY <input type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE					
THE AUTHORITY TO:					
REMARKS					
In the REMARKS put "Authorized representatives listed above have passed security screening IAW AR 190-11 and 190-13. All other editions are superseded"					
I ASSUME FULL RESPONSIBILITY					
UNIT IDENTIFICATION CODE			DODAAC/ACCOUNT NUMBER		
LAST, FIRST, MIDDLE INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE	

DA FORM 1687, DEC 2023 PREVIOUS EDITIONS ARE OBSOLETE. APD AEM v1.00ES

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES					DATE
<i>For use of this form, see AR 710-4. The proponent agency is DCS, G-4.</i>					
ORGANIZATION RECEIVING SUPPLIES			AUTHORIZED REPRESENTATIVE(S)		
LOCATION			LOCATION		
<p>*****</p> <p>Verify with your Installation DODAAC Coordinator/PBO/G4/S4 to make sure you're using the correct DODAAC/UIC (TNG or OPL/CBL).</p> <p>*****</p>					
AUTHORIZATION BY RES		DEL			
<p>Your UNITS UIC goes here. (This UIC MUST match the UIC on the e581 submitted in TAMIS)</p>		<p>For Training Ammunition, Your UNIT SUPPLY DODAAC goes here. For OPLOAD Ammunition, Your UNIT PROPERTY BOOK DODAAC goes here. This DODAAC MUST match the DODAAC on the e581 submitted in TAMIS</p>			
REMARKS					
UNIT IDENTIFICATION CODE			FULL RESPONSIBILITY		
<p>Your CO's GRADE here</p>			<p>Your CO's PHONE NUMBER here</p>		
DODAAC/ACCOUNT NUMBER			DODAAC/ACCOUNT NUMBER		
LAST, FIRST, MIDDLE INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE	
<p>Your COMMANDERS Name here</p>				<p>Your CO's SIGNATURE here</p>	
<p>DA FORM 1 EXPIRATION DATE MUST BE either ONE Year from date of submission or the DODID Exp date of anyone listed on the 1687 (whichever is first)</p>					

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES					DATE
<i>For use of this form, see AR 710-4. The proponent agency is DCS, G-4.</i>					
ORGANIZATION RECEIVING SUPPLIES			AUTHORIZED REPRESENTATIVE(S)		
LOCATION			LOCATION		
LAST, FIRST, MIDDLE INITIAL		AUTHORITY		SIGNATURE AND INITIALS	
		REQ REC			
<p>APPROVE/AUTHENTICATE</p> <p>Example DA Form 1687</p>					
THE AUTHORITY TO:					
REMARKS					
I ASSUME FULL RESPONSIBILITY					
UNIT IDENTIFICATION CODE			DODAAC/ACCOUNT NUMBER		
LAST, FIRST, MIDDLE INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE	
DA FORM 1687, DEC 2023			PREVIOUS EDITIONS ARE OBSOLETE.		APD AEM v1.00ES

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES					DATE
For use of this form, see AR 710-4. The proponent agency is DCS, G-4.					Todays date here
ORGANIZATION RECEIVING SUPPLIES			AUTHORIZED REPRESENTATIVE(S)		
YOUR ORGANIZATION HERE <i>If more than one 1687, type 1 of 2, etc.</i>			LOCATION		
LAST, FIRST, MIDDLE INITIAL		AUTHORITY		SIGNATURE AND INITIALS	
		REQ	REC		
LAST NAME, FIRST NAME, MI; RANK/CIV GS GRADE; DODID EXP DATE All this must be in these blocks (no exceptions)				DIGITAL SIGNATURE ONLY here (Dual (wet/Digital) signature combinations are no longer authorized on 1687's)	
If there is a blank name line, it MUST Have //NO NOTHING FOLLOWS//					
For APPROVE/AUTHENTICATE 1687's, there will ALWAYS be a "NO" in the REQ				For APPROVE/AUTHENTICATE 1687's, there will ALWAYS be a "NO" in the REC	
AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER					
THE UNDERSIGNED HEREBY <input type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE					
THE AUTHORITY TO:					
REMARKS					
I ASSUME FULL RESPONSIBILITY					
UNIT IDENTIFICATION CODE			DODAAC/ACCOUNT NUMBER		
LAST, FIRST, MIDDLE INITIAL		GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE

DA FORM 1687, DEC 2023 PREVIOUS EDITIONS ARE OBSOLETE. APD AEM v1.00ES

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES					DATE
For use of this form, see AR 710-4. The proponent agency is DCS, G-4.					
ORGANIZATION RECEIVING SUPPLIES			AUTHORIZED REPRESENTATIVE(S)		
			LOCATION		
LAST, FIRST, MIDDLE INITIAL		AUTHORITY		SIGNATURE AND INITIALS	
		REQ	REC		
This example is an Approve/Authenticate 1687 so in this block you will have "Approve/Authenticate block 14a of DA Form 581/e581"					
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:					
REMARKS					
In the REMARKS put "Authorized representatives listed above have passed security screening IAW AR 190-11 and 190-13. All other editions are superseded"					
I ASSUME FULL RESPONSIBILITY					
UNIT IDENTIFICATION CODE			DODAAC/ACCOUNT NUMBER		
LAST, FIRST, MIDDLE INITIAL		GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE

DA FORM 1687, DEC 2023 PREVIOUS EDITIONS ARE OBSOLETE. APD AEM v1.00ES

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES					DATE
<i>For use of this form, see AR 710-4. The proponent agency is DCS, G-4.</i>					
AUTHORIZED REPRESENTATIVE(S)					
ORGANIZATION	<p>*****</p> <p>Verify with your Installation DODAAC Coordinator/PBO/G4/S4 to make sure you're using the correct DODAAC/UIC (TNG or OPL/CBL).</p> <p>*****</p>				
<p>Your UNITS UIC goes here. (This UIC MUST match the UIC on the e581 submitted in TAMIS)</p>					
AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER					
THE UNDERSIGNED HEREBY <input type="checkbox"/> DELEGATE					
THE AUTHORITY TO:					
REMARKS					
I ASSUME FULL RESPONSIBILITY					
UNIT IDENTIFICATION CODE			DODAAC/ACCOUNT NUMBER		
LAST, FIRST, MIDDLE INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE	

DA FORM 1687, DEC 2023 PREVIOUS EDITIONS ARE OBSOLETE. APD AEM v1.00ES

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES					DATE
<i>For use of this form, see AR 710-4. The proponent agency is DCS, G-4.</i>					
ORGANIZATION RECEIVING SUPPLIES			LOCATION		
LAST, FIRST, MIDDLE INITIAL	AUTHORITY		SIGNATURE AND INITIALS		
	REQ	REC			
<p>EXPIRATION DATE MUST BE either ONE Year from date of submission or the DODID Exp date of anyone listed on the 1687 (whichever is first)</p>					
REMARKS					
I ASSUME FULL RESPONSIBILITY					
UNIT IDENTIFICATION CODE			DODAAC/ACCOUNT NUMBER		
LAST, FIRST, MIDDLE INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE	
Your COMMANDERS Name here	Your CO's GRADE here	Your CO's PHONE NUM here		Your CO's SIGNATURE here	

DA FORM 1687, DEC 2023 PREVIOUS EDITIONS ARE OBSOLETE. APD AEM v1.00ES

Appendix C

DA Form 581 Processing Instructions

DA Form 581	
(1) Issue	All Issue DA FORM 581 are generated through TAMIS leave blank.
(2) Turn-in	Check box to identify the DA FORM 581 as a turn-in document.
(3) Document number	A new document number will be created for every DA Form 581 by unit. Document numbers will consist of the units DODAAC, Julian Date, & Sequence Number.
(4) Local Use	States the type of DA Form 581: issue, live, and residue.
(5) Page	Identify the current page number and total number of pages if DA FORM 581-1 is needed i.e. 1 of 3, 2 of 3, and 3 of 3.
(6) For Local Use	Leave blank.
(7) Sent to	The organization and address of the ASP of the listed items. See below for the JBSA Fort Sam Houston, LRC FSH, ASP organization and address format. Accountable Officer SHOU-ASP-FT SAM HOUSTON 2566 Wilson Way Bldg. 4055, Room B-11 Ft Sam Houston, Texas 78234
(8) Request from	The organization, address, and unit UIC of the requester of the listed items. See below for requesting unit organization, address and UIC format. Commander Unit JBSA Fort Sam Houston, TX 78234 UIC: Unit UIC
Blocks 9-11	Leave Blank
(12) DODAAC	Units' expendable (TRA) or nonexpendable (OPL/CBL) DODACC.
(13A) Requested by	Only personnel who have been delegated by the Battalion Commander on the DA Form 1687 will be allowed to request ammunition.
(13B) Date	The date DA FORM 581 was signed.
(13C) Signature	Pen and ink as well as digital signatures will be accepted. The signature must be identical to the units DA Form 1687 i.e.
(14A-C)	Units BDE/BN S-3 Training / BN S-3 Land and Ammo / BAO / S4 / SPO / or equivalent is the approving signature leave blank.
(15) Item	The line number of item(s) being turned in.
(16) DODIC	The DODIC is for residue items being turned-in.
(17) NSN	DODICs NSN
(18) Nomenclature	The description of the items being turn-in.
(19) UI	Unit of issue, EA.
(20) QTY Requested/Turned-in	The total being requested for turn-in.
(21) TEC	Training event code, i.e. FTX, MRX, etc.
(22) Action Code	Type of issue or turn-in i.e.TAR.
(23-27) ASP	Completed during turn-in, leave blank.

(28) Remarks	<p>Examples for live/residue turn-in remarks.</p> <p>Live turn-in</p> <ol style="list-style-type: none"> 1. The above items were drawn on Document# (Issue Doc#) and were not expended. All other items drawn on that document were properly expended. 2. The residue is under Document# (Residue Doc#) 3. POC: (Name, Rank, & Phone #) <p>Residue turn-in</p> <ol style="list-style-type: none"> 1. The above items were drawn on Document# (Issue Document#) and were properly expended. 2. All other items drawn on Document# (Issue Document #) are being returned on (LIVE Document #) 3. <u>Contents have been inspected</u>. Contents do not contain any live rounds, unfired primers, <u>explosives</u>, or <u>other dangerous materials</u>. 4. Print Name: _____ 5. Signature: _____
(29) Related document serial #s	Leave blank.
(30A-C)	Only people who have been appointed via DA Form 1687 by unit 's Commander will be allowed to turn-in live and residue ammunition. Unit representative will sign after verifying the correct quantities have been annotated on DA FORM 581.
(31A-C)	ASP will sign off when turn-in is completed.
(32) TAMIS Control #	Leave blank.
Note 1. After the last item entered on DA FORM 581 enter the statement "Nothing Follows"	

Sample DA Form 581-Live Turn-in

REQUEST FOR ISSUE AND TURN-IN OF AMMUNITION															1. ISSUE	3. DOCUMENT NO.			4. LOCAL USE	5. PAGE	6. FOR LOCAL USE	
For use of this form, see AR 710-2; the proponent agency is DCS, G-4.															2. TURN-IN	W45NQJ-9154-5001			LIVE	1 OF 1		
7. SEND TO ACCOUNTABLE OFFICER SI-IOU-ASP-TT SAM HOUSTON BLDG 4055 RM 8-11 2566 WILSON WAY FORT SAM HOUSTON, TX 78234				8. REQUEST FROM 3/32ND ARMOR BN 1ST CAVALRY DIVISION 1313 MOCKINGBIRD LANE SAN ANTONIO, TX 78234 UIC:W6YSAA				9. DATE MATERIEL REQUIRED (YYYYMMDD)			10. PRIORITY	11. ALLOCATION PERIOD	12. DODACC W45NQJ									
13a. REQUESTED BY DA FORM 1687 DESIGNEE							13b. DATE (YYYYMMDD)			13c. SIGNATURE												
14a. APPROVED BY DA FORM 1687 DESIGNEE							14b. DATE (YYYYMMDD)			14c. SIGNATURE												
15. ITEM	16. DODIC	17. NSN	18. NOMENCLATURE	19. UI	20. QTY REQUESTED/TURNED IN	21. TEC	22. ACTION CODE	23. QTY ISSUED/RECEIVED	24. LOT/SERIAL NO.	25. CC	26. POSTED BY	27. DATE (YYYYMMDD)										
1	AB57	1305	CTG 5.56MM BALL M855AI CLIPPED	EA	8400	TRS	TAR		LC-IID482-013													
			LAST ITEM																			
28. REMARKS THE ABOVE ITEMS WERE DRAWN ON ISSUE DOCUMENT NUMBER W45NQJ-9149-5000 AND WERE NOT EXPENDED. ALL OTHER ITEMS DRAWN ON THE DOCUMENT NUMBER (W45NQJ-9149-5000) WERE PROPERLY EXPENDED. RESIDUE IS ON DOCUMENT NUMBER W45NQJ-9154-5002										29. RELATED DOCUMENT SERIAL NOS.												
30a. ISSUED BY				30c. DATE (YYYYMMDD)		31a. RECEIVED BY				31c. DATE (YYYYMMDD)		32. TAMIS CONTROL NO.										
30b. SIGNATURE						31b. SIGNATURE																

Sample DA Form 581-Residue Turn-in

REQUEST FOR ISSUE AND TURN-IN OF AMMUNITION										1. ISSUE		3. DOCUMENT NO.		4. LOCAL USE		5. PAGE		6. FOR LOCAL USE	
For use of this form, see AR 710-2; the proponent agency is DCS, G-4.										<input type="checkbox"/>		W45NQJ-9154-5002		RESIDUE		1 OF 1			
7. SEND TO ACCOUNTABLE OFFICER SI-IOU-ASP-TT SAM HOUSTON BLDG 4055 RM 8-11 2566 WILSON WAY FORT SAM HOUSTON, TX 78234				8. REQUEST FROM 3/32ND ARMOR BN 1ST CAVALRY DIVISION 1313 MOCKINGBIRD LANE SAN ANTONIO, TX 78234 UIC:W6YSAA				9. DATE MATERIEL REQUIRED (YYYYMMDD)				10. PRIORITY		11. ALLOCATION PERIOD		12. DODACC W45NQJ			
13a. REQUESTED BY DA FORM 1687 DESIGNEE						13b. DATE (YYYYMMDD)				13c. SIGNATURE									
14a. APPROVED BY DA FORM 1687 DESIGNEE						14b. DATE (YYYYMMDD)				14c. SIGNATURE									
15. ITEM	16. DODIC	17. NSN	18. NOMENCLATURE	19. U/I	20. QTY REQUESTED/TURNED IN	21. TEC	22. ACTION CODE	23. QTY ISSUED/RECEIVED	24. LOT/SERIAL NO.	25. CC	26. POSTED BY	27. DATE (YYYYMMDD)							
1	RS57	1305-00-556-BALL	CASE CTG FIRED BRASS 5.56MM BALL	EA	1680	TRS	TIR												
		LAST ITEM																	
28. REMARKS THE ABOVE ITEMS WERE DRAWN ON ISSUE DOCUMENT NUMBER W45NQJ-9149-5000 AND WERE PROPERLY EXPENDED. ALL OTHER ITEMS DRAWN ON THE DOCUMENT NUMBER (W45NQJ-9 149-5000) ARE BEING RETURNED ON W45NQJ-9I 54-500I. CONTENTS HAVE BEEN INSPECTED. CONTENTS CONTAIN NO LIVE ROUNDS, UNFIRED PRIMERS, EXPLOSIVES, OR OTHER DANGEROUS MATERIALS. PRINT NAME SIGNATURE										29. RELATED DOCUMENT SERIAL NOS.									
30a. ISSUED BY					30c. DATE (YYYYMMDD)		31a. RECEIVED BY					31c. DATE (YYYYMMDD)		32. TAMIS CONTROL NO.					
30b. SIGNATURE							31b. SIGNATURE												

DA FORM 581 JUL 1999

EDITION OF AUG OR MAY BE USED

AFD LG v1 02EE

Appendix D DA Form 5692-R Processing Instructions

DA Form 5692-R	
Unit	Enter name of unit receiving supplies, i.e. HHB, US ARMY NORTH
Range and Location	Enter name of range and installation where training will take place, i.e., BASIC 10-25M (ZERO) C at Camp Bullis, TX 78257
Document Number	Enter document number consumed ammunition drawn on
Date	Current date
Item	The line number of item(s) that were consumed
DODIC	DODIC of consumed ammunition
Nomenclature	Description of ammunition being consumed
Lot Number	Lot # of consumed ammunition
Quantity Consumed	Quantity unit range safety officer (2LT or higher) verified was expended during training
Date	Date unit range safety (2LT or higher) officer certified of ammunition consumed
Name	Unit range safety officer (2LT or higher), write full name
Position	Range Safety Officer / OIC
Unit	Unit with UIC
Signature	Digital or Wet signatures will be accepted Signature of Range Safety Officer / OIC
Date	YYYYMMDD
Certifying Official	
Name of Official	E6 or above present at the range
Position	i.e. Instructor / Trainer
Signature	Digital or Wet signatures will be accepted by i.e. Instructor / Trainer
Date	YYYYMMDD

AMMUNITION CONSUMPTION CERTIFICATE

For use of this form, see DA PAM 700-16; the proponent agency is DCS, G-4.

UNIT HHC, 232d AMEDD- 68W/USA BLDG 6130, JBSA FSH, TX, 78234 UIC:W078AA		RANGE AND LOCATION SMTS, CAMP BULLIS
DOCUMENT NO. W507ZB83330621	DATE (YYYYMMDD) 20190607	

ITEM	DODIC	NOMENCLATURE	LOT NUMBER	QUANTITY CONSUMED
1	G940	HG, SMK, GRN M18	PB-17C315-007	40
2	G945	HG, SMK, YEL M18	PB-14C011-003	16
3	L594	SIM, PROJ GRND BURST M11	PBG15M335-017	100
4	L601	SIM, HAND GREN, M116A1	PBG15B079-017	150
		-----LAST ITEM-----		

Some specially controlled training items require expenditure certification utilizing DA Form 5692 (Ammunition Consumption Certificate). The items listed on page 22 and ammunition that does not have residual contents after consumption will have DA Form 5692 signed by the unit range safety officer (2LT or higher) certifying that they personally observed the placement of charges, actual detonation, and quantities of all items expended. A SSG or above present at the range will sign as the certifying official that the annotated ammunition was expended during the training event. The original copy of DA Form 5692 will be signed and attached to the DA Form 581 and turned into the ASP. **The “rubber stamp: signature, “auto pen” signature, or the term “For” is not authorized.** Unit will turn in the original DA Form to the ASP within two (2) duty days from completion of turn-in. Units that fail to turn-in supporting documentation within **two (2) duty days** will have their accounts frozen. The ASP will not reconcile issue documents without the required documentation and signatures.

I certify that I saw the above items consumed during training on (indicate date) →			DATE (YYYYMMDD):
NAME (Typed or Printed) CPT Mitchell, Pete	POSITION Range Safety Officer / OIC		
UNIT HHC, 232d AMEDD- 68W/USA	SIGNATURE 	DATE (YYYYMMDD)	
CERTIFYING OFFICIAL			
NAME OF OFFICIAL (Typed or Printed) SSG Highway, Thomas	POSITION Instructor	SIGNATURE 	DATE (YYYYMMDD)

***** Mixing of handwritten and digital signatures on the same document is not authorized. *****

Appendix E DA Form 581 Processing Timeline

E-1.

a. Appointments. The unit will enter the Date Material Required, ensuring it is on a Monday, Tuesday, Wednesday, or Friday. Bearing in mind Inventory Closure Dates. All ammunition requests must be in "Pending" ASP Acceptance status at least 5 working days prior to issue date. **It is the unit's responsibility to make sure at all levels of the e581 request process in TAMIS that their request has been approved, validated and awaiting ASP acceptance.** The JBSA FSH ASP does not approve and/or TAM validate any e581 request in TAMIS nor manages those approval level in TAMIS.

b. "Short Fuse." This is an emergency request for ammunition which is submitted less than three days prior to the earliest requested pick-up date.

Appendix F
“Short Fuse” Request Memorandum Example



DEPARTMENT OF THE ARMY
UNIT LETTERHEAD

Office Symbol

Date

MEMORANDUM FOR Accountable Officer, Ammunition Supply Point (W45NQJ),
JBSA Fort Sam Houston, Texas 78234

SUBJECT: Letter of Lateness

1. Unit request approval of the following ammunition to support...
(enter justification with location of training and date)
2. Document number W45NQJ-XXXX-XXXX (TAMIS Doc #) as a late request.

<u>Ammo DODIC</u>	<u>Ammo Type</u>	<u>Ammo Amount</u>
AB77	CTG, 5.56MM, BALL, M855A1	10,000
HA12	RCKT, 2.75 IN, W/ WHD, HE, M151	48
WF98	GM, SURF ATTACK, MAC, AGM-114N	6

3. When did you unit schedule range in RFMSS? (for TNG)
What Named Operation/Tasking number/OPORD/FRAGO/WARNO (for CBL/OPL)
What is the Airframe and Tail number? (for OPL, CAD/PAD)
4. When did unit forecast ammunition in TAMIS? (for TNG)
When did unit forecast CAD/PAD in TAMIS? (for OPL, CAD/PAD)
5. The POC for this memo is SFC Hulka, Bill at 210-625-3687 or via email
at bill.hulka.mil@army.mil.

TOM KAZANSKY
LTC, AV
Commanding

**Appendix G
No Call No Show**



**DEPARTMENT OF THE ARMY
UNIT LETTERHEAD**

Office Symbol

Date

MEMORANDUM FOR Accountable Officer, Ammunition Supply Point (W45NQJ),
JBSA Fort Sam Houston, Texas 78234

SUBJECT: Failure to Properly Reschedule and/or Cancel an Issue Request or
Receive

1. 4th SUST CMD HHC failed to receive and/or reschedule a pickup from the
ASP on 15 July 2024. Doc # W45NQJ-XXXX-XXXX (TAMIS Doc #)
2. **The reason for this failure is.....**
3. **The corrective action is to rectify/prevent this failure in the future
is.....**
4. The POC for this memo is SFC Hulka, Bill at 210-625-3687 or via email
at bill.hulka.mil@army.mil.

TOM KAZANSKY
LTC, AV
Commanding

Appendix H

DD Form 626 Motor Vehicle Inspection, May 2024

Prescribed by: DTR 4500.9-R

MOTOR VEHICLE INSPECTION (TRANSPORTING HAZARDOUS & SENSITIVE MATERIALS) <small>(This form provides a limited inspection of the general operation of the vehicle and is not to be confused with the more thorough vehicles' periodic inspection. Read instructions before completing this form.)</small>											
This form applies to all vehicles which must be marked or placarded in accordance with Title 49 CFR.					1. BILL OF LADING/TRANSPORTATION CONTROL NUMBER						
SECTION 1 - DOCUMENTATION			ORIGIN a.			DESTINATION b.					
2. CARRIER/GOVERNMENT ORGANIZATION											
3. DATE/TIME OF INSPECTION											
4. LOCATION OF INSPECTION											
5. OPERATOR(S) NAME(S)											
6. OPERATOR(S) LICENSE NUMBER(S)											
7. <i>(X if satisfactory at origin)</i>								8. PERIODIC INSPECTION CURRENT (WITHIN 1 YEAR)*			
7.a. HAZMAT ENDORSEMENT		7.d. ERG OR EQUIVALENT COMMERCIAL:		YES		NO		YES		NO	
7.b. VALID LEASE*		7.e. DRIVER'S CERTIFICATION OF SAFE EQUIPMENT*						8.a. TRUCK/TRACTOR			
7.c. ROUTE PLAN		7.f. COPY OF 49 CFR PART 397						8.b. TRAILER			
SECTION II - VEHICLE INSPECTION <i>All items shall be checked on empty equipment prior to loading. Items with an asterisk shall be checked on all incoming loaded equipment.</i>											
9. TYPE OF VEHICLE(S)					10. VEHICLE NUMBER(S)						
11. PART INSPECTED <i>(X as applicable, for military, government-owned, or commercial vehicles)</i>	ORIGIN (1)		DESTINATION (2)				ORIGIN (1)		DESTINATION (2)		COMMENTS (3)
	SAT	UNSAT	SAT	UNSAT			SAT	UNSAT	SAT	UNSAT	
11.a. HORN OPERATIVE					11.h. COUPLING DEVICES						
11.b. WINDSHIELD/WIPERS					11.i. CARGO SPACE						
11.c. MIRRORS					11.j. LANDING GEAR*						
11.d. WARNING EQUIPMENT					11.k. TIRES, WHEELS, RIMS						
11.e. SAFETY EQUIPMENT					11.l. TAILGATE/DOORS*						
11.f. LIGHTS AND REFLECTORS					11.m. TARPULIN*						
11.g. BRAKES*					11.n. OTHER <i>(Specify)</i>						
12. INSPECTION RESULTS <i>(X one)</i> ACCEPTED <input type="checkbox"/> REJECTED <input type="checkbox"/>											
<i>(If rejected give reason under "Remarks". Equipment will be approved if deficiencies are corrected prior to loading.)</i>											
13. SATELLITE MOTOR SURVEILLANCE SYSTEM: <i>(X one)</i> ACCEPTED <input type="checkbox"/> REJECTED <input type="checkbox"/>											
14. REMARKS											
15. INSPECTOR PRINTED NAME <i>(Origin)</i>					16. INSPECTOR SIGNATURE <i>(Origin)</i>						
SECTION III - POST LOADING INSPECTION											
<i>This section applies to Commercial and Government/Military vehicles. All items will be checked prior to release of loaded equipment and shall be checked on all incoming loaded equipment.</i>											
	ORIGIN (1)		DESTINATION (2)				ORIGIN (1)		DESTINATION (2)		COMMENTS (3)
	SAT	UNSAT	SAT	UNSAT			SAT	UNSAT	SAT	UNSAT	
17. LOADED IAW APPLICABLE SEGREGATION/COMPATIBILITY TABLE OF 49 CFR											
18. LOAD PROPERLY SECURED TO PREVENT MOVEMENT											
19. SEALS APPLIED TO CLOSED VEHICLE; TARPULIN APPLIED ON OPEN EQUIPMENT											
20. PROPER PLACARDS APPLIED											
21. SHIPPING PAPERS/DD FORM 2890 FOR GOVERNMENT VEHICLE SHIPMENTS											
22. COPY OF DD FORM 626 FOR DRIVER											
23. SHIPPED UNDER DOT SPECIAL PERMIT 868 OR OTHER DOT SPECIAL PERMIT(S)											
24. INSPECTOR PRINTED NAME/SIGNATURE <i>(Origin)</i>					25. DRIVER(S) PRINTED NAME(S)/ SIGNATURE(S) <i>(Origin)</i> <i>(By signing I certify all motor carrier equipment is in safe operating condition)</i>						
26. INSPECTOR PRINTED NAME/SIGNATURE <i>(Destination)</i>					27. DRIVER(S) PRINTED NAME(S)/SIGNATURE(S) <i>(Destination)</i>						

DD FORM 626, MAY 2024

PREVIOUS EDITION IS OBSOLETE.

Page 1 of 3

Reset

Appendix I

DD Form 2890 Multimodal Dangerous Goods Declaration

Prescribed by: DTR 4500.9-R, Part II

DOD MULTIMODAL DANGEROUS GOODS DECLARATION					
<small>This form may be used as a dangerous goods declaration as it meets the requirements of SOLAS 74, Chapter VII, regulation 54; MARPOL 79/78, Annex III, Regulation 4.</small>					
1. SHIPPER/CONSIGNOR/SENDER		2. TRANSPORT DOCUMENT NUMBER		3. PAGE 1 OF PAGES	4. SHIPPER'S REFERENCE (TCN)
5. FREIGHT FORWARDER'S REFERENCE	6. CONSIGNEE		7. CARRIER <i>(To be completed by the carrier)</i>		
24-HOUR EMERGENCY ASSISTANCE TELEPHONE NUMBERS:					
DOD NON-EXPLOSIVE HAZMAT: (800) 851-8061 / (804) 279-3131 AT SEA: COLLECT: (804) 279-3131	DOD HAZ CLASS 1 (EXPLOSIVES) ONLY: COLLECT: (703) 695-4695/4696 or DSN: 225-4695/4696 (Watch Officer)	CHEMICAL/BIOLOGICAL WARFARE MATERIAL: (410) 436-6200 DSN: 584-6200	DOD SECURE HOLDING: (800) 826-0794 <i>(For TSPs/drivers emergency secure holding issues, accidents, delays, and incidents)</i> OIL/CHEMICAL SPILLS: NRC & TERRORIST HOTLINE: (800) 424-8802 AT SEA: COLLECT: (202) 267-2675	DOD RADIOACTIVE MATERIALS: COLLECT ARMY: (703) 695-4695/4696 USAF: (301) 981-5058 DLA: (800) 851-8061 AT SEA: COLLECT: (804) 279-3131 USN/MC: Use 24-hour emergency response number provided by activity.	
8. THIS SHIPMENT IS WITHIN THE LIMITATIONS PRESCRIBED FOR: <i>(X as applicable)</i> <input type="checkbox"/> MILITARY VESSEL <input type="checkbox"/> COMMERCIAL VESSEL <input type="checkbox"/> HIGHWAY/RAIL					9. CONTAINER PACKING CERTIFICATE OR VEHICLE PACKING DECLARATION, DD FORM 2781, IS ATTACHED <i>(X if applicable)</i>
10. VOYAGE DOCUMENT NUMBER AND SAILING DATE <i>(To be completed by the carrier)</i>		11. PORT/PLACE OF LOADING			
12. PORT/PLACE OF DISCHARGE			13. DESTINATION		
14. SHIPPING MARKS	DESCRIPTION OF GOODS <i>(UN No., PSN, HC, SHC, PG, number and kind of package, and additional information as required by regulations)</i>			NET MASS/QTY <i>(kg/l)</i>	GROSS MASS <i>(kg)</i>
15. CONTAINER IDENTIFICATION NO./VEHICLE REGISTRATION NO.	16. SEAL NUMBER(S)	17. CONTAINER/VEHICLE AND TYPE		18. TARE MASS <i>(kg)</i>	
19. ADDITIONAL HANDLING INFORMATION					
20. RECEIVING ORGANIZATION RECEIPT <i>Received the above number of packages/containers/trailers in apparent good order and condition, unless stated hereon:</i>					
a. RECEIVING ORGANIZATION REMARKS					
b. HAULER'S NAME		c. VEHICLE REGISTRATION NO.	d. SIGNATURE AND DATE	e. DRIVER'S SIGNATURE	
21. SHIPPER PREPARING THIS FORM					
SHIPPER'S DECLARATION. I hereby declare that the contents of this consignment are fully and accurately described above by the Proper Shipping Name, and are classified, packaged, marked, and labeled/picarded and are in all respects in proper condition for transport according to applicable international and national government regulations.					
a. NAME OF COMPANY/MILITARY UNIT			b. NAME/STATUS OF DECLARANT/CERTIFIER		
c. PLACE AND DATE			d. SIGNATURE OF DECLARANT/CERTIFIER		

DD FORM 2890, SEP 2015

PREVIOUS EDITION IS OBSOLETE.

Prescribed by: [DTR 4500 9-R](#)

DOD MULTIMODAL DANGEROUS GOODS DECLARATION (Continuation Sheet)			
1. SHIPPER/CONSIGNOR/SENDER	2. TRANSPORT DOCUMENT NUMBER	3. PAGE OF PAGES	4. SHIPPER'S REFERENCE (TCN)
14. SHIPPING MARKS	DESCRIPTION OF GOODS (UN No., PSN, HC, SHC, PG, number and kind of package, and additional information as required by regulation)	NET MASS/QTY (kg/l)	GROSS MASS (kg)

DD FORM 2890C, OCT 2005

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Appendix J
Request for Extension Memorandum Example



DEPARTMENT OF THE ARMY
UNIT LETTERHEAD

Office Symbol

Date

MEMORANDUM FOR Accountable Officer, Ammunition Supply Point (W45NQJ),
JBSA Fort Sam Houston, Texas 78234

SUBJECT: Request for Extension

1. HHB, US ARMY NORTH is requesting an extension on document number Doc # W45NQJ-XXXX-XXXX (TAMIS Doc #)
2. Due to red range conditions during out filed training (justification on why document needs to be extended).....to include new dates that doc needs to be extended to i.e. 2 Dec through 30 Dec 20XX
3. The POC for this memo is SFC Hulka, Bill at 210-625-3687 or via email at bill.hulka.mil@army.mil.

TOM KAZANSKY
LTC, AV
Commanding

Appendix K

ASP Ammunition Security Risk Categories (AR 190-11, Appendix B, B-2)

Category I

- (a) Nonnuclear man-portable missiles and rockets “in a ready to fire” or “complete round” configuration; for example, Redeye, Stinger, Dragon, Javelin, light antitank weapon (LAW) (66mm), shoulder-launched multi-purpose assault weapon rocket (83mm), and AT-4 anti-armor launcher and cartridge (84mm). Also included are the tube-launched, optically tracked, wire-guided missile (TOW) weapon and the Hellfire missile.
- (b) When jointly stored or transported with the launcher tube and/or grip stock and the explosive round, though not in a ready-to-fire configuration, they will also be considered Category I.

Category II

- (a) Hand or rifle grenades, high explosives, and some configurations of white phosphorus.
- (b) Mines, antitank, or antipersonnel (unpacked weight of 50 pounds or less each).
- (c) Explosives used in demolition operations (for example, C-4, military dynamite, and TNT).
- (d) For Army chemical munitions, this access will be under the two-person rule (see AR 50-6, chap 5, 5-1).

Category III

- (a) Ammunition, .50 caliber and larger, with explosive filled projectile (unpacked weight of 100 pounds or less each).
- (b) Grenades, incendiary, and fuzes for high explosive grenades.
- (c) Blasting caps.
- (d) Supplementary charges (uninstalled, or installed in projectiles in a manner allowing easy removal without special tools or equipment).
- (e) Bulk explosives.
- (f) Detonating cord.

Category IV

- (a) Ammunition with non-explosive projectile (unpacked weight of 100 pounds or less each).
- (b) Fuzes, except for Cat III (b) above.
- (c) Grenades, illumination, smoke, and tear gas and/or chloroacetophenone (tear-producing).
- (d) Incendiary destroyers.
- (e) Riot control agents, 100-pound package or less.
- (f) Ammunition for weapons in Cat III (b) above, not otherwise categorized

Appendix L Deliberate Risk Assessment Worksheet

DELIBERATE RISK ASSESSMENT WORKSHEET						
1. MISSION/TASK DESCRIPTION AND EXECUTION DATE(S) Maintain, Store, Issue, and Receive Ammunition and Explosives at the ASP					2. DATE PREPARED 20240731	
3. PREPARED BY						
a. NAME (Last, First, Middle Initial) Vela, Anthony L.			b. RANK/GRADE GS09		c. DUTY TITLE/POSITION ASP Accountable Property Officer (APO)	
d. UNIT 407th AFSBn- LRC FSH		e. WORK EMAIL anthony.l.vela.civ@army.mil		f. TELEPHONE (DSN, Commercial (Include Area Code)) 471-9229/210-221-9229		
g. UIC/CIN (as required) W6YSAA		h. TRAINING SUPPORT/LESSON PLAN OR OPORD (as required)		i. SIGNATURE OF PREPARER VELA ANTHONY LEE 11321 40045 <small>Digitally signed by VELA ANTHONY LEE 1132140045 Date: 2024.07.31 11:17:11 -0500</small>		
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
+	Wearing PPE	Failure to wear or improper use of PPE leading to personal injury or illness.	M	Conduct walk through of operations prior to start to understand PPE requirements ; have employees read and sign SOP	How: Initial Safety brief operation Who: Supervisor/Team lead and/or QA enforcement	L
-						
+	Evacuation during emergencies	Personnel not cognizant of or do not have an understanding of evacuation procedure or are unable to use designated exits.	M	All assigned personnel will read/sign applicable SOP prior to start of operations. All personnel have a clear understanding of procedure.	How: Initial Safety brief operation Who: Supervisor/Team lead and/or QA enforcement	L
-						
+	Lifting	Improper lifting technique	M	Implement a buddy system or use mechanical assist on items exceeding individual lifting capability or are otherwise difficult.	How: Initial Safety brief operation Who: Supervisor/Team lead and/or QA enforcement	L
-						

	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
<input type="checkbox"/> + <input type="checkbox"/> - <input type="checkbox"/> + <input type="checkbox"/> - <input type="checkbox"/> + <input type="checkbox"/> - <input type="checkbox"/> + <input type="checkbox"/> - <input type="checkbox"/> + <input type="checkbox"/> -	Housekeeping	Slips, trips, and falls due to overcrowded and cluttered work area.	M	Include cleaning responsibilities in all procedures. Prior to start of operations; all personnel are aware of housekeeping requirements.	How: Initial Safety brief operation Who: Supervisor/Team lead and/or QA enforcement	L
	Cutting or handling steel banding.	Steel banding striking face, eyes, hands; employee cutting hands/ arms during handling; boxes falling off pallet striking employee	M	Employees will be trained on how to properly cut and handle steel banded loads and will wear all PPE required for project.	How: Initial Safety brief operation Who: Supervisor/Team lead and/or QA enforcement	L
	Repetitive motion	Carpal tunnel syndrome.	M	Regular rotation of personnel to different operations. Provide tools equipment, and exercise regimens that prevent onset-of-condition.	How: Initial Safety brief operation Who: Supervisor/Team lead and/or QA enforcement	L
	Smoking, eating, drinking in work area.	Explosion fire, employee ingesting harmful substances.	M	Restrict smoking/eating/drinking to designated areas; add requirements in operation procedures; use signage for more control/reinforce.	How: Initial Safety brief operation Who: Supervisor/Team lead and/or QA enforcement	L
	Usage of hand tools, APE, and other equipment.	Tool or equipment malfunction.	M	Personnel will be trained on proper usage, handling, and maintenance of tools and equipment. Requirements will be clear/concise.	How: Initial Safety brief operation Who: Supervisor/Team lead and/or QA enforcement	L

	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
<input type="checkbox"/> + <input type="checkbox"/> - <input type="checkbox"/> + <input type="checkbox"/> - <input type="checkbox"/> + <input type="checkbox"/> - <input type="checkbox"/> + <input type="checkbox"/> - <input type="checkbox"/> + <input type="checkbox"/> -	Violating the Cardinal Rule	Exceeding established NEW and personnel limits; untrained and unknowledgeable-able personnel handling AA&E; PPE not being used	M	Visitors will be required to sign in & check with the supervisor prior to entering work area; procedures will clearly define NEW and personnel.	How: Initial Safety brief operation Who: Supervisor/Team lead and/or QA enforcement	L
	Handling ammunition containers and empty pallets.	Exposing bare skin to chemically treated wood; injury to hands or feet due to dropping container or pallet.	M	Appropriate PPE will be worn; employees will be trained in proper procedures of handling items.	How: Initial Safety brief operation Who: Supervisor/Team lead and/or QA enforcement	L
	Degassing simulators (DODIC's L367, L594, L598, and L601).	Violent expansion of wooden boxes when cutting banding; fire; explosion.	M	Proper PPE/APE equipment will be in place before cutting banding; only non-sparking tools used. Area will be ventilated/free of flammables.	How: Initial Safety brief operation Who: Supervisor/Team lead and/or QA enforcement	L
	Handling ammunition item and components.	Explosion fire; exposure leaking munitions.	M	Personnel handling explosives will be trained, certified and closely supervised.	How: Initial Safety brief operation Who: Supervisor/Team lead and/or QA enforcement	L
	Handling electrically initiated items.	Unexpected initiation-of munitions.	M	Personnel will wear tested conductive shoes and wrist stats prior to start of operations. Tests are documented. Bonding checked	How: Initial Safety brief operation Who: Supervisor/Team lead and/or QA enforcement	L

	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
+ -	Failure to properly bond work surfaces and equipment.	Static discharge	M	Only qualified personnel will bond equipment and work surfaces; electrical test will be accomplished and documented.	How: Initial Safety brief operation	L
					Who: Supervisor/Team lead and/or QA enforcement	
+ -	Moving ammunition by truck, forklift, and pallet jack.	Ammunition items falling off truck or forklift; vehicle accident operating vehicle not authorizes to operate item.	M	Train and license forklift and vehicle operators IAW applicable regulations; secure loads on truck to prevent movement (strap or block and brace)	How: Initial Safety brief operation	L
					Who: Supervisor/Team lead and/or QA enforcement	
10. OVERALL RESIDUAL RISK LEVEL (All controls implemented):						
<input type="checkbox"/> EXTREMELY HIGH <input type="checkbox"/> HIGH <input type="checkbox"/> MEDIUM <input checked="" type="checkbox"/> LOW						
11. OVERALL SUPERVISION PLAN AND RECOMMENDED COURSE OF ACTION						
ASP Supervisors and Managers as well as designated lead personnel will provide continuous oversight and on the spot correction to ALL areas to ensure that operations are carried out in the safest manner possible. All personnel assigned to the JBSA Fort Sam Houston, LRC FSH, Ammunition Supply Point will participate in require training and briefings in or to maintain awareness.						
12. APPROVAL OR DISAPPROVAL OF MISSION OR TASK						
<input checked="" type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE						
a. NAME (Last, First, Middle Initial)		b. RANK/GRADE	c. DUTY TITLE/POSITION	d. SIGNATURE OF APPROVAL AUTHORITY		
Portz, Frank B.		GS-14	Supervisory Log Mgmt Specialist	PORTZ.FRANK.BE <small>Digitally signed by PORTZ.FRANK.BERNARD.1130130603 Date: 2024.08.01 14:53:36 -0500</small>		
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
LEGEND: EH - Extremely High Risk H - High Risk M - Medium Risk L - Low Risk						
13. RISK ASSESSMENT REVIEW (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		
14. FEEDBACK AND LESSONS LEARNED						
15. ADDITIONAL COMMENTS OR REMARKS						

Instructions for Completing DD Form 2977, "Deliberate Risk Assessment Worksheet"

1. Mission/Task Description and Execution
Date(s): Briefly describe the overall Mission or Task and execution date(s) for which the deliberate risk assessment is being conducted.

2. Date Prepared: Enter date form was prepared.

3. Prepared By: Information provided by the individual conducting the deliberate risk assessment for the operation or training.
Legend: UIC = Unit Identification Code; CIN = Course ID Number; OPORD = operation order; DSN = defense switched network; COMM = commercial

4. Subtask/SubStep of Mission/Task: Briefly describe all subtasks or substeps that warrant risk management.

5. Hazard: Specify hazards related to the subtask in block 4.

6. Initial Risk Level: Determine initial risk level. Using the risk assessment matrix (preceding block 13), determine level of risk for each hazard specified. Use probability and severity to determine risk level; enter risk level into column.

7. Control: Enter risk mitigation resources/controls identified to abate or reduce risk relevant to the hazard identified in block 5.

8. How to Implement / Who Will Implement: Briefly describe the means of employment for each control (i.e., OPORD, briefing, rehearsal) and the name of the individual, unit or office that has primary responsibility for control implementation.

9. Residual Risk Level: After controls are implemented, determine resulting probability, severity, and residual risk level.

10. Overall Risk After Controls are Implemented: Assign an overall residual risk level. This is equal to or greater than the highest residual risk level (from block 9).

11. Supervision Plan and Recommended Course of Action: Completed by preparer. Identify specific tasks and levels of responsibility for supervisory personnel and provide the decision authority with a recommend course of action for approval or disapproval based upon the overall risk assessment.

12. Approval/Disapproval of Mission/Task: Risk approval authority approves or disapproves the mission or task based on the overall risk assessment, including controls, residual risk level, and supervision plan.

13. Risk Assessment Review: Should be conducted on a regular basis. Reviewers should have sufficient oversight of the mission or activity and controls to provide valid input on changes or adjustments needed. If the residual risk rises above the level already approved, operations should cease until the appropriate approval authority is contacted and approves continued operations.

14. Feedback and Lessons Learned: Provide specific input on the effectiveness of risk controls and their contribution to mission success or failure. Include recommendations for new or revised controls, practicable solutions, or alternate actions. Submit and brief valid lessons learned as necessary to persons affected.

15. Additional Comments or Remarks: Preparer or approval authority provides any additional comments, remarks, or information to support the integration of risk management.

Additional Guidance: Blocks 4-9 may be reproduced as necessary for processing of all subtasks/substeps of the mission/task. The addition and subtraction buttons are designed to enable users to accomplish this task.

**Appendix M
Julian Date Calendar**

**JULIAN DATE CALENDAR
PERPETUAL**

Day	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Day
1	001	032	060	091	121	152	182	213	244	274	305	335	1
2	002	033	061	092	122	153	183	214	245	275	306	336	2
3	003	034	062	093	123	154	184	215	246	276	307	337	3
4	004	035	063	094	124	155	185	216	247	277	308	338	4
5	005	036	064	095	125	156	186	217	248	278	309	339	5
6	006	037	065	096	126	157	187	218	249	279	310	340	6
7	007	038	066	097	127	158	188	219	250	280	311	341	7
8	008	039	067	098	128	159	189	220	251	281	312	342	8
9	009	040	068	099	129	160	190	221	252	282	313	343	9
10	010	041	069	100	130	161	191	222	253	283	314	344	10
11	011	042	070	101	131	162	192	223	254	284	315	345	11
12	012	043	071	102	132	163	193	224	255	285	316	346	12
13	013	044	072	103	133	164	194	225	256	286	317	347	13
14	014	045	073	104	134	165	195	226	257	287	318	348	14
15	015	046	074	105	135	166	196	227	258	288	319	349	15
16	016	047	075	106	136	167	197	228	259	289	320	350	16
17	017	048	076	107	137	168	198	229	260	290	321	351	17
18	018	049	077	108	138	169	199	230	261	291	322	352	18
19	019	050	078	109	139	170	200	231	262	292	323	353	19
20	020	051	079	110	140	171	201	232	263	293	324	354	20
21	021	052	080	111	141	172	202	233	264	294	325	355	21
22	022	053	081	112	142	173	203	234	265	295	326	356	22
23	023	054	082	113	143	174	204	235	266	296	327	357	23
24	024	055	083	114	144	175	205	236	267	297	328	358	24
25	025	056	084	115	145	176	206	237	268	298	329	359	25
26	026	057	085	116	146	177	207	238	269	299	330	360	26
27	027	058	086	117	147	178	208	239	270	300	331	361	27
28	028	059	087	118	148	179	209	240	271	301	332	362	28
29	029		088	119	149	180	210	241	272	302	333	363	29
30	030		089	120	150	181	211	242	273	303	334	364	30
31	031		090		151		212	243		304		365	31

JULIAN DATE CALENDAR FOR LEAP YEARS ONLY

Day	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Day
1	001	032	061	092	122	153	183	214	245	275	306	336	1
2	002	033	062	093	123	154	184	215	246	276	307	337	2
3	003	034	063	094	124	155	185	216	247	277	308	338	3
4	004	035	064	095	125	156	186	217	248	278	309	339	4
5	005	036	065	096	126	157	187	218	249	279	310	340	5
6	006	037	066	097	127	158	188	219	250	280	311	341	6
7	007	038	067	098	128	159	189	220	251	281	312	342	7
8	008	039	068	099	129	160	190	221	252	282	313	343	8
9	009	040	069	100	130	161	191	222	253	283	314	344	9
10	010	041	070	101	131	162	192	223	254	284	315	345	10
11	011	042	071	102	132	163	193	224	255	285	316	346	11
12	012	043	072	103	133	164	194	225	256	286	317	347	12
13	013	044	073	104	134	165	195	226	257	287	318	348	13
14	014	045	074	105	135	166	196	227	258	288	319	349	14
15	015	046	075	106	136	167	197	228	259	289	320	350	15
16	016	047	076	107	137	168	198	229	260	290	321	351	16
17	017	048	077	108	138	169	199	230	261	291	322	352	17
18	018	049	078	109	139	170	200	231	262	292	323	353	18
19	019	050	079	110	140	171	201	232	263	293	324	354	19
20	020	051	080	111	141	172	202	233	264	294	325	355	20
21	021	052	081	112	142	173	203	234	265	295	326	356	21
22	022	053	082	113	143	174	204	235	266	296	327	357	22
23	023	054	083	114	144	175	205	236	267	297	328	358	23
24	024	055	084	115	145	176	206	237	268	298	329	359	24
25	025	056	085	116	146	177	207	238	269	299	330	360	25
26	026	057	086	117	147	178	208	239	270	300	331	361	26
27	027	058	087	118	148	179	209	240	271	301	332	362	27
28	028	059	088	119	149	180	210	241	272	302	333	363	28
29	029	060	089	120	150	181	211	242	273	303	334	364	29
30	030		090	121	151	182	212	243	274	304	335	365	30
31	031		091		152		213	244		305		366	31

USE IN 2004, 2008, 2012, 2016, 2020, 2024, ETC.

**Appendix N
Brass Weight Conversion Chart**

.50 Cal, Brass: all	0.121		9mm Cal , Brass	0.009
.22 Cal Short	0.0008		.22 Cal Long	0.0014
Shotgun, Brass	0.036		5.56 mm Brass	0.0135
7.62 mm Brass	0.026		.38 Cal, Brass	0.009
.45 Cal, Brass	0.0124		.45 Cal Steel, Brass	0.012
5.56 mm paint rd.	0.0125		9 mm paint rd.	0.008

*All other brass equals individual count: See example below:

Ammunition issued: 1,000 rounds/ 5.56mm 1,000 X .0135 = 13.5 Lbs.

Required residue turn-in is 13.5 lbs. of brass.

Appendix O

Residue Material Spreadsheet NSN/DODIC

TYPE OF MATERIAL	NSN	DODIC
Case cartridge, fired brass, caliber .22 short	1305-00-22S-BALL	RS22
Case cartridge, fired brass, caliber .22 long	1305-00-22L-BALL	RS23
Case cartridge, fired brass, caliber .30 carbine	1305-00-30B-BALL	RS30
Case cartridge, fired steel, caliber .30 carbine	1305-00-30S-BALL	RS31
Case cartridge, fired brass, caliber .30 carbine all other	1305-00-30A-BALL	RS32
Case cartridge, fired brass, caliber .38 all	1305-00-038-BALL	RS38
Case cartridge, fired brass, caliber .45 all	1305-00-B45-BALL	RS45
Case cartridge, fired steel, caliber .45 all	1305-00-S45-BALL	RS46
Case cartridge, fired brass, caliber .50 blank	1305-00-050-BLNK	RS50
Case cartridge, fired brass, caliber .50 ball	1305-00-050-BALL	RS51
Case cartridge, fired steel, caliber .50 all	1305-00-050-STEE	RS52
Case cartridge, fired brass, 5.56MM blank	1305-00-556-BLNK	RS56
Case cartridge, fired brass, 5.56MM ball	1305-00-556-BALL	RS57
Case cartridge, fired brass, 7.62MM blank	1305-00-762-BLNK	RS62
Case cartridge, fired brass, 7.62MM ball	1305-00-762-BALL	RS63
Case cartridge, fired brass, 300 WinMag all	1305-00-300-BALL	RS03
Case cartridge, fired brass, 9MM parabellum	1305-00-9MM-BALL	RS09
Case cartridge, fired brass, 20MM small	1305-00-20M-SMLL	RS20
Case cartridge, fired brass, 20MM large	1305-00-20M-LRGE	RS21
Case cartridge, fired brass, 12 Gauge shotgun all	1305-00-012-GALL	RS12
Case cartridge, fired steel, 25MM all	1305-00-25M-STEE	RS25
Case cartridge, fired brass, all other	1305-00-ALL-OTHR	RSXX

Appendix P Camp Stanley ASP Directions

Start Point: Bldg. 4055 Ft Sam Houston
End Point: ASP Camp Stanley Gate 5
Trip Distance and Time: 25.1 Miles, 28 Min

- (1) Depart Wilson Way 0.1 miles
- (2) Turn right onto Walters Road 0.6 miles
- (3) Turn right onto N Pan am Expressway 0.6 miles
- (4) Take ramp left and follow signs I-35/Pan am Expway South 0.1 miles
- (5) Exit 156, take ramp right for I-10/McDermott FWY West towards El Paso 19.6 miles
- (6) At Exit 550, take ramp toward Ralph Fair Road 0.1 miles
- (7) Keep straight onto W I-10/US-87N 0.4 miles
- (8) Turn right onto FM-3351/Ralph Fair Road 0.7 miles
- (9) Turn right onto Tompkins Rd
- (10) Arrive at Camp Stanley ASP Gate 5. Please do not block gate entrance.

Appendix Q
DA Form 5811

CERTIFICATE - LOST OR DAMAGED CLASS 5 AMMUNITION ITEMS <small>For use of this form, see DA PAM 700-16; the proponent agency is DCS, G-4.</small>						
PART I - CERTIFICATION						
<i>I certify that the item(s) described in blocks 1-5 below were as stated. Circumstances of the loss or damage are accurately described below.</i>						
1. STOCK NO.	2. DESCRIPTION	3. QUANTITY	4. ITEM WAS (Check)		5. DAMAGED BY NEGLIGENCE? (Check)	
			a. LOST	b. DAMAGED	a. YES	b. NO
1305-00-762-BALL RS63	Case cartridge, fired brass, 7.62MM ball	6 LBS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Last Item-----	-----	-----	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. CIRCUMSTANCES OF LOSS OR DAMAGE
 The items listed above were lost during an aviation live fire exercise and fired from an aircraft over the impact zone on Range 29 on Camp Bullis, TX.

The above items were drawn on:
 Unit
 Date
 UIC
 TAMIS Document number (Issued, Live Turn-in and Residue)

***** Mixing of handwritten and digital signatures on the same document is not authorized. *****

*****The “rubber stamp: signature, “auto pen” signature, or the term “For” is not authorized. *****

7a. SIGNATURE		7b. DATE
		09 May 2024
PART II - ACTION		
8. I have reviewed the evidence pertaining to the loss or damage as stated. I agree <input checked="" type="checkbox"/> do not agree <input type="checkbox"/> that the loss or damage to the class 5 item (s) was <input type="checkbox"/> was not <input checked="" type="checkbox"/> due to negligence, willful misconduct, or deliberate unauthorized use. The following actions shall be taken:		CHECK ALL THAT APPLY
9. No further action is required. —————▶		<input checked="" type="checkbox"/>
10. An administrative adjustment shall be made in the property book for the class 5 item (s) that were not lost through negligence, willful misconduct, or deliberate unauthorized use.		<input type="checkbox"/>
11. The damaged class 5 item(s) shall be repaired as fair wear and tear as the damage was not caused by negligence, willful misconduct, or deliberate unauthorized use.		<input type="checkbox"/>
12. The circumstances surrounding the loss or damage warrant the processing of a formal Report or Survey that will be initiated immediately by the responsible property officer.		<input type="checkbox"/>
13a. SIGNATURE	13b. TITLE	13c. DATE
	Duty Position	09 May 2024

DA FORM 5811, JUN 2021

PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.

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Appendix S

Ammunition Malfunction Report

DA FORM 4379-SG, MHP website (<https://mhp.redstone.army.mil/modules/Malfunction/DA4379.aspx>)

AMMUNITION MALFUNCTION REPORT				1. REPORT NO.	
For use of this form, see DA PAM 75-1; the proponent agency is DCS, G-4					
2. MALFUNCTIONING ITEM			3. ITEM COMPONENTS		
4. MALFUNCTION DESCRIPTION					
5. SITE OF MALFUNCTION		8. UNIT CONTROLLING SITE		7. UNIT USING AMMUNITION	
8a. DATE MALFUNCTION OCCURRED	8b. TIME				
9a. CASUALTIES (No. Killed)		9b. CASUALTIES (Hospitalized)		9c. CASUALTIES (Other Injuries)	
9d. DESCRIPTION					
10. DAMAGE			10c. DESCRIPTION		
a. WEAPON DAMAGED? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A					
b. DAMAGE REPAIRABLE AT UNIT LEVEL? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A					
11. DETONATION			c. M FROM WEAPON		d. M FROM NEAREST PERSON
<input type="checkbox"/> a. None <input type="checkbox"/> b. In Weapon					
12. Quantity Remaining			13. EXHIBITS AVAILABLE (Hold Exhibits Pending Disposition Instructions per DA PAM 75-1, para. 2-1).		
a. FIRING SITE	b. LOCAL STORAGE	c. SUSPENDED? <input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> a. Fragments	<input type="checkbox"/> b. Intact Components
				<input type="checkbox"/> c. Weapon	<input type="checkbox"/> d. None
14. Firing Conditions for Malfunction Lot					
a. WEAPON			b. TARGET		
c. RANGE	d. AZIMUTH	e. ELEVATION IN MILS		f. CHARGE/ZONE	g. FUZE SETTING
	M				
h. FIRED HOW MANY ROUNDS PER MINUTE FROM WEAPON		i. FOR HOW MANY MINUTES BEFORE MALFUNCTION		j. TOTAL FIRED FROM WEAPON ON DAY OF MALFUNCTION	
k. TOTAL MALFUNCTIONED		l. TOTAL FIRED		m. MALFUNCTION RATE	
				%	
15. Terrain					
a. FIRING SITE	b. DOWN RANGE	c. POSSIBLE OBSTRUCTIONS		d. CLEAR VIEW OF FLIGHT PATH	
				M	
16. Weather Conditions					
a. VISIBILITY	b. PRECIPITATION	c. TEMPERATURE		d. PRIOR 24 HOURS	e. RELATIVE HUMIDITY
		F		HIGH F	LOW F
17. Malfunction Lot Storage Conditions				18. Packaging of Malfunction Lot	
a. Firing Site: <input type="checkbox"/> Open <input type="checkbox"/> Enclosed		b. Local Storage: <input type="checkbox"/> Open <input type="checkbox"/> Enclosed		a. Original Package?	YES NO
c. UNPACKED HOW MANY HRS. BEFORE MALFUNCTION		d. MAGAZINE TYPE		b. Original Seal?	
				c. Package Adequate?	
		e. STORED HOW MANY MONTHS		d. Package Damaged?	
19. ADDITIONAL DATA (If more space is needed, use continuation sheet or back of form)					
20a. FOR ADDITIONAL DATA, CONTACT			21a. PERSON COMPLETING REPORT		
b. TELEPHONE NO. (Include Area Code)			b. TELEPHONE NO. (Include Area Code)		c. DATE
c. EMAIL ADDRESS			d. EMAIL ADDRESS		

DA FORM 4379, JUN 2023

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Appendix T

Missile and Rocket Malfunction Report

DA FORM 4379-1-SG, MHP website (https://mhp.redstone.army.mil/modules/Malfunction/DA4379_1.aspx)

MISSILE AND ROCKET MALFUNCTION REPORT			
For use of this form, see DA PAM 75-1; the proponent agency is DCS G-4.			
TO Commander U.S. Army Missile Command ATTN: AMSMI-LC-AM Redstone Arsenal, AL 36809		FROM	
1a. DATE OF MALFUNCTION	1b. TIME OF MALFUNCTION	2. MALFUNCTION REPORT NO.	3. DATE OF REPORT
4a. UNIT (Battery)		4b. BATTALION	
4c. DIVISION		4d. OTHER (Specify)	
5. LOCATION OF FIRING		6. TYPE AND METHOD OF FIRING	
		a. Type of Firing	
		b. Method of Firing	
7. MISSILE TIME OF FLIGHT (SEC)			
8a. MISSILE OR ROCKET TYPE		8b. MODEL NO.	
9a. MISSILE SERIAL NO.	9b. MISSILE LOT NO.	9c. MISSILE NSN	
10a. WARHEAD TYPE	10b. SERIAL NO.	10c. LOT NO.	
11a. ROCKET MOTOR MODEL	11b. SERIAL NO.	11c. LOT NO.	
12a. MOTOR CLUSTER MODEL	12b. SERIAL NO.	12c. LOT NO.	
13a. IGNITER MODEL	13b. SERIAL NO.	13c. LOT NO.	
14a. FUZE MODEL	14b. SERIAL NO.	14c. LOT NO.	
15a. S&A DEVICE MODEL	15b. SERIAL NO.	15c. LOT NO.	
16a. LIQUID PROPELLANTS (Fuel)		16b. LIQUID PROPELLANTS (Oxidizer)	
17a. LAUNCHER MODEL		17b. SERIAL NO. (If damaged, explain in Item 32)	
18a. WEATHER CONDITIONS (Wind)	18b. WEATHER CONDITIONS	18c. WEATHER CONDITIONS (Temperature)	
19. TARGET RANGE (Meters or Kilometers)	20. TARGET ALTITUDE (Feet or Kilometers)	21. TARGET AZIMUTH (MLS)	22. TARGET SPEED (Knots or Meters Per Sec)
23. TELEMETRY SYSTEM		24. STORAGE CONDITIONS PRIOR TO FIRING OR OPERATION	
25. NATURE OF PROPERTY DAMAGE		26. NUMBER OF FATALITIES OR INJURIES	
27. DESCRIPTION OF MALFUNCTION (Erratic Flight, Short Round, In-Flight Breakup, Down-Range Premature, Etc.) (Continue on Reverse Side)			

DA FORM 4379-1, JUN 2023

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APD AEM v1.00ES

27. DESCRIPTION (Continued)		
28a. NO. ROUNDS/MISSILES FIRED FROM SUSPECT LOT ON DAY OF MALFUNCTION	28b. NO. ROUNDS/MISSILES REMAINING FROM SUSPECT LOT ON DAY OF MALFUNCTION	29. LOCATION OF MALFUNCTION IN RELATION TO WEAPON OR LAUNCHER (Yards or Meters)
30. CORRECTIVE ACTION TAKEN (Such as Withdrawal of Missiles/Rockets from Use)		
31a. FRAGMENTS OR COMPONENTS OF INTEREST TO MALFUNCTION INVESTIGATION ARE AVAILABLE? <input type="checkbox"/> YES <input type="checkbox"/> NO		31b. TECHNICAL ASSISTANCE FROM COMMODITY COMMAND IS NECESSARY TO DETERMINE CAUSE OF MALFUNCTION? <input type="checkbox"/> YES <input type="checkbox"/> NO
32. OTHER PERTINENT INFORMATION (Include Sketches or Photographs of Important Features that may Assist in Establishing the Cause of the Malfunction)		
33a. NAME OF WITNESS WHO CAN PROVIDE ADDITIONAL INFORMATION REQUIRED	33b. TELEPHONE NO. OF WITNESS	33c. EMAIL ADDRESS
34a. TYPED NAME OF AMMUNITION OFFICER OR PERSON MAKING REPORT	34b. RANK	34c. EMAIL ADDRESS
34d. SIGNATURE OF AMMUNITION OFFICER OR PERSON MAKING REPORT		34e. DATE

REVERSE OF DA FORM 4379-1, JUN 2023

APD AEM v1.00ES

Appendix U: Special Reporting/OPORD Directives

HQ, 407th AFSB
FORT HOOD, TX 76544
09 1000 (S) AUG 19

407th AFSB OPERATIONS ORDER (OPORD) 19-08-003 (Notification of Unserviceable Ammunition Condition Code Changes)

References: ASC Tasker REC273, Notification of Unserviceable Ammunition Condition Code Changes

Time Zone Used Throughout the OPORD: Sierra (Local)

Task Organization: Task Organization: No Change

1. **Situation:** There have been numerous instances within the last several months where ammunition in certain Account Codes has become unserviceable and is unavailable to support a forecast or a specific mission. The IAM was not notified, so when the e581 was being stock selected, the ASP calls the IAM and informs him/her that there is no ammunition available to support a validated e581. At the time the document was validated by the IAM, quantity and condition code were sufficient to fill the document. This communication breakdown affects unit readiness and eventually leads to avoidable transportation costs due to emergency resupply requirements from JMC Depots.
2. **Mission:** Select 407th AFSBns and LRCs are tasked to notify the Installation Ammunition Manager (IAM) of ammunition condition code changes. Accountable Officers will submit a Transaction History report (transaction type ACC) to the IAM (or other installation ammunition resupply entity) NLT COB every Thursday starting 22 August 2019.
3. **Execution:**
 - a. Commander's Intent: N/A
 - b. Tasks to Subordinate Units / Supporting Agencies: All 407th AFSBns including JBSA, LRC-Knox, LRC-Leonard Wood, LRC-Huachuca, LRC-Leavenworth and LRC-Sill:
 - (1) Accountable Officers (AOs) will submit a Transaction History report (transaction type ACC) to the IAM (or other installation ammunition resupply entity) NLT COB every Thursday starting 22 August 2019 until relieved from requirement.
 - (2) NLT 1 November 2019, AOs will ensure that Internal ASP SOPs are updated to reflect this enduring requirement.
 - c. Coordinating Instructions:
 - (1) OPORD effective upon receipt.
 - (2) Any time ammunition changes from a serviceable to unserviceable Condition Code (CC), the ASP Stock Control section will notify the Accountable Officers (AO), who in turn will notify the Installation Ammunition Manager (IAM) or other individual on the installation

responsible for ammunition resupply (e.g., Installation DPTMS, USAG) so that individual can assess the impact and order replacement stocks if necessary. The notification of the CC change must be sent to the individual responsible for the installation's ammunition resupply.

4. **Sustainment**: N/A

5. **Command and Signal**:

a. **Command**. 407th AFSB succession of command remains unchanged.

b. **Control**. N/A

c. **Signal**. Confirm receipt of this message with 407th AFSB BOC, DSN 737-287-2810 or (254) 287-2810, usarmy.hood.407-afsb.mbx.s3@mail.mil.

d. **Points of Contact**. AFSB SPO Ammunition Installation Support Branch POCs: David Spatzier (254) 287-7747 / DSN 737-7747, david.e.spatzier@mail.mil.

ACKNOWLEDGE

NOON
COL

OFFICIAL

FOURNIER
OPSEC

SMITH
S-3

Glossary

Section I Abbreviations

407th AFSBn-Cavazos

Army Field Support Brigade Fort Cavazos

AAC

Ammunition Awareness Course

AA&E

Arms Ammunition and Explosives

AFOP

Ammunition Found on Post

AFSB

Army Field Support Brigade

AHA

Ammunition Holding Area

AIN

Ammunition Information Number

AR

Army Regulation

ARY

Ammunition Residue Yard

ASC

Army Sustainment Command

ASP

Ammunition Supply Point

ASW

Ammunition Surveillance Workshop

BAO

Brigade Ammunition Officer

BATS

Ballistic Aerial Target System

BC

Fire extinguisher classification

CAT I/II

Sensitive Ammunition Requiring Armed Guards

CAD/PAD

Cartridge Activated Device/Propellant-Actuated Devices

CBL

Combat load Standard quantity and type of ammunition an individual weapon, crew-served weapon, or a weapons platform and its TOE-designated ammunition carriers are designed to hold. CLs for bulk ammunition (grenades, signals, and so forth) are not associated with a weapon or weapons platform. Bulk ammunition 143 DA PAM 700–16 • 23 June 2021 CLs are assigned by SRC and reflect the quantity of ammunition required to give unit's capability and flexibility. CLs support the initiation of contingency and combat operations and are the basic building blocks of Army WR requirements.

CFR

Code of Federal Regulations

COR

Contracting Officer Representative

DA

Department of Army

DA PAM

Department of Army Pamphlet

DD

Department of Defense

DODAAC

Department of Defense Activity Address

DODIC

Department of Defense Identification Code

ENTAC

Entrance National Agency Check

FLIPL

Financial Liability Investigations of Property Loss

FM

Field Manual

HAZMAT

Hazardous Material

IAW

In Accordance With

KO

Contracting Officer

JBSA Lackland, Chapman Annex, MSA

Joint Base San Antonio-Lackland, Chapman Annex, Munition Storage Area

LRC-JBSA-Fort Sam Houston

Logistics Readiness Center-Joint Base San Antonio-Fort Sam Houston

MHE

Material Handling Equipment

MLRS

Multiple Launch Rocket System

NAC

National Agency Check

NCO

Non-Commissioned Officer

NCOIC

Non-Commissioned Officer in Charge

NFWT

Non-Fair Wear and Tear

NG

National Guard

NSN

National Stock Number

OPL

Operational load The ammunition that Army units require to support or conduct a broad range of day-to-day operational missions (for example, installation EOD, special reaction team operations, ceremonies, guard missions, force protection, SOF predeployment site surveys, and so on). OPL requirements are developed in accordance with DA Pam 350–38 and AR 5–13.

PAD

Propellant Actuated Device

PBO

Property Book Officer

PMCS

Preventative Maintenance Checks and Services

QASAS

Quality Assurance Ammunition Surveillance

RECON

Reconciliation

RFMSS

Range Facility Management Support System

ROTC

Reserve Officer Training Corps

SOP

Standard Operating Procedure

TAM

Training Ammunition Manager

TAMIS

Total Ammunition Management Information System

TNG

Training Ammunition

USAR

United States Army Reserve

USPFO

United States Property and Fiscal Officer

Section II

Terms

Access (when pertaining to a restricted area or controlled cryptographic item)

Personnel movement within a restricted area that allows the chance for visual observation of, or physical proximity to, either classified or protected materiel. It is also the ability and opportunity to obtain detailed knowledge of controlled cryptographic item through uncontrolled physical possession. External viewing or escorted proximity to controlled cryptographic item does not constitute access.

Ammunition

A military ammunition item, designated as NATO class of supply V (ammunition), typically assigned to federal supply groups (FSG) 13-series (ammunition and explosives) and 14-series (guided missiles). These items are primarily classified as hazard classification 1 materiel. The term includes large rockets and missiles and is used synonymously with ammunition and explosives (A&E), munitions, and class V.

Ammunition accident

An event where AE or a guided missile/large rocket functioned properly when fired, however the final re-sult ended with death, injury, or property damage due to no fault of the ammunition. Typical occurrences include Service members incorrectly placing hands over the end of a weapon's barrels or firing tube, resulting in severe injury when the projectile properly exits the weapon and impacts the body part.

Ammunition and explosives amnesty programs

AE amnesty programs are intended to maximize recovery of military AE items found outside the supply system. They are not intended to circumvent normal turn-in procedures. Garrisons, installations, and forward-operating bases having elements that use ammunition will establish an AE amnesty program.

Ammunition holding area

Temporary storage point for ammunition.

Ammunition mission

Any installation or activity that tests, demilitarizes, stores, ships, or handles ammunition or explosives.

Ammunition residue

Items remaining after ammunition and missiles are used. Ammunition residue includes such items as steel, plastic, or brass cartridge cases; links; safety wires; nose plugs; launch tubes; pull rings and levers; fin protectors; safety clips; igniters; firing devices; grommets; cardboard and wooden boxes; cans; missile containers; missile components; banding strips; pallets; and other items used to package ammunition and missiles.

Ammunition Supply Point (ASP)

Installation facility with the responsibility to order, receive, store, issue and manage ammunition.

U.S. Army Command (ACOM)

An Army force, designated by the Secretary of the Army, performing multiple Army Service Title 10 USC functions across multiple disciplines. Responsibilities are those established by the Secretary of the Army. The Army's four ACOMs are the U.S. Army Futures Command (AFC), the AMC, the U.S. Army Forces Command (FORSCOM), and the U.S. Army Training Command (TRADOC)

Arms

A weapon included in AR 190-11, appendix A, that will or is designated to expel a projectile or flame by

the action of the explosive, and the frame or receiver of any such weapon.

Armed Guards

Armed guards (defined in AR 190-11 as having a firearm and appropriate ammunition readily available for immediate use) will accompany all movement of ammunition when transported off a U.S. military-controlled installation, and all movements of CIIC 1 and 2 ammunition regardless of whether on or off a military installation. Armed guards are also required for a variety of ammunition storage requirements IAW AR 190-11. Commanders and authorizing officials (as defined in AR 190-14) may authorize the carrying of firearms for security duties (armed guards).

Army Service Components Command (ASCC)

The ASCC is the command responsible for recommendations to the joint force commander on allocation and employment of Army forces within a combatant command. The ASCC is a Service role (that is, USA, USMC, USAF, USN), and retains responsibility for certain Service-specific functions and other matters affecting their forces, including internal administration, personnel support training, sustainment (with some exceptions), and Service intelligence operations. There can be only one ASCC within the combatant command. This is the primary role of the theater army, the specific designation for an operational ASCC assigned to a combatant commander with an AOR. From a munition's perspective, the ASCC ensures that subordinate organizations develop, validate, request, use and manage munitions requirements. Additionally, they validate (on an annual basis) the TAMIS hierarchy, organizational information, and the accuracy of the MTOE or TDA weapons and personnel densities for subordinate organizations, as well as determine priority of issue for munitions support of respective subordinate organizations. The Army's 9 ASCCs are the U.S. Army Cyber Command (USARCYBER), SDDC, U.S. Army Central (USARCENT), U.S. Army Europe and Africa (USAREUR-AF), U.S. Army North (USARNORTH), U.S. Army Pacific (USARPAC), U.S. Army South (USARSOUTH), US Army Space and Missile Defense Command (USASMDC), and U.S. Army Special Operations Command (USASOC).

Authorization

The by-DODIC quantity of munitions that a unit or organization may receive in support of its approved requirements. Army munitions managers at all levels use authorizations to prioritize support for the most critical requirements. All authorizations are published and managed in TAMIS. Munitions authorizations are required for a unit to forecast and request munitions needed for training, OPL, OPROJ, SO, CL, NET, Test, and title 10-covered munitions. Authorizations are used to prioritize distribution of munitions, and are distributed each FY in TAMIS from DCS, G-37/TRA through the ACOMs, ASCCs, and DRUs and subordinate commands to units based on the approved munitions requirements listed within the respective munitions account. Authorizations will be distributed to the individual unit level in TAMIS by higher commands; they will not be held in a "holding account" by any level command. A TAMIS authorization is required for preparing a TAMIS-generated DA FORM 581 and must be within the same account as the request being prepared (that is, a request for training munitions must have a training authorization).

Brigaded Ammunition Officer/equivalent

BAO is the single point of contact dealing with ammunition matters for the command (Brigade Ammunition Officer, Regimental Ammunition Officer, and/or DA Civilian or contractor).

Class V

Class V or CLASS 5; See 'Ammunition'

Combat Load

Combat Load (CL) ammunition is defined as the quantity and type of ammunition required for an individual weapon, crew-served weapon, weapons platform and its designated ammunition carriers, and/or non-weapon related ammunition (such as smoke grenades, signaling devices, AT-4, etc.) which support the initiation of contingency or combat operations. The quantity and type of cl ammunition is based on the type of unit, associated weapon system, and number of

assigned personnel. The only “official” department of the army source for identifying CL ammunition authorizations is TAMIS. CL ammunition is typically managed at the lowest unit level responsible for maintaining an organizational property record. The organization commander is accountable for CL ammunition and may delegate the authority to request, receive, and turn-in to subordinates. Requests for CL ammunition are validated and approved as determined by the supporting ACOM, ASCC, or DRU. Upon issue, CL ammunition is required to be maintained on the unit organizational property record until it is expended or returned to the supporting ASA. Expenditures of CL are directly linked to requests for resupply and will be reported documented using DA form 4949 (administrative adjustment report) and are reported to the unit property book officer in order to make adjustments to the organizational property record.

Combatting terrorism

Actions, including antiterrorism and counter terrorism, taken to oppose terrorism throughout the entire threat spectrum.

Controlled Inventory Item Code (CIIC)

The code that represents the security classification and/or security risk or pilferage controls for storage and transportation of a materiel-item-supply.

Delegation of Authority

The action taken by a responsible individual to delegate a portion of their legitimate authority to a subordinate.

Department of Defense Activity Address Code (DODAAC)

The DODAAC is a six-position code (for example, HQ0102) that uniquely identifies a Department of Defense unit, activity, or organization that has the authority to requisition, contract for, receive, have custody of, issue, or ship Do D assets, or fund/pay bills for materials and/or services. Each DODAAC has three addresses that represent where the organization does each activity: 1) the Physical Address; 2) the Ship to Address; and 3) the Bill to Address. The first one or two positions of the code (called the “series”) designate the Service/Agency element of ownership (for example, “N” annotates Navy, “FA” annotates Air Force, and “W” annotates US Army).

Department of Defense identification code (DODIC)

A four-digit alphanumeric code assigned by the Defense Logistics Services Center (DLSC) used to identify A&E items (non-nuclear) within the supply system applicable to all armed forces. A DODIC consists of either one letter followed by three numerals (for example, B546), or two letters followed by two numerals (for example, AB56).

Digital Signature

An electronic, rather than a handwritten, signature used by an individual to authenticate the identity of a sender of a message, or to sign a document. A digital signature ensures that the content of a message or document is unaltered.

Double-locked container

A steel container of not less than 26-gauge which is secured by an approved locking device and which encases an inner container that also is equipped with an approved locking device. Cabinet, medicine, combination with narcotic locker, NSN 6530-00-702-9240, or equivalent, meets requirements for a double-locked container.

Entry control (when pertaining to a restricted area)

Security actions, procedures, equipment, and techniques, employed within restricted areas to ensure that persons who are present in the areas at any time have authority and official reason for being there.

Escorted personnel (when pertaining to a restricted area)

Those persons authorized access to a restricted areas who are escorted at all times by a designated person.

Expenditure

The quantities of munitions, by Department of Defense Identification Code (DODIC), that a unit or organization fires in support of operations, training, testing, or new equipment training (NET).

Escorts and couriers

Military members, U.S. civilian employees, or DOD contractor employees responsible for the continuous surveillance and control over movements of classified material. Individuals designated as escorts and couriers must possess a Government-issued security clearance at least equal to that of the material being transported.

Forecast

Forecasting is the formal method for supported units to identify and communicate their future training plan and ammunition requirements to the supporting activity. A proper forecast identifies the requirement to the supporting ASP to ensure the assets are on hand and readily available. Without an accurate forecast, there is no guarantee the assets will be available at the supporting ASP. Inaccurate, inflated, or lack of forecasting stresses the distribution system and increases costs to the Army. Forecasting is applicable to support training ammunition, OPL, CL, Test, Title 10, and NET requirements.

Hang fire

Temporary failure or delay in the action of a primer, igniter, or propelling charge. Example: A hang fire for a rocket occurs if the rocket propellant is ignited by the firing impulse, but the rocket fails to exit the launcher within the expected time.

Incident

An unintentional or chance event considered likely to result in property damage or injury to personnel. In regard to AE, this specifically includes the suspected or detected presence of unexploded explosive ordnance that constitutes a hazard to operations, installations, personnel, or materiel.

Internal controls (when pertaining to a restricted area)

Security actions, procedures, and techniques employed within restricted areas to ensure persons who are present in these areas at any time have authority and official reason.

Malfunction

Failure of an ammunition item to function as expected when fired or launched and explosive items that fail to function. Malfunctions include hang fires, misfires, duds, abnormal functioning, and premature functioning of explosive ammunition items under normal handling, maintenance, storage, transportation, and tactical deployment. Malfunctions do not include mishaps or incidents that result solely from negligence, mal-practice, or situations such as vehicle mishaps or fires. ACOMs, ASCCs, and/or DRUs divide malfunctions into four classes, Class A, Class B, Class C and Class X. Class A malfunctions result in death or lost-time injury, are similar to previous malfunctions that have resulted in death or lost-time injury, are judged as having had an appreciable probability of causing death or lost-time injury, or have adverse political implications. Class B malfunctions result in damage to major equipment that cannot be repaired at the unit level of maintenance or result in an ammunition suspension that significantly impacts readiness or training. Class C malfunctions involve any other performance incident not covered above. Class X malfunctions involved any other nonperformance incidents (visual defects).

Munitions

See 'Ammunition'

031

Military munitions

Military munitions means all ammunition and explosive products and components produced for or used by the armed forces for national defense and security, including ammunition products or components under the control of the DoD, the Coast Guard, the Department of Energy, and the National Guard. The term includes confined gaseous, liquid, and solid propellants; explosives, pyrotechnics, chemical, and riot control agents, smokes, and incendiaries, including bulk explosives and chemical warfare agents; chemical munitions, rockets, guided and ballistic missiles, bombs, warheads, mortar rounds, artillery ammunition, small arms ammunition, grenades, mines, torpedoes, depth charges, cluster munitions and dispensers, and demolition charges; and devices and components of any item thereof. The term does not include wholly inert items, improvised explosive devices, and nuclear weapons, nuclear devices, and nuclear components, other than nonnuclear components of nuclear devices that are managed under the nuclear weapons program of the Department of Energy after all required sanitization operations under the Atomic Energy Act of 1954 have been completed (see 42 USC 2011 and 10 USC 101(e)(4)).

Misfire

Failure of a component to fire or explode, as intended.

Modified Table of Organization and Equipment (MTOE)

A table that prescribes in a single document, the modifications made to a basic TOE necessary to adapt it to the needs of a specific unit or a type of unit.

Motor vehicle

A self-propelled, boosted, or towed conveyance used to transport a burden on land. This includes all Army wheeled and track vehicles, trailers, and semitrailers, but not railroad locomotives and rolling stock.

Nonstandard munitions

AE (munitions) that have not completed safety-type classification, do not have a national stock number or DoD identification code, and are not available for procurement through DoD's military munitions supply system. Such munitions include, but may not be limited to foreign munitions, commercial munitions, and munitions modified or that are prototypes developed for Research, Development, Test, and Evaluation purposes.

National Stock Number (NSN)

A unique 13-digit code, comprised of the four-digit Federal Stock Class (FSC) and the nine-digit National Item Identification Number (NIIN) assigned to each item of supply repetitively used, purchased, stocked, or distributed within the Federal Government.

Net Explosive Weight (NEW)

The total quantity of explosive material or high explosive equivalency in each item or round to be used when applying quantity distance criteria or other standards.

Operational Load (OPL)

OPL ammunition includes those items required to support a broad range of day-to-day operational missions (for example: garrison military police (MP) or civilian guard force, explosive ordnance disposal (EOD), special reaction team (SRT), ceremonies, installation force protection condition (FPCON) related guard missions, etc.). OPL ammunition is not used for training and is also typically not used for contingency and combat requirements, although it may be authorized for specific requirements associated with contingency and combat operations, as determined by the supporting ACOM, ASCC, or DRU. This category also includes inert ammunition items such as dummy, drill, and inert (DDI), and those items which are used for

legitimate operational purposes but typically not expected to be consumed on a regular basis such as cartridge actuated devices (CAD) and percussion actuated devices (PAD) associated with aircraft. OPL ammunition requirements are identified in DA Pam 350–38. OPL ammunition is typically managed at the lowest unit level responsible for maintaining an organizational property record. The organization commander is accountable for OPL ammunition and may delegate the authority to request, receive, and turn-in to subordinates. Requests for OPL ammunition are validated and approved as determined by the supporting ACOM, ASCC, and DRU. Upon issue, OPL ammunition is required to be maintained on the unit's organizational property record until it is expended or returned to the supporting ASA. Expenditures of OPL ammunition are documented using DA form 4949 (administrative adjustment report) and are reported to the unit property book officer in order to make adjustments to the organizational property record.

Quality assurance specialist, ammunition surveillance

Member of civilian career program established to develop, manage, and execute a worldwide ammunition surveillance program. A QASAS is responsible for conducting examinations, tests, and investigations required to evaluate the current degree of stockpile serviceability and determine future stockpile trends. A QASAS performs logistics functions, including monitoring all AEs operations for explosives safety regulatory compliance and providing technical advice relative to ammunition storage, issue, maintenance, demilitarization, transportation, explosives safety, and chemical surety. Quality assurance specialists (ammunition surveillance) are DA Civilians, (GS – 1910 series (CP20)). They accomplish the Ammunition Surveillance Program functions at DoD installations, activities, and commands that receive, store, issue, maintain, dispose, perform surveillance on, or test ammunition (see AR 702 – 12).

Reconcile

To check an account against another for accuracy; balance ammunition issue and turn-in transactions and confirm expenditures.

Request

The act or instance of asking for issue or turn-in of ammunition items; a demand made by military authorities for supplies; a written request for something authorized but not made available automatically.

Requirement

The types and quantities of munitions, by Department of Defense Identification Code (DODIC), that the Army and its subordinate units must have to execute their combat, operational, training and testing missions.

Residue

All items remaining after ammunition is expended. Ammunition residue includes such items as steel, plastic, or brass cartridge cases; links; safety wires; nose plugs; launch tubes; pull rings and levers; fin protectors; safety clips; igniters; firing devices; grommets; cardboard and wooden boxes; cans; missile containers; missile components; pallets; and other items used to package military ammunition. The supporting ASA will provide a list of residue items required to be returned, at the time of issue.

Restricted munitions

Munitions items that cannot be expected to meet required performance under all conditions, but may be issued and used with qualifications on their use. For example, method of launch, temperature limitations, and weapon applicability are restricted munitions.

Responsibility

Obligation of an individual to take care of certain property entrusted to them. It rises from

possession of property or from the obligation of command or supervision of others who have possession.

Safety

Freedom from those conditions that can cause death, injury, occupational illness, or damage to, or loss of, equipment or property.

Standard ammunition and explosives

AE (DoD military munitions) that have a safety-type classification, assigned a national stock number or DoD identification code, and are available for procurement through DoD's military munitions supply system.

Standards in Training Commission (STRAC)

STRAC strategies are the basis for determining training ammunition requirements and for providing units the information necessary to forecast training ammunition for individual and collective training.

Storage Compatibility

A relationship between different items of ammunition explosives and other dangerous material whose characteristics are such that a quantity of two or more of the items stored or transported is no more hazardous than a comparable quantity of any one of the items stored alone.

Sustainment Load (SL)

The munitions needed to initiate and support a force's operations until resupply can be provided.

Suspended munitions

Munitions items withdrawn from issue or use, with or without qualifications, because of suspected or confirmed unsafe conditions. Suspended munitions are either temporarily or permanently suspended. Temporarily suspended munitions are defined by an interim order prohibiting issue, use, and when necessary, movement of a munitions item, with or without qualifications, due to an unsafe or defective condition that is unconfirmed. Permanently suspended munitions are defined by a permanent order prohibiting issue, use, and when necessary, movement of a munitions item. Munitions are permanently suspended when an investigation confirms that they are unsafe or otherwise defective.

Suspension or restriction

An administrative procedure used to identify all munitions that have been withdrawn from issue or use, with or without qualifications, because of an unsafe, or suspected unsafe, condition, or munitions that cannot be expected to meet required performance under all conditions, but may be issued and used with qualifications on their use. Suspensions and restrictions may be categorized by type, block, or serious impact. A type suspension or restriction is a suspension or restriction applied to all lots of one model number, including all modifications or variations produced (for example, cartridge 105 millimeter high explosive plastic tracer M393A2 series). A block suspension or restriction is a suspension or restriction applied to all lots of one particular modification or variation of a model number (for example, cartridge 105 millimeter high explosive plastic tracer M393A2 series). A serious impact suspension or restriction is a suspension or restriction that results in reducing serviceable assets of a munitions item to less than 50 percent of the stockpile or 50 percent impact criteria at the OCONUS ACOMs, ASCCs, or DRUs and is determined to have a significant impact on Army readiness irrespective of percentage of stockpile affected, or pre-vents a unit from meeting its operational commitment. A specific suspension or restriction is a suspension or restriction that is applied to a specific lot, group of lots, or serial numbered items without being categorized as defined above.

Table of Distribution and Allowances (TDA)

A table that prescribes the normal mission, organizational structure, personnel and equipment

requirements for a military unit and is the basis for an authorization document.

Table of Organization and Equipment (TOE)

A table that prescribes the normal mission, organizational structure, personnel and equipment requirements for a military unit and is the basis for an authorization document.

To Accompany Troops (TAT)

Ammunition carried by troops that is immediately available for use in individual or ground mounted weapon systems that are also carried by troops.

Total Ammunition Management Information System (<https://tamis.army.mil>)

1. TAMIS is the DCS, G-3/5/7's enterprise information system of record for calculating, prioritizing, and managing munitions requirements, forecasts, and requests for issue. TAMIS is centrally managed by DCS, G-37/TRA with each ACOM, ASCC, and DRU-level organization independently managing its munitions. TAMIS generates a variety of reports for HQDA and subordinate organizations, uses to help determine operational readiness and to support Army munitions management.

2. DCS, G-37/TRA uses TAMIS to:

- Manage DA Pam 350-38
- Calculate training requirements
- Capture NET requirements
- Capture OPL requirements
- Calculate CL and SL requirements for operational forces
- Capture and record test requirements
- Calculate munitions requirements for deploying forces
- Capture 10 USC requirements
- Calculate and report ACOM SOs
- Validate munitions requirements and SOs
- Manage authorizations
- Generate forecasts and requests for munitions in support of valid requirements
- Capture transactional data from SAAS
- Provide Army leaders with reports on the status of munitions requirements,

authorizations, forecasts, and expenditures by, among others, event, weapon system, munitions family, DoDIC, location, command, and dollar value

3. TAMIS contains distinct munitions requirements accounts.

- a) Training account. This consists of individual, collective, CTC, institutional POI training requirements for both Army schools and MTTs, and other training requirements.
- b) Combat load account. This consists of CL requirements to support combat operations.
- c) Sustainment load account. This consists SL requirements to support replenishment of CL.
- d) Operational projects account. This consists OPROJ requirements designated for specific HQDA-approved operational projects.
- e) Operational load account. This consists of OPL requirements to support day-to-day operations, to include arms room security, explosive ordnance disposal (EOD), aircraft CADs/PADs, law enforcement activities, and other events as listed in DA Pam 350-38, Appendix D.
- f) Test account. This consists of developmental, operational, stockpile reliability, and acceptance test requirements.
- g) New equipment training account. This consists of requirements in support of new equipment or munitions fielding.

h) Title 10 United States Code account. This consists of Title 10 USC requirements.

Training ammunition (TNG)

Training ammunition includes items, which are specifically identified, funded, manufactured, and/or procured in support of identified training requirements. Although these ammunition items are referred to as “training,” they include blank, simulators, and actual operational service rounds. This category consists of ammunition expended during training (such as live fire and qualification), as well as TADSS. Training ammunition requirements are identified in DA Pam 350-38, Standards in Weapons Training. Training ammunition is typically managed at the brigade/battalion level with the Commander delegating the authority to request, approve, and receive/turn-in to subordinates. Training ammunition is not accounted for on the unit’s organizational property record. Expenditures of training ammunition are reported by a command designated individual using TAMIS, based on the issue document reconciliation conducted between the unit and the supporting ASA

Unexploded ordnance

Unexploded ordnance means military munitions that have been primed, fuzed, armed, or otherwise pre-prepared for action; have been fired, dropped, launched, projected, or placed in such a manner as to constitute a hazard to operations, installations, personnel, or material; or, remain unexploded, whether by mal-function, design, or any other cause (see 10 USC 101). (Also referred to as duds).

Unforecasted training ammunition request

Training ammunition requests are unforecasted when any of the following apply:

1. The unit did not forecast the training ammunition requirement using TAMIS. This includes forecasts using TAMIS that are submitted for pickup within the lock-in period (that is, the remainder of the current and all of the next 2 months).
2. The training ammunition request includes unapproved quantities based on the TAMIS forecast, UIC-detailed report.
3. The training ammunition request includes a quantity in excess of the forecasted quantity.

Unit Identification Code (UIC)

A six-position alpha or alpha-numeric code assigned to identify a specific unit and reflected in unit MTOE-TDA document.

Weapons

Any device used to launch a projectile, rocket, or guided missile (for example, cannon, rifle, rocket launcher, guided missile launcher, pistol, machine gun, and mortar).

Workday

Typical day of operation at the ASP except for Thursdays, Federal holidays, and weekend days.

AFSBN- CAVAZO

DATE:
TIME:
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