



# THE REQUESTING UNIT'S LETTERHEAD

Unit's office symbol

XX Date XXXX

## MEMORANDUM FOR RECORD

SUBJECT: Request Authorization to Store Ammo in Unit Arms Room

1. BUILDING# (physical location) \_\_\_\_\_
2. Unit: \_\_\_\_\_
3. Date request submitted: \_\_\_\_\_
4. Purpose of ammo (indicate which): Training \_\_\_\_\_, Operational Load \_\_\_\_\_
5. Period of time: (See line 12) From: \_\_\_\_\_ To: \_\_\_\_\_
6. Point of Contact: \_\_\_\_\_
7. Telephone number: \_\_\_\_\_
8. The following ammunition is requested to be stored:

<u>DODIC</u>	<u>LOT NUMBER</u>	<u>Total QTY</u>	<u>HC/Division (1.3/C;1.4S)</u>	<u>Total NEW</u> (= total QTY x NEW of one)

9. Unit **will not** store more than 100 lbs NEW of HD 1.3, if HD 1.4 is present then the NEW will be combined. The combined total of HD 1.3 and HD 1.4 **cannot exceed** 100 lbs. (DA PAM 385-64)

10. There is no NEW limit of HC/D 1.4 ammunition in an arms room.

11. A limited quantity, not to exceed operational necessity, of HC/D 1.3 and HC/D 1.4 ceremonial ammunition (such as, 75 mm blank, 105 mm blank) may be stored in an arms room. Total quantity cannot exceed 100 lbs. NEW. (DA PAM 385-64)

12. **Training ammo** storage in arms room(s) **will not** exceed **10 calendar days**. (ASP-EXT-SOP)

13. Unit **will** exhaust all options for storage of **training ammo** prior to use of arms room(s). (DA PAM 385-64)

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14. **CS Capsules storage** requires the proper display of **chemical symbol 1, set 2** (yellow man). (DA PAM 385-64)

**\*\*Note:** Armorer will have protective mask on hand, and building occupants will be informed of CS presence.

15. Ammunition **will** remain properly packaged. (DA PAM 385-64)

16. Proper fire/chemical symbol(s) **will** be displayed on building. (DA PAM 385-64).

**Note:** Symbols **must** be removed or covered when all ammo / CS is removed from arms room(s).

17. Ammunition **will not** be stored on vehicles in a motor pool.

18. Ammunition storage **not to exceed** 30 days or the suspense on the issued DA Form 581 (Request for Issue and Turn-In of Ammunition), whichever is shorter.

19. Residue not held more than five (5) days. (DA Pam 710-2-1, para 11-16c (1))

20. Security requirements of AR 190-11 will be met.

21. This request **will** be faxed or emailed to the appropriate offices below:

- Safety @ 767-6541 [usarmy.stewart.usag.list.gso-all@army.mil](mailto:usarmy.stewart.usag.list.gso-all@army.mil)
- QASAS @ 435-8102 [kenneth.o.harwell.civ@army.mil](mailto:kenneth.o.harwell.civ@army.mil)
- QASAS @ 435-8005 [jennifer.l.kitchens.civ@army.mil](mailto:jennifer.l.kitchens.civ@army.mil)
- 911 Operations Manager [usarmy.stewart.usag.mbx.des-911@army.mil](mailto:usarmy.stewart.usag.mbx.des-911@army.mil)

22. These requirements are subject to change as directed by DA, FORSCOM and/or Safety.

23. Signature below indicates all requirements will be met.

UNIT COMMANDER  
RANK, BRANCH  
Commanding

**STAFF REVIEW and CONCUR:**

QASAS	-	<input type="checkbox"/> CONCUR	<input type="checkbox"/> NON-CONCUR
SAFETY OFFICE	-	<input type="checkbox"/> CONCUR	<input type="checkbox"/> NON-CONCUR

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_