



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:

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)

Unit's office symbol

SUBJECT: Request Authorization to Store Ammo in Unit Arms Room

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 @ 571-801-2058 usarmy.stewart.usag.list.gso-all@army.mil
- QASAS @ 571-801-0564 kenneth.o.harwell.civ@army.mil
- QASAS @ 571-801-0563 jennifer.l.kitchens.civ@army.mil
- 911 Operations Manager 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 - **CONCUR** **NON-CONCUR**

SAFETY OFFICE - **CONCUR** **NON-CONCUR**

COMMENTS: _____
