

Instructions for Arms Room License requirements

UPDATE: 9 DEC 2024

The following steps are required for the issuance of an Arms Room License to store ammunition.

- 1) **Commander's Memorandum** requesting authorization for ammunition storage in the Arms room. Must be signed by the current unit Commander.
- 2) **DRAW (DD Form 2977)** approved by the current unit Commander for Arms room Operations. Ref. DA PAM 385-64, 5-2.b.(2).
- 3) An **Arms room SOP** must be on hand, and must include Safety references (i.e. AR 385-10, DA PAM 385-64. Note: Cover the operations there, include requirements and processes. Ref. DA PAM 385-64, 2-3.
- 4) Armorers and all Ammunition Handlers must be trained with certificates on file. The **Armorer certificate and all certificates for Ammo – 45 (9E-F67/920-F35 (DL) INTRODUCTION TO AMMUNITION), 54 (4E-F43/645-F27 (DL) RISK MGMT & PREP OF SOP FOR AMMO & EXP) and 68 (4E-F46/645-F30 (DL) MILITARY MUNITIONS RULE) DL courses** must be available. Ref. AR 700-28, 9-4 and DA PAM 385-64, Figure 1-1.
- 5) **Security Construction Statement** (aka. Construction Statement) DA form 4604, from DPW. It's good for 5yrs from the date of issue. I recommend starting the renewal/update process 30-90 days before expiration. Submit a Facilities Engineering Work Request, DA Form 4283, to the DPW Work Order Section. Ref. AR 190-11, 2-2.d.
- 6) **Physical Security Inspection/Statement** (DA Form 2806-1 or SMS(CM)): Request through your S-2 or Provost Marshall Office. This is good for 18 months. Ref. AR 190-11, 2-6.
- 7) Documented **Fire Department Inspection** (keep the memo or form on site). Note: the FS Fire Department has indicated they will only perform an arms room specific inspection when an arms room is initially put into operation. After that, arms rooms will be include in the facility inspections performed every 2 years. HAAF Fire Department does annual inspections. Ref. DA PAM 385-64, 5-2.a.(2).
- 8) **2 each, serviced fire extinguishers 10BC** or above must be kept in the arms room.
- 9) **Fire symbols** must be displayed by entrances leading to the arms room, and by the arms door when ammo is stored in it. All fire symbols will be removed, covered, or reversed if there is no ammo stored in the arms room. Ref. DA PAM 385-64, 6-13.c.
- 10) **QASAS Inspection**: This inspection will assess and document based on the information in #1 above. This is an annual requirement. Contact Ken Harwell, kenneth.o.harwell.civ@army.mil or 571-801-0564/3, to schedule this inspection. Ref. DA PAM 385-64, 1-10.a.
- 11) Submit a **request for license** (or annual review) to the Garrison Safety Office once all the above steps have been completed. Copies of all documents listed above must be provided to the GSO inspector at the time of the inspection (or emailed prior to the inspection). These documents must also be posted inside the arms room where they can be easily seen.

NOTE: The process must be initiated and followed thru by the Unit or Agency requesting the storage license.

For any questions contact the GSO usarmy.stewart.usag.list.gso-all@army.mil

Resources Available: <https://home.army.mil/stewart/about/Garrison/garrison-staff-offices/safety-office>