Instructions for Arms Room License requirements

UPDATE: 18 Feb 26

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

1) 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, including requirements and processes. Ref. DA PAM 385-64, 2-3.

2) 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.

3) **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.

4) **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.

5) **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 included in the facility inspections performed every 2 years. HAAF Fire Department does annual inspections. Ref. DA PAM 385-64, 5-2.a.(2).

6) **2 each, serviced fire extinguishers 10BC** or above must be kept in the arms room.

7) **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.

8) **QASAS Inspection**: This inspection will assess, and document based on the information in #1 above. This is an annual requirement. Contact 801-0564/3, to schedule this inspection. Ref. DA PAM 385-64, 1-10.a.

9) Submit a **request for license (AMC FM 4509)** (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 Avalaible: https://home.army.mil/stewart/about/Garrison/garrison-staff-offices/safety-office

Points of Contact

Installation Safety Office:

Primary Mark Bush	mark.a.bush.civ@army.mil	571-801-2056
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DPW Construction Statement:

Emily Wingate	emily.d.wingate.civ@army.mil	571-801-0213

Fire Inspection:

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Steps to filling out AMC Form 4509

LOCATION NAME: Use FSGA or HAAF

LICENSE #: Use YEAR, BLDG, Suite or Letter (example: 202611841085 or 20261184A)

ISSUE DATE: Leave Blank – GSO will fill-in date upon completion. This is the effective date.

AE FACILITY LOCATION: Physical Address of location.
This is the PHYSICAL LOCATION of the Arms Room. (1791 Gullick Ave, Fort Stewart GA 31313).

IS THIS AN ARMS ROOM: Select YES

FACILITY PHYSICAL SECURITY CONSTRUCTION STATEMENT EXPIRATION: YEARMODD
This is taken from the Physical Security Construction Statement.

HAS COMMANDER/APPROPRIATE DESIGNEE SIGNED RISK ASSESSMENT: Select YES

LEVEL OF RISK: Select LOW from drop down

IS THE APPROPRIATE FIRE SYMBOL POSTED: Select YES

EXPLOSIVE FACILITY STORAGE LIMITS: set to FT/LBS
Fill in appropriate ammunition classifications as needed. At a minimum there should 1.4S.

REVIEW/CONCURRENCE: Ensure all signatures are present PRIOR to submission to Garrison Safety Office ANALYST.