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Safety
EXPLOSIVES SAFETY MANAGEMENT PROGRAM (ESMP)

FOR THE COMMANDER:

OFFICIAL:

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History. This publication is a new Fort Leonard Wood (FLW) regulation. Department of the Army (DA) Pamphlet (Pam) 385-64, requires all installations to have a written Explosives Safety Management Program (ESMP).

Summary. This publication establishes the FLW ESMP. This program is a documented top-down management approach that specifies the explosives safety roles and responsibilities of each organization. The ESMP is documented in Army Regulation (AR) 385-10, Chapter 5, and DA Pam 385-64, Chapter 1.

Applicability. This regulation applies to all Active Component (AC) and Reserve Component (RC) Service members, training brigades (BDEs), and tenant organizations; directorates; civilians; dependents; contractors; local civilian agencies utilizing training areas; and other personnel assigned or attached to FLW.

Proponent and execution authority. The proponent office of this regulation is the FLW Safety Office (SO).

Exemptions: Exemptions from the provisions of this regulation may be requested from the Maneuver Support Center of Excellence (MSCoE) Senior Commander (SC).

Supplementation. Supplementation of this regulation is prohibited without prior approval by Headquarters (HQ), MSCoE.

Forms. The forms located in the back of this regulation are authorized for local reproduction.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, MSCoE (ATZT-ST), 261 East 19th Street, Building 1000, Suite 107, Fort Leonard Wood, MO 65473-8957.

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Chapter 1
GENERAL

1-1. Purpose

This regulation establishes policies, procedures, and responsibilities for the implementation of the Army ESMP at FLW, Missouri, and supplements existing regulatory requirements and information published in other references. It is not all-inclusive. This regulation complies with the requirements set forth in Department of Defense Directive (DoDD) 6055.9E, Department of Defense Instruction (DoDI) 6055.16, Department of Defense Manual (DoDM) 6055.09-M, AR 385-10, DA Pam 385-64, Training and Doctrine Command (TRADOC) Regulation (Reg) 385-2, and TRADOC Policy Letter #22 while establishing site-specific processes and responsibilities for all organizations and individuals involved in any explosives mission on FLW.

1-2. References and forms

Required and related publications and prescribed and referenced forms are listed in appendix A.

1-3. Explanation of acronyms, abbreviations, and special terms

The acronyms, abbreviations, and special terms used in this regulation are explained in the glossary.

1-4. General responsibilities

a. The MSCoE SC is responsible for the direction of the master ESMP.

b. Commanders (CDRs) or directors (DIRs) of all organizations located on FLW with an ammunition and explosives (A&E) mission will establish and implement a written unit ESMP that complies with AR 385-10, DA Pam 385-64, and this regulation and provide a copy to the FLW SO DIR. Tenant ESMPs will include A&E life cycle management from cradle to grave; all organizational standing operating procedures (SOP) will be included as appendixes in their respective ESMP.

c. Every effort will be taken to remove excess, unwanted, unneeded, or unknown A&E inventory from storage.

d. The Logistics Readiness Center (LRC) will serve as the primary point of contact (POC) for the A&E surveillance program on FLW.

e. Unit surveillance programs will be incorporated into their unit ESMP to ensure the safety of A&E in storage.

f. This regulation establishes and implements the Executive Explosives Safety Council (EESC). The EESC is chaired by the MSCoE SC as part of the FLW Safety Board. The EESC will be organized as a standing FLW council to discuss and resolve managerial explosives safety policy issues. The EESC gives all tenant HQ a voice in the formulation of FLW explosives safety policies. The EESC will make recommendations to the chairman on FLW explosives safety policy and program management. The EESC will meet semiannually or at the call of the chairman. EESC members are—
(1) Voting:
   • Chair: SC, MSCoE.
   • Command Sergeant Major (CSM), MSCoE.
   • Deputy to the Commanding General (DtCG), MSCoE.
   • Chief of Staff (CoS), MSCoE.
   • CDR and CSM, 1st Engineer (EN) BDE.
   • CDR and CSM, 3d Chemical (CM) BDE.
   • CDR and CSM, 14th Military Police (MP) BDE.
   • CDR and CSM, U.S. Army Garrison-Fort Leonard Wood (USAG-FLW).
   • DIR, LRC.
   • DIR, FLW SO.

(2) Non-voting:
   • G-3, MSCoE.
   • G-4, MSCoE.
   • DIR, Special Staff.
   • CDR, 763d Explosive Ordinance Disposal (EOD) Company.
   • Explosives Safety Officer.
   • DIR, Plans, Training, Mobilization, and Security,

g. This regulation also establishes and implements the FLW Explosives Safety Working Group (ESWG). The ESWG is organized as a standing working group to discuss and resolve technical explosives safety policy issues. The ESWG will give appropriate tenant organizations a voice in the formulation of technical explosives safety policy issues. The ESWG is chaired by the FLW SO DIR and will meet quarterly or at the call of the chairman. ESWG members are—
   • Chair: DIR, FLW SO.
   • Explosives Safety Officer.
   • G-3.
   • G-4.
   • 763d EOD Company.
   • Range Operations.
   • Installation Ammunition Manager.
   • S-3 and S-4, 1st EN BDE.
   • S-3 and S-4, 3d CM BDE.
   • S-3 and S-4, 14th MP BDE.
   • LRC.
   • Quality Assurance Specialist Ammunition Surveillance (QASAS), LRC.
The ESWG will conduct an annual review and document the review of the FLW explosives location map to monitor encroachment within explosives safety quantity-distance (ESQD) and to ensure that required explosives safety site plan (ESSP) submissions and explosives licenses are accomplished. The FLW SO will monitor the overall FLW explosives map and address any conflicts-deviations required to maintain the master plan.

h. Any proposed changes of the ESMP will be reviewed by ESWG and adopted by the EESC.

1-5. Organizational responsibilities

a. SC will—

(1) Ensure that the Explosives Safety Officer is appointed on orders and has direct access to the SC in accordance with (IAW) AR 385-10, Chapter 5, and TRADOC Reg 385-2, Chapter 7.

(2) Retain the authority to authenticate acceptance of extremely high risk.

(3) Ensure that adequate training funds for explosives safety are programmed to meet the requirements in DA Pam 385-64, paragraph 1-8.

b. USAG-FLW CDR will—

(1) Ensure that the Garrison Safety Manager is trained and actively supporting the FLW SO DIR in management processes.

(2) Provide funds to train the Installation Management Command (IMCOM) safety staff in ESMP.

(3) Provide concurrence on ESSPs.

c. Unit and organization CDRs will—

(1) Establish a written ESMP and provide a copy to the FLW SO DIR.

(2) Appoint, in writing, a unit POC for A&E safety.

(3) Conduct risk assessments of all ammunition operations and ensure that all hazards identified and controls directed in ammunition information notices (AINs) and other safety messages are implemented.

(4) Ensure that all unit ammunition shipments comply with the requirements in Title 49, Code of Federal Regulations (CFR) (49 CFR); AR 385-10, paragraph 11-4; and DA Pam 385-64, paragraph 20-4.

(5) Establish and enforce a requirement to only unpack the amount of A&E for immediate training needs. All packing materials and containers will be maintained. Unused A&E will be repacked prior to transportation from the training area. There will be no loose or unpacked A&E transported on any motor vehicle.
(6) Request approval for storage of operational load ammunition in their unit IAW this program.

(7) Train all leaders and Service members on the FLW military munitions rule and the elements of the Amnesty Program. Ensure that personnel responsible for managing A&E maintain current information on the type and location of the A&E storage and provide this information to safety, firefighting, and security personnel. This will include ammunition that is approved for storage in specific unit arms rooms.

(8) Allow the unit to conduct ammunition operations and storage only in authorized areas. Authorized areas include ammunition issue points on ranges and areas with an explosives license. Licensed areas must have an approved SOP or local range regulation (see FLW Reg 210-14) detailing operations authorized.

(9) Conduct audits/surveys to assess ESMP compliance with AR 385-10, Chapter 5, and to assess compliance of A&E activities with DA Pam 385-64, including tracking and follow-up of required corrective actions.

d. G-3 will—

(1) Provide oversight for training activities and ammunition availability to ensure "just-in-time" ammunition deliveries.

(2) Provide oversight for ammunition forecasts and ammunition draws.

(3) Provide support for the ammunition handler's certification process.

e. G-4 will—

(1) Coordinate with G-3 and LRC to assist in ammunition logistics management.

(2) Provide MSCoE and FLW POCs for ammunition transportation and storage issues.

f. FLW SO DIR will—

(1) Ensure that funds are programmed for training personnel with A&E safety responsibility.

(2) Support the following ESMP elements:

(a) Serve as the command POC for all safety-related A&E actions for the installation. Coordinate, as required, with the staff element of an using unit in the preparation of ESSPs and explosives licenses that are being submitted explosives operations and facilities.

(b) Ensure that all explosives exposures to military and civilians are indicated on the ESSPs.

(c) Review the risk assessment and coordinate, as required, with the staff element that submitted risk acceptance documents for approval.
(d) Provide safety staff for inspections of unit A&E storage areas during required inspections to include review of explosives licenses; conduct inspections (at least annually) of all A&E storage areas to include explosives licenses.

(e) Monitor unit ammunition uploads and other activities involving transportation and storage of ammunition to ensure compliance with laws, regulations, and policies. This includes inspecting unit ammunition shipments.

(f) Coordinate explosives safety program requirements with unit CDRs and staff. Assist tenant units and site CDRs regarding ESMP requirements.

(g) Review quantity-distance (Q-D) compliance by net explosive weight (NEW) or planned facilities on existing A&E sites, review Q-D compliance by NEW or planned field locations in coordination with Range Operations staff.

(h) Review SOPs, waivers, exemptions, and risk acceptance documents.

(i) Advise each new CDR of existing risk acceptance documents and the impact on the mission.

(j) Monitor training exercises to ensure that field sites used by training units for field storage of ammunition comply with Range Operations field storage procedures.

(k) Review the installation explosives location map annually to ensure that the routes and sites support the mission of FLW.

(l) Monitor all installation A&E operations for compliance with explosives safety standards.

(m) Ensure that knowledgeable and qualified safety staff reviews ESSPs, safety submissions, and facilities designs before submission to HQ, TRADOC.

(n) Assist units in determining Q-D requirements with assistance from Ammunition Supply Point (ASP) personnel and QASAS.

(o) Evaluate and make recommendations for approval of requests for explosives safety waivers and exemptions.

(p) Review explosives safety actions before forwarding to HQ, TRADOC (ATCS-S), to ensure that operational needs and safety implications are clearly defined and projected requirements are stated.

(q) Inspect ASP facilities and operations for special hazards IAW AR 385-10, paragraph 17-6.

(r) Review QASAS magazine inspection reports, and track abatement actions for explosives safety deficiencies.

(s) Maintain a list of all ammunition storage area requirements and the records of annual inspections.
(t) Ensure that a current list of all FLW ammunition storage sites are provided to the FLW Fire Department (FD), QASAS, Provost Marshal's Office (PMO), and Physical Security Office (PSO).

(v) Ensure that A&E safety training as required by this regulation is established for each responsible individual training plan that has A&E responsibility.

(w) Participate in the installation master planning process, and review the installation master plan annually to ensure that construction is not planned inside explosives safety arcs. When construction not related to ammunition operations is required within explosives safety arcs, the ESSP and explosives licenses will be updated and approved at the appropriate level.

(x) Serve as the central repository for all explosives documentation and recordkeeping.

(g) Explosives Safety Officer will—

(1) Support the following A&E safety program elements:

(a) Serve as the action officer, supporting the FLW SO DIR, as the POC for safety-related A&E actions.

(b) Assist site owner in generating ESSPs and coordinating with staff elements of the DPTMS, LRC, and Directorate of Public Works (DPW) in the preparation of ESSPs and explosives licenses. Maintain the master files for all explosives licenses.

(c) Ensure that all explosives exposures to military and civilians are indicated on the ESSPs.

(d) Coordinate, as required, with tenant organizations, directorates, and staff elements submitting risk acceptance documents.

(e) Maintain a list of all ammunition storage areas, the authorized NEW by hazard division (HD)/class and the records of annual inspections. Ensure that the lists of all FLW ammunition storage sites are provided to the FLW FD, QASAS, PMO, and PSO.

(f) Monitor ammunition uploads and other activities involving transportation and storage of ammunition in other than authorized and licensed storage areas to ensure that pertinent requirements are met.

(2) Coordinate explosives safety program requirements with the FLW SO DIR.

(3) Review the QASAS magazine inspection reports.

(4) Review Q-D compliance of NEW or planned facilities that may affect listing A&E sites.

(5) Ensure that A&E training requirements in DA Pam 385-64, paragraph 1-8, are identified and entered into individual training plans for those individuals with A&E responsibilities as part of the annual Explosives Training Certification Board.
(6) Participate in the installation master planning process, and review annually the installation master plan to ensure construction is not planned inside explosives safety arcs. When construction not related to ammunition operations is required within explosives safety arcs, the ESSPs and explosives licenses will be updated and approved at the appropriate level.

(7) Ensure procedures are developed and in place for—

(a) Posting of fire and CM hazard symbols current with actual A&E stored at a particular location to include the unit arms rooms that have ammunition storage approval.

(b) Ensuring that personnel responsible for managing A&E maintain current information on the type and location of A&E storage and provide this information to safety, firefighting, and security personnel. This will include ammunition approved for storage in specific unit arms rooms.

(c) Developing command and staff briefings, as necessary, to keep the FLW SO DIR informed of explosives safety requirements, issues, and the status of the CDR’s ESMP.

(8) Keep inspection and test reports of lightning protection system (LPS) on file for the last six inspection cycles (12 years) IAW DA Pam 385-64, paragraph 17-29.

(9) Review and validate annually (as the competent and qualified person) all explosives licenses, and forward them to the FLW SO DIR for approval.

h. DPW will—

(1) Complete LPS technical inspections, upon request from using organization, and maintain a record of the test and maintenance results for six cycles, documenting that the LPS inspections meet standards in DA Pam 385-64, paragraph 17-29.

(2) Provide repair of identified hazards.

(3) Provide the Explosives Safety Officer with a copy of the inspection results and any corrective actions performed.

(4) Ensure the Installation Master Planner of installation facilities and operations will be involved in the ESMP. The Installation Master Planner will assist the ESMP in the following area: advise the FLW SO of any proposed construction plans or considerations in the established installation explosives safety arcs.

(5) Ensure that real property master planning (RPMP) is a continual, collaborative, and integrated process—primarily performed at the FLW level and reflective of mission requirements. In order to maintain this process it is imperative that all FLW tenants’ staff all their projected changes with the ESWG and the Real Property Planning Board (RPPB) to ensure that all new construction is properly sited according to explosives safety standards.

(6) Ensure that any real property known or suspected to contain mutation and explosives of concern (MEC), unexploded ordnance (UXO), or chemical warfare material (CWM) will be staffed with the ESWG and the RPPB to ensure that all new construction is properly sited according to explosives safety standards.
i. Directorate of Emergency Services (DES) will—

(1) Ensure that the Installation Fire Prevention Program encompasses A&E hazards.

(2) Ensure that firefighters are trained on the hazards of different hazard classes of A&E.

(3) Ensure that firefighters are briefed and trained on the location of the A&E at the installation.

(4) Ensure that the Chief, Fire and Emergency Services, devises a system that will ensure all responding firefighting personnel and vehicles have access to potential explosives site (PES) locations and know the hazards at the location to include all areas with approved ammunition licenses. Train responding personnel to use computer programs to assist in mitigating hazards to both personnel and equipment.

(5) Ensure that firefighters receive training on the hazards of the newer composite materials that may be involved in fires either starting from ammunition incidents or encompassing fire that may include Army equipment.

(6) Establish physical security and provide support in meeting standards for operational loads of ammunition.

(7) Ensure that vehicles transporting explosives follow established explosives routing.

j. LRC will—

(1) Provide funds for training personnel with A&E safety responsibility within LRC.

(2) Enforce portions of AR 385-10 that pertain to ammunition management career program (AMCP) employees and operations IAW Army Materiel Command (AMC), through internal/external SOPs synchronized with this regulation.

(3) Request updated ESSPs when new facilities, updating of facilities or changes in operations are made at the ASP.

(4) Ensure that the ASP accountable officer will—

(a) Review all A&E items stored in the ASP to ensure that storage items do not exceed the explosives license approved for that facility.

(b) Verify the hazard designation for each storage facility within the ASP; upon change of hazard designation, immediately provide/inform the FLW FD, QASAS, PSO, and PMO of the fire hazard symbol change and location of facility (bunker/igloo/magazine number).

(c) Provide notification to the SO and QASAS personnel when there is a need for a change in explosives license of ASP storage facilities.

(d) Participate in A&E safety inspections, when requested.

(e) Provide an updated copy of the ASP storage facilities map with the fire hazards when facility storage items change to Chief, Fire and Emergency Services, DES.
(f) Notify the QASAS upon receiving a unit's request to draw ammunition for other than training purposes.

(5) Ensure that QASAS will—

(a) Assist the FLW SO in developing explosives licenses and ESSPs and submit through TRADOC and the U.S. Army Technical Center for Explosives Safety (USATCES) to Department of Defense Explosives Safety Board (DDESB) for approval.

(b) Review any explosives safety risk acceptance documentation for correct ESQD application.

(c) Review designs for explosives storage, surveillance, and maintenance for compliance with explosives safety standards.

(d) Conduct safety inspections of A&E handling, storage, use, maintenance, and disposal areas at least semi-annually. A copy of these inspections will be furnished to the FLW SO.

(e) Monitor ammunition uploads and other activities that involve the transportation and storage of ammunition in other than licensed storage areas to ensure that pertinent requirements are met.

(f) Review Q-D compliance of existing and planned facilities, both prior to and after construction.

(g) Review unit SOPs and directives for compliance with explosives safety standards.

(h) Assist in the installation master planning process and review annually the installation master plan to ensure that construction is not planned inside explosives safety arcs.

(i) Monitor operations involving A&E ranges to ensure that units understand and comply with the explosives safety standards.

(j) Monitor and evaluate explosives activities, including arms room storage and handling of ammunition.

(k) Advise CDRs in A&E transportation.

(l) Ensure integration of risk management into A&E storage and surveillance SOPs.

(m) Participate in planning for contingencies that involves ammunition.

(n) Provide membership for the annual Explosives Training Certification Board.

(6) Ensure that the ASP Chief will—

(a) Ensure ASP operations and facilities are IAW the provisions of DA Pam 385-64, Chapter 3; DA Pam 385-65, paragraph 2-8; and DA Pam 385-30, paragraph 4-6.
(b) Develop, implement, and enforce SOPs for all aspects of A&E handling, to include customer procedures for ASP transactions. Provide a copy of the ASP external SOP to units with an ammunition mission.

(c) Maintain a complete inventory by ASP storage facility, showing Department of Defense ammunition code (DODAC), nomenclature, quantity, storage compatibility groups, and total NEW.

(d) Maintain a current copy of the ASP ESSP and explosives license.

(e) Maintain a copy of the latest LPS inspection report furnished by the Installation Lightning Protection Engineer.

(f) Maintain a copy of work orders submitted for corrections of safety deficiencies.

(g) Review all A&E items stored in the FLW ASP storage facilities to ensure that storage items do not exceed the explosives license that has been approved for that facility.

(h) Verify the hazard designation for each ASP storage facility, and, upon change of hazard designation immediately inform the DES, QASAS, and FLW SO of the fire hazard symbol change and location of facility.

(i) Provide notification to FLW SO and the QASAS personnel when there is a need for any change in explosives license, or when a unit requests to draw ammunition for other than training purposes.

(j) Ensure that all ammunition workers are properly trained, with applicable certifications; training records and certificates will be maintained on file at the ASP.

k. 763d EOD Company will—

(1) Support the FLW ESMP.

(2) Maintain appropriate records and unit reaction team Army magazines (ARMAGS) and housekeeping of assigned ammunition storage areas at the ASP.

(3) Assist the QASAS and Range Operations with handling misfired munitions during range operations.

(4) Provide support to Range Operations when UXO is discovered, and implement established procedures for proper disposal of UXO.

(5) Support the installation by providing UXO training, both for the military and the surrounding civilian communities, as mission load dictates.

(6) Maintain appropriate disposal records for all UXO/explosives operations, and send a copy of all activity reports to the FLW SO DIR.

(7) Establish internal/external SOPs to identify EOD processes, synchronized with this regulation.
I. DPTMS will—

(1) Budget for funds to train DPTMS employees with A&E safety responsibilities.

(2) Ensure that the Range Operations Officer will provide the installation with A&E safety support in the following areas:

(a) Provide updated A&E safety information through SOPs, range briefings, and range certification training.

(b) Maintain ranges and restricted areas with signage identifying known hazards IAW DA Pam 385-63, paragraph 1-9.

(c) Provide the requesting organizations with historical records on ranges and explosive areas.

(d) Develop and maintain a comprehensive range operations regulation (see FLW Reg 210-14) for FLW ranges.

(e) Assist CDR and staff with safety concerns associated with real property containing, or suspected of containing, UXO.

(f) Notify DES, FLW SO, and QASAS of A&E mishaps and malfunctions and participate on the live-fire incident review board as requested.

(g) Coordinate all requests for waivers associated with ranges and training activities involving A&E through FLW SO and QASAS.

(3) Ensure that the DPTMS Ammunition Manager will provide A&E safety support in the following areas:

(a) Coordinate training activities and ammunition availability to ensure "just in time" ammunition deliveries.

(b) Approve ammunition forecasts and ammunition draws.

(c) Provide support for the Installation Ammunition Handler Certification Course in conjunction with the LRC, QASAS, and FLW SO.

(d) Provide membership for the annual Explosives Training Certification Board.

Chapter 2
ORGANIZATION AND STAFFING

2-1. Organization

a. The SC has mandated co-location of the garrison and mission safety function, while tenant safety functions remain separate.
b. The SC has designated the FLW SO DIR, in compliance with federal safety requirements, to direct and synchronize garrison and mission safety programs and initiatives. The FLW SO DIR has a direct line of communication with the SC and establishes communication and reporting between additional duties staffs related to explosives safety missions.

c. The FLW SO DIR will direct and synchronize the ESMP on FLW.

d. The FLW SO staff is aligned to support BDE elements and tenant organizations and will be that organizations representative related to ESMP.

2-2. Staffing

a. An effective ESMP requires an organizational structure that is capable of implementing established standards as well as any other requirements to reduce accidental risk to resources. While each command must organize their ESMP to suit the requirements of that command, each organization must meet the requirements of this regulation.

b. The FLW SO will be staffed appropriately to manage the FLW, ESMP.

c. The ASP will execute an internal ESMP synchronized with operational requirements in this regulation and managed by a qualified QASAS according to AR 702-12.

d. Each brigade, battalion, and company will appoint an ammunition officer or noncommissioned officer (NCO) to manage their ESMP IAW this regulation.

e. The requiring activity safety staff will review all contracts for safety requirements.

2-3. Tenant organizations

a. All tenant organizations with an A&E mission on FLW will have a detailed ESMP tailored to their operation which addresses the requirements stated in the AR 385-10 and DA Pam 385-64 and synchronized with this regulation.

b. A copy of each tenant’s ESMP will be provided to the FLW SO. Each tenant will have a documented agreement, memorandum of agreement (MOA), memorandum of understanding (MOU), or lease with the SC related to explosives safety and ESMP.

c. Any unique or unusual explosives operation which is not covered by DA Pam 385-64 will be documented in the agreement and brought to the attention of the FLW SO.

2-4. Contractors

a. All contracts which requires contractors to use explosives will include Defense Federal Acquisition Regulation Supplement (DFARS), clause 223.370—which requires the use of Department of Defense (DoD) 4145.26-M. This clause cannot be removed without authorization of the FLW SO DIR. The requiring activity safety staff will review all contracts for safety requirements. Besides the DFARS clause, all contracts that require contractors to use explosives on FLW will stipulate compliance with explosives safety requirements, accident reporting provisions, and the development of an ESMP as required by AR 385-10 and DA Pam 385-64.
b. For operations administered by the Defense Contract Management Agency (DCMA) on FLW, the DCMA safety representative will coordinate issues with the FLW SO DIR.

Chapter 3
FACILITIES CONFORMANCE AND MAINTENANCE

3-1. Conformance

a. Organizations are responsible to ensure that facility construction meets requirements of approved ESSPs IAW DA Pam 385-64, Chapter 4.

b. Qualified engineer personnel will verify the structure composition of A&E storage facilities IAW AR 190-11. Statements will be prepared on DA Form 4604 (Security Construction Statement). DA Form 4604 will be posted to an interior wall and are valid for 5 years.

c. Organizations are also responsible for conducting periodic inspections (PIs) of their facilities to ensure continued compliance with the approved ESSP and this regulation. Organizations are responsible for submitting work orders for facility nonconformances.

d. The Explosives Safety Officer will review and directly coordinate with DPW to complete work orders pertaining to explosives safety for work completion.

e. FLW SO staff have the authority to inspect any facility at any time on FLW.

3-2. Maintenance

a. All organizations will have a program to address facility maintenance. Each program will—

   (1) Ensure that facility maintenance plans and schedules are in place for explosives related and supporting structures, including documentation of past inspections and testing.

   (2) Ensure that action plans are in place for identifying, funding, and correcting facility deficiencies (for example, repair, replacement, and modification).

   (3) Ensure work orders are submitted to DPW annually to conduct PI and that trend analysis is conducted on lightning protection systems. Testing will be conducted every 2 years. See DA Pam 385-64, Chapter 17, section IV.

   (4) Ensure that specialized training and certification are provided to maintain explosives facilities. Training will be verified through the Explosives Training Certification Board.

b. DPTMS will coordinate all lightning protection areas on ranges.

c. LRC will coordinate all LPS at the ASP and ammunition holding area (AHA).
Chapter 4
EXPLOSIVES SAFETY SITE PLAN (ESSP)

4-1. All locations that store A&E on FLW in amounts exceeding limited quantities listed in DA Pam 385-64 must have an approved ESSP. All FLW ESSPs will have the concurrence of the SC or FLW SO DIR.

   a. The primary POC for ESSP is the Explosives Safety Officer

   b. The Explosives Safety Officer is responsible for submission of ESSPs/toxic CM safety site plans IAW DA Pam 385-65.

   c. The Explosives Safety Officer—in coordination with Installation Master Planner and DPW; DPTMS; QASAS and LRC; FD; PMO and PSO; and environmental agencies—will develop ESSPs/CM safety site plans.

4-2. All ESSPs for submission will be signed by the head of the organization responsible for day-to-day management of the sited operations. Prior to submission to the SC, coordination will be completed with DPTMS master planners.

4-3. Coordination with the FLW SO during development of the ESSP will expedite the process. ESSPs that include protective construction designs to reduce Q-D requirements or for personnel protection will have engineering designs coordinated with and approved by the U.S. Army Engineering and Support Office, Huntsville, Alabama, or the Naval Facilities (NAVFAC) Engineering and Expeditionary Warfare Center (EXWC), Port Hueneme, California, prior to submission to DPTMS master planners.

4-4. Both the organization having the A&E mission and the FLW SO will retain official documentation of the approved ESSP. The Explosives Safety Officer will be responsible for maintaining a complete database of all ESSPs on FLW. DPTMS master planners will maintain a copy of the approved ESSP for master planning purposes.

4-5. If the area is unable to meet ESQD, the organization will complete a DA Form 7632 (Deviation Approval and Risk Acceptance Document [DARAD]) which is available at the following Web site <https://sp.wood.army.mil/sites/MSCoE/Safety/_layouts/viewlsts.aspx?BaseType=1>, to be submitted with the ESSP. Higher-level approval will be IAW DA Pam 385-65.

Chapter 5
EXPLOSIVES LICENSE

5-1. Requirements

   a. All facilities that store or temporarily hold ammunition or explosives on FLW must have an explosives license (see appendix B for points of contact).

   b. Each organization, including tenants and contractors, will complete an explosives license request and submit to the Explosives Safety Officer.
c. Each organization must maintain a copy and annually review the explosives license against their ESSP (if required) and against materials stored to ensure that the explosives license has not been exceeded.

d. Organizations will provide the Explosives Safety Officer a memorandum stating verification of review.

e. Only limited quantities may be stored in arms rooms. (See explanation of limited quantities as defined in the glossary.)

f. Technical issues will be addressed by the FLW SO DIR with affected organizations.

5-2. Procedures

a. Organizations requiring A&E storage capabilities will prepare a request memorandum and submit it to the Explosives Safety Officer.

b. The Explosives Safety Officer will determine if an ESSP is required. If it is required, then it must be completed and approved prior to the explosives license approval.

c. The Explosives Safety Officer will return the request if approved or state reason(s) for denial.

d. If the request is approved, the requesting organization will also complete a DD Form 2977 (Deliberate Risk Assessment Worksheet [DRAW]), which is available at the following Web site <https://sp.wood.army.mil/sites/MSCoE/Safety/_layouts/viewlists.aspx?BaseType=1>, and ensure A&E ESMP procedures are adopted as either part of their organizational safety SOP or as a stand-alone SOP.

e. Organizations will coordinate for inspections from the following supporting agencies (See forms at the end of this regulation).

   (1) FLW FD, Fire Inspections Branch, Building 625, (573) 596-7176 (See FLW Form 2096 [Unit Arms Room Fire Inspection Checklist] located at the end of this regulation).

   (2) QASAS, Building 1418, (573) 596-8032 (See FLW Form 2097 [Unit Arms Room Fire Ammunition Surveillance Checklist] located at the end of this regulation).

   (3) PSO, Building 1000, (573) 596-0597 (See FLW Form 2098 [Directorate of Emergency Services - Unit Arms Room Physical Security Inspection Checklist] located at the end of this regulation).

f. The completed packet including the original request, DD Form 2977, SOP, and support organization inspections will be submitted to the Explosives Safety Officer for routing and approval. For areas requiring an ESSP, the ESSP and any DA Forms 7632 will be submitted as well.
Chapter 6
AMMUNITION AND EXPLOSIVES (A&E) LIFE CYCLE MANAGEMENT

6-1. Production and receipt

a. A&E is not produced on FLW, nor is there any plan pending to make production an option.

b. A&E produced at authorized manufacturers is received at the FLW ASP through commercial shipments.

c. All other A&E assets are prohibited from receipt on FLW with two exceptions:

   (1) Commercial off-the-shelf small arms ammunition may be utilized at morale, welfare, and recreation (MWR) ranges in conjunction with personally owned weapons. At no point may Army-procured ammunition be utilized with personal weapons.

   (2) Units that did not forecast their A&E for FLW may arrange for delivery of these assets. Asset receipt will be coordinated by the receiving unit at a location designated by the ASP. Shipments will receive a vehicle and damage-in-transit (DIT) inspection from ASP personnel.

6-2. Inspection

a. All personnel have a responsibility for visually inspecting their material prior to use. Units will contact QASAS for material that has any substandard appearance.

b. Retail level inspections will be conducted by QASAS. These inspections (see glossary for definition) include, but are not limited to—

   (1) DIT inspections.

   (2) Receipt inspections (RI).

   (3) PI.

c. All retail level inspections at the ASP will include a verification of suspended or restricted status, propellant stability, shelf-life, and cyclic (PI/RI) inspection status. Material falling outside of accepted criteria will be prevented from further issue and use.

d. The QASAS will assure records of A&E status are maintained in the Munitions History Program (MHP).

6-3. A&E testing

a. Testing of A&E will only occur at the request of the Joint Munitions Command.

b. Testing will require an approved SOP, requiring concurrence from FLW SO, FLW FD, QASAS, and Range Operations. The SOP will be approved by the organization CDR of the personnel conducting the test.
c. Requests requiring support from FLW personnel beyond the QASAS will require approval and tasking by an operations order (OPORD).

6-4. A&E maintenance

a. All maintenance on A&E will have an approved SOP prior to execution. SOP will be formatted and staffed IAW Army Materiel Command Regulation (AMC-R) 700-107.

b. Approval authority will be the LRC DIR for internal maintenance conducted at the ASP. Approval authority will be the FLW SO DIR for maintenance conducted outside the ASP.

c. All maintenance SOPs or SOPs with internal maintenance operations will be staffed for concurrence at a minimum by the SO and Industrial Hygiene Office.

6-5. Demilitarization and destruction

a. Demilitarization or destruction of A&E and propellants will be accomplished by reclamation of open burning (OB)/open detonation (OD), incineration, or other approved methods.

b. The 763d EOD Company is designated as the SC’s representative for demilitarization and disposal of A&E on FLW.

c. The 763d EOD Company will maintain permits for any authorized OB/OD demilitarization ranges. The 763d EOD Company will ensure compliance for either their or other organizational use of OB/OD demilitarization ranges.

d. Any organization on FLW conducting demilitarization or destruction will have current SOPs in place. Safety managers for these organizations will periodically monitor A&E disposal and demilitarization activities.

Chapter 7
STORAGE

7-1. General storage provisions

a. A&E will only be stored in areas licensed IAW Chapter 6. Each explosives licensed storage area must have an SOP, whether stand alone or as part of another SOP. A&E will be stored IAW that SOP and DA Pam 385-64.

b. CDRs/DIRs will maintain documentation of accountability at each site A&E is stored or transported.

c. A&E will be stored in its appropriate packages. Loose or unpacked ammunition will not be stored. The ASP will provide replacement packaging when requested.

d. Storage areas will be kept locked except when opened for necessary operations. At no time will areas be left unattended.

e. The number of personnel in storage areas will be kept at a minimum for safe and efficient operations.
f. Paints and solvents will not be kept in or around explosives storage locations.

g. All clean rags will be kept in closed containers and stored in designated locations.

h. Oily or soiled rags will be kept in properly designated disposal containers and locations.

i. Any time material is outside and is not in the active process of being stored or involved in any ongoing operation, it should be covered with a tarpaulin, and placed so that there is free circulation of air through the stack. Dunnage is to be placed underneath boxes.

j. All rockets will be stored with nose ends pointed in the same direction. Nose ends will not face doors.

k. White phosphorous (WP) and plastic white phosphorous (PWP) loaded items of ammunition will always be positioned “NOSE UP,” with the exception of WP-loaded rockets. A filled water container, large enough to submerge the largest item stored will be maintained at each location storing WP.

l. Ammunition storage, handling, and operating facilities and areas will be maintained free of debris, rubbish, oily rags, and other material subject to spontaneous ignition.

m. All storage areas will be policed after each operation. Dunnage will be removed from storage areas when no longer required. Excess dunnage can be stacked a minimum of 50 feet from storage areas after completion of daily operations.

7-2. Unit arms room utilization

a. The FLW SO DIR may approve explosives licenses for all ammunition storage facilities on FLW that do not include a document of risk acceptance of extremely high risk.

b. Storage will be consistent with safety requirements in DA Pam 385-64, physical security requirements of AR 190-11, and accountability requirements of AR 710-2 (see appendix C for additional guidance).

c. Units will prepare and submit their request to store A&E in the unit arms room IAW Chapter 5.

d. Storage in an AHA or ASP will be used unless such use would adversely impact operations or result in an unnecessary commitment of resources.

7-3. Inventory

a. Organizations are responsible for maintaining accountability of all A&E and residue. CDRs/DIRs will maintain accountability using the Command Supply Discipline Program (CSDP).

b. CDRs/DIRs will establish SOPs that detail the issuing and accountability processes of all A&E from the time issued at the ASP until use during range operations.

c. Unit ammunition officers/NCOs will maintain all documentation of A&E and residue transactions until the ASP reconciles the document.
d. Hand receipt operational ammunition for security using procedures in DA Pam 710-2-1, Chapter 5, and operational ammunition for ceremonies using procedures for training ammunition in DA Pam 710-2-1, Chapter 11.

7-4. Personal protective equipment (PPE)

a. All personnel will wear appropriate PPE IAW this regulation and other operational SOPs.

b. Forklift operators will have hearing protection and utilize equipment safety restraints.

c. Leather or leather-palmed gloves will be worn when handling wooden boxes. This is critical for treated material.

d. Face shields or safety glasses will be worn for banding operations.

e. Steel-toed boots will be worn by personnel working at A&E facilities on a continual basis.

f. Service ability and replacement of PPE will be at the discretion of organizations that control the worksites.

7-5. Handling

a. Explosives-loaded ammunition or bulk explosives will be handled with extreme caution.

b. A&E must be lifted or wheeled and not slid or dragged. Containers will not be handled in such a manner that shock or friction may start a fire or explosion.

c. Fuses, primers, boosters, detonators, and blasting caps must be handled with special care as they are extremely sensitive to shock and friction.

d. Separate-loading projectile fuse cavities shall always be closed with nose plugs. Such items may be rolled with care, except base-fused separate-loading projectiles. Separate-loading projectiles will have shipping bands and grommets.

e. All items handled will be packed IAW approved ordnance drawings. QASAS will provide special packaging instructions for material not in original packaging.

f. Training ammunition drawn for training events will be kept properly packed in its original packing and will remain packed in the shipping containers/boxes or cartons until immediately prior to use. Only the quantity that is expected to be fired will be broken out of its packing.

g. Personnel will not be permitted to open packages of anything other than small arms ammunition inside storage areas. Any maintenance on ammunition or packing material must be moved at least 50 feet from the sides or rears of earth-covered magazines and 100 feet from aboveground magazines, ARMAGs, or the front of earth-covered magazines.

h. All lifting should be with the knee bent and the back straight in order that the thigh muscles assume the greatest portion of the load. If the item to be lifted is too heavy to be handled in this position, additional help will be obtained to move it.
i. Personnel carrying material will use proper safe hand holds, assume proper lifting position, and avoid twisting when lifting or carrying, and avoid sharp objects.

j. No personnel handling A&E will tamper with or disassemble any components.

k. Repairs to containers and opening of nailed, wire bound, or metal cans and boxes will not be done inside storage areas.

Chapter 8
TRANSPORTATION

8-1. Personnel requirements

a. Military and DA/DOD vehicles transporting A&E must have two drivers.

b. Drivers must have a valid state driver’s license; any state is acceptable.

c. Military and DA/DOD drivers must be trained, tested, and licensed IAW AR 600-55 and have a valid military driver’s license (Optional Form [OF] 346 [U.S Government Motor Vehicle Operator’s Qualification Card] or DA Form 5984-E [Operators Permit Record]) for the type vehicle being used for transport. Civilian drivers must also have a commercial driver’s license, (CDL) with hazardous material (HAZMAT) suit endorsement and medical examiners cards.

d. IAW DOD 4500.9-R, HAZMAT/ammo training must have been within the past 2 years.

e. Military and DA/DOD drivers must have proof of HAZMAT training annotated on one of the following: OF 346, DA Form 348 (Equipment Operator’s Qualification Record), DA Form 5984-E, or CDL along with completion date. Date of issue will be considered the endorsement date if endorsement dates are not listed independently. Certificates are tools for commands to use in training their personnel and are not acceptable as endorsements. Ammo cards are an authorized equivalent for on post.

f. Unit CDRs who are authorized to sign operator licenses for their personnel may utilize a memorandum for record (MFR) to extend endorsements. MFRs will reference that personnel have been trained IAW AR 600-55; DOD 4500.9-R; and 49 CFR.

g. Military and civilian personnel assigned to FLW must have the FLW explosives training course card. This course is also recommended for external agencies. Personnel can receive a card by completing the requirements in Chapter 15.

8-2. Packaging requirements

a. A&E cannot be transported outside of approved shipping and storage containers. Ammunition must be repacked to an as-issued configuration prior to movement. Packaging and packing materials will be the responsibility of the units. Additional packaging and packing material may be requested from the ASP.

b. A&E with lost or destroyed inner packaging will, at a minimum, be transported in wood or metal boxes lined on all sides, including bottom and cover, with cardboard IAW approved special packing instructions.
c. Packages must include lids or covers allowing for positive restraint of contents. Container lids must be secured to prevent pilferage/accidental release of contents. Anti-pilferage seals (national stock number [NSN] 5340-00-081-3381) and plastic ties (NSN 5975-00-984-6582) may be used to secure boxes and cans during transport. Any packing tape can be used to secure ammunition originating from cardboard outer packs. Wooden boxes that are not securable by wires or hinges with hasps will be nailed shut.

8-3. Loading requirements

a. A&E will not be carried in the passenger compartment of vehicles. This does not apply to operational loads for law enforcement or EOD vehicles when on mission.

b. Munitions will not be transported in passenger-type vehicles except for limited quantities IAW DA Pam 385-64 and 49 CFR 177.870 subpart E.

c. Personnel will not ride in the cargo area of vehicles transporting A&E.

d. Cargo space will be clean and free from exposed bolts, nuts, screws, nails, or inwardly projecting parts that could damage the lading. Check floor to ensure that it is tight and free from holes. Floor shall not be permeated with oil or other substances.

e. Total weight of load cannot exceed rated capacity of vehicle. Weight should be distributed to minimize impact on vehicle performance.

f. Items loaded must be compatible as defined by 49 CFR 177.848 subpart C (available for viewing on at the following Web site <https://sp.wood.army.mil/sites/MSCoE/Safety/_layouts/viewlsts.aspx?BaseType=1>). Trailers are considered separate vehicles and do not need to be compatible with the vehicle towing them. Compatibility extends to all HAZMAT, not just munitions. Meals, ready to eat (MREs), with the flameless ration heaters are considered hazard class 4.3 (dangerous when wet) and would require segregation. MREs with the nonflammable ration heater (NRH) are not. Most lubricants, oils, paints, or fuels are considered hazard class 3.

g. A&E will be blocked and braced or secured with suitable tie-down straps to prevent movement IAW load drawings. Only approved web straps will be used. Ensure that straps are rated by weight and have a certifying stamp or tag. Web straps can be ordered using NSN 1670-00-725-1437 or NSN 5340-00-980-9277.

h. Other materials to include residue must be clearly segregated and secured from ammunition to prevent damage or mixing.

8-4. Vehicle requirements

a. Vehicles transporting A&E will be fueled and inspected for satisfactory condition prior to loading. Operators will annotate inspections on a DD Form 626, (Motor Vehicle Inspection [Transporting Hazardous Material]) IAW instructions below.

b. Government-owned/operated/leased vehicles transporting A&E will be equipped with two 10-BC fire extinguishers. Extinguishers are required for access to the ASP, even if transporting residue only. An example NSN for an authorized extinguisher is NSN 4210-00-775-0127. Water fire extinguishers are not authorized for ammunition with HC or TH3 CM components.
c. Each vehicle must have three emergency warning triangles.

d. Vehicles must be placarded for the greatest hazard being transported, to include small arms. A vehicle carrying both 1.4 and 1.2 would be placarded 1.2. It is the transporting organization’s responsibility to provide correct placards.

e. Each vehicle must have a copy of 49 CFR 397, the applicable Emergency Response Guide, and a DD Form 2890 (DoD Multimodal Dangerous Goods Declaration), if transporting ammunition off-post without a bill of lading. These can be provided by the ASP.

f. Munitions that are not transported in a covered or enclosed vehicle must be covered with a water and fire resistant tarp. Covers and tarps must be without tears or holes. Commercially purchased tarps must have a third party tag certifying water and fire resistance. Covered vehicles that do not prevent water from their beds must have their ammunition palletized. Tarps will be secured by ropes or tie-downs. Units must use additional tarps if vehicle covers do not completely protect A&E from weather or direct exposure to sunlight.

8-5. DD Form 626, Motor Vehicle Inspection (Transporting Hazardous Material)

a. A DD Form 626 is required prior to any movement of HAZMAT.

b. At the time of issue, the DD Form 626 will have the origin blocks completed by ASP personnel. Units must retain this DD Form 626 for use on ammunition turn-in.

c. DD Forms 626 are non-transferrable. Units that need to transport ammunition in a vehicle that was not inspected at the time of issue must request an ASP representative inspection at the first opportunity.

d. Both ASP and units are required to maintain their own DD Form 626 records for 1 year. These are subject to audit/inspection by FLW SO and QASAS.

e. Only vehicles operating solely within the controlled ASP/AHA area may operate under partial DD Form 626 provisions as authorized by LRC. Vehicles servicing ranges and training areas will comply with this chapter.

8-6. Security and restrictions

a. Security for transportation of ammunition will be IAW AR 190-11, DOD 4500.9-R, and DOD 5100.76-M.

b. Categories I and II arms, ammunition, and explosives (AA&E) will be placed in the custody of a commissioned officer, warrant officer, NCO (E–5 and above), or DOD civilian (GS–5 and above) or DOD contractor employee in a similarly responsive position. This may only be done after it has been received from the ASP by a staff sergeant (SSG) or above.

c. All movements of category I and II AA&E require an armed guard with a minimum of 10 rounds regardless of the force protection condition (FPCON).

d. Category III and IV AA&E will be under the continuous positive control of designated, responsible personnel.
e. All movements require at least one form of communication, either cell phone or radio.

f. Vehicles carrying munitions are prohibited from housing, post exchange, commissary, or anywhere else not specific to ammunition operations.

8-7. Routing

a. Any vehicle on/off loading will be done in an expeditious manner exercising the principle of least amount exposure of personnel to the least amount of explosive/time.

b. A&E laden vehicles will not park at any location in cantonment area other than to offload material.

c. Unit movement on post.

(1) Units will transport A&E from the licensed storage areas to the area of use by the most direct route possible.

(2) A&E allocated for training will not be transported in the cantonment area with the exception of 1.4S small arms blank to support weapons immersion training.

(3) A&E for operational purposes, such as support of DES, military police working dog, EOD, or ceremonies (for example, 75mm blank), is authorized for transportation in the cantonment area.

(4) A&E will not be transported in the cantonment area on family days or during graduation activities.

d. Commercial deliveries.

(1) Commercial deliveries of A&E destined for resale will be off loaded at the main Post Exchange, Outdoor adventure center, or the ASP. No other locations are authorized.

(2) DES will provide escort for loads destined for the ASP during FPCONs C and D. DES will not provide escort during FPCONs normal to B. Unescorted vehicles will be inspected at the access control points (ACPs).

(3) Commercial deliveries for all other locations will still be routed through the ASP.

e. Off-post movement.

(1) All movement of A&E going off post must be cleared through the QASAS at the ASP.

(2) Commercial vehicles require an escort from DES during FPCONs C and D.

(3) Loaded vehicles will leave installation from the ASP access road and exit the installation via the north gate.
Chapter 9
RANGES

9-1. The Range Operations Officer is designated as the SC’s representative for command and control (C2) for range and training areas on FLW and will work with all organizations to accomplish the FLW range and training area missions.

9-2. Organizations will observe special requirements for use of A&E as specified in DA Pam 385-63, FLW Reg 210-14, and other applicable Army, federal, state, and local regulations.

9-3. All tenant activities will coordinate with Range Operations for current training area and firing range status.

9-4. Range operations will be IAW SOP published by the DPTMS Range on FLW.

9-5. Any military forces to include Army National Guard and Army Reserves coming onto FLW for training will coordinate and schedule activities through Range Operations and the FLW SO.

9-6. Safety staffs of organizations with a research, development, test, and evaluation (RDT&E) mission will utilize and document application of appropriate explosives safety considerations per DA Pam 385-64 for all explosives operations (for example, support facilities, loading rooms, temperature conditioning buildings, service magazines, and open storage pads).

9-7. Organizations will use the surface danger zone (SDZ)/weapon danger zones (WDZ) processes in DA Pam 385-63 for tests involving the firing of projectiles (including rockets and missiles) or the delivery of bombs.

9-8. If either the munitions or weapon system does not have an approved SDZ/WDZ, the deviation process contained within DA Pam 385-63 will be followed.

9-9. Training ammunition drawn for training events will be kept properly packed in its original packing and will remain packed in the shipping containers/boxes or cartons until immediately prior to use. Only the quantity that is expected to be fired will be broken out of its packing.

9-10. All packing material generated from use on ranges and training areas will be saved and used for repacking all remaining live materials as they were originally issued. Other packing material will be turned into the ASP during turn-in.

Chapter 10
ACCIDENT PREVENTION PROGRAM

10-1. Accident prevention

a. All units with an A&E mission on FLW will have explosives safety as an integral part of their accident prevention plan in their unit safety SOP.

b. The accident prevention plan will be tailored to the organization’s operation which addresses—at a minimum—the requirements stated in AR 385-10, Table 1-1, and DA Pam 385-10. A copy of the unit safety SOP will be provided to the FLW SO.
10-2. Risk management

a. When DOD and Army explosives safety regulations and policies cannot be met on FLW, the procedures set forth in DA Pam 385-30 will be followed. Other government agencies (OGA) and nongovernment organizations (NGO) located on FLW will document an equivalent risk acceptance process in their ESMP.

b. Approval authority will be equivalent to Army requirements specified in DA Pam 385-30. All risk acceptances requiring risk acceptance documentation on FLW will be submitted to the FLW SO for review and repository. All medium- and high-level risk acceptances will be submitted to the SC for approval.

c. DA Pam 385-30 replaced the term certificate of risk acceptance (CoRA) with DARAD.

10-3. A&E recovery program procedures

a. UXO or found on installation (FOI): Recognize you may have encountered a munition. Retreat to a safe area and do not touch, move, or disturb it but leave the same way you came in and mark the general area. Report it by calling Range Operations at (573) 596-2525 or DES at (573) 596-6141. If off post, contact the local Sheriff’s Department. Stand by to warn others away from the area and to provide the location assistance to responding personnel.

b. Range Operations: Range Operations will contact DES for any items with greater NEW than 1.4 small arms ammunition, or small arms ammunition in quantities more than 1000 rounds. If no further actions are required from DES, they or Range Operations will contact the 763d EOD Company for transport to the ASP.

c. Amnesty: For small quantities of small arms ammunition (.50 caliber and below), place rounds in amnesty boxes. For higher NEW, contact the unit munitions handler to recover the assets and deliver them to the ASP. If the ASP is closed, temporary storage is authorized in unit arms room as long as the ammunition is properly packaged and the unit has an explosives license issued from the FLW SO.

10-4. Amnesty Program

a. The Amnesty Program provides an opportunity to identify and recover small quantities of loose ammunition by providing individuals the opportunity to turn in these items without fear of repercussion. Personal or unit information is not required to turn in amnesty.

b. Anyone may report amnesty to the FLW SO by calling (573) 596-0116.

c. CDRs will—

(1) Establish an effective and continuous orientation program for all new arrivals to ensure that they understand their rights and responsibilities under the program.

(2) Ensure that the amnesty program is not used to circumvent normal accountability procedures.

(3) Ensure that leaders at all levels prevent any intimidating atmosphere which would prevent Service members/civilians from freely turning in ammunition.
(4) Brief newly assigned personnel on the amnesty program as part of reception and integration counseling.

(5) Ensure that all Service members are briefed on the amnesty program prior to handling any weapon or ammunition.

(6) Ensure that their units do not store amnesty ammunition in the arms room.

(7) Ensure that all personnel understand that the possession, use, or sale of military ammunition is strictly forbidden.

d. Amnesty containers.

(1) Amnesty boxes are located at most dining facilities and at the combined range amnesty point near the intersection of FLW 1 and FLW 38. Locations will be posted on the FLW master map.

(2) QASAS will check amnesty containers monthly at an irregular interval.

(3) Persons checking the amnesty containers will date and initial the "Checked By" column on the Standard Form (SF) 702 (Security Container Check Sheet) at each amnesty box. Missing or completed check sheets will be replaced.

(4) Place retrieved amnesty in an M2A 1 (5.56mm) ammunition box with cardboard lining or similar packaging suitable for transportation. If possible, contact unit munitions handlers for delivery to the ASP.

(5) Amnesty items will be processed within 24 hours at the ASP. The ASP will generate the required turn-in documentation. No unit or personnel data will be recorded.

(6) Items not classified as ammunition will be disposed of properly.

e. Amnesty days.

(1) The FLW SO DIR will annually prepare an OPORD tasking support elements to conduct amnesty days.

(2) The FLW SO in coordination with USAG-FLW, LRC, and 763d EOD Company will determine dates and times of amnesty days. At a minimum, a point will be established at the combined range amnesty point near the intersection of FLW 1 and FLW 38. More points may be established if support personnel are available.

(3) The FLW SO in coordination with USAG-FLW, LRC, and EOD will determine dates of amnesty turn-in. Dates will be coordinated in order to minimize the exposure of nonessential personnel. Amnesty days will not be held on family days, graduations, or during any other large scale event. If possible, they will be scheduled at the end of ASP inventory week to minimize ASP traffic.

(4) The FLW SO will coordinate with the Public Affairs Office (PAO) to publicize the event via social networking and newspaper articles.
(5) The OPORD will task support as follows:

(a) The 763d EOD Company will serve as a lead element and will identify what materials are suitable for storage or require immediate demilitarization.

(b) QASAS will serve as a control point for amnesty entering the ASP. They will further assess what materials are suitable for storage or coordinate for EOD removal. They will staff the collection area at the combined range amnesty point near the intersection of FLW 1 and FLW 38.

(c) MSCoE G-33, Area Weapons Scoring System (AWSS) delivery team will serve to transport munitions to the ASP for processing. They will also transport any additional packing materials to sites as requested by QASAS or EOD.

(d) The ASP will provide packing materials for any material determined safe for storage. They will receive material and enter it into stock records with applicable condition codes assigned by QASAS.

(e) DES will support the amnesty points for EOD if materials require immediate EOD disposal and they need to leave the site. Materials recovered outside of small arms ammunition will be placed a minimum of 300 feet away from any personnel or traffic to await EOD disposition determination.

(f) DES will ensure that emergency medical and FLW FD personnel are notified of the event, on call for emergencies, and available with firefighting equipment.

(6) The FLW SO will collect reports from QASAS and 763d EOD Company detailing what materials were received, what dispositions were assigned, and what materials were demilitarized.

(7) The FLW SO DIR will brief the SC on any issues as needed.

Chapter 11
EMERGENCY RESPONSE

11-1. FLW FD will conduct fire prevention inspections in A&E facilities and has the authority to inspect any facility at any time on FLW.

11-2. All organizations located on FLW with an A&E mission will maintain the proper fire and CM hazard symbols of explosives present within the facility. In addition, the FLW FD will be notified when those hazards change.

11-3. In the event of an explosives accident, the senior fire officer on duty will be the Incident Scene Commander in charge of the emergency response until relieved or the scene is declared safe.

11-4. Once the accident site has been declared safe, the scene will be turned over to the FLW SO staff for accident investigation.

11-5. The DES will secure the site after completion of emergency response actions.
11-6. Units must comply with and include provisions for complying with the 40 CFR 302-312, Emergency Planning Community Right-to-Know Act (EPCRA). The FLW SO DIR will participate along with a rep from the FLW FD in the local emergency planning committees (LEPCs).

11-7. EPCRA, of 1986 was created to help communities plan for emergencies involving hazardous substances. EPCRA requires hazardous chemical emergency planning by federal, state and local governments; Indian tribes; and industry. It also requires industry to report on the storage, use, and releases of hazardous chemicals to federal, state, and local governments.

11-8. Each organization with A&E missions on FLW will develop emergency action plans (EAPs) and will practice their plan at least annually. There will be an annual FLW-wide emergency drill specific to an A&E accident or incident.

11-9. Any release of information to the public will be made by the SC’s PAO only.

11-10. Army accident investigation teams will be coordinated through the FLW SO DIR. All Class A and Class B accidents involving A&E will be investigated. Other accident classifications will be executed IAW organizational guidelines.

11-11. A&E malfunctions will be handled IAW FLW Reg 210-14 and will include ranges, training areas, and training facilities.

Chapter 12
EXPLOSIVES SAFETY ISSUANCES

12-1. Explosives safety issuances consist of but are not limited to, local SOPs, ARs, Pams, and other publications.

12-2. Policies included in explosives safety issuances will be enforced and monitored for compliance by the FLW SO, through annual inspections.

12-3. All organizations on FLW with A&E operations will have an SOP which include A&E safety management and will review the SOP on a bi-annual basis. The originating organization will obtain appropriate safety professional support for review and concurrence of hazard analysis and SOPs.

12-4. All FLW or activity policies will comply with Army and DoD requirements and will be reviewed by Explosives Safety Officer prior to approval.

12-5. CDRs/DIRs will document all compensatory measures that manage risk while also ensuring that controls are in place and supervised.

12-6. CDRs/DIRs will be aware of and take precautions with any hazards of electromagnetic radiation to ordnance (HERO) unsafe munitions on FLW. If HERO unsafe munitions are located on FLW (or if munitions are HERO unsafe), the FLW SO will be notified. QASAS will notify the Explosives Safety Officer of materials that are designated as HERO unsafe upon receipt at the ASP.

12-7. Notices of ammunition reclassification (NARs) are messages sent suspending ammunition from use (for example, a malfunction investigation), restricting its usage (for example, only for
training), or for other purposes. Using organizations will be notified by QASAS of any restrictions applicable to their munitions. All A&E assets are subject to immediate recall by NAR for user protection. Units contacted for recalled ammunition will cease usage of those assets and coordinate with the ASP for immediate turn in and replacement stocks.

12-8. AINs are messages sent providing specific use and safety information that may not yet be incorporated into technical publications, range regulations, or SOPs. ASP will distribute AINs to organizations for the specific items that the organizations are receiving. Organizations will assure compliance with AINs throughout their possession to include delivery, storage, use, and reconciliation.

12-9. Explosives safety messages will be distributed to all units on FLW via e-mail. They will be used to identify and address recurring deficiencies and as informational reminders for compliance with other published guidance from local or higher-level publications.

Chapter 13
INSPECTIONS, EVALUATIONS, AND AUDITS

13-1. General requirements

a. All organizations will conduct and document annual internal inspections/audits of A&E activities to ensure compliance with DOD, Army, TRADOC, and FLW guidance.

b. CDRs/DIRs will include processes in their unit SOPs for reporting, coordination, and repair of all hazards identified during inspection of facilities.

c. CDRs/DIRs will include processes in their unit SOPs to document final A&E facility inspections following construction, renovation, or modification of facilities prior to commencing any explosives operation.

d. The Explosives Safety Officer will track the results of inspections, evaluations, audits, and surveillance efforts to incorporate these into action plans.

e. Inspection records will be made available for review during FLW safety audits conducted by the FLW SO staff and higher-HQ program evaluations.

13-2. Unit-level auditing

a. CDRs/DIRs or their representatives will conduct a 100 percent inventory at the completion of each training cycle to validate that all inventories are current, that A&E is stored in an authorized storage site, and that all excess A&E is turned in.

b. CDRs/DIRs will include processes in their unit SOPs to validate that ammunition at training events remain in the shipping containers/boxes/cartons until immediately prior to use. Only the quantity that is expected to be fired will be broken out of its packing.

13-3. Explosives Safety Officer audits

a. The Explosives Safety Officer will perform annual audits of all A&E storage areas on FLW.
b. Audits will include the following:

(1) A review of the complete inventory by storage facility showing Department of Defense identification code (DODIC), nomenclature, quantity, and total NEW.

(2) A comparison of ammunition actually stored versus what ammunition is authorized by the explosives license or ESSP.

(3) Identification of any overages or storage compatibility violations. Verification of Q-D separation requirements stipulated in explosives licenses and ESSPs.

(4) An evaluation of the safety of storage facilities, including adequacy of earth cover on magazines, barricades, and condition of LPS and ventilators.

(5) An evaluation of the latest report for the electrical grounding inspection conducted on the LPS of the ASP, AHA, and the ammunition sites. Analysis of the last three inspections will be accomplished and retained in the LPS files.

c. The Explosives Safety Officer will track organization corrective actions and implementation of DA Forms 7632.

Chapter 14
TRAINING

14-1. General training provisions

a. CDRs/DIRs will ensure that all personnel who are involved in A&E operations, receive explosives safety training as required by Army policy and standards, including explosives risk management training for those responsible for the development and review of deviations and risk assessments. The minimum requirements for training are delineated in DA Pam 385-64, Table 1-1. Tenant organizations will maintain training records on their employees.

b. The Explosives Safety Officer will provide training for the 3Rs (Recognize, Retreat, and Report). UXO safety education training/information will be provided to personnel living on FLW and those that work on or use the property. All contractors involved in digging will attend this awareness training.

c. All positions with A&E responsibilities, even if administrative only, will be subject to certification by the Explosives Training Certification Board.

(1) All personnel are required to complete unit munitions handler training in order to receive an A&E transportation certification card regardless of their military occupational specialty (MOS) or previous training. Refresher training also still applies.

(2) This chapter applies to military personnel when they are working outside of their assigned MOS. Initial training is not required for military personnel working within the scope of their MOS with the exception of (1) above. This publication is not meant to qualify MOS-related duties, such as military police working dog or EOD.
(3) Civilian personnel who have been certified through a career program such as, but not limited to, the AMCP or the QASAS program are considered to have met initial training course requirements. Refresher training IAW the applicable positions still applies.

14-2. Local A&E training course

a. The FLW ESWG is responsible for the development of the local A&E training course. The ESWG will assign dates and times for training, establish subject matter experts for conducting training, and coordinate for logistical support (for example, classrooms, materials, and static displays).

b. The local A&E training course will address as a minimum A&E storage, transportation, malfunctions, UXO/FOI, Total Ammunition Management Information System (TAMIS), security, AHA use, PPE, and ASP issue and turn-in procedures.

c. Unit-level munitions handlers will receive certification upon completion of the local training course.

d. The ESWG will designate a responsible party to track training and to issue certificates.

14-3 The annual Explosives Training Certification Board

a. Annually the SC will select Explosives Training Certification Board members by OPORD and appoint a designated representative to serve as the SC’s Certifying Official for the Certification Board. The certifying official will not be a Certification Board member but has the final authority as to whether an individual is certified or certification is revoked. This decision should be based upon the recommendation of the Certification Board, and any variation from the recommendation should be documented.

b. The Certifying Official will designate a GS-14 or other individual in a similar position of responsibility to chair the Certification Board. The chairperson will convene the Certification Board to review currently assigned positions/training requirements, adjust requirements as regulatory changes or needs dictate, and submit changes and certification results to the Certifying Official for approval.

c. The Certification Board will be comprised of DIRs/chiefs/supervisors of organizations performing A&E operations, civilian personnel representative, the FLW SO DIR/Explosives Safety Program Manager, the senior QASAS, military representative (officer or warrant officer for evaluation of military personnel), and contracting office (for contractor employees). However, the Certification Board is not limited to these individuals and may be expanded based upon the Certifying Official’s decision. Nominees for the Certification Board should be selected based on their experience and training in either explosives operations (for operations personnel) or their support specialties.

d. Upon approval, positions and training requirements will be submitted to the ESWG for amendment to paragraph 14-4 of this regulation.
14-4 Current board-assigned training

a. Unit munitions handlers are assigned the following initial training: the local A&E course, AMMO-31-DL, AMMO-45-DL, AMMO-64-DL, and AMMO-67-DL. Refresher training required will be AMMO-45 and AMMO 67 every 2 years.

b. Unit munitions handlers assigned at the ASP are assigned the following initial training: the local A&E course, AMMO-31-DL, AMMO-45-DL, AMMO-63-DL, AMMO-64-DL, and AMMO-67-DL. Refresher training required will be AMMO-45 and AMMO 67 every 2 years.

c. ASP munitions handlers are assigned the following initial training: the local A&E course, AMMO-31-DL, AMMO-45-DL, AMMO-62, AMMO-63-DL, AMMO-64-DL, and AMMO-67-DL. Refresher training required will be AMMO-45, AMMO-62 and AMMO-67 every 2 years.

d. ASP wage grade inspectors are assigned the following initial training: the local A&E course, AMMO-12, AMMO-31-DL, AMMO-45-DL, AMMO-60, AMMO-62, AMMO-63-DL, AMMO-64-DL, and AMMO-67-DL. Refresher training required will be AMMO-45, AMMO-62 and AMMO-67 every 2 years.

e. ASP supply techs are assigned the following initial training: local A&E course, AMMO-31-DL, AMMO-45-DL, and AMMO-64-DL. Refresher training not required.


g. Hazardous document preparers are assigned the following initial training: the local A&E course, AMMO-45-DL, AMMO-62, AMMO-67-DL, and AMMO-75-DL. Refresher training required will be AMMO-62 and AMMO-67 every 2 years.

h. Safety specialists are assigned the following initial training: the local A&E course, AMMO-45-DL, AMMO-63-DL, AMMO-78-DL, and AMMO-107-DL. Refresher training is not required.


k. Ammunition managers are assigned the following initial training: local A&E course, AMMO-31-DL, AMMO-45-DL, and AMMO-64-DL. Refresher training not required.
I. DES security personnel are recommended the following initial training: AMMO-45-DL and AMMO-67-DL. Additional training will be internally monitored and personnel are not required as part of the Explosives Training Certification Board.

m. DES fire personnel are recommended the following initial training: AMMO-45-DL and AMMO-67-DL. Additional training will be internally monitored and personnel are not required as part of the Explosives Training Certification Board.

n. DPW LPS inspectors/testers are assigned AMMO-28-DL as initial training. Refresher training not required.

o. Other positions not currently active such as demilitarization or contractor will require Explosives Training Certification Board verification and certification prior to conducting operations. These will require submission to the Certifying Official prior to operations and must be included as contract stipulations prior to bidding/awarding contracts.

14-5 Certification suspension

a. Certification may only be revoked by the appointed Certifying Official of the Explosives Training Certification Board.

b. Certification Board members, FLW SO, or QASAS personnel may temporarily suspend the certification of personnel for violations of this or higher-level publications.

c. A suspension notification will be sent in memorandum format to the organization of the individual suspended. The memorandum will include pertinent information including—at a minimum—the date and time, the violation, and the applicable publication detailing the requirement. A copy will also be forwarded to the Explosives Safety Officer for tracking and trend monitoring. Violations that present a serious risk to the safety of that individual or other personnel will be forwarded to the FLW SO DIR for review.

d. Personnel with suspended certification may not perform duties in relation to their certification without another certified person present.

e. Any administrative or corrective actions/training is at the discretion of the suspended individuals’ organization. Organizations may request re-certification of their personnel through the Explosives Safety Officer.

Chapter 15
RECORDS MANAGEMENT

15-1. Organizations will maintain records as required by AR 25-400-2. Records will be made available for review during FLW SO and higher-HQ program evaluations.

15-2. LPS test and inspection records for the past six inspections cycles will be maintained by the organization responsible for the facility and DPW.

15-3. Inventory records will be maintained and managed to control NEW, HD, and compatibility requirements per ESSPs and explosives license.
Chapter 16
WEAPONS IMMERSION REINFORCEMENT

16-1. General

The weapons immersion reinforcement program is designed to instill safe and effective weapons handling procedures as a base skill in the initial entry training (IET) environment. Effective application of the program will integrate the fundamentals of weapons safety as a matter of routine.

16-2. Procedures

a. CDRs will develop and implement a written SOP which ensures that the minimum standards of this regulation are effectively incorporated and accounts for all AA&E at all times.

b. A risk assessment will be prepared and briefed to all cadre members prior to each training cycle, and trainees will be briefed on this risk assessment prior to participation in the weapons immersion reinforcement program.

c. Instruct all Soldiers-in-training on safe handling weapons procedures IAW paragraph below prior to issuing a weapon. This training will include the proper loading, unloading, clearing, muzzle orientation, and the prevention of negligent discharges (NDs).

d. During the conduct of training and throughout the training cycle, on-the-spot corrections will be immediately made for violations of safe weapons handling procedures and retraining will be provided, as required.

e. Weapons will be cleared prior to entering any building.

f. While not mandatory, clearing barrels can be positioned in the unit areas and other locations as necessary. Instruct Soldiers-in-training on the proper clearing procedures with and without a clearing barrel, focusing on the safe clearing of weapons.

g. Blank firing adapters (BFAs) will be used whenever a Soldier-in-training is issued blank ammunition. Drill sergeants will inspect BFAs for serviceability and ensure that BFAs are removed prior to any live-fire ranges.

h. Unit cadre is responsible for briefing Soldiers-in-training on proper weapons handling procedures prior to boarding and debarking military vehicles.

i. Unit cadre is responsible for ensuring Soldier-in-training weapons are cleared and magazines are removed from weapons prior to boarding buses.

j. All NDs will be reported to the FLW SO.

16-3. Training

Weapons training will be provided as early as possible within the training cycle. Minimum training items will include the following:
- General safe weapons handling.
- Characteristics of the weapon.
- Muzzle control.
- Proper carry techniques.
- Selector switch manipulation.
- Loading.
- Unloading.
- Clearing.
- Assembly.
- Disassembly.
- Functions check.
- Ammunition identification.

16-4. Ammunition

a. Once training has been satisfactorily completed, the CDR may elect to issue blank ammunition to further solidify the training effect.

b. The CDR will implement and enforce written procedures to ensure that no mixing of live ammunition with blank ammunition occurs. This includes pre-inspection of blank ammunition prior to initial issuance and effective accountability and inspection procedures throughout the training cycle.

16-5. Clearing Barrels

a. Clearing barrels will be used at the CDRs' discretion. If clearing barrels are used, CDRs will develop and implement clearing barrel procedures, and enforce their proper use, to include—

   (1) Providing clearing barrels at designated clearing locations.

   (2) Providing direct supervision when using clearing barrels.

   (3) Implementing procedures to monitor clearing barrels for loose ammunition.

   (4) Ensuring that clearing barrels are a minimum of 14 inches in width and 24 inches deep.

b. Fill clearing barrels with pea gravel (preferred) or sand. If sand is used, it must be free of rocks or other debris, dry, and not compacted.

c. Mount clearing barrels at a height and angle to permit safe and smooth firearms clearing.

d. Clearing barrels will have an aiming point in the center of the front lid at least 4 inches wide and 1 inch deep.
Appendix A
REFERENCES AND FORMS

Section I. Required references.

49 CFR. Cited in paragraphs 1-5c(4), 8-1f, 8-3b, 8-3f, and 8-4e.

40 CFR. Cited in paragraph 11-6.

AMC-R 700-107, Preparation of Standing Operating Procedures (SOP) for Ammunition Operations. Cited in paragraph 6-4a.


AR 190-11, Physical Security of Arms, Ammunition, and Explosives. Cited in paragraphs 3-1b, 7-2b, 8-6a, and C-1.

AR 385-10, The Army Safety Program. Cited in the Summary and History Statements and paragraphs 1-1, 1-4b, 1-5a(1), 1-5c(4), 1-5c(9), 1-5f(2)(q), 1-5j(2), 2-3a, 2-4a, 10-1b, and C-1.

AR 600-55, The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing). Cited in paragraphs 8-1c and 8-1f.

AR 702-12, Quality Assurance Specialist (Ammunition Surveillance) Program. Cited in paragraph 2-2.

AR 710-2, Supply Policy Below the National Level. Cited in paragraph 7-2b.

DA Pam 385-10, Army Safety Program. Cited in paragraph 10-1b.

DA Pam 385-30, Risk Management. Cited in paragraphs 1-5j(6)(a), 10-2a, 10-2b, and 10-2c.


DA Pam 385-64, Ammunition and Explosives Safety Standards. Cited in History Statement and paragraphs 1-1, 1-4b, 1-5a(3), 1-5c(4), 1-5c(9), 1-5g(5), 1-5g(8), 1-5h(1), 1-5j(6)(a), 2-3a, 2-3c, 2-4a, 3-1a, 3-2a(3), 4-1, 7-1a, 7-2b, 8-3b, 9-6, 14-1a, C-1, and C-9.

DA Pam 385-65, Explosive and Chemical Site Plan Development and Submission. Cited in paragraphs 1-5j(6)(a), 4-1b, and 4-5.


DOD 4500.9-R, Defense Traffic Management Regulation. Cited in paragraph 8-1d, 8-1f, and 8-6a.

DoDD 6055.9E, Explosives Safety Management and the DOD Explosives Safety Board. Cited in paragraph 1-1.

DoDD 6055.9-STD, DOD Ammunition and Explosives Safety Standards. Cited in paragraph C-1.


FLW Reg 210-14, Ranges, Training Areas, and Training Facilities. Cited in paragraphs 1-5b(8), 9-2, and 11-11.

TRADOC Reg 385-2, U.S. Army Training and Doctrine Command Safety and Occupational Health Program. Cited in paragraphs 1-1, 1-5a(1), and C-1.


Section II. Related references.

AR 75-1
Malfunctions Involving Ammunition and Explosives.

AR 75-15
Policy for Explosive Ordnance Disposal

AR 190-12
Military Working Dogs

AR 385-63
Range Safety

AR 420-1
Army Facilities Management

AR 690-950
Career Management

DA Pam 40-501
Hearing Conservation Program

DA Pam 385-61
Toxic Chemical Agent Safety Standards

DOD 4160.21-M-1
Defense Demilitarization Manual
DoDD C-3325.1  
(S) Foreign Materiel Program (FMP) (U)

DODI 4140.62  
Material Potentially Presenting an Explosive Hazard (MPPEH)

TB 700-2  
Department of Defense Ammunition and Explosives Hazard Classification Procedures. (See <http://www.ddesb.pentagon.mil>)

TB 43-0142  
Safety Inspection and Testing of Lifting Devices

TB 9-1300-385  
Munitions Suspended or Restricted

TM 5-811-1  
Electric Power Supply and Distribution

TM 5-811-3  
Electrical Design - Lightning and Static Electricity Protection

TM 5-811-7  
Electrical Design, Cathodic Protection

TM 9-1300-250  
Ammunition Maintenance

TM 43-0001-47  
Army Equipment Data Sheets: Ammunition Peculiar Equipment

Section III. Prescribed Forms.

FLW Form 2096, Unit Arms Room Fire Inspection Checklist. Prescribed in paragraph 5-2e(1).

FLW Form 2097, Unit Arms Room Fire Ammunition Surveillance Checklist. Prescribed in paragraph 5-2e(2).

FLW Form 2098, Directorate of Emergency Services - Unit Arms Room Physical Security Inspection Checklist. Prescribed in paragraph 5-2e(3).

Section IV. Referenced Forms.

DA Form 348, Equipment Operator's Qualification Record.

DA Form 2028, Recommended Changes to Publications and Blank Forms.

DA Form 4604, Security Construction Statement.

DA Form 5984-E, Operators Permit Record.
DA Form 7632, Deviation Approval and Risk Acceptance Document (DARAD).

DD Form 626, Motor Vehicle Inspection (Transporting Hazardous Material).

DD Form 2890, DoD Multimodal Dangerous Goods Declaration.

DD Form 2977, Deliberate Risk Assessment Worksheet.


SF 702, Security Container Check Sheet.

Appendix B
ARMS ROOM EXPLOSIVES LICENSE POINTS OF CONTACT

B-1. DPW Engineering, (573) 596-2123, for assistance with DA Form 4604.

B-2. DPW Geographic Information System (GIS), (573) 596-3156, for maps and data. Maps are available by request.

B-3. DES FD, (573) 596-7176, for fire prevention guidance and direction.

B-4. DES PSO, (573) 596-0597, for physical security guidance and direction.

B-5. LRC QASAS, (573) 596-0832, for ammunition surveillance guidance and direction.

B-6. FLW SO, (573) 596-0116, for explosives license guidance and direction. NOTE: Provide copy of entire completed document package.

Appendix C
SUPPLEMENTAL GUIDANCE FOR ARMS ROOM AMMUNITION STORAGE

C-1. In accordance with DoD 6055.9-STD, DA Pam 385-64, AR 385-10, AR 190-11, and TRADOC Reg 385-2 all commands, directorates, detachments, and tenant units on Fort Leonard Wood will request an ammunition site license through the FLW SO before being authorized to store operational, training, and ceremonial ammunition.

C-2. Commands, directorates, detachments, and tenant units shall limit arms room storage to the quantity of ammunition required for operational necessity. All training operations are encouraged to store training ammunition within the ASP and AHA. All units must coordinate through the ASP and the PSO for access to the AHA.

C-3. Storage of ceremonial ammunition is not considered an operational necessity. However, a limited quantity of HD 1.3 and 1.4 ceremonial ammunition (such as 75mm blank or 105mm blank) may be stored in an arms room provided no other practical alternative exists.

C-4. Storage in an AHA or ASP is preferred and will be used unless such use would adversely impact operations or result in an unnecessary commitment of resources (for example, require unit personnel to provide 24-hour security or extended travel).
C-5. Prior to a unit storing any ammunition in an arms room, the first colonel in the chain of
command will approve a risk assessment that justifies the storage based on operational
necessity and safety considerations. In approving this assessment, the commander will consider
the need to expose the minimum number of personnel to the minimum amount of explosives for
safety, logistics, security, fire protection, and ammunition surveillance personnel. The risk
assessment will be posted at the arms room and all arms room personnel will be briefed, at least
annually or after a change of personnel, on its contents.

C-6. The facility used will be properly licensed for storage of AA&E through the FLW SO. The
license will specify the location approved for storage; the quantity of ammunition (by DODIC)
approved for storage; time restrictions on storage; and safety, security, and fire protection
inspection requirements.

C-7. Ammunition will be packed in approved U.S. Department of Transportation (DOT)
containers.

C-8. Training ammunition will be physically separated from the operational necessity
ammunition, and training ammunition stacks will be clearly marked as training ammunition.

C-9. Units will post the appropriate fire/CM hazard symbols on the entrance from which the
emergency responders will approach building and the door of the storage container IAW DA Pam
385-64, Chapter 3, Table 3-2.

C-10. When storage in the AHA or ASP would adversely impact operations or result in an
unnecessary commitment of resources and storage of training ammunition in an arms room is
necessary, the following time limitations on such storage apply:

   a. Munitions items authorized for storage in unit arms are limited to hazard class/HD—
      
      • 1.2.2 not to exceed 50 pound NEW.
      • 1.3 not to exceed 100 pounds NEW.
      • 1.4 operational necessity/limited quantities without regard to QD requirements.

   b. RC and Reserve Officer Training Corps (ROTC) units that are conducting weapons
      qualification during inactive duty training may, when required and under the conditions stated
      above, store limited quantities of HD 1.4S munitions inside an arms room for a limited period
      of time not to exceed 90 days.

   c. AC units that are not located in the region of an approved ammunition storage facility (for
      example, ASP or AHA) may, when required and under the conditions stated above, store limited
      quantities (such as the amount required to support their immediate training needs) of HD 1.2.2
      and HD 1.3 munitions inside an arms room for a limited period of time not to exceed 7 days per
      training period. Limited quantities of HD 1.4S inside all arms room are not to exceed 90 days.

   d. AC units that are located in the region of an approved ammunition storage facility may,
      when required and under the conditions stated above, store only limited quantities (such as the
      amount required to support their immediate training needs) of 1.4S munitions inside an arms
      room for a period not to exceed 3 working days after the training event.
Glossary

Section I. Acronyms, abbreviations, and brevity codes.

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>AA&amp;E</td>
<td>arms, ammunition, and explosives</td>
</tr>
<tr>
<td>A&amp;E</td>
<td>ammunition and explosive</td>
</tr>
<tr>
<td>AC</td>
<td>active component</td>
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<tr>
<td>ACP</td>
<td>access control point</td>
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<tr>
<td>AHA</td>
<td>ammunition holding area</td>
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<tr>
<td>AIN</td>
<td>ammunition information notice</td>
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<tr>
<td>AMC</td>
<td>U.S. Army Materiel Command</td>
</tr>
<tr>
<td>AMCP</td>
<td>Ammunition Management Career Program</td>
</tr>
<tr>
<td>AMC-R</td>
<td>Army Materiel Command regulation</td>
</tr>
<tr>
<td>AR</td>
<td>Army regulation</td>
</tr>
<tr>
<td>ARMAGS</td>
<td>Army magazines</td>
</tr>
<tr>
<td>ARIMS</td>
<td>Army Records Information Management System</td>
</tr>
<tr>
<td>ASP</td>
<td>Ammunition Supply Point</td>
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<tr>
<td>AWSS</td>
<td>Area Weapons Scoring System</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>BDE</td>
<td>brigade</td>
</tr>
<tr>
<td>BFA</td>
<td>blank firing adapter</td>
</tr>
<tr>
<td>C2</td>
<td>command and control</td>
</tr>
<tr>
<td>CDL</td>
<td>commercial driver’s license</td>
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<tr>
<td>CDR</td>
<td>commander</td>
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<tr>
<td>CFR</td>
<td>Code of Federal Regulation</td>
</tr>
<tr>
<td>CM</td>
<td>chemical</td>
</tr>
<tr>
<td>CORA</td>
<td>certificate of risk acceptance</td>
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<tr>
<td>CoS</td>
<td>Chief of Staff</td>
</tr>
<tr>
<td>CSDP</td>
<td>Command Supply Discipline Program</td>
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<tr>
<td>CSM</td>
<td>Command Sergeant Major</td>
</tr>
<tr>
<td>CWM</td>
<td>chemical warfare material</td>
</tr>
<tr>
<td>DA</td>
<td>Department of the Army</td>
</tr>
<tr>
<td>DARAD</td>
<td>deviation approval and risk acceptance document</td>
</tr>
</tbody>
</table>
DCMA
Defense Contract Management Agency

DES
Directorate of Emergency Services

DDES
Department of Defense Explosives Safety Board

DFARS
Defense Federal Acquisition Regulation Supplement

DIT
damage-in-transit

DoD
Department of Defense

DoDAC
Department of Defense ammunition code

DoDD
Department of Defense directive

DoDI
Department of Defense instruction

DoDIC
Department of Defense identification code

DoDM
Department of Defense manual

DOT
U.S. Department of Transportation

DPTMS
Directorate of Plans, Training, Mobilization, and Security

DPW
Directorate of Public Works

DRAW
Deliberate risk assessment worksheet

DTCG
deputy to the commanding general

EAP
emergency action plan

EESC
Executive Explosives Safety Council

EN
engineer

EOD
explosive ordnance disposal

EPCRA
Emergency Planning Community Right-to-Know Act

ESMP
Explosives Safety Management Program

ESQD
explosives safety quantity-distance

ESSP
Explosives safety site plan

ESWG
Explosives Safety Working Group

EXWC
Engineering and Expeditionary Warfare Center

FD
fire department

FLW
Fort Leonard Wood

FMP
Foreign Materiel Program (U)

FOI
found on installation
NRH  nonflammable ration heater

NSN  national stock number

OB  open burning

OD  open detonation

OGA  other government agencies

OF  optional form

OPORD  operations order

PAO  Public Affairs Office

Pam  pamphlet

PES  potential explosives site

PMO  Provost Marshal’s Office

POA  privately owned ammunition

POC  point of contact

PPE  personal protective equipment

PI  periodic inspections

PWP  plastic white phosphorous

QASAS  Quality Assurance Specialist Ammunition Surveillance

Q-D  quantity-distance

RC  reserve component

RDT&E  Research Development, Test and Evaluation

RI  receipt inspections

ROTC  Reserve Officer Training Corps

RPMP  Real Property Master Planning

RPPB  Real Property Planning Board

S  secret

SC  senior commander

SDZ  surface danger zone

SO  Safety Office

SOP  standard operating procedures

SSG  staff sergeant

TAMIS  Total Ammunition Management Information System
Section II. Special terms.

Amnesty: Amnesty is for the recovery of A&E assets that were once accounted for under control of a unit and were not returned as part of that unit’s live turn in to the ASP. Items considered to be amnesty must have had a known history.

Damage-in-transit (DIT) inspections: A visual inspection of packaging conducted at the time of receipt from off installation.

Found on installation: These are assets that have not been utilized, are then found, but have no identifiable owner. Types, packaging, and quantities may vary.

Limited quantities: The minimum amount of ammunition required to support operational missions (for example, security guard forces and military police) or the immediate training requirements of the unit owning the facility. For HD 1.2.2 this may not exceed 50 pounds NEW and for HD 1.3 this may not exceed 100 pounds NEW. HD 1.4 will be listed as mission essential quantities (MEQ).

Periodic inspection (PI): A sampling of material and packaging done in intervals depending on the type of material to assure no degradation in storage.

Receipt inspection (RI): An inspection of material received from units. This requires 100 percent inspection of all rounds in unsealed packages.

Unexploded ordnance (UXO): These are items that were at one point fired and failed, or fired, but the complete explosive train did not initiate leaving residual explosive material intact. An example of UXOs would be fragmentation grenades that were properly thrown but failed to detonate. Another example would be a 40mm high explosive (HE) projectile that fired down range, but failed to detonate.
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UNIT ARMS ROOM FIRE INSPECTION CHECKLIST

<table>
<thead>
<tr>
<th></th>
<th>GO</th>
<th>NO GO</th>
<th>NIA</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Are correct fire extinguishers present; serviceable, and readily available for employment? (4A:40BC Rated)</td>
<td></td>
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<tr>
<td>2. Have the fire extinguishers been inspected annually by a certified fire extinguisher servicing company?</td>
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<tr>
<td>3. Are the fire extinguishers located and properly/securely mounted? (One fire extinguisher near at the front entrance and one fire extinguisher at back of the unit arms room)</td>
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<tr>
<td>4. Are flammable and combustible liquids being stored inside the unit arms room? (Not authorized)</td>
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<td>5. Are dirty rags stored in a metal container with a lid?</td>
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<tr>
<td>6. Are extension cords being used to supply power from the ordinary power source? (Not authorized)</td>
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<tr>
<td>7. Are electric space heaters being used inside the unit arms room? (Not authorized)</td>
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<tr>
<td>8. Is the storage of combustible materials kept to a minimum and in neat and orderly state?</td>
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<tr>
<td>9. Materials are not stored within 24 inches of the ceiling?</td>
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<tr>
<td>10. Materials are not stored within 18 inches of sprinkler heads in any direction?</td>
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<td>11. Are light fixtures exposed to breakage?</td>
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<tr>
<td>12. Are light fixture covers in place or do fluorescent bulbs have protective sheaths?</td>
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<tr>
<td>13. Is the appropriate fire symbol signage posted on the exterior of the building and outside of the unit arms room’s entrance or removed if none is being stored?</td>
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<tr>
<td>14. Is the cabinet holding the ammunition/explosives marked with appropriate fire symbol?</td>
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<tr>
<td>15. Are ammunition/explosive containers properly marked?</td>
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<tr>
<td>16. <strong>Ammunition/explosive storage quantities are limited to the amounts and hazard class/divisions approved by ammo surveillance personnel and authorized by governing safety office.</strong></td>
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Approved:  Disapproved (See remarks):
Additional Remarks:

Inspector: __________________________ Date: __________________________
# UNIT ARMS ROOM AMMUNITION SURVEILLANCE CHECKLIST

<table>
<thead>
<tr>
<th></th>
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<th>GO</th>
<th>NO GO</th>
<th>NIA</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Are fire symbols present, correct, legible, and properly displayed? (Fire symbols 3 or 4)</td>
<td></td>
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<tr>
<td>2.</td>
<td>Is the actual storage area suitable for the storage of ammunition per Physical Security and Fire Department Inspections?</td>
<td></td>
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<tr>
<td>3.</td>
<td>Does the unit have written authorization/signatures to store their Operational load from Ammunition Surveillance?</td>
<td></td>
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<tr>
<td>4.</td>
<td>Is ammunition properly accounted for by DA Form 581, property book, hand receipt, inventories, etc.?</td>
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<tr>
<td>5.</td>
<td>Is all required documentation present current and available for review? (i.e. strip map, risk assessment sheet)</td>
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</tr>
<tr>
<td>6.</td>
<td>Are correct fire extinguishers present, serviceable, and readily available for employment? (4A:40BC Rated)</td>
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<tr>
<td>7.</td>
<td>Are ammunition cans/boxes kept in appropriate locked container that is secured to prevent pilferage and removal?</td>
<td></td>
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<tr>
<td>8.</td>
<td>Are ammunition cans/boxes properly marked with DODAC, Nomenclature, lot number, and quantity?</td>
<td></td>
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<tr>
<td>9.</td>
<td>Are ammunition cans/boxes properly identified if &quot;LIGHT&quot;? Is the top of the can painted orange and the &quot;ord. &quot;LIGHT&quot; on the ammunition can/box?</td>
<td></td>
<td></td>
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<tr>
<td>10.</td>
<td>Is storage limited to Class/Division 1.4 explosives for operational load and/or Class/Division 1.4 for training ammunition?</td>
<td></td>
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<tr>
<td>11.</td>
<td>Upon inspection, is the ammunition considered and classified and serviceable (Condition Code A)?</td>
<td></td>
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<tr>
<td>12.</td>
<td>Has lot integrity been maintained? (Can lots be confirmed and positively identified)</td>
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<tr>
<td>13.</td>
<td>Is the lot Restricted or Suspended?</td>
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</tbody>
</table>

Approved: | Disapproved (See remarks):
Additional Remarks:

Copy furnished to Unit POC on____  
Name:_________________________ Signature:_________________________
Telephone#:_________________________
Inspector:_________________________ Date:_________________________
**Directorate of Emergency Services**  
**Provost Marshal Office Physical Security Branch**  
**Fort Leonard Wood, MO 65473**

Proponent for Inspection: DES, Physical Security  
CO/Director: ______________________________

Unit Inspected: ______________________________  
Date of Inspection: ______________________________

Unit Representative: ______________________________  
Unit Phone No.: ______________________________

Inspector’s Name: ______________________________  
Building No.: ______________________________

**Unit Overall Rating:**  
Adequate / Non-adequate

**REFERENCES:** AR 190-11; AR 190-13; AR 190-51; AR 525-13; AR 710-2; AR 190-16; AR 380-5; FLW Suppl to AR 190-51; FLW Suppl to AR 190-13; FLW Reg 190-11; FLW Reg 190-6 DA PAM 190-51; DA PAM 710-2-1; ATTP3-39.32; MANSCEN IDS SOP

**STANDARDS:** An adequate rating will be noted for compliance (GO) when no critical deficiencies are observed, and minor deficiencies are corrected on the spot. An Adequate rating will also be noted when the number of non-critical deficiencies noted is less than 5 and/or the severity of each is such that security and accountability is still maintained, and unit actions are initiated or being implemented during the inspection to correct the cited minor deficiencies. A not-adequate rating will be noted for all critical (NO GO), re-occurring deficiencies, one critical deficiency or 5 or more non-critical deficiencies. A not-adequate requires immediate command emphasis to initiate corrective actions. This checklist is a general guide used by inspectors to cover appropriate areas. When other deficiencies or weak areas are recorded, a further in-depth inspection may occur to ensure security standards are maintained. **This checklist is not an inclusive means to determine compliance with regulatory requirements. Checklists are used in conjunction with above listed references, effective interviews and probing open-ended questions to effectively determine if standards are met.** Note: This checklist applies to all levels at the BDE, BN, CO, and any activities/directorates on FLW.

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**INSPECTION CRITERIA:**

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>LEVEL</th>
<th>GO</th>
<th>NO GO</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ARMS ROOM</strong></td>
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</tr>
<tr>
<td>1. Is there a unit Physical Security/Arms room Officer/Noncommissioned Officer appointed in writing to ensure PS requirements are met for AA&amp;E IAW 190-11, 1-13j</td>
<td>All</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2. Has the unit commander or activity director coordinated the Physical Security Plan (with an Arms Room Annex), with the FLW Physical Security Office within the last twelve months IAW AR 190-11, 1-14a(1) and AR 190-13.</td>
<td>All</td>
<td></td>
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<tr>
<td>3. Does the Physical Security Plan contain written specific orders and/or instructions directing the training and responsibility of individual soldiers, armed guards, and/or civilians to safeguard AA&amp;E IAW AR 190-11, 2-10b and AR 190-14, 1-4?</td>
<td>All</td>
<td></td>
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</tr>
<tr>
<td>4. Does the Plan contain written specific orders and/or instructions for the issue, accountability, control, and turn-in of weapons IAW AR 190-11, 1-13b, 2-10a (1), AR 710-2, 2-12 and DA Pam 710-2-1, 9-11?</td>
<td>All</td>
<td></td>
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<tr>
<td>5. Has the commander provided specific instructions for individuals that have AA&amp;E responsibilities during operational and or training conditions IAW AR 190-11, 1-12b</td>
<td>All</td>
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<tr>
<td>6. Has the commander established a training program for: a. Personnel accountable for AA&amp;E IAW AR 190-11, 2-10 FLW Reg 190-11 3-3f? b. Personnel assigned to the unit to ensure accountability of weapons during training? (Will use FLW Form 97, Physical Security AA&amp;E Briefing)</td>
<td>All</td>
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<tr>
<td>7. <strong>CRITICAL</strong> Have AA&amp;E background screenings using DA Form 7281-R been completed, Interview Completed and signed by the current Commander on all personnel involved with AA&amp;E or AA&amp;E keys IAW AR 190-11, 2-11a, and 4-19a, FLW Reg 190-11, 2-3</td>
<td>Armourer</td>
<td></td>
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<tr>
<td>8. Is unaccompanied access limited to a minimum and a posted list of individuals authorized unaccompanied access posted on the inside of the arms room door IAW AR 190-11, 4-19?</td>
<td>All</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>9. Are signs depicting the arms room as a restricted area and alarmed areas posted IAW AR 190-11, 4-15, 4-16, 5-10 and AR 190-13, 6-6?</td>
<td>All</td>
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</tbody>
</table>
10. Is there security lighting at the entrance or issue window of the arms room and is the switch for the exterior light(s) inaccessible to authorized personnel IAW AR 190-11, 4-2c

11. Is the outer most door on Category I and II storage either a Class 5 steel vault door with built-in three position, combination lock or secured with a high security lock and shrouded hasp IAW AR 190-11, 4-2d (1)?

12. For facilities equipped with double-door protection, is a high security padlock and hasp used on the most secure door and a secondary lock on the other door IAW AR 190-11, 4-2d (1)?

13. Is the DA Form 4604-R (Security Construction Statement) current (revalidated every 5 years), posted in the facility and have waivers or exceptions been granted if standards are not met IAW AR 190-11, 2-2, 2-4?

<table>
<thead>
<tr>
<th>INSPECTION CRITERIA</th>
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<th>GO</th>
<th>NO GO</th>
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</thead>
<tbody>
<tr>
<td>14. In AA&amp;E storage facilities not continuously manned are arms stored in banded crates, metal containers, approved standard issue racks, or locally fabricated arms racks when not in use IAW AR 190-11 4-2 b (1)?</td>
<td>All</td>
<td></td>
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</tr>
<tr>
<td>15. Are arms racks or containers weighing less than 500 pounds secured to the structure or chained and or bolted together and total weigh is greater than 500 pounds IAW AR 190-11, 4-2d (4). FLW Reg 190-11, 3-3b</td>
<td>All</td>
<td></td>
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</tr>
<tr>
<td>16. CRITICAL Are crates or containers that are banded, locked, or sealed in a way to prevent removal of a weapon without leaving a sign of tampering IAW AR 190-11, 4-2 b (1)?</td>
<td>All</td>
<td></td>
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<tr>
<td>17. Is the armorer conducting an inventory and signing the DA Form 2062 in conjunction with signing for the keys and entering the arms room, IAW DA Pam 710-2-1, para 9-10a (3)?</td>
<td>All</td>
<td></td>
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<tr>
<td>18. Is ammunition stored in the unit arms authorized in writing by Commander IAW AR 190-11, 5-8c (Memorandum must be posted in arms room that list all Ammunition by type, DoDIC Lot# and quantity)</td>
<td>All</td>
<td></td>
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</tr>
<tr>
<td>19. CRITICAL Is the ammunition stored and secured separately in a banded/sealed cartons or locked containers IAW AR 190-11, 5-8c (1) and DACS-SF Memorandum DTD 13 Sep 99?</td>
<td>All</td>
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<tr>
<td>20. Are ammunition containers weighing less 500 pounds fastened to the structure, fastened together with bolts or chains and secondary lock(s) together to weigh more than 500 pounds, IAW AR 190-11, 5-8c(2)</td>
<td>All</td>
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<tr>
<td>21. CRITICAL Is ammunition issued, controlled, and inventoried IAW DA Pam 710-2-1, 9-10 and AR 710-2, Chap 2? (Are DA Form 5515 maintained for Training Ammunition)</td>
<td>All</td>
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<tr>
<td>22. Are the last 24 monthly sensitive item inventories (SII) on hand or readily available to inspectors IAW AR 190-11, 2-6d, DA Pam 710-2-1, 9-10b? CRITICAL when two or more monthly SII are missing.</td>
<td>All</td>
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</tr>
<tr>
<td>23. CRITICAL Are copies of the PBO inventories and turn-in, issue, maintenance, shipping, and appropriate administrative documents maintained in the arms room for those weapons not physically present in the arms room IAW AR 190-11, 2-6d and DA Pam 710-2-1, 9-10?</td>
<td>All</td>
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<tr>
<td>24. Is a current copy of the unit property book readily available to the inspectors IAW 710-2, 2-12d?</td>
<td>All</td>
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<tr>
<td>25. CRITICAL Has the same individual conducted consecutive monthly inventories of weapons IAW AR 190-11, 2-6d, AR 710-2, 1-13d, 2-12d, and table 21-1, para j; DA Pam 710-2-1, 9-10b? (Inventories cannot be conducted by the Armorer or Same Person two months in a row)</td>
<td>All</td>
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<tr>
<td>26. CRITICAL Is a DA Form 3749 (Equipment Receipt) turned in or DA Form 2062 (Hand Receipt) completed when weapons were issued, IAW AR 190-11, 2-6d, 4-19e and DA Pam 710-2-1, 5-6d?</td>
<td>All</td>
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<tr>
<td>27. Are weapons logged out and signed in, utilizing a FLW Form 1693 (AA&amp;E Log Sheet), when issued on a DA Form 2062 and/or out of the arms room for more the 24 hours IAW AR 190-11, 2-6d, 4-19e (3) and DA Pam 710-2-1, 5-6d FLW Reg 190-11 3-3e?</td>
<td>All</td>
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<tr>
<td>28. Is a current roster of those individuals having unaccompanied access maintained in the unit and is it protected from public view IAW AR 190-11, 4-19a</td>
<td>All</td>
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<tr>
<td>29. Have monthly IDS tests been performed and recorded on DA Form 4930-R IAW AR 190-11, 3-6m (1), FLW Reg 190-11, 3-1 and MANSCEN IDS SOP? CRITICAL when 2 or more not done in a 12 month period.</td>
<td>All</td>
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</tr>
<tr>
<td>30. Has the current Commander submitted an IDS Memo to DES, PS Office annually, and reviewed the current list Semi-annually to ensure accuracy? AR 190-11, 3-6e (7).</td>
<td>All</td>
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<tr>
<td>31. Has the Commander given authorization in writing for the Storage of High Value items in the Arms Room? posted a memorandum stating the specific authorization, are these items included on all inventories? AR 90-11 4-18</td>
<td>All</td>
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</tbody>
</table>
32. Are toolboxes secured when not used inside the arms room IAW AR 190-11, 4-18a?

33. **CRITICAL** Are tools, which could be used to assist in gaining unauthorized access to an arms storage facility, secured or not in the vicinity of arms room IAW AR 190-11, 4-18?

### PRIVATELY-OWNED WEAPONS AND FIREARMS (POW/POF)

<table>
<thead>
<tr>
<th>LEVEL</th>
<th>GO</th>
<th>NO GO</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>34. <strong>CRITICAL</strong> Are privately owned firearms and ammunition secured and accounted for IAW AR 190-11, 4-5c (3)</td>
<td>All</td>
<td></td>
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</tr>
<tr>
<td>35. <strong>CRITICAL</strong> Are applicable state and local laws covering registration and possession of firearms posted on bulletin boards IAW AR 190-11 4-5c (4)</td>
<td>All</td>
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### INSPECTION CRITERIA

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<th>LEVEL</th>
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<th>REMARKS</th>
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<tbody>
<tr>
<td>36. <strong>CRITICAL</strong> Are POFs/ammunition, or authorized war trophies stored in the arms rooms? If so, are:</td>
<td>All</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Items stored in approved locked container separate from Military AA&amp;E IAW AR 190-11, 4-5c(1)?</td>
<td>All</td>
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<tr>
<td>b. Inventoried in conjunction with, and at the frequency of Government weapons and ammunition, IAW AR 190-11, 4-5c (3) (b)</td>
<td>All</td>
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</tr>
<tr>
<td>c. Has a DA Form 3749 been issued for each POF stored in the arms room, IAW AR 190-11, 4-5c (3) (a)?</td>
<td>All</td>
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<tr>
<td>d. Is the DA form 3749 retained in the arms room when POFs are approval by commander to be withdrawn and in possession of owner IAW AR 190-11, 4-5d(3) and (4)?</td>
<td>All</td>
<td></td>
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<tr>
<td>37. <strong>CRITICAL</strong> Is the storage of incendiary devices and explosives prohibited in the arms room IAW AR 190-11, 4-5c(7)</td>
<td>All</td>
<td></td>
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<tr>
<td>38. <strong>CRITICAL</strong> Have All POW/POFs been included on Daily Opening and Closing inventories AR 190-11, 4-5(3)</td>
<td>All</td>
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### AA&E KEY AND LOCK CONTROL

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<tr>
<td>39. Is there a primary and alternate key and lock custodians appointed in writing IAW AR 190-11 (l), AR 190-51, D-10b (6) and FLW Reg 190-11 1-3.?</td>
<td>All</td>
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<tr>
<td>40. Is the Key Custodian conducting an inventory and signing the DA Form 2062 when receiving the keys from the Armor at the end of the duty day, IAW DA Pam 710-2-1, para 9-10a (3)?</td>
<td>All</td>
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<tr>
<td>41. <strong>CRITICAL</strong> Are AA&amp;E keys, and locks being recorded and signed in/out to authorized personnel by the key and lock custodian on the DA Form 5513-R IAW AR 190-11 3-8b, c, f &amp; FLW Reg 190 -11, 3-2</td>
<td>All</td>
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<tr>
<td>42. <strong>CRITICAL</strong> Are all racks and containers secured with approved secondary padlocks IAW AR 190-11 para 4-2 b (4)?</td>
<td>All</td>
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<tr>
<td>43. <strong>CRITICAL</strong> Are AA&amp;E keys for storage rooms, racks, containers, key depositaries, and locks maintained separately from other keys and accessible only to those individuals whose official duties require access IAW AR 190-11 3-6 q, 3-8, 4-2?</td>
<td>All</td>
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<tr>
<td>44. Does the master key control register (DA Form 5513) identify the key and lock serial numbers, location of locks, and the quantity of keys for each lock (two keys per each locking device) IAW AR 190-11, 3-8 and FLW Reg 190-11, 3-2?</td>
<td>All</td>
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<tr>
<td>45. Are Operational keys, locks and seals inventoried monthly by serial number? This includes all reserve locks and keys IAW AR 190-11, 3-8 and FLW Reg 190-11. <strong>CRITICAL when two or more inventories have been missed</strong></td>
<td>All</td>
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<td>46. <strong>CRITICAL</strong> Is a complete serial number inventory of all keys and locks conducted semi-annually and maintained on file for one year? This inventory must reflect an accurate account of all keys and locks on DA Form 5513 and secured in key depositary, IAW AR 190-11, 3-8n and FLW Reg 190-11?</td>
<td>All</td>
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<td>47. Are the DA Form 5513s being maintained on file for the one year IAW AR 190-11, 3-8e, and FLW Reg 190-11.?</td>
<td>All</td>
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<td>48. Is the DA Form 5513 kept in access controlled secure container when not in use, IAW AR 190-11, 3-8b</td>
<td>All</td>
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<td>49. Are keys that do not have an inscribed serial number given one IAW AR 190-11, 3-8n</td>
<td>All</td>
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50. **CRITICAL** When not in the possession of authorized personnel are the AA&E keys and spare locks stored in at least a 20-gauge steel container and secure in a locked room or a room with constant surveillance IAW AR 190-11, 3-8h

50. Are personnel at the higher headquarters signing for and maintaining a sealed container with the alternate AA&E keys and high security padlock maintenance key FLW Reg 190-11?

51. **CRITICAL** If a key is lost, misplaced, or stolen, are the affected locks or lock cores immediately replaced and are replacement locks properly secured IAW AR 190-11, 3-8k

52. Are locks, and locking devices locked to the staple, chain, or hasp when the container is unsecured IAW AR 190-11, 3-8m, and FLW Reg 190-11?

### AA&E KEY AND LOCK CONTROL

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### WEAPONS IMMERSION

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### SEAL CONTROL

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### NOTES AND REMARKS