

Department of the Army
Headquarters, United States Army
Maneuver Support Center of Excellence
Fort Leonard Wood, Missouri 65473

FLW Regulation 700-2

3 June 2020

Logistics
AMMUNITION

FOR THE COMMANDER:

OFFICIAL:

DAVID A. CALDWELL
Colonel, GS
Chief of Staff



JESSE J. FRENCH
Director, Garrison Human Resources

History. This publication is being updated to reflect appropriate revisions to the Ammunition Logistics Management at Fort Leonard Wood (FLW).

Summary. This regulation provides policies, and procedures for conducting ammunition logistics operations at FLW.

Applicability. This regulation applies to all Active Army, United States Army Reserve (USAR), Army National Guard (ARNG), Reserve Officers Training Corps (ROTC), and any other local, state or other federal agency forecasting, requesting, receiving, transporting, expending or turning-in ammunition and explosives through installation activities at FLW.

Proponent and execution authority. The Proponent agency of this regulation is the Logistics Readiness Center (LRC).

Supplementation. Supplementation of this regulation is prohibited unless specifically approved by Headquarters, United States Army Maneuver Support Center of Excellence (MSCoE).

Suggested Improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Director, LRC, (ASCW-LLW), 14673, 1st Street, BLDG 380, Fort Leonard Wood, MO 65473.

Distribution: Electronic medium only and posted on the FLW website.

*This regulation supersedes FLW Reg 700-2, 19 May 2003.

Summary of Changes

To

FLW Reg 700-2, Ammunition

FLW Reg 700-2, 19 May 2003 has undergone major revision.

- This is a major revision and all previous versions are obsolete.
- Added responsibilities of Installation Ammunition Management Officer (IAMO), LRC, ASP Manager/Accountable Officer, Quality Assurance Specialist (Ammunition Surveillance) QASAS, Installation Safety Office, Command Training Ammunition Management Information System (TAMIS) Manager, Using Unit Commander (CDR), and Ammunition and Water Support Section (AWSS), Department of Emergency Services (DES) Security (Chapter 2).
- Deleted responsibilities or merged into new responsibilities based on inactivation and reorganization; merged inactivated Range Support Company responsibility into AWSS and Law Enforcement Command responsibility into DES Security, deleted insignificant Public Affairs Office (PAO), MEDDAC responsibilities (normal or routine tasks), reorganized Directorate of Logistics (DOL) & Ammunition Logistics Section (ALS) responsibilities under the new LRC and Ammunitions Supply Point (ASP), transferred Garrison CDRs to IAMO and Directorate of Plans, Training, Mobilization, and Security (DPTMS), and responsibilities of 1st ENG and Training BDE to Using Unit CDR.
- Makes administrative changes; DOL to LRC, ALS to ASP (throughout).
- Deleted the previous para 1-5, Interpretations.
- Deleted previous para 1-6, Publication File.
- Deleted previous Chapter 5, Holding Area Storage of Explosive Ordnance Disposal (EOD).
- Added Amnesty Program (Chapter 10).
- Department of the Army requirements for processing Class V 1687s (Delegation of Authority) has been updated to reflect significant changes since last published in 2005 (para 8-3).

Table of Contents

Para Page

Chapter 1: General

Purpose	1-1	1
References.....	1-2	1
Explanation of Abbreviations and Terms	1-3	1

Chapter 2: Responsibilities

Directorate of Plans, Training, Mobilization, and Security (DPTMS).....	2-1	1
Installation Ammunition Management Officer (IAMO).....	2-2	1
FLW Logistics Readiness Center (LRC).....	2-3	2
FLW ASP Accountable Officer.....	2-4	2
Quality Assurance Specialist Ammunition Surveillance (QASAS).....	2-5	3
Installation Safety Office.....	2-6	3
Command TMIS Manager.....	2-7	3
Using Unit Commanders.....	2-8	4
Ammunition and Water Support Section (AWSS) / Combat Training Committee (CTC).....	2-9	5
Department of Emergency Services (DES) security section.....	2-10	5

Chapter 3: Training

Ammunition Management Course.....	3-1	5
A&E Worker Training and Certification.....	3-2	6
Hazardous Materials (HAZMAT)Transportation Courses.....	3-3	6
Records.....	3-4	6

Chapter 4: Army Training Ammunition Authorization

General.....	4-1	6
Cross Leveling Authorizations.....	4-2	7
Excess Training Authorizations.....	4-3	7
Training Authorization Shortages.....	4-4	7

Chapter 5: Forecasting Army Training Ammunition

General.....	5-1	7
Forecast Submission.....	5-2	8
Forecast Usage.....	5-3	8
Training Outside FLW Areas.....	5-4	8
Un-forecasted Request Procedures.....	5-5	8
Ammunition Asset Vs Requirement Shortfalls.....	5-6	9

Chapter 6: A&E Requesting Procedures

General.....6-1 9

Emergency Issue of Ammunition After Duty Hours..... 6-2 9

Delegation of Authority..... 6-3 10

Rank Requirements for Delegation Authority..... 6-4 10

Security Screening..... 6-5 150

Preparing and Submitting Ammunition Requests..... 6-6 150

Requests for Security Category I and II Ammunition..... 6-7 172

Scheduling Actions.....6-8 172

Requesting Ammunition for Overhead Fire.....6-9 172

Chapter 7: A&E Transportation

General.....7-1 183

Entering Ammunition Storage Area.....7-2 183

Unit Transporting Category I and II Ammunition.....7-3 183

Loading and Transporting A&E (On- and Off-Base)..... 7-4 194

On-Base A&E Movement Restrictions..... 7-5 14

Transporting A&E on Public Roadways.....7-6 15

En-Route Stops During Movement of A&E.....7-7 15

Passengers In or On Government Vehicles Transporting A&E.....7-8 15

Chapter 8: A&E Storage and Use

General.....8-1 15

Arms Room A&E Storage.....8-2 16

Field A&E Storage.....8-3 16

Ammunition Holding Area.....8-4 16

A&E Accountability.....8-5 16

Guided Missile and Large Rocket Reporting and Accountability.....8-6 16

A&E General Usage.....8-7 17

A&E Malfunctions.....8-8 17

Chapter 9 A&E Turn-in Procedures

General.....9-1 17

Document Preparation and Submission.....9-2 18

Reconciliation.....9-3 18

Chapter 10. Amnesty Program

General.....	10-1	18
Amnesty Days.....	10-2	18
Chapter 11. Operational Load Ammunition.....		19
Appendix A. References and Forms.....		250
Appendix B Training Ammunition Request (e-581) Procedures.....		261
Appendix C. Request for Un-forecasted Ammunition (Sample).....		272
Appendix D. Letter of Lateness Memorandum (Sample).....		283
Appendix E. DA Form 1687, Notice of Delegation of Authority - Receipt for Supplies.....		24
Appendix F. Assumption of Command (Sample).....		26
Appendix G. Designated A&E-Transportation Routes.....		27
Appendix H. Monthly New Ammunition Inventory (Sample).....		28
Appendix I. DA Form 5515, Training Ammunition Control Document.....		29
Appendix J. Request for Operational Load Memorandum (Sample).....		30
Glossary.....		31

Chapter 1 General

1-1. Purpose

This regulation establishes Fort Leonard Wood (FLW) site-specific ammunition logistics policies, procedures, and responsibilities for all units conducting ammunition operations at FLW, Missouri.

1-2. References

Required and related publications are listed in Appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation (Reg) are explained in the glossary.

Chapter 2 Responsibilities

2-1. Directorate of Plans, Training, Mobilization, and Security (DPTMS).

- a. Establish and maintain a FLW Installation Ammunition Management Office (IAMO).
- b. Appoint an Installation Ammunition Management Officer.
- c. Establish, manage, and instruct Total Ammunition Management Information System (TAMIS) training for FLW units and activities.

2-2. Installation Ammunition Management Officer

- a. Be responsible for the management and support of Supply Class V, Ammunition and Explosive (A&E) for all units and activities at FLW, surrounding United States Army Reserve (USAR) component and Army National Guard (ARNG) units as well as other branches of military service and foreign nations training at FLW.
- b. Establishes and maintains stockage levels for Training, Basic Load, and Operational Load ammunition stored at FLW Ammunition Supply Point (ASP).
- c. Completes orders in National Level Ammunition Capability for replenishment of stock at the FLW ASP. Ensures all Class V items are received and stored at the FLW ASP to issue forecasted unit training ammunition and basic/operational load requirements.
- d. Maintains visibility of the on-hand assets at FLW ASP.
- e. Manages the stockage objectives of and approves the release of basic load ammunition.
- f. Provides final approval and validation of all ammunition requests submitted by units prior to ammunition issues from the FLW ASP.
- g. Maintains Department of the Army Forms 1687 (Notice of Delegation of Authorization-Receipt of Supplies) for each unit requesting or approving ammunition requests.

- h. Provides technical assistance visits and attends ammunition-related meetings and conferences upon request.
- i. Identifies and reports training ammunition shortfalls as required.
- j. Manages the monthly training ammunition forecasts submitted by using units in TAMIS.
- k. Serves as the approval authority of all un-forecasted ammunition requests for FLW.

ASP.

- l. Manages installation requirements and authorizations.
- m. Ensures reporting of expenditures is captured in TAMIS.
- n. Monitors unit forecasts to ensure proper distribution, support, and management of training munitions from the appropriate ASP.
- o. Establishes priority of issue when items are in limited supply at the ASP.
- p. Schedule and provide assistance visits to the customer units; assist, provide guidance, and practice the expertise in aspects of ammunition management, storage, and or accountability to support the units Mission Essential Task List (METL) or mission analysis.
- q. Conducts TAMIS certifications and unit level Ammunition Manager Courses for all units required ammunition certification.

2-3. FLW Logistics Readiness Center (LRC)

- a. Maintain administration and operational control of the ASP.
- b. Appoints accountable officer of the ASP.
- c. Provides technical advice to units regarding shipment of A&E.
- d. Provides parking area for A&E shipments.

2-4. FLW ASP Accountable Officer

- a. Maintain A&E stock account records at the ASP.
- b. Receive, store, and issue ammunitions and explosives at the ASP.
- c. Maintain the security, safety, and accountability of all Class V material received and stored at the FLW ASP.
- d. Receive and process Class V requests for issue and turn-in from customer units.
- e. Receive live and residue of Class V turn-ins from supported units.
- f. Report any shortfalls and problems of ammunition stock in support of customer units to the IAMO, LRC, and Commanders of United States Army Garrison-FLW and Maneuver Support Center of Excellence (MSCoE).

- g. Ensure that separate accounts for customer units are maintained in the Standard Army Ammunition System - Modernized (SAAS-MOD) in accordance with (IAW) IAMO directives.
- h. Prepare ammunition for shipment to units and depot as directed.
- i. Provide weekly asset status reports to the IAMO.
- j. Daily validate ammunition requests from customer units; issue and receive A&E to and from customer units.
- k. Provide external Standard Operating Procedures (SOP) for customer units and activities; update the SOP bi-annually or immediately upon implementation of relevant Army regulation (AR) changes or directives.

2-5. Quality Assurance Specialist Ammunition Surveillance (QASAS)

- a. Manages the Army Ammunition Surveillance Program on FLW.
- b. Verifies Class V serviceability at the ASP prior to issuing ammunition or explosives to and from units.
- c. Assists the Installation Safety Office with management of the FLW Amnesty Program.
- d. Assists the Range Control with malfunctions as required.
- e. Provides technical assistance and conducts a variety of A&E classes upon unit request, i.e., compatibility, proper tie-down procedures, where and how to set up a field Ammunition Holding Area (AHA).

2-6. Installation Safety Office

- a. Convene and administer the FLW Explosives Training Certification Board.
- b. Issue and manage explosive storage licenses for all A&E storage on FLW.
- c. Develop and administer the overall FLW Explosives Safety Management Program.
- d. Provide technical assistance to customer unit safety personnel in A&E storage licensing, Explosives Safety Site Plan (ESSP) preparation, and other aspects of A&E safety.
- e. Instruct local Ammunition Handlers Certification Course.

2-7. Command TAMIS Managers

- a. Receive annual training ammunition authorizations from their higher headquarters TAMIS manager and redistribute these authorizations to subordinate TAMIS accounts.
- b. Review all ammunition forecasts submitted by subordinate units, ensuring the forecasts properly support required training events IAW AR 5-13, Total Army Munitions Requirements and Prioritization Policy, TAMIS and DA PAM350-38, Standards in Weapons Training.
- c. Cross-level authorizations and forecasts within the subordinate units as required to support unit training.

d. Create and maintain subordinate TAMIS user accounts for personnel that are trained and certified by FLW TAMIS Managers certification course.

e. Ensure each subordinate unit maintains and inputs a minimum 12 month forecast (to include current and following fiscal year (FY) requirements) in TAMIS which supports the unit's scheduled training and forecasts. Units must forecast 100% of their training authorizations at all times. Units will only forecast through TAMIS.

f. Turn back authorizations exceeding units training requirement or that remain un-forecasted in TAMIS to next higher command for redistribution to meet other unit training requirements.

g. Ensure all TAMIS users receive TAMIS training prior to establishing accounts in TAMIS.

2-8. Using unit Commanders

a. Ensure training authorizations posted in TAMIS to unit accounts support training requirements through end of the FY IAW AR 5-13 and DA PAM 350-38.

b. Ensure training requirements are forecasted in TAMIS to support training schedules for a period no less than 12 months through TAMIS forecast system.

c. Monitor forecast closely for type and quantity of ammunition forecasted compared to current, short, mid and long range training calendars.

d. Submit ammunition issue requests so they arrive electronically to the ASP no later than 10 duty days prior to the requested issue date.

e. Secure Class V packing material and components from issued ammunition and include these items to ASP with unexpended ammunition no later than 5 working days from the conclusion of units training event(s).

f. Ensure that Soldiers and Civilians receiving ammunition assets from FLW ASPs have passed the Ammunition Handlers Certification Course, vehicles used to transport ammunition are serviceable DD Form 626 (Motor Vehicle Inspection (Transporting Hazardous Materials)), and have required safety equipment and are properly marked.

g. Develop enforceable written policies and internal controls governing the accountability, physical security, transportation and proper use of all A&E to include packing component items issued to the unit/end users.

h. Ensure only ammunition to be immediately expended to meet daily training objectives are opened and distributed. Focus will be to maintain maximum serviceability of munitions in the original hermetically sealed, weather resistant inner and outer packaging.

i. Ensure ammunition is handled and expended safely.

j. Consult with IAMO, QASAS, or Safety Office for assistance, guidance, and expertise in aspects of ammunition management, storage, and handling. Consult with the ASP on accountability and supply actions.

k. Maintain proper storage of ammunition during training as prescribed by AR 710- 2, Supply Policy below the Wholesale Level PAM 385-63, Range Safety, DA PAM 385-64, A&E Safety Standards and this Reg.

I. Ensure all personnel conducting A&E operations have completed applicable security screenings (DA Form 7708 "Personnel Reliability Screening and Evaluation") prior to allowing or assigning duties to handle AA&E IAW AR 190-11, Physical Security of Arms, Ammunition and Explosives (AA&E) and AR 190-13, The Army Physical Security Program and completed DA Form 7708 is maintained at unit level.

2-9. Ammunition and water support section (AWSS) / Combat Training Committee (CTC)

- a. Provide delivery and pick-up of ammunition to ranges for supported units.
- b. Prepare DA Form 5515, (Training Ammunition Control Document) for all subordinate issue and turn-in requests. *Refer Appendix I to prepare DA Form 5515.
- c. Schedule issue and turn-in appointments for supported units with the ASP.
- d. Ensure all personnel conducting A&E operations have completed applicable security screenings (DA Form 7708) prior to allowing or assigning duties to handle AA&E IAW AR 190-11 and AR 190-13 and completed DA Form 7708 is maintained at unit level.
- e. Maintain DA Form 1687, Notice of Delegation of Authorization receipt for Supplies, for ammunition receipt and turn-in. Provide copies of DA Form 1687 and assumption of command orders to the ASP.
- f. Maintain positive control of the AHA. Store items IAW applicable regulations to ensure safety and security.
- g. Ensure Soldiers under AWSS are properly trained and certified to conduct ammunition operations.
- h. Establish and operate an AHA.

2-10. Department of Emergency Services (DES) security section

- a. Provide escort for A&E Cat I/II shipments arriving at FLW to the ASP.
- b. Establish and publish routes for A&E Cat I/II transport operation on FLW.
- c. Provide initial response to activated Intrusion Detection System (IDS) located at the ASP.
- d. Will provide repairs to IDS for all CAT I&II storage areas within two hours of notification.
- e. Inform IOC Watch Office to activate the Guard Force Plan in the event of IDS failure. Guards will be posted within two hours of notification.

Chapter 3 Training

3-1. Ammunition Management Course

All personnel managing ammunition accounts within TAMIS must obtain certification through an Ammunition Management Course as outlined in AR 5-13.

3-2. A&E worker training and certification.

All personnel conducting ammunition operations at FLW will comply with provisions outlined in FLW Reg 385-64, Explosive Safety Management Program for training and certification requirements.

3-3. Hazardous Materials (HAZMAT) Transportation Courses

All Department of Defense (DoD) personnel both military and Civilian must complete the initial Ammo-62 course (2 year validity) if involved with the preparation and shipment of **HAZMAT**. Personnel may take Ammo-37 refresher course within 2 years of completion of Ammo-62 to remain certified. All DoD personnel both military and Civilian involved with the issue and turn-in of AE must complete Ammo-45, Ammo-67, Ammo-64 and the Ammunition Handlers Certification Course (AHCC) prior to conducting AE operations. Contract carrier drivers must possess the appropriate Commercial Driver's License with Hazardous endorsement in order to transport AE on and off post.

3-4. Records

Supervisors of Civilian employees and unit commanders will maintain a copy of A&E management, explosives safety and transport certifications along with the Soldiers DA Form 7708 (Personnel Reliability Screening and Evaluation) in the Soldier's local file prior to allowing or assigning duties to handle AA&E.

Chapter 4 Army Training Ammunition Authorization

4-1. General

a. This chapter describes the management methods to ensure Army training ammunition is utilized correctly. Although these are not FLW requirements, FLW IAMO will operate within and enforce these higher headquarters requirements. Units must realize that every attempt must be made to accurately plan and conduct appropriate training to reduce wasteful use of this vital and shortage commodity within the Army. Class V managers must closely monitor and coordinate the training ammunition management program with emphasis on the accurate development of unit requirements IAW AR 5-13 and DA PAM 350-38, Standards in Training Commission. These processes and procedures generate the all command and unit authorizations.

b. Training authorizations are based on Programs of Instruction and Standards in Training Commission and strategies as detailed in DA PAM 350-38, availability of stocks, training guidance and specific MTOE data such as weapon density, unit type and authorized personnel.

c. Units submit FY requirements in TAMIS no later than the last week of September each year indicating the total requirement to sustain training for the following FY by Department of Defense Identification (DODIC) and quantity. TAMIS consolidates and submits requirements to Headquarters, Department of Army (HQDA).

d. Training ammunition requirements resourcing starts at HQDA and is based on availability of assets, production, distribution, Army modernization and other priorities. HQDA provides maximum supportable authorizations to meet validated unit/command requirements. These authorizations are passed by each HQ's to their subordinate units down to the battalion (BN) or separate company level.

(1) Authorizations are required to be at the unit (UIC) level to allow for requirements forecasting over the 12 month period.

(2) Units may not maintain authorizations at subordinate command levels for use at later times.

(3) Authorizations are provided to meet stated requirements at the BN or separate company levels and should be moved to these commanders' accounts immediately upon receipt from higher HQ's. This distribution of authorizations allows BN or separate company commanders to accurately forecast and identify shortfalls or overages in a timely manner to effect change as required to meet readiness training.

(4) Accurately forecasting Class V (T) authorizations provides the IAMO and ASP the ability to support these authorizations with actual munitions assets. It is imperative for the IAMO to know where and when units require their authorized munitions to support the unit's readiness and programmed training events.

4-2. Cross leveling authorizations.

Cross-leveling of authorizations is a continuous process between command TAMIS Managers and the IAMO.

4-3. Excess training authorizations.

Ammunition authorizations which are not forecasted in TAMIS are considered excess to the unit's training requirements. Excess ammunition authorizations are subject for redistribution to other units to meet shortages, changes in requirements, or other training objectives and priorities.

4-4. Training authorization shortages

Units with ammunition authorizations that are insufficient to meet their training requirements can request an increase in yearly authorizations at any time during the FY. Requests must be made as soon as possible to allow Class V (T) assets to be moved to supporting ASPs through the forecast function in TAMIS.

a. FLW Units:

(1) Requests for additional authorizations that exceed the FY requirement strategy level must be approved and signed by the unit Commander (CDR) at the level of the request (BN increased request will be signed by the BN CDR and separate company request will be signed by the Company CDR).

(2) Major Subordinate Command (MSC)s fill requirements by cross-leveling excess authorizations from other units within their command using un-forecasted quantities first to the maximum extent possible. Requirements that cannot be filled through cross-leveling are then be forwarded to the next higher command Class V (T) Manager.

(3) IAMO reviews requests for additional authorizations and either approves and cross levels, disapproves with justification, or requests an increase in authorization from respective Army Command (ACOM).

b. Other unit requests for increased authorizations follow the requirements of the higher command level ACOM/ Army Service Component Command (ASCC)/ Direct Reporting Unit (DRU).

Chapter 5 Forecasting Army Training Ammunition

5-1. General.

All authorized users requesting ammunition support from FLW ASP will submit a forecast for no less

than 90 days in advance of the required training date via TAMIS. Although these are not FLW requirements, FLW IAMO will operate within and enforce these higher headquarters requirements. Units must forecast 100% of their training requirement, not to exceed their available training authorizations at all times to meet scheduled training events. TAMIS is the only approved method for Class V (T) to be forecasted for consumption. Forecasts submitted in any other method or system will not be accepted or utilized at any level of Class V management. IAMO will only requisition Class V (T) based on TAMIS forecast.

5-2. Forecast submission

a. Units will update and input forecasted consumption of ammunition for a minimum of 12 consecutive months IAW with AR 5-13. Forecasts will be input and updated each month NLT the third Monday of each month at each UIC as shown in TAMIS that maintains remaining authorizations and training requirements.

b. The unit cannot increase quantities for the current month and next two subsequent calendar months, but may decrease as required for any month at any time. Units will not receive ammunition in a month other than when it was forecasted for use unless approved by the unit ACOM/IAMO.

c. Forecasts will be input by each unit to the ASP in the training area closest to the training being conducted. Units not currently authorized access to a required ASP will contact IAMO for approval to forecast requirements to any additional ASP. If a unit forecasts at one location and chooses to use it at another, the unit may be required to draw the ammunition from the forecasted ASP and transport it to the training location if assets are not available at the training location ASP.

5-3. Forecast usage

IAMO will use the forecasts from all authorized users requesting ammunition to requisition the ammunition to be delivered to FLW ASP as specified by the unit forecast. Ammunition not forecasted for consumption in TAMIS is not considered a requirement by the Joint Munitions Command (JMC), the Centralized Ammunition Management (CAM) Element or HQDA G4, and those munitions cannot be ordered or moved to FLW ASP. Further, all un-forecasted ammunition WILL NOT be available for issue.

5-4. Training outside FLW areas

Units planning to train at another installation must forecast their ammunition at the correct installation or supporting ASP in TAMIS for the region or area in which the training will be conducted. Forecasts must be submitted at least 90 days prior to the required date for Continental United States installations and 180 days for Outside Continental United States training. This allows the supporting installation to requisition the munition assets as necessary. Units failing to meet this requirement must submit un-forecasted requests to the supporting IAMO for action by the supporting ACOM/ASCC/DRU.

5-5. Un-forecasted request procedures

a. Ammunition requests are considered un-forecasted if the forecast is not reflected in the unit's TAMIS account under the correct month and location requested for issue of munitions by the command.

b. Before submitting an un-forecasted request, TAMIS managers must cross-level forecasts within their units prior to the request being submitted through the appropriate channels and then to IAMO for approval.

c. Un-forecasted requests will be approved, reduced, or forwarded to IAMO or the appropriate ACOM, ASCC or DRU for action depending upon available assets and current support requirements within the ASP as determined by the IAMO. If the request cannot be approved, IAMO will inform the appropriate headquarters, who will review all forecasts for that month and determine if the un-forecasted request is a higher priority than a respective unit that forecasted properly.

d. Un-forecasted requests (* Refer Appendix C) that cannot be filled with on hand or excess stocks at the ASP and has not been approved for reprioritization by IAMO or the requesting units ACOM, ASCC or DRU must be accompanied by (request for un-forecasted ammunition memorandum), Subject: Un-forecasted Ammunition Request (Refer example in Appendix C). This un-forecasted request will be submitted by the units Class V (T) munitions manager representative. This request may be made via electronic mail (email) to the IAMO. The un-forecasted request will include:

- (1) Does the unit have deployment orders within 6 months?
- (2) UIC
- (3) Name of requesting unit.
- (4) Requested DODICs and quantities.
- (5) Unit's remaining FY TAMIS authorizations for requested DODICs.
- (6) Installation where needed.
- (7) Requested delivery date (RDD).
- (8) Training dates.
- (9) Justification for not forecasting IAW AR 5-13.
- (10) Impact to training if not supported.
- (11) TAC Code for shipment of A&E from depot to ASP.
- (12) Point of contact (POC).

5-6. Ammunition asset vs requirement shortfalls

Ammunition shortfalls occur when the installation's forecasted requirements exceed the amount available at the supporting ASP. IAMO will report shortfalls to the MSCoE G33 as required. G33 reviews the shortfall report to determine training priorities for units.

Chapter 6 A&E Requesting Procedures

6-1. General.

All requests for ammunition from FLW ASP will be submitted using the Training Ammunition Request (e581) process in the Total Ammunition Management Information System IAW AR 5-13.

6-2. Emergency issue of ammunition after duty hours.

Units with emergency requirements for basic or operational load will contact the Installation Operation

Center (IOC) for assistance or guidance. *Refer Appendix J to prepare a request for operational load memorandum.

6-3. Delegation of authority

- a. CDRs have the authority to request or approve requests, as well as receive ammunition for their units.
- b. CDRs may delegate their inherent authority to responsible individuals using DA Forms 1687. Refer to the FLW ASP External SOP for completion instructions. See ASP's External SOP Appendix C.
- c. Assumption of command orders for the CDR delegating the command authority must accompany each respective DA Form 1687.
- d. CDRs may not delegate the ability to request and authenticate/approve Class V requests to the same individual.
- e. CDRs must submit separate DA Form 1687s indicating request /receive personnel and those authorized to authenticate/approve such requests. * Refer Appendix E to prepare DA Form 1687.
- f. Personnel granted the authority to receive ammunition must have completed all appropriate training (Ammo-45, Ammo-64, Ammo-67 and the FLW Ammunition Handlers Certification Course) and will present their certification card at the ASP prior to release of any ammunition.

6-4. Rank requirements for delegation authority

- a. CDRs will only delegate authority to request ammunition to Service Members in the grade of E-5 or higher or DA Civilians in the grade of General Staff (GS) -7 or higher. CDRs may designate anyone on appointment orders to authenticate requests for issue.
- b. CDRs will delegate only personnel in the rank of E-5 or higher, or DA Civilians in the grade of GS-7 or higher, to receive ammunition designated as security category I or II. Service Members or Civilians of any rank may be delegated to receive ammunition of a lower security category. Contractors may be authorized to receive ammunition or approve a 581, but will not be delegated the authority to request ammunition on a units DA Form 1687.
- c. All personnel delegated will be in full compliance with requirements outlined in AR 190-11, AR190-13, DA Pam 700-16, The Army Ammunition Management System and DA Pam 710-2-1, Using Unit Supply System (Manual Procedures)

6-5. Security screening

All personnel involved in ammunition operations must comply with AR 190-11 Chapter 2 and AR 190-13 Chapter 2-21. Personnel will undergo a screening to ensure compliance and suitability. Complete DA Form 7708 and conduct CDRs interview prior to adding personnel to DA Form 1687 and permitting individuals access to A&E.

6-6. Preparing and submitting ammunition requests

- a. Units request all A&E using the automated Electronic DA Form 581, Request for Issue and Turn-in of Ammunition (e-581) process in TAMIS to request for issue of basic, operational load, and training munitions. Requests for issue should be consolidated by training event, and list no more than 14 total lines of ammunition on one e-581 form including the continuation sheet. * Refer Appendix B for e-581 Procedures.

b. Units should not request training ammunition on an e-581 with training dates that are more than 45 days in duration. Units may request an extension based on actual mission with the issuing ASP prior to the expiration as required. Units may request documented training dates in excess of 45 days but must submit an exception to policy request to the IAMO. Be prepared to present unit ammunition control SOPs, detailed accountability processes, proof of authorized storage location for the munitions throughout the requested period.

c. The e-581 should be submitted (requested and approved) at least 10 working days prior to the date the munitions are required to be issued from the servicing ASP. In order to avoid having a late document, it should be submitted, signed by the requestor and approver and validated by the IAMO a minimum of 3 working days prior to the requested pick-up date. IAMO will process all forecasted requests for validation within 2 duty days and all un-forecasted requests within 4 duty days of receipt.

d. Requests that cannot be validated by the IAMO 3 working days prior to the requested pick-up date from the servicing ASP are considered late documents. When calculating the 3 duty days, do not include the day of issue, Federal Holidays, Day of No Scheduled Activities, or weekends.

e. Late documents require an exception to policy memorandum, Letter of Lateness Memorandum (Refer Appendix D), to the ASP accountable officer from the unit before the munitions will be issued by the servicing ASP. The memorandum will state the circumstances for the late request, impact to unit readiness and any training if not issued prior to the 3rd business day from the date of validation of the document by the IAMO. The memorandum will be signed by requesting unit's CDR or designated representative. This memorandum will be signed and submitted electronically from the unit CDR as indicated on assumption of command orders or designated representative to the ASP accountable officer. *Refer Appendix F to prepare an assumption of command orders.

f. CDRs submitting late documents must be aware that the issue may not be able to be scheduled on the date requested due to scheduled workloads, training or other mission requirements of the ASP personnel.

g. ASP accountable officer will work with units on scheduling late requests to meet Class V issue requirements to the maximum extent possible, to include late requests. ASP training, dedicated mission obligations and man-hours previously scheduled will take precedence but will be supplemented in every way possible to support the issue of munitions to sustain readiness to the unit CDRs.

h. The ASP will submit all cases where support cannot be met to meet the units requested issue or turn in date to the MSCoE G33 and IAMO who will coordinate the ASP priority of issue for all cases where CDRs have a firm mission impacting requirement to have munitions issued on the requested date and cannot meet mission if issue is delayed.

i. When unit CDRs have a mission impact for delayed issue and a late document submission, the ASP leadership will provide detailed information to include: number of units currently scheduled for those days, expected increased man-hour requirements to support the request, available man-hours of current workforce and any monetary requirements for any additional work-hours beyond normal duty hours that may be required to support the later request to meet the unit CDRs requested/required issue date. ASP will submit this information via email to IAMO and MSCoE G33.

j. ASP will accept TAMIS e-581s submitted electronically that have been requested, approved and validated by authorized officials as indicated by DA Form 1687 or the IAMO. ASP may reject or disapprove any approved/validated e-581s that have incorrect Training Event Codes, invalid UICs or documents that are not supported by proper DA Form 1687s and assumption of command orders for the requesting unit or unreconciled documents.

k. Upon acceptance of the e-581 by the ASP the ASP clerk will enter issue date and time on e581. The unit must contact the ASP to verify scheduled issue date and time to ensure schedule availability.

l. ASP accountable officer may restrict issue of munitions to any unit that is delinquent or has significant deficiencies with their account at the ASP or has not properly completed the process of turn-ins from previous issues within required timelines. Accountable officer will publish a delinquent document list to include units that will go delinquent within 10 workdays NLT close of business each Wednesday. This published list will be submitted to the IAMO and MSCoE G33.

6-7. Requests for security category I and II ammunition

Requests for security Category I and II ammunition items must be submitted with a requested issue date no earlier than one working day prior to the scheduled training event. ASP will work with the unit to schedule issue on the day of range. Units should schedule turn in appointments for all CAT I and II issues on the same day of issue to ensure supportability of ASP staff for turn in processing after completion of range. The ASP may process CAT I and II turn-ins same day as issue if the schedule permits. If turn-in is not possible the unit must plan accordingly.

6-8. Scheduling actions

a. All ammunition requested on an e-581 should be issued on the RDD if schedule permits. Units must contact the ASP to ensure scheduled pick up date and time for issue.

b. Issues that cannot be completed on the date and time of pickup due to unit negligence (i.e., late arrival, lack of personnel, equipment, or serviceable transportation) will be processed as soon as possible based on ASP workload requirements to meet CDRs training objectives and timeline requirements. The requesting unit may be required to go into a standby basis and will be issued as soon as possible based on the scheduled workload for that day. ASP accountable officer will use missed appointment times or other available opportunity to issue such request as rapidly as possible. ASP will process all units that arrive without appointments for issue and turn in as standby, servicing the unit as soon as possible once scheduled units have completed their transactions that day. Unit issue and turn in requirements will take precedence over ASP internal workloads to ensure training & operations, recovery of live ammunition and or return materials is completed without delay.

c. The ASP Accountable officer will make every effort to assist using units and ensure issues and receipts are processed as quickly and effectively as possible for the units.

d. The ASP Accountable officer will ensure that munitions are issued and recovered at the ASP as soon as possible and will not cancel or close out any document that maybe delayed due to situations with units to include any missed appointments.

e. Accountable officer will not cancel any unit approved request in TAMIS.

f. Units may cancel requests at any time but will do so through TAMIS only. If the e-581 has already been accepted by the ASP, the unit must notify the ASP of the cancellation. Documents canceled through TAMIS must be resubmitted through the approval process prior to any issue.

6-9. Requesting ammunition for overhead fire

When requested ammunition is to be used for overhead fire, the unit will enter the statement "To be used for overhead fire" in the remarks block of the e-581. DPTMS Range Support Branch must be notified of the overhead fire requirement at the time the range is scheduled.

Chapter 7 A&E Transportation

7-1. General

a. Transportation of Army A&E by military conveyances is governed by AR 190-11, AR 385-10, AR 600-55, The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing), DA PAM 385-64, FLW Reg 190-11, Physical Security of AA&E, FLW Reg 385-64, and by Department of Transportation (DOT) regulations and (DTR) 4500. 9-R. *Refer to section 3-3 for training requirements and Appendix G for designated A&E transportation routes.

b. Prior to dispatching vehicles from the unit area to receive ammunition, CDRs will ensure that the vehicles pass a stringent vehicle pre- inspection conducted IAW DD Form 626, Motor Vehicle Inspection.

c. Sensitive, classified, and pilferable items require special controls when they are received, transported, and stored. Units must protect A&E IAW the Controlled Inventory Item Code, (CIIC) listed on the Hazardous Classification of United States Military Explosives and Munitions, and AR 190-11, Physical Security of Weapons, Ammunition, and Explosives.

7-2. Entering ammunition storage area

a. Prior to entering the ammunition storage area, all unit vehicles will be inspected at the Ammunition Surveillance Vehicle Inspection Point.

b. Units must arrive in ample time to have the vehicle inspected IAW DD Form 626 prior to appointment time at the servicing ASP.

c. Each vehicle is required to have two serviceable fire extinguishers, each with a rating of 10- BC or greater.

d. Vehicle inspections will be conducted by the assigned Quality Assurance Specialist Ammunition Surveillance (QASAS) or approved representative at the ASP.

e. Vehicles failing the inspection will not be allowed to transport munitions.

f. Units with a large number of vehicles may make arrangements with the ASP QASAS or approved ASP representative to have an inspection completed 24 hours prior to the issue date or exercise.

7-3. Unit transporting category I and II ammunition

a. All category I and II AA&E will be signed for and in the custody of a Commissioned Officer, Warrant Officer, Noncommissioned Officer (E-5 and above or DoD Civilian GS-7 or above) IAW DA Pam 700-16 and AR 190-11.

b. All A&E will be in a sealed original packaging container under armed guard surveillance and a separate security escort vehicle with an unarmed driver and mobile communication capability.

c. Units will comply with procedures outlined in AR 190-11 by providing a continuous audit trail from time of issue until consumed or returned to the ASP.

7-4. Loading and transporting A&E (on- and off-base)

a. QASAS inspection. All vehicles loaded with A&E must be inspected by QASAS or approved ASP representative prior to departure of the ASP.

b. Placards. Each vehicle transporting A&E or other **HAZMAT** must display the appropriate placards on each side and both ends of the vehicle. Placards must be firmly affixed to accommodate travel and weather conditions. Units are responsible for providing placards for their vehicles.

c. Cargo area. Each vehicle will have a complete fire retardant tarpaulin large enough to cover the A&E. Cargo space will be clean, free of inwardly projecting parts, and free from any flammable material or residue. Ammunition will be blocked and braced or secured with suitable tie-down straps to prevent movement

d. Tie-Down.

(1) The ASP will not provide Blocking, Bracing, Packing, and Crating & Tie-Down (BBPCT) for unit A&E load and transportation.

(2) A&E will be secured on vehicles to prevent shifting of loads during transit. The accepted method of securing loads is the use of tie-down straps.

(3) Units are advised to use vehicles equipped with tie-down anchors and are responsible for providing sufficient tie-down straps to secure the load.

(4) Tie down straps are required to be rated at 5,000 lbs. and be in serviceable condition.

(5) Other methods are permitted if the load is secured sufficiently and acceptable to QASAS or approved ASP personnel.

e. Compatibility

(1) A&E residue and packing components may be transported in the same vehicle with live ammunition when returning to the ASP for scheduled turn-in. Items must be properly segregated on the vehicle.

(2) A&E must be transported IAW applicable compatibility groups. Refer to the "Yellow Book" for quick reference.

f. Vehicle drivers and co-drivers must be trained and certified for HAZMAT transportation IAW AR 600-55. A minimum of two personnel are required for all issue and turn-ins conducted at the FLW ASP.

g. Vehicle drivers must receive emergency response instructions and proper reporting procedures for accidents, incidents, or delays en-route.

7-5. On-base A&E movement restrictions

a. Designated on-base ammunition routes will be strictly observed. *Refer Appendix G for designated A&E transportation routes.

b. Using units will adhere all transportation regulations to include this Reg while transporting ammunition within field sites and ranges.

c. FLW hard surface roads are considered public roads and are subject to DOT requirements.

d. A&E-laden vehicles will not enter any housing area, billeting area, school zone, PX or refueling areas except as authorized for storage by DA Pam 385-64, and with approval in writing by the FLW Safety Office.

7-6. Transporting A&E on public roadways

a. Military vehicles will not transport A&E over public highways, outside the confines of FLW or its sub-installations, without an approved convoy clearance and risk assessment.

b. A&E transported off-base or on public highways on base will only be moved in the original packaging or in an approved Performance Orientated Packaging (POP) container. In addition, the words "POP MARK" must be written in the remarks block of the e581 so the ASP personnel can prepare the ammunition for transport.

c. All **HAZMAT** shipments on public roads must be certified by a trained hazardous cargo certifier, on a DD Form 2890 (DoD Multimodal Dangerous Goods Declaration).

d. A&E-uploaded vehicles will be inspected by the QASAS office prior to departure.

e. Driver is required to carry and use the evacuation distances specified in the latest DOT Emergency Response Guidebook, latest revision.

f. All transport of CAT I&II A&E will conform to the standards established in AR 190-11 for shipment of A&E.

7-7. En-route stops during movement of A&E

For brief stops during transport at least one of the drivers must remain in the cab, or within 10 feet of the vehicle provided the vehicle is within full unobstructed view. When circumstances require more lengthy stops, ensure that the vehicle is parked only at a Carrier Terminal or approved safe haven.

7-8. Passengers in or on government vehicles transporting A&E

a. Passengers will not ride in the cargo area of vehicles transporting A&E.

b. A&E will not be transported in a passenger compartment of a vehicle, except for limited quantities (no more than two full outer packs of small arms ammunition with non-explosive bullets) IAW DA Pam 385-64.

c. Vehicles transporting A&E must have a driver and the co-driver.

Chapter 8 A&E Storage and Use

8-1. General

a. All A&E storage locations on FLW must be licensed by the Installation Safety Office. See the procedures in FLW 385-64 Chapter 5.

b. Unit CDRs must have a storage plan, which covers the period the ammunition will be held by the unit.

c. Unit Ammunition Officers and NCOs will be familiar with the procedures for using the AHA and procedures for establishing and operating temporary holding areas prior to the receipt of munitions items.

d. Unit storage of ammunition must meet requirements outlined in AR 190-11, FLW Reg 190-11, DA PAM 385-64 and FLW Reg 385-64.

8-2. Arms room A&E storage

FLW Reg 385-64, (dated 7 September 2016) provides the conditions and requirements under which units may store A&E in arms rooms.

8-3. Field A&E storage

Units with a requirement to establish a Field Ammunition Supply Point (FASP) or Ammunition Transfer and Holding Point (ATHP) on FLW property must submit a written storage plan and request for authorization and licensing to the FLW safety office. Procedures are in FLW Reg 385-64.

8-4. Ammunition holding area

The FLW AHA is licensed for storage of 1.4 and small quantities of 1.3 only. Units will request use of AHA at time of issue at the ASP. Units are responsible for obtaining IDS PIN codes for AHA entry from the FLW DES Security Operations Division, Physical Security Office. Space is first come first serve. The requesting unit must meet all regulatory requirements, ESSP and license requirements, and ASP-directed requirements for net explosive weight, compatibility and quantity-distance for their storage and operations. See the procedures in FLW 385-64 Chapter 5.

8-5. A&E accountability

a. A&E will be stored IAW AR 190-11, DA Pam 385-64, DA Pam 700-16, FLW Reg 190-11 and FLW Reg 385-64. Units will segregate all ammunition by type and lot number. Stacks of ammunition will have a DA Form 3020-R, Magazine Data Card on each stack.

b. Units will use DA Form 5515-R as a hand receipt for issuing training ammunition from one unit or organization to another, from one supervisory level to another, or to several recipients from a single issue. DA Form 5515-R will not be used for transfer of Operational or Basic Load (OPL/ ABL).

c. The DA Form 5515-R will also be used as a turn-in document for unexpended A&E and residue from the hand receipt holder to the level that originally drew the A&E from the ASP when the training event is completed.

d. When returning A&E, all shortages noted on DA Form 5515-R should have an accompanying DA form 5811-R, Certificate- Lost or Damaged Class 5 Ammunition items from the using parties that explains the loss of materials. DA Form 5811-R can be consolidated and used during any required investigation, on noted turn in 5811-R during document reconciliation process. All DA Form 5811-R must be digitally signed.

8-6. Guided missile and large rocket reporting and accountability

a. Units will ensure reports are submitted for all missile firings per AR 700-19, U.S. Army Munitions Reporting System.

b. Missiles drawn from the FLW ASP for use off the installation will be reconciled with that ASP upon return. The unit will provide the ASP with the DA Form 5692-R, Ammunition Consumption

Certificate, for those items expended.

8-7. A&E general usage

- a. A&E boxes or containers will not be opened until they are to be used, to maximize serviceability of munitions exposed to external conditions such as humidity, weather or other environmental aspects.
- b. A&E removed from its original box or container for firing, but which is not fired, will be positively identified and returned complete in every respect to its packing container, including inner and outer containers.
- c. A&E will not be disassembled, de-linked, modified or altered in any manner.
- d. Live A&E will not be used in classroom demonstrations.

8-8. A&E malfunctions

- a. The term "malfunction," means the failure of an ammunition item to function as expected when fired or launched, or when explosive items function under conditions that should not cause functioning. Malfunctions include hang-fires, misfires, duds, abnormal functioning and premature functioning of explosive items under normal handling, maintenance, storage, transportation, and tactical deployment. Malfunctions do not include accidents or incidents that arise solely from negligence, malpractice, or situations such as vehicle accidents or fires.
- b. Unit CDRs are responsible for ensuring all unit range safety officers (RSO), range training officers and range officer-in-charge (OIC) of firing are thoroughly familiar with the provisions of FLW Reg 210-14 and Range Control regulations.

Chapter 9 A&E Turn-in Procedures

9-1. General

After completion of the training exercise, units will return all unexpended Army A&E and A&E residue to the servicing ASP. Unexpended live ammunition and residue will be turned in on separate documents within 5 working days following the completion of the unit training events. Units must provide a copy of their turn-in 581s to the ASP on the scheduled appointment day.

- a. Turn-in appointments are encouraged to be scheduled at the time of issue. Live and residue turn-ins may be accomplished on the same day if schedule permits. Live ammunition will be turned in prior to residue turn-in.
- b. The ASP will place on the delinquent document list and suspend a unit ammunition account if a unit does not reconcile their issue documents within 5 days from the training end date on the e-581. The unit on the delinquent document list will not be allowed to draw any training ammunition until the delinquent documents are reconciled. The ASP will not suspend a unit's account if a unit cannot obtain a scheduled turn in appointment due to ASP limitations.
- c. Failure to meet scheduled turn-in appointments will automatically place units on delinquent document list regardless of time or situation.
- d. The ASP will not constrain ammunition issues for operational, combat, sustainment and new weapon fielding ammunition.

9-2. Document preparation and submission

Turn-in requests will be prepared using manual DA Forms 581 IAW DA PAM 700-16 or utilizing the SAAS generated DA Form 581 at time of issue. Units will assign document numbers to each DA Form 581 for live and residue.

9-3. Reconciliation

a. Upon completion of live and residue turn-ins, ASP personnel will conduct reconciliation between the unit issue and turn-in quantity to ensure that all ammunition issued to the unit is expended or accounted for. Shortages in result of reconciliation will be accounted for on DA Form 5811-R, IAW the guidance in DA PAM 700-16. Also, all items consumed that do not generate residue, i.e. demo, pyro, smokes will be listed on DA Form 5692-R IAW the guidance in DA PAM 700-16. All ammunition documents must be digitally signed. The ASP will not receive documents with hand written signatures.

b. Units and ASP must conduct reconciliations of their e-581s in TAMIS upon completion of the document closure to ensure proper unit expenditures and credits for not expended ammunitions. Units will follow the guidance on reconciliation procedures in AR 5-13 and the TAMIS End User's Manual.

Chapter 10 Amnesty Program

10-1. General

This program is neither intended to circumvent normal A&E turn-in and accountability procedures, nor serve as a substitute for sound leadership. Implementation of Amnesty Program is mandatory, but subject to the discretion of the Installation CDR. The amnesty program is to provide an opportunity for individuals to return A&E that has been stolen, misplaced, or inadvertently left in the possession of an individual. For the program to work, A&E returns must be able to be made without fear of prosecution, therefore amnesty turn-ins will not be the subject of an investigation of individuals making the turn-in. The overriding premise behind every A&E amnesty program is the freedom from prosecution or adverse action that the Service members:

a. All A&E found on installation, excluding small arms ammunition (up to and including .50 caliber), will be considered extremely hazardous Unexploded Ordinance (UXO) and will not be handled or moved by unauthorized personnel. EOD, QASAS or Ammunition Inspectors are considered trained personnel. For explosive emergencies after duty hours, call the EOD at (573) 596-2818.

b. Small arms ammunition in individual possession may be delivered directly to the ASP or placed in the amnesty collection container located in the vicinity of range control office. Neither documentation, nor verification of identity is required. The ASP staff will empty Amnesty boxes at regular intervals.

c. Using units discovering A&E after having completed their turn-ins and having their accounts reconciled are not authorized to use the amnesty procedures for turn-in. These units will perform an amended turn-in using the formal turn-in procedures. CDRs must ensure no adverse results from following this guidance.

10-2. Amnesty days

a. Garrison CDR in conjunction with the installation safety office will employ amnesty days.

b. Schedule ammunition amnesty days at least once quarterly and after each field exercise for

collection of abandoned or unauthorized A&E.

c. When A&E amnesty days are scheduled, consideration for collection points shall be established at locations that afford inhabited building distance levels of protection.

d. QASAS, Ammunition Inspector, Safety personnel, and Material Handlers will assist amnesty collection.

e. The installation medical and fire departments will be notified and available on call.

Chapter 11

Operational load ammunition

IAMO maintains stockage objectives for EOD, funeral detail, and flag details, and ensures enough operational load ammunition on hand for these requirements. Units should request ammunition in writing for any other requirement to the IAMO at least 45 days prior to the required date. IAMO will verify, approve, and notify the approval of unit requests based on the guidance in DA PAM 350-38 appendix D.

Appendix A

References and forms

A-1. References

AR 5-13	Total Army Munitions Requirements and Prioritization Policy
AR 190-11	Physical Security of AA&E
AR 190-13	The Army Physical Security Program
AR 600-55	The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing)
AR 700-19	U.S. Army Munitions Reporting System
AR 735-11-1	Uniform Settlement of Military Freight Loss and Damage Claims
CTA 50-909	Field and Garrison Furnishings and Equipment
DA PAM 350-38	Standards in Weapons Training
DA PAM 385-64	A&E Safety Standards
DA PAM 700-16,	The Army Ammunition Management System
DA PAM 710-2-1	Using Unit Supply System (Manual Procedures)
FLW Reg 190-11	Physical Security of AA&E
FLW Reg. 385-64	Explosive Safety Management Program

A-2. Referenced forms

DD Form 626	Motor Vehicle Inspection (Transporting Hazardous Materials)
DD Form 2890	DoD Multimodal Dangerous Goods Declaration
DA Form 581	Request for Issue and Turn-in of Ammunition
DA Form 1687	Notice of Delegation of Authorization-Receipt for Supplies
DA Form 3151-R	Ammunition Stores Slip
DA Form 5515	Training Ammunition Control Document
DA Form 5692-R	Ammunition Consumption Certificate
DA Form 5811-R	Certificate - Lost or Damaged Class 5 Ammunition Items
DA Form 7708	Personnel Reliability Screening and Evaluation Form

Appendix B

Training Ammunition Request (e-581) Procedures

B-1. General

TAMIS is used to manage all classifications of ammunition across the Army. It provides visibility of all levels of ammunition requirement, authorization, forecast, request-for-issue, expenditure, and historical data.

B-2. Creating an Ammunition Request Document

To create a request for issue of ammunition, units will utilize the automated requesting process in the TAMIS system. Unit ammunition managers must establish the following prior to processing a document:

- a. Access to the TAMIS website.
- b. A user account setup by the TAMIS Manager for your unit or management level. You **MUST** have a valid Army Knowledge online (AKO) email or Enterprise email stored in TAMIS to set up an account successfully. AKO or FLW official email addresses are the only authorized email accounts that will be input to user accounts in TAMIS.
- c. The appropriate user rights for an account.
- d. Ammunition Forecast to support the request.

B-3. TAMIS Management

FLW IAMO manages TAMIS accounts and access to the system. Questions on TAMIS should be addressed to the IAMO at (573) 563-6201.

B-4. Processing requests

Step by step procedures are found in the TAMIS users' manual which is available on line at <https://tamis.army.mil> or through the FLW IAMO office. TAMIS maintains a customer support help line which can be reached either through email at support@aim4value.com or via telephone at 1-800-934-1169.

Appendix C
Request for Un-forecasted Ammunition (Sample)

(OFFICE SYMBOL)

(DATE)

MEMORANDUM FOR Installation Ammunition Management Office (IAMO)

SUBJECT: Request for Un-forecasted Ammunition

1. Request the following un-forecasted ammunition, Document # W8TUUW82800001, be approved to support a 1/25 SBCT FTX in June 2005.

<u>DODIC</u>	<u>NOMENCLATURE</u>	<u>Quantity</u>
A080	Ctg, 5.56mm Blank	10,000
A111	Ctg, 7.62mm Blank	5,000

2. The above items were not forecasted due to a recent authorization increase within the forecast lock out period.
3. POC this request is CPT Avenger, BN S-3, at 596-5555.

BILLY T. KID
LTC, OD
Commanding

Appendix D
Letter of Lateness Memorandum (Sample)

(OFFICE SYMBOL)

DATE

MEMORANDUM FOR Accountable Officer, FLW Ammunition Supply Point (ASP)

SUBJECT: Letter of Lateness

1. Request approval of the following late ammunition request to support HHCBDE training. Training dates are 3 – 21 October 2005.

Document number # W81TW1 5263-5056, AA49, 9mm ball, 500 RD

2. Ammunition is being requested to conduct range qualification for 8 personnel. If rounds are not provided, 6 personnel will not be qualified with current assigned weapon; unit will fall to USR reporting levels of T2/3 within the next 30 days; etc.

3. POC this request is CPT John Doe, BN S-3, at 596-XXXX.

BILLY T. KID
LTC, OD
Commanding

Appendix E

DA Form 1687, Notice of Delegation of Authority - Receipt for Supplies

1. Upon any element of data becoming outdated on this card, the entire card is no longer valid and must be replaced with a new card before further transaction involving Class V can continue. If the individual who assumes responsibility goes on leave then a new DA Form 1687 and assumption of command order is required. Instructions for completing the 1687 can be found in DA PAM 710-2-1, figure 11-3. Additions and deletions of individuals is not permitted. Submission of new DA Form 1687 makes previous editions invalid.

2. Class V 1687s must be prepared and submitted digitally. All 1687s require both hand written and digital signatures. Handwritten signature must be embedded in the digital signature. See ASP's External SOP Appendix C.

3. DA Form 1687s authorizing personnel to Request and Approve e581 must be submitted via email to the IAMO and a copy of each forwarded to the ASP.

4. DA Form 1687 for receivers must be submitted via email to the ASP.

5. A copy of the CDRs assumption of command orders will be submitted with the DA Form 1687. The Unit's UIC must be present on the orders.

6. DA Form 1687 Preparation (Delegation of Authority): REQUEST AND/OR RECEIVE.

a. Date: Enter the calendar date the document was prepared.

b. Organization Receiving Supplies: Enter the unit/activity designation.

c. Location: Ammunition Supply Activity.

d. Last Name, First Name, Middle Initial.

e. Enter the name of personnel authorized to request and receive ammunitions.

f. Enter their rank.

g. Enter their DoD ID expiration date.

h. Authority.

(1) REQ (Request). Enter "YES" or "NO" to indicate whether the individual is to request ammunition.

(2) REC (Receive). Enter "YES" or "NO" to indicate whether the individual may receive or turn-in ammunition.

i. Signature. Dual signature required. Both signatures must be legible. Initials are no longer required.

j. Authorization by Responsible or Accountable Officer.

(1) Place and "X" in the delegated block.

(2) Enter the following statement; "Requisition or receipt of Class V supplies as indicated

above.” Or “to Approve and Authenticate Class V requests”.

k. Remarks. Enter the following statement: Authorized representative(s) listed above have passed security screening required by AR 190-11 and AR 190-13. CDRs are responsible for ensuring individuals have completed DA Form 7708.

l. UIC. Enter your Unit Identification code (UIC) for Unit Level Ammunition Draw (the UIC entered must match the UIC on the assumption of command order).

m. DODAAC/Account Code. Enter your assigned DODAAC/Account Code.

n. Last Name, First Name, and Middle Initial. Enter the name of the CDR of the UIC.

o. Grade. Enter the grade of the CDR.

p. Telephone Number. Enter the telephone number where the individual in Block H can be reached.

q. Expiration Date. Enter the expiration date, NOT to exceed one year from the date prepared. If an individual’s DoD ID expires before the designated year the DA 1687 no longer valid.

r. CDR digitally signs.

s. DA Form 1687 Preparation (Delegation of Authority): AUTHENTICATE AND APPROVE
All fields are the same as above with the exception of:

t. Authority.

(1) REQ (Request): Enter NO to indicate whether the individual is to request ammunition.

(2) REC (Receive): Enter NO to indicate whether the individual is to receive or turn-in ammunition.

(3) The person authorized to approve and authenticate may be civilian or of any military rank

u. Authorization by Responsible or Accountable Officer.

(1) Place and “X” in the delegated blocks.

(2) Enter the following statement; “Authenticate and Approve Class V Supplies as indicated above.”

**Appendix F
Assumption of Command (Sample)**

NOTE: A copy of the CDRs assumption of command order must be attached to each copy of the DA Form 1687, when processing through the Munitions Office.

(OFFICE SYMBOL)

(DATE)

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Assumption of Command

1. Effective 01 January 1999, the undersigned assumes command of the HHC 1/33d Armor Brigade (WAH9AA), FLW, WA 98433-9500, vice LTC Hal R. Blair.
2. Authority: AR 600-20, Para 3-4a.
3. Period: Indefinite.

WESLEY B.BUTLER
COL, QM
Commanding

Appendix G Designated A&E-Transportation Routes

G-1. Basic requirements

- a. A&E will move in or through the cantonment areas of FLW only as specifically allowed in this Reg.
- b. Except as noted in the next paragraph, all vehicles (military and commercial) carrying Class A, B or USDOT-placard-able amounts of Class C A&E on FLW will follow only the routes designated in this section.
- c. Ammunition authorized for storage in unit arms rooms, or for other authorized guard, force protection and ceremonial uses may be transported within the cantonment area using routes and procedures which minimize risk to the exposed Base population, but will be coordinated NLT 72 hours in advance of the movement with the FLW Provost Marshal Office, FLW Fire Department, QASAS and the Safety Office.
- d. DPW will mark the permanent A&E transportation routes with signs identifying them as the A&E Routes.
- e. The FLW Transportation Freight Branch, will coordinate shipping with commercial carriers with the applicable DD Form 1149, DD Form 1348-1A, DD Form 2890, Safety Data Sheet (SDS), Emergency Response Guide (ERG) page for identifying the **HAZMAT**, member's **HAZMAT** Certificate, and Appointment Order authorizing the member to certify, ship, and receive (sign for) hazards.

G-2. A&E Transportation on FLW

- a. Arrival and Departure
 - (1) A&E-laden vehicles will enter FLW main gate from I-44. Vehicles are subject to inspection and search at the vehicle inspection point.
 - (2) Once through the inspection point follow designated route to the ASP.
 - (3) The route off Base from the ASP is the reverse of the entry route.
- b. Movements to and from the ASP to ranges and training areas on FLW. These movements will follow only the designated routes around the Range Area.
- c. Movements within range and training areas. Safe movement of A&E within the range and training areas is the responsibility of the training CDR.
- d. Exceptions. The Base CDR must approve any exceptions to A&E movements on FLW along other than the above routes. Exception requests will include a written assessment of hazards and controls, using risk management procedures in DA Pam 385-30.

Appendix H
Monthly New Ammunition Inventory (Sample)

(OFFICE SYMBOL)

(DATE)

MEMORANDUM FOR Chief, FLW ASP

SUBJECT: Monthly NEW Ammunition Inventory (MAY '19)

1. On 15 May 2019, a 100% inventory of A&E items stored by the 763d Ordnance Company EOD was conducted.

2. The following Operational/Basic Load ammunition items were on-hand:

<u>DODIC</u>	<u>NOMENCLATURE</u>	<u>LOT NUMBER</u>	<u>QUANTITY</u>	<u>NEW</u>	<u>TOTAL NEW</u>
A017	CTG, 12 Gauge #9	WCC93J012- 001	25 EA	0.023 6	0.59

3. No discrepancies between quantities inventoried and unit property book were found.

BILLY T. KID
CPT, OD
Commanding

Appendix J
Request for Operational Load Memorandum (Sample)

(OFFICE SYMBOL)

(DATE)

MEMORANDUM FOR Installation Ammunition Management Office
(IAMO) SUBJECT: Request for Operational Load

1. Request the following ammunition be provided to support the 1/25 SBCT Expert Infantryman's Badge (EIB) training:

<u>DODIC</u>	<u>NOMENCLATURE</u>	<u>Quantity</u>
CX01	AT-4, Expended	20
K139	Mine, M18A1, Claymore, Inert	20
G811	Grenade Body, Practice	100

2. Training will be conducted from 2 JUL 05 thru 30 SEP 05. The above items will be added to the unit property book.

3. POC this request is CPT Avenger, Assistant S-3, at 967-5555.

BILLY T. KID
MAJ, OD
BDE S-3 Officer

Glossary

Section I. Acronyms and abbreviations

AA&E	Arms, Ammunition, and Explosive
A&E	Ammunition and Explosives
ACOM	Army Command
AHA	Ammunition Holding Area
AKO	Army Knowledge Online
ALS	Ammunition Logistics Section
AR	Army Regulation
ARNG	Army National Guard
ASCC	Army Service Component Command
ASP	Ammunition Supply Point
ATHP	Ammunition Transfer and Holding Point
AWSS	Ammunition and Water Support Section
BN	Battalion
CAM	Centralized Ammunition Management
CAT	Category
CDR	Commander
CPT	Captain
DES	Directorate of Emergency Service
DoD	Department of Defense
DODIC	Department of Defense Identification Code
DOT	Department of Transportation
DPTMS	Directorate of Plans, Training, Mobilization, and Security (DPTMS).
DRU	Direct Reporting Unit
DTR	Department of Transportation Regulation
e-581	Electronic DA Form 581
IOC	Installation Operation Center
EOD	Explosive Ordnance Disposal
ESSP	Explosive Safety Site Plan
FASP	Field Ammunition Supply Point
FY	Fiscal Year
FLW	Fort Leonard Wood
GS	General Staff
HAZMAT	Hazardous Material
HQDA	Headquarters, Department of Army
IAMO	Installation Ammunition Management Office
IAW	In accordance with
IDS	Intrusion Detection System
JMC	Joint Munition Command
LRC	Logistics Readiness Center
LTC	Lieutenant Colonel
METL	Mission Essential Task List
MSC	Major Subordinate Command
MSCoE	Maneuver Support Center of Excellence
OIC	Officer in Charge
PAO	Public Affairs Office
POC	Point of Contact
QASAS	Quality Assurance Specialist Ammunition Surveillance
RDD	Requested Delivery Date
Reg	Regulation
ROTC	Reserve Officers Training Corps

SAAS-MOD	The Standard Army Ammunition System-Modernized
SOP	Standard Operating Procedures
TAMIS	Training Ammunition Management Information System
UIC	Unit Identification Code
USAR	United States Army Reserve
UXO	Unexploded Ordinance

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 units 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.

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.

Yellow Book: Yellow Book is "Hazard Classification of US Military Explosives and Munitions" Handbook

Ammo-45, DL, 9E-F67/920-F35, Introduction to Ammunition Course

Ammo-62, 9E-F58/322-F37, Technical Transportation of Hazardous Materials Course

Ammo-64, DL, 4E-45/645-F29, Class V Issue and Turn-in Process for Using Units Course

Ammo-67, DL, 9E-F69/920-F37, Hazmat Familiarization/ Safety in Transportation Course