

Army Regulation 700–28

Logistics

Ammunition Management

**Headquarters
Department of the Army
Washington, DC
9 October 2020**

UNCLASSIFIED

SUMMARY of CHANGE

AR 700–28
Ammunition Management

This major revision, dated 9 October 2020—

- o Changes title from Committee for Ammunition Logistics Support to Ammunition Management (cover page).
- o Revises the purpose paragraph (para 1–1).
- o Updates responsibilities (chap 1).
- o Clarifies ammunition life cycle and logistics policy (chap 2).
- o Adds ammunition reporting requirements (chap 3).
- o Adds policy on ammunition forecasts, distribution, and retrograde (chap 4).
- o Adds policy for ammunition operations at the organizational level (chap 5).
- o Adds requirements for ammunition operations at the ammunition supply activity (chap 6).
- o Adds policy for ammunition storage and transportation (chap 7).
- o Adds policy for ammunition support to non-Army activities (chap 8).
- o Adds requirements to train and certify personnel involved in conventional and guided missiles and in toxic chemical ammunition operations (chap 9).
- o Updates references (app A).
- o Adds policy for ammunition management in the Pacific Theater (app B).
- o Adds policy for nonstandard ammunition and explosives (app C).
- o Adds internal control evaluation (app D).

Logistics
Ammunition Management

By Order of the Secretary of the Army:

JAMES C. MCCONVILLE
General, United States Army
Chief of Staff

Official:



KATHLEEN S. MILLER
Administrative Assistant
to the Secretary of the Army

History. This publication is a major revision.

Summary. This regulation provides policy for Army peacetime and wartime allocation of class V conventional ammunition and missiles that require intensive management. It provides policy for execution of Army responsibilities for the distribution of new production and stockpiles to Army and non-Army customers as prescribed in DoDD 5160.65, which also addresses the Single Manager for Conventional Ammunition and implements appropriate portions of DoDD 5160.65. The Secretary of the Army is the Single Manager for Conventional Ammunition. That official has delegated authority to Assistant Secretary of the Army (Acquisition, Logistics and Technology). The Assistant Secretary of the Army (Acquisition, Logistics and Technology) has, in turn, delegated execution of the Single Manager for Conventional Ammunition operations to the Joint Program Executive Office Armaments and Ammunition. This regulation also implements in the Army

allocation process the joint conventional ammunition policies and those of the Joint Materiel Priorities and Allocation Board.

Applicability. This regulation applies to the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve. It also applies to Single Manager for Conventional Ammunition elements within the Army and those activities supporting the Army's mission to all Department of Defense military Services.

Proponent and exception authority. The proponent of this regulation is the Deputy Chief of Staff, G–4. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulation. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

Army internal control process. This regulation contains internal control provisions in accordance with AR 11–2 and identifies key internal controls that must be evaluated (see app D).

Supplementation. Supplementation of this regulation and establishment of agency, command, and installation forms are prohibited without prior approval from the Deputy Chief of Staff, G–4 (DALO–SPM), 500 Army Pentagon, Washington, DC 20310–0500.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Deputy Chief of Staff, G–4 (DALO–SPM), 500 Army Pentagon, Washington, DC 20310–0500.

Committee management. AR 15–1 requires the proponent to justify establishing/continuing committee(s), coordinate draft publications, and coordinate changes in committee status with the Office of the Administrative Assistant to the Secretary of the Army, Department of the Army Committee Management Office (AARP–ZA), 9301 Chapek Road, Building 1458, Fort Belvoir, VA 22060–5527. Further, if it is determined that an established “group” identified within this regulation later takes on the characteristics of a committee, as found in AR 15–1, then the proponent will follow all AR 15–1 requirements for establishing and continuing the group as a committee.

Distribution. This regulation is available in electronic media only and is intended for the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

Contents (Listed by paragraph and page number)

Chapter 1
Introduction, page 1

Section I
General, page 1

* This regulation supersedes AR 700–28, dated 28 June 2007.

Contents—Continued

Purpose • 1–1, *page 1*
References and forms • 1–2, *page 1*
Explanation of abbreviations and terms • 1–3, *page 1*
Responsibilities • 1–4, *page 1*
Records management (recordkeeping) requirements • 1–5, *page 1*

Section II

Responsibilities, page 1

Chief of Staff of the Army • 1–6, *page 1*
Assistant Secretary of the Army (Acquisition, Logistics and Technology) • 1–7, *page 1*
Director of the Army Staff • 1–8, *page 2*
Deputy Chief of Staff, G–3/5/7 • 1–9, *page 2*
Deputy Chief of Staff, G–4 • 1–10, *page 2*
Deputy Chief of Staff, G–8 • 1–11, *page 3*
Commanding General, U.S. Army Forces Command • 1–12, *page 3*
Commanding General, U.S. Army Materiel Command • 1–13, *page 4*
Commanding General, U.S. Army Training and Doctrine Command • 1–14, *page 4*
Commanders of continental United States garrisons and support activities collocated with the U.S. Army Sustainment Command Logistics Readiness Center ammunition supply points • 1–15, *page 5*
Installation ammunition manager, Directorate of Plans, Training, Mobilization, and Security, U.S. Army garrison or support activity • 1–16, *page 5*
Installation safety office safety managers • 1–17, *page 6*

Chapter 2

Ammunition Life Cycle and Logistics, page 6

Section I

Ammunition Life Cycle, page 6
Ammunition requirements • 2–1, *page 6*
Ammunition acquisition • 2–2, *page 6*
Ammunition industrial base task force • 2–3, *page 7*
Ammunition test and evaluation • 2–4, *page 7*
Ammunition sustainment • 2–5, *page 8*
Ammunition demilitarization • 2–6, *page 8*

Section II

Ammunition Logistics, page 9
General requirements • 2–7, *page 9*
Reliability and trustworthiness of personnel • 2–8, *page 10*
Ammunition and explosives amnesty program • 2–9, *page 10*
Ammunition standard operating procedures • 2–10, *page 10*
Wartime accountability (ammunition) • 2–11, *page 11*

Chapter 3

Ammunition Reporting, page 11

General requirements • 3–1, *page 11*
Reporting requirements • 3–2, *page 11*
Reports and data description • 3–3, *page 11*
General reports and queries • 3–4, *page 12*
Reports • 3–5, *page 12*
Unique item tracking of Army munitions • 3–6, *page 12*
Items subject to reporting • 3–7, *page 13*
Dropped category I registry • 3–8, *page 13*

Chapter 4

Ammunition Forecast, Distribution, and Retrograde, page 14

Overview • 4–1, *page 14*

Contents—Continued

Ammunition forecasts • 4–2, *page 14*

Ammunition distribution within the continental United States • 4–3, *page 14*

Ammunition distribution outside the continental United States • 4–4, *page 15*

Ammunition retrograde • 4–5, *page 15*

Chapter 5

Ammunition Operations at the Organizational (Using Unit) Level, *page 15*

Ammunition issues • 5–1, *page 15*

Ammunition turn-ins • 5–2, *page 16*

Accountability • 5–3, *page 17*

Inventory • 5–4, *page 17*

Storage • 5–5, *page 18*

Security and transportation • 5–6, *page 18*

Chapter 6

Ammunition Operations at the Ammunition Supply Activity, *page 19*

Section I

Documentation, page 19

General requirements • 6–1, *page 19*

DA Form 581 • 6–2, *page 21*

Delegation Authority for Ammunition • 6–3, *page 21*

DA Form 5515 • 6–4, *page 22*

Document retention • 6–5, *page 22*

Section II

Operations, page 22

Receipt of ammunition • 6–6, *page 22*

Shipment of ammunition • 6–7, *page 23*

Security and transportation • 6–8, *page 23*

Inventory • 6–9, *page 23*

Account code and condition code • 6–10, *page 24*

Customer support • 6–11, *page 25*

Chapter 7

Ammunition Storage and Transportation, *page 26*

Scope • 7–1, *page 26*

Objectives • 7–2, *page 27*

Storage and transportation policies • 7–3, *page 27*

Storage • 7–4, *page 27*

Functions • 7–5, *page 28*

Chapter 8

Ammunition Support to Non-Army Activities, *page 28*

Support to other Services • 8–1, *page 28*

Support to other Government agencies • 8–2, *page 29*

Security assistance program • 8–3, *page 29*

Acquisition and cross-Service agreements • 8–4, *page 29*

Foreign military sales • 8–5, *page 30*

Cross stratification • 8–6, *page 31*

Chapter 9

Training and Certification, *page 31*

General • 9–1, *page 31*

Applicability • 9–2, *page 31*

Policy • 9–3, *page 31*

Training requirements • 9–4, *page 32*

Contents—Continued

Local hazards familiarization training • 9–5, *page 36*

Implementation timeframes • 9–6, *page 36*

Grandfather clause • 9–7, *page 37*

Waivers and exceptions • 9–8, *page 37*

Appendixes

A. References, *page 38*

B. U.S. Army Ammunition Management in Indo-Pacific Theater, *page 43*

C. Nonstandard Ammunition and Explosive, *page 46*

D. Internal Control Evaluation, *page 49*

Table List

Table 9–1: U.S. Army Defense Ammunition Center courses, *page 35*

Glossary

Chapter 1 Introduction

Section I

General

1–1. Purpose

This regulation prescribes Army ammunition logistics policy at the tactical, operational, and strategic levels (see app B for Army ammunition management in the Indo-Pacific Theater). It applies across the operational spectrum—humanitarian assistance, homeland defense, consequence management, support to civil authorities, and combat and contingency operations. It provides specific policy for the accountability and assignment of responsibility for ammunition issued to or used by any person or unit at any level (see app C for policy on nonstandard ammunition and explosives (AE)). This regulation also provides guidance on accountability and management of ammunition stocks received, stored, issued, and safeguarded by tactical (deployable and nondeployable) and fixed-based ammunition supply activities (ASAs). Department of the Army Pamphlet (DA Pam) 700–16 provides the ammunition logistics procedures of the policy outlined in this regulation.

1–2. References and forms

See appendix A.

1–3. Explanation of abbreviations and terms

See the glossary.

1–4. Responsibilities

Responsibilities are listed in section II of this chapter.

1–5. Records management (recordkeeping) requirements

The records management requirement for all record numbers, associated forms, and reports required by this regulation are addressed in the Records Retention Schedule-Army (RRS–A). Detailed information for all related record numbers, forms, and reports are located in Army Records Information Management System (ARIMS)/RRS–A at <https://www.arims.army.mil>. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS–A, see DA Pam 25–403 for guidance.

Section II

Responsibilities

1–6. Chief of Staff of the Army

The CSA, through Commanding General, U.S. Army Test and Evaluation Command (ATEC), will—

a. Plan, integrate, and conduct experiments, developmental tests, live-fire test and evaluation (T&E), independent operational tests, and independent evaluations and assessments to provide essential information for fielding, acquisition, and equipping decision makers and commanders.

b. Manage the comprehensive missionwide Safety and Occupational Health Program, including AE safety, industrial safety, motor vehicle safety, aviation safety, chemical agent safety, biological defense safety, and radiation protection.

c. Review all U.S. Army Combat Capabilities Development Command requirements.

1–7. Assistant Secretary of the Army (Acquisition, Logistics and Technology)

The ASA (ALT) will—

a. Provide staff responsibility and oversight for matters and policy related to ammunition security assistance, armaments cooperation, and ammunition export control programs.

b. Serve as the principal responsible agent for Army matters and policies related to ammunition ASA (ALT), procurement, the industrial base, security assistance, and armaments cooperation as delegated by the Secretary of the Army in accordance with Army Regulation (AR) 70–41.

c. Through the Deputy Assistant Secretary of the Army for Defense Exports and Cooperation—

- (1) Execute the Army's management control plan, security assistance, and armaments cooperation programs.
- (2) Provide overall guidance for the Army's security assistance foreign military sales (FMS), export policies, and implementation, including ammunition.
- d.* Through the Joint Program Executive Officer for the Joint Program Executive Office (PEO) Armaments and Ammunition—
 - (1) Serve as the single manager for conventional ammunition (SMCA) executor.
 - (2) Achieve effective and efficient operations, at the direction of the Secretary of Defense and through Headquarters, Department of the Army (HQDA), required to acquire conventional ammunition in Department of Defense (DoD) and integrate logistics functions for U.S. forces, as specified in Department of Defense Instruction (DoDI) 5160.68.
 - (3) Oversee product manager (PM) combat ammunition systems, PM close combat systems, PM maneuver ammunition systems, and PM towed artillery systems.
 - (4) Serve as the project director of joint services and project director of joint products.
 - (5) Develop, equip, and sustain lethal armament and protective systems.
- e.* Through the Program Executive Officer for PEO Missiles and Space—
 - (1) Serve as the Army's centralized manager for assigned missile programs.
 - (2) Serve as responsible management official for demilitarization (DEMIL) of assigned missile systems and programs.
 - (3) Directly control projects and PMs within the assigned mission areas and act with full-line authority of the Army acquisition executive (AAE) to execute the duties of centralized missile management.
 - (4) Serve as the executing agent for the Missile Defense Agency.

1–8. Director of the Army Staff

The Director of the Army Staff, through the Director of the Army Safety, will—

- a.* Serve as proponent for the Army explosives safety and chemical agent safety programs.
- b.* Serve as proponent for explosive chemical agent training.
- c.* Ensure adequate resources are available to enable execution of Army munitions responsibilities to support DoD operations.

1–9. Deputy Chief of Staff, G–3/5/7

The Deputy Chief of Staff (DCS), G–3/5/7 will—

- a.* Determine and validate ammunition requirements, set priorities, and synchronize policy.
- b.* Assess worldwide readiness, support funding strategy development, operationalize ammunition risk, and integrate Army ammunition management.
- c.* Coordinate ammunition issues with staff, combatant commands, Army service component commands (ASCCs), and Army centers of excellence.
- d.* Serve as the Army Staff focal point for integrating ammunition management across the Army.

1–10. Deputy Chief of Staff, G–4

The DCS, G–4 will—

- a.* Provide Army Staff responsibility and oversight for policy, plans, and resources for conventional ammunition, missiles, and toxic chemical storage; surveillance; DEMIL; stockpile management; ammunition logistics management; explosives safety; and environmental compliance.
- b.* Oversee distribution of the Army's munitions stockpile.
- c.* Prepare the program objective memorandum requirements that fund the Army's Ammunition Management Program, which encompasses research, development, acquisition, distribution, storage, maintenance, and DEMIL.
- d.* Oversee control of the allocation, distribution, emerging missiles, and redistribution of Army munitions.
- e.* Ensure that the allocation of missiles that are solely associated with fielding of missile firing units will meet the Army fielding plan based on the Dynamic Army Resource Priority List or as specified by the Army's system integrators.
- f.* Ensure allocations are coordinated with the Joint Materiel Priorities and Allocation Board (JMPAB) when either multiple combatant commanders or theaters are involved or worldwide operational or emergency situations are indicated. Coordinate allocations with the JMPAB even if only Army assets are involved in the decision.
- g.* Serve as the program manager for the National Level Ammunition Capability (NLAC) system and the functional subject matter expert for the retail ammunition system.
- h.* Serve as the program manager for the munitions history program and as the functional subject matter expert for ammunition surveillance procedures and operations.

i. Establish a program to develop and prepare approved storage and outloading procedural drawings for distribution and use by their subordinate installations and activities. These drawings are official documents and apply throughout the ammunition supply system of the Army. In addition, these drawings are available for use by other DoD agencies and private industry as appropriate. Program management is delegated to the commander of U.S. Army Materiel Command (AMC).

j. Develop, maintain, and supervise a program to standardize and control ammunition storage and transportation procedures to support the Army Ammunition Program. Authority for execution and evaluation of this program is delegated to the commander of AMC.

k. Support the allocation and JMPAB in the coordination and resolution of issues among all Services with respect to allocations involving multiple Service conventional ammunition, missile munitions, raw materials, and production capability.

l. Provide munitions (conventional ammunition and missile munitions) input and representation to the JMPAB in situations involving munitions allocation decisions by the joint staff. Obtain approval authority for cross leveling and cross stratification between the Services.

1–11. Deputy Chief of Staff, G–8

The DCS, G–8 will—

a. Serve as the principal military advisor to the Assistant Secretary of the Army (Financial Management and Comptroller) for program development and justification.

b. Coordinate with ASA (ALT) on proposed ammunition programming recommendations related to ongoing acquisition programs and science and technology initiatives.

c. Serve as the principal Army Staff advisor to the CSA on all materiel requirements, integration, and programming of Army and joint materiel capabilities.

d. Through the Director, Center for Army Analysis—

(1) Maintain special expertise in the analysis of ammunition issues pertaining to theater-level operations and Armywide processes, especially those that involve ammunition resource allocation.

(2) Provide the vision, strategy, oversight, and management of modeling and simulation across all modeling and simulation communities.

e. Through the Director, Program Analysis and Evaluation—

(1) Review programs and shortfalls to determine allocation priorities of available resources to approved programs.

(2) Ensure adequate resources are available to enable execution of Army munitions responsibilities to support DoD operations.

1–12. Commanding General, U.S. Army Forces Command

The Commanding General (CG), U.S. Army Forces Command will—

a. Monitor conventional and missile ammunition requirements to support force modernization.

b. Develop and distribute annual training ammunition to each installation to support total Army training.

c. Through the Director, U.S. Army Combat Capabilities Development Command Armaments Center—

(1) Execute the technical and programmatic life cycle engineering activities (research, development, manufacturing, science and production, field support, and DEMIL) for integrated lethal and nonlethal ammunition and armament systems, subsystems, components, ancillary equipment, and enabling technologies designed to increase threat awareness and to reduce or fully neutralize threat capabilities.

(2) Integrate air, ground, surface, space, soldier platforms, and armament systems. Threatened elements include, but are not limited to personnel and materiel, including buildings; bunkers; tunnels; obstacles; ground, air, and water-craft platforms; mines; improvised explosive devices; electronic equipment; aerial ammunition; rockets; missiles; explosive hazards; and weapons of mass destruction.

(3) Provide engineering and technical support to logistics and products as well as lethal and nonlethal subsystems and components for other-than-armament systems (for example, missiles, reactive armor).

d. Through the Executive Director, U.S. Army Combat Capabilities Development Command Aviation and Missile Center—

(1) Serve as the Army's focal point for providing research, development, engineering technology, and services for aviation and missile platforms across the life cycle.

(2) Provide technical capabilities for responsive and cost-effective research, product development, and life cycle systems engineering solutions. The core missile and rocket technical competencies include structures (propulsion, energetics, lethal mechanisms, and flight control); guidance and navigation (embedded electronics and computers,

infrared sensors and seekers); missile weapons and platform integration; system reliability, availability, and maintainability; missile radio frequency technology; missile fire control radar technology; and missile image processing.

(3) Execute the Missiles Stockpile Reliability Program.

1–13. Commanding General, U.S. Army Materiel Command

The CG, AMC will—

a. Provide senior-level oversight to AMC, Army field support brigades, and the strategic industrial base, including ammunition depots, ammunition centers, arsenals, and Army ammunition plants.

b. Serve as the Executive Director for Conventional Ammunition and Army Executive Director for Explosives Safety.

c. Establish requirements for the training and certification program and ensure resources are available.

d. Distributes the Army's ammunition stockpile.

e. Develop and deliver global readiness logistics solution to sustain unified land operations.

f. Through the Commander, U.S. Army Sustainment Command (ASC)—

(1) Support acquisition and logistics synchronization for sustainment and operational units at the retail level as the AMC executive agent to manage continental United States (CONUS) assigned ammunition supply points (ASPs), including Hawaii and Alaska.

(2) Manage the Army prepositioned stock and the logistics assistance programs and oversee the Army war reserve stocks for allies and the field stocks for allied programs.

(3) Operate installation-level logistics readiness centers (LRCs) for ammunition, supply and maintenance functions, transportation, food services, central issue facilities, installation property book office, supply support activity, and the Individual Chemical Equipment Management Program.

(4) Support ammunition, supply, and maintenance for units at the installation level through the LRC ASP.

(5) Manage and oversee the ammunition surveillance program of quality assurance specialist (ammunition surveillance) (QASAS) area support requirements (see AR 702–12).

(6) Review class V internal and external standard operating procedures (SOPs), support agreements, memorandums of understanding, memorandums of agreement (MOAs), and installation Services support agreements for all ASC-managed ASPs.

g. Through the Commander, U.S. Army Aviation and Missile Command (AMCOM) Life Cycle Management Command LCMC—

(1) Conduct, perform, and manage acquisition for all assigned missile and aviation weapons systems and subsystems and associated equipment of guided missiles and large rockets for the Army.

(2) Integrate logistics materiel readiness management and support advanced development and maintenance for all assigned missile and aviation weapons systems and subsystems and associated equipment.

(3) Provide disposition instructions for assigned missile system components.

h. Through the Commander, Joint Munitions Command (JMC)—

(1) Serve as the SMCA field operating activity. As such, CG, JMC executes ammunition logistics (storage, distribution, and DEMIL), sustainment, readiness, and acquisition support. JMC functions as the LCMC for conventional ammunition at wholesale and retail levels.

(2) Manage and execute the SMCA field operating activity mission for the production, supply, distribution, retrograde, storage, maintenance, and DEMIL of conventional ammunition.

(3) Support acquisition for the program executive officer, ammunition PMs, other services, commercial producers, and product line managers.

(4) Collaborate with Army commands (ACOMs) and ASCCs on inbound ammunition from FMS cases that were purchased by multinational forces or host nations training in CONUS or outside the continental United States (OCONUS) by the Defense Security Cooperation Agency and U.S. Army Security Assistance Command.

(5) Provide accurate munitions inventory and stockpile readiness information to Army Staff.

1–14. Commanding General, U.S. Army Training and Doctrine Command

The CG, U.S. Army Training and Doctrine Command (TRADOC) will—

a. Develop, educate, and train Soldiers, Department of the Army (DA) Civilians, and leaders.

b. Support unit training and design, build, and integrate a versatile mix of capabilities, formations, and equipment to strengthen the Army.

c. Authorize and manage training ammunition for TRADOC, noncommissioned officer academies, United States Military Academy, reserve component institutions (U.S. Army Reserve and Army National Guard), and other organizations.

d. Manage ammunition resources necessary to support the TRADOC training footprint and mission of initial entry training, functional training, and professional military training for Soldiers, military leaders, and DA Civilians.

e. Through the Commander, U.S. Army Combined Arms Support Command—

(1) Lead the development and maintenance of training standards for sustainment unit gunnery and the Standards in Training Commission training ammunition requirements.

(2) Develop sustainment organizational and force structure requirements for ammunition, explosive ordnance disposal, distribution, and other sustainment functions.

(3) Lead the development of military ammunition force structure designs and force structure requirements.

(4) Serve as the Army lead for ammunition sustainment planning data and manage staff for the collection, validation, maintenance, and dissemination of Army sustainment planning factors, consumption rates, and completed workload data analysis.

(5) Ensure automated, ammunition sustainment solution, capability gaps are identified, documented, assigned to a program by the proponent, and properly fielded.

(6) Identify and document requirements for materiel approaches resolving or mitigating gaps in sustainment capabilities for the Army from a program's start through fielding.

(7) Serve as the capabilities developer and user representative for automatic test equipment; calibration and repair; embedded diagnostics; prognostics; test, measurement, and diagnostic equipment; tools, sets, kits, and outfits for ammunition; and container and materiel handling equipment.

(8) Develop and document materiel solutions for ground and surface mobility based on approved capability-based assessment sustainment capability gaps.

(9) Lead the planning, development, integration, assessment, and support of Enterprise Integrated Logistics Strategy capability to all Army and joint interest materiel system development programs.

(10) Manage resident training for Soldiers to be technically and tactically proficient in ammunition.

f. Through the Director, U.S. Army Defense Ammunition Center (DAC)—

(1) Provide direct support to the DoD, HQDA, and other Government agencies, activities, industries, academia, and international military students.

(2) Conduct on-site reviews and provide technical assistance to commands, activities, installations, and other organizations with an ammunition or explosives safety mission as outlined in AR 700–13.

(3) Execute technical aspects of the Army Explosives Safety Management Program and approve Army site plans.

(4) Receive technical direction and tasking from the Director of Army, Safety, and from the Deputy Assistant Secretary of the Army for Environment, Safety, and Occupational Health (DASA–ESOH).

(5) Design, develop, and disseminate procedures to transport and store class V items and guided missile ground support equipment.

(6) Conduct explosives safety certification and hazardous materials training for military personnel, civilians, and contractors.

(7) Serve as the single source of military packaging and preservation training for DoD.

1–15. Commanders of continental United States garrisons and support activities colocated with the U.S. Army Sustainment Command Logistics Readiness Center ammunition supply points

Commanders of CONUS garrisons and support activities that are colocated with ASC LRC ASPs will—

a. Provide ammunition management and support to all tenants.

b. Ensure all garrison Servicemembers and employees receive formal AE handler training for both supervisory and nonsupervisory personnel, as required by public law.

c. Serve as the certifying official or appoint, in writing, an appropriate designee; establish an installation AE handler certification board; and act on the recommendations of the board.

d. Provide DA Form 87 (Certificate of Training) to certified personnel.

1–16. Installation ammunition manager, Directorate of Plans, Training, Mobilization, and Security, U.S. Army garrison or support activity

The installation ammunition manager, Directorate of Plans, Training, Mobilization, and Security, U.S. Army garrison will—

a. Serve as the Total Ammunition Management Information System (TAMIS) trainer and advisor for installation tenant units.

b. Provide the LRC and logistics support element with information on garrison ammunition requirements, authorization, forecast changes, or unforecasted requirements, which may not be available to the LRC, logistics support element, or manager through TAMIS.

- c. Coordinate with the appropriate activities to synchronize the scheduling of weapons training devices, simulators and simulations (such as engagement skill trainer), ranges with customer unit forecast, and unit requests for supporting munitions training events.
- d. Conduct TAMIS user certification and the unit-level ammunition manager course.
- e. Develop and conduct in conjunction with the LRC, QASAS, and installation safety office, the installation ammunition handler certification course and provide membership to the installation ammunition certification board.
- f. Validate requests for issues of munitions.
- g. Provide ammunition status reports to the garrison and senior commanders, as requested.

1–17. Installation safety office safety managers

Installation safety office safety managers will—

- a. Convene the installation Ammunition Certification Board.
- b. Assist unit commanders and installation activities on safety issues.
- c. Ensure explosive storage structures maintain a site license and updates are captured based on site expansion or reduction.

Chapter 2 Ammunition Life Cycle and Logistics

Section I

Ammunition Life Cycle

2–1. Ammunition requirements

a. *Authority.* AR 5–13 establishes policy on the development of all Army munitions (war reserve, operational, training, and test) requirements, the prioritization of Army munitions, and the execution of risk and readiness assessments.

b. *Development of ammunition requirements.*

(1) Combat requirements (war reserve and operational) reflect the ammunition needed to equip a specified force structure to perform its assigned mission to support the Office of the Secretary of Defense and joint staff-approved operations plans or contingency plans, meet geographic combatant command objectives, and fulfill Title 10, United States Code (10 USC) responsibilities. War reserve and operational munitions are developed during the Army's munitions requirement process, also known as the quantitative war reserve requirement for munitions.

(2) Test ammunition requirements are established to support developmental tests and operational tests conducted in accordance with AR 73–1.

(3) Training ammunition requirements are developed to support Army weapons training, as outlined in DA Pam 350–38.

c. *Ammunition stockage objectives.* DCS, G–3/5/7 validates all proposed stockage objectives. DCS, G–4 provides allocation oversight and AMC executes fills to the approved requirement. The purpose of the stockage objective is to ensure the Army is able to meet the war reserve, operational, test, and training requirements at designated supply activities until resupply can occur.

2–2. Ammunition acquisition

a. *Authority.* AR 70–1 and DA Pam 70–3 implement the Army's acquisition policy and procedures, respectively, for programs in acquisition categories I through III.

b. *Approval of Army warfighting requirements.* The Army approval authority for all warfighting capabilities is the CSA, and it may be delegated to the Vice Chief of Staff (VCSA). Submit all warfighting needs in the form of capabilities documents, regardless of acquisition category, to HQDA for validation and approval. The Army Requirements Oversight Council (AROC) advises the CSA in the assessment and prioritization of capabilities integrated across doctrine, organization, training, materiel, leadership, and education, personnel, and facilities. The AROC reviews capabilities documents developed under the Joint Capabilities Integration and Development System's process. For documents requiring Joint Requirements Oversight Council (JROC) action, the AROC will validate documents (with or without AROC modification) and forward them to the JROC (see the Chairman of the Joint Chiefs of Staff Instruction (CJCSI) 5123.01H for additional information).

c. *Responsibility.* Once a munitions capability document is approved by the AROC or JROC, the acquisition responsibility is assigned to the AAE. The AAE is solely responsible for acquisition matters within the DA and is the

single decision authority for all Army acquisition matters. The AAE is responsible for approving all requests to initiate new munitions acquisition programs. The AAE will do so only when requests are supported by approved capability documents, requisite funding, and program documentation.

d. Milestone decision authority. Each Army acquisition program will have only one designated milestone decision authority (MDA), designated by duty position, to ensure clear lines of responsibility. The AAE will serve as the MDA for acquisition and business system categories. Unless delegated to a PEO or a direct reporting project manager, the AAE will also serve as the MDA for business category I and II programs. If MDA authority is assigned to a PEO, the AAE will also approve the subsequent materiel development management responsibility to a program manager, project manager, or PM who reports to their assigned MDA. Joint PEO Armaments and Ammunition and PEO Missiles and Space are the assigned PEOs for the majority of Army munitions.

e. Total life cycle systems management. The PMs are responsible and accountable for the life cycle management of their assigned programs from program initiation through DEMIL and to disposal. This will include the DEMIL and disposal of nonstandard munitions, such as prototypes and experimental munitions. There is no transition of life cycle management responsibility away from PMs. They will manage assigned programs in accordance with the policies and principles articulated in governing regulations. PMs procure FMS ammunition and nonstandard ammunition for security assistance.

f. Procurement of Army ammunition by Army units.

(1) Title 31, Code of Federal Regulations (31 CFR); 10 USC; and Defense Finance and Accounting System-Indianapolis Manual 37–100 prohibit Army units (except Joint PEO Armaments and Ammunition and PEO Missiles and Space) from using funds for other than their intended purpose. These regulations specify that ammunition may be purchased only with procurement ammunition, Army funds or missile procurement, Army funds, which are controlled at HQDA. It is a violation of the Antideficiency Act (see Public Law 97–258) if units procure ammunition using anything other than procurement ammunition, Army funds or missile procurement, Army funds.

(2) In accordance with AR 385–10, AE includes, but is not limited to all items of ammunition; propellants, both liquid and solid; high and low explosives; guided missiles; warheads; ammunition devices; pyrotechnics; chemical agents; and components and substances associated therewith that present real or potential hazards to life and property.

(3) These restrictions are designed to protect Army personnel from injury and death, to ensure inventory control and accountability, and to comply with the intent of existing laws and regulations.

(4) The only authorized exceptions to this procurement policy are identified in AR 5–13.

(5) The provisions of 10 USC 322 authorize the Commander, U.S. Special Operations Command (USSOCOM) and the commander of any other unified or specified combatant command to pay or authorize payment for certain expenses related to training of special operations forces with friendly foreign forces (see 10 USC 322) (appropriation under DoD and USSOCOM to purchase ammunition through JMC using operations and maintenance under USSOCOM Directive 700–8).

(6) The provisions of 10 USC 333 authorize the Secretary of Defense to conduct or support programs providing training and equipment to the national security forces of foreign countries to build the capacity for certain operations (see 10 USC 333) (appropriation Defense-wide controlling agency Defense Security Cooperation Agency operations and management).

2–3. Ammunition industrial base task force

a. Ammunition industrial base task force ensures adequate funding and policies are implemented to sustain a responsive, capable, U.S. ammunition industrial base to develop, produce, and support superior ammunition for the United States and its allies.

b. Ammunition industrial base task force educates key individuals and groups within the Government on the state of the U.S. ammunition industry and, when necessary, recommends actions to preserve key capabilities for U.S. national security.

c. Ammunition industrial base task force represents most of the major ammunition prime contractors, as well as a cross section of subcontractors and suppliers. These companies manage both Government-owned, contractor-operated facilities, as well as those owned solely by the private sector (contractor-owned, contractor-operated). The task force does not advocate specific programs on behalf of any of its members.

2–4. Ammunition test and evaluation

a. AR 73–1 prescribes implementing policies and assigns responsibilities for T&E activities during the systems-acquisition processes.

b. The senior Army official overseeing all Army T&E policy and procedural issues is the Army T&E executive within the Office of the Deputy Under Secretary of the Army.

c. Munitions are thoroughly tested and evaluated to ensure they are safe to use, store, transport, and perform reliably and as designed. Munitions are expended in T&E of munitions-support equipment or other equipment, equipment modernization, and equipment software and security upgrades.

d. The materiel developer (MATDEV) will form a T&E working-level integrated product team (WIPT). The MATDEV, PEO, or acquisition authority will charter the T&E WIPT as soon as the materiel need is identified. The T&E WIPT will assist the MATDEV in managing system T&E throughout the system's life cycle. The primary objectives of the T&E WIPT are to develop and document the T&E strategy in the test and evaluation master plan (TEMP).

e. The TEMP is the basic planning document for a system life cycle T&E. The TEMP documents the T&E strategy and is developed and initially approved prior to program initiation. The TEMP is then updated prior to each subsequent milestone and full-rate production decision review thereafter or for a major modification.

f. Another essential document for T&E planning is the system evaluation plan, which documents the evaluation strategy and overall test or simulation execution strategy of a system for the entire acquisition cycle through fielding. The detailed information contained in the system evaluation plan supports concurrent development of the TEMP. The plan is focused on evaluating the system in the context of mission accomplishment, performance, safety, health hazard, operational effectiveness, suitability, and survivability. The system evaluator, in coordination with the T&E WIPT, prepares the system evaluation plan.

g. See DA Pam 73-1 for more on T&E.

2-5. Ammunition sustainment

a. The sustainment phase of the life cycle process begins at the time of receipt of the ammunition from the manufacturer noted on DD Form 250 (Material Inspection and Receiving Report) and ends when the ammunition item is moved to the DEMIL account or is expended during use.

b. The remaining chapters of this regulation describe the policies, activities, and requirements to conduct ammunition sustainment throughout the Army.

2-6. Ammunition demilitarization

a. Authorities.

(1) *DoDI 5160.68.* Regarding responsibilities of the SMCA, the military Services, and USSOCOM, DoDI 5160.68 assigns the SMCA responsibility to demilitarize and dispose of all conventional ammunition, including non-SMCA-managed items, for which capability, technology, and facilities exist to complete DEMIL and disposal. The SMCA will accept these items into the DEMIL stockpile with appropriate technical data. Plan, program, and budget for a DEMIL and disposal program for all munitions in the SMCA resource recovery and disposition account (that is, a B5A account).

(2) *AR 700-144.* Delegated responsibility for implementation of section 353 of Public Law 109-364 falls to the Joint PEO Armaments and Ammunition as the SMCA executor. Within the Joint PEO for Armaments and Ammunition, PM DEMIL has the full-line authority for conventional ammunition DEMIL, which includes DEMIL of tactical missiles and large rocket motors. PM DEMIL provides a single focus point and acquisition management of the DoD's munitions DEMIL program.

b. *Design for ammunition demilitarization.* To minimize the DoD's future DEMIL liability, ensure complete life cycle management, and apply proper systems engineering, DEMIL design requirements must be an integral part of the planning, decision making, and systems engineering process for all new or modified ammunition items from conception to final acceptance of the end item. To prepare for ammunition DEMIL, ammunition designs should enable easy disassembly, allow cost-effective recovery of materials and components for reuse or recycle, include modular components, provide for efficient or low-cost DEMIL processes (other than open burning and open detonation), contain minimal amounts of environment-impacting materials, and assure operators' safety during the DEMIL process. Coordinate design for ammunition DEMIL, incorporating the demilitarization technology research and development program, with the Energetics, Warheads Directorate at the Munitions Engineering and Technology Center managed by the U.S. Army Combat Capabilities Development Command Armaments Center.

c. *Demilitarization planning.* The DEMIL enterprise, consisting of the AMC LCMCs, JMC for conventional ammunition, and AMCOM for missiles and large rockets, will develop an annual business plan and submit it to the PM DEMIL for approval. The business plans will address the costs associated with munitions DEMIL for the current year, budget year, and the current program objective memorandum period. These business plans will be completed no later than 15 January of each fiscal year. Installation workload forecasting and budgeting are also a responsibility of the DEMIL enterprise and are approved by PM DEMIL for DEMIL annually.

d. Demilitarization execution. DEMIL execution prioritization is assigned to the LCMCs in accordance with the following established guidelines:

(1) *Priority 1—explosives safety hazard.* Ammunition and Army tactical missile items that are an imminent explosives safety hazard will be demilitarized immediately or as soon as possible as authorized by DoDM 4715.26.

(2) *Priority 2—security concerns.* Ammunition and Army tactical missiles stored in the B5A account that contain security issues are to be demilitarized after all ammunition items with explosives safety hazard concerns have been processed and eliminated. Demilitarizing small quantities of ammunition items that require less than 300 labor hours per undertaking are authorized under the installation's current miscellaneous service order.

(3) *Priority 3—routine items.* Ammunition and Army tactical missile items stored in the B5A account that do not meet the requirements for priorities 1 or 2 and have an approved technology for disposition are classified as routine items. Enter the routine items into the DEMIL optimizer to build an optimized DEMIL schedule based upon projected funding and current Army policies. Installations will submit cost estimates and proposals for munitions DEMIL to the LCMCs. The LCMCs will review the proposals to ensure they are valid and executable.

(4) *Priority 4—ammunition and Army tactical missile items requiring new technology regarding demilitarization technology program baseline agreements.* Contract between the program executor of research and development and the PM DEMIL. Obtain concurrence for support from the applicable delegations of authority. The DEMIL technology program baseline agreement provides the scope and objectives of the technology program and defines acceptable threshold and objective parameters for cost, schedule, and performance over the life of the project (through transition to the production and deployment phase).

e. Resource, Recovery, and Recycling Program.

(1) The John Warner National Defense Authorization Act for Fiscal Year 2007 (see Public Law 109–364) authorized the Secretary of the Army to carry out a program to sell recyclable munitions materials from the DEMIL of conventional military munitions without regard to 40 USC Chapter 5 and to use the proceeds for reclamation, recycling, and reuse of conventional military munitions, including research and development activities and equipment purchased for such purposes.

(2) Delegation authority flows down to the PM DEMIL and uses scrap sales from Government-owned, Government-operated depots. Resource, Recovery, and Recycling Program proceeds are split with 60 percent allocated to PM DEMIL and 40 percent allocated to the individual installation. The proceeds can be used for additional DEMIL, minor facility and depot infrastructure upgrades, and Resource, Recovery, and Recycling Program process improvements (see AR 700–144 for a list of participating installations).

Section II

Ammunition Logistics

2–7. General requirements

a. See AR 385–10 and DA Pam 385–64 for safety requirements for AE.

b. Ammunition is authorized, issued, and expended based on the intended purpose (operational, training, or test). Operational ammunition consists of combat load (CL) or operational load (OPL). Using ammunition for other than its intended purpose circumvents ammunition management principles and existing policy. When an organization is discovered using ammunition for other than its intended purpose (for example, using CL for training or test purposes), an investigation will be initiated in accordance with AR 15–6 and the authority to initiate is the battalion commander or higher of subordinate organizations.

c. Use AE for its intended functional purposes only.

d. Care for and handle carefully AE and its packaging to minimize damage.

e. Do not remove ammunition from its packing containers until required for use. Prior to use, carefully handle ammunition so that it will not become unserviceable. For example, do not lose the lot number identification, in case the exercise ends early and ammunition must be returned to the ASP. For research, development, test, and evaluation (RDT&E) organizations and for weapons maintenance facilities only, items may be unpacked for pretest inspection, modification, and temperature conditioning.

f. Using units may not disassemble, modify, or remove subcomponents of AE at any time. Only authorized maintenance, test, or explosives ordnance disposal personnel may perform these functions after appropriate certification and authorization of the subcomponents from higher level agencies.

g. Never abandon, bury, or destroy AE. Only explosives ordnance disposal personnel or a unit directed by a higher munitions management activity will dispose of or destroy AE. Chemical-filled or toxic munitions require disposition directive from the national inventory control point.

(1) AE or related munitions material abandoned, destroyed, damaged, or disposed of in any way other than detailed in paragraph 2–6 will be investigated in accordance with AR 15–6 and the authority to initiate is the first colonel in the command or installation where the items are discovered by Regular Army and Reserve Component commanders or their designated representatives having direct responsibility for arms, ammunition, or explosives that are lost, stolen, or missing.

(2) Forward all investigations involving abandoned or disposed ammunition to DCS, G–4 for review upon completion. DCS, G–4 will forward them to the DoD Explosives Safety Board in accordance with DoDI 6055.07.

h. Commanders will ensure the proper training and instruction of individuals, crews, or other groups who will handle or fire ammunition. Emphasize safety requirements and hazards involved in handling AE (see chap 6 for specific training guidance).

i. Organizations will ensure a valid DA Form 1687 (Notice of Delegation of Authority - Receipt for Supplies) (ammunition) is on hand at the supporting ASA prior to receiving or turn-in ammunition (see chap 6 for further details).

2–8. Reliability and trustworthiness of personnel

a. In accordance with AR 190–13, commanders will be selective in assigning personnel to duties involving control of AE. Only personnel who are mature and stable and have shown a willingness and capability to perform assigned tasks in a dependable manner will be assigned to duties that involve responsibility for the control, accountability, and shipment of all categories of AE.

b. Screen and evaluate Army personnel assigned duties involved in the control, accountability, and shipment of AE using DA Form 7708 (Personnel Reliability Screening and Evaluation) in accordance with AR 190–13. Retain completed forms within the command until the individual departs or is relieved of their AE-related duties.

c. Other Services' (Air Force, Navy, Marine, and Coast Guard) personnel will use their Service policy for conducting required screening and will certify their personnel for the control, accountability, and shipment of AE.

2–9. Ammunition and explosives amnesty program

a. The AE amnesty program is intended to ensure maximum recovery of military AE items outside the supply system. It is not intended to circumvent normal turn-in procedures. The AE amnesty program provides an opportunity for individuals to return AE found, stolen, or misplaced without fear of prosecution. AE amnesty turn-ins will not be the basis for initiating an investigation or prosecution and are exempt from AR 190-series investigation requirements.

b. The AE amnesty program does not, however, prevent investigations or prosecutions based on other evidence. Implement the amnesty program by local regulations in accordance with DA Pam 700–16. Installation commanders will coordinate implementation of the program with law enforcement agencies and their legal advisor.

c. ASAs will maintain records of all amnesty turn-ins. Permissible and required data to be maintained are date, national stock number (NSN), Department of Defense identification code (DoDIC), quantity, serial number, lot number, and condition code. Post amnesty turn-ins to the accountable records within 24 hours of processing at the ASA.

2–10. Ammunition standard operating procedures

All ASAs (tactical, retail, and wholesale) will develop internal and external SOPs as follows:

a. Internal standard operating procedures.

(1) ASAs will develop detailed internal SOPs for each hazardous operation in accordance with AR 385–10 and DA Pam 385–10.

(2) Base all SOPs on the results of a complete risk assessment of all phases of the task or operation and resulting recommended controls.

(3) SOPs will be reviewed and concurred with subject matter experts within the executing and supporting organization.

(4) Each individual involved in the operation must read and sign acknowledgment of understanding the SOP instructions.

(5) Post SOPs within each hazardous work environment in which the SOP pertains to.

(6) Review SOPs annually or upon change of risk acceptance authority.

b. External standard operating procedures.

(1) ASAs (except wholesale) will develop an external SOP to provide to customers that outlines the ASA's operations and procedures to be followed to request, receive, or turn-in ammunition or residue items.

(2) Review external SOPs upon change of approving authority of the ASA or process changes.

2–11. Wartime accountability (ammunition)

a. Units will develop their required supply rate based on operations plans. The required supply rates will be consolidated by the ACOM, ASCC, or direct reporting unit (DRU) and based on the availability of class V. The ACOM, ASCC, or DRU will establish a control supply rate for each unit.

b. The required supply rate is the amount of ammunition estimated to be required to sustain an operation of any designated force without restriction for a specified period.

c. The controlled supply rate (CSR) is the rate of ammunition consumption that can be supported, considering the ammunition, transportation, and facilities available for a given period of time. The CSR can be expressed as a lump sum allocation for a specific unit, mission, or theater for a definite period of time. The CSR is based upon the availability of ammunition along with the ability to move the munitions to a desired location within the required timeframe.

d. Written delegation of authority to receive supplies is required. Copies of assumptions of command orders or other written designation of responsible officers are required to be sent to the supporting ASA.

e. To account for class V, all files required to give the commander a current on-hand status will be maintained for 6 years and 3 months. Units will report on-hand ammunition stocks through command channels in standard logistical reports. All required documents are outlined in DA Pam 700–16. Units will account for all ammunition, except training ammunition, in the Global Combat Support System-Army.

f. Units will report expenditures. Expenditure reporting will include, at a minimum, the DoDIC, serial numbers of items consumed (if applicable), lot numbers, and the quantity expended.

Chapter 3 Ammunition Reporting

3–1. General requirements

Reports will provide the following:

a. Visibility of munitions by DoDIC, location, condition code, ownership, quantity, and lot number or serial number (both when lot number and serial number will be reported).

b. Worldwide asset information to prepare the missile distribution plan (MIDP), allocations, readiness assessment, maintenance and demilitarization program, stockpile reliability, and other logistical studies pertaining to ammunition.

c. Continuous evaluation of ammunition performance and effectiveness.

d. Reliability estimates to indicate performance trends caused by significant modification, environment, and age.

e. Shelf life and service life estimates.

f. Asset information to prepare budget and Army financial statements.

3–2. Reporting requirements

a. *Asset financial reporting.*

(1) Government-owned, contractor-operated.

(2) Government-owned, Government-operated.

(3) Wholesale.

(4) Retail.

(5) Ammunition in the hands of the troops.

b. *Contractor.*

c. *Asset visibility.*

(1) ATEC.

(2) U.S. Army Special Operations Command (USASOC).

(3) Contractor.

d. *Category I and II registry.*

e. *Reporting of other services and stocks.*

f. *Missile firing data reports.*

3–3. Reports and data description

a. The following reports are published by JMC:

(1) Worldwide Ammunition Requirements and Assets Reports, Part I.

(2) Worldwide Ammunition Inspection and Lot Number (Serviceability) Reports, Part III.

(3) Worldwide Ammunition Readiness Reports, Part IV.

(4) Ammunition Test Requirements/Expenditures Reports, Part V.

- b. JMC will furnish data required for—
- (1) Budget estimates.
 - (2) Supply control studies.
 - (3) Allocation and MIDP.
 - (4) Testing requirements.
 - (5) Distribution planning.
 - (6) Procurement initiation.
 - (7) Scheduling.
 - (8) Readiness assessment.
 - (9) Maintenance programs.
 - (10) Stockpile reliability.
 - (11) Ammunition serviceability.
 - (12) Various other logistical factors for conventional, missile, and rocket ammunition.
- c. The mission of the SMCA is to acquire, manage, and support national stocks. JMC provides worldwide ammunition reports (WARs) data on munitions stored at Army locations, but owned by the military Services.

3-4. General reports and queries

- a. *Reporting requirements.*
- (1) Maintain a master copy of reports outlined in paragraph 3-2 at JMC. Furnish copies to the reporting elements on request. JMC will maintain 2-year, current, transaction history data and 15 years of report history.
 - (2) Each activity submitting data may receive the output reports that apply to it, upon request.
 - (3) The DCS, G-4; CG, AMC; and each ACOM, ASCC, or DRU will designate an action officer to be the point of contact for WARs matters.
- b. *Formats of reports.* Feeder reports are submitted electronically as outlined in DA Pam 700-16.
- c. *Reporting dates.* Show the cutoff date of the information contained in the reports on the cover of the document.

3-5. Reports

- a. *Worldwide Ammunition Requirements and Assets Report (Part IA).* This report contains conventional and guided missiles and large rockets data.
- b. *Worldwide Ammunition Tonnage/Cost Report (Part I-C).* Data for computation of this report will be extracted from the master data record database. Weight and cost factors will be the standard weight or cost for each applicable DoDIC in the master data record. Those cost factors are for planning purposes only and are not to be used for pricing.
- c. *Worldwide Ammunition Readiness Assessment Report (Part IV).* Reports are generated from data available from JMC and are based on input provided by the requirements and assets, maintenance, and serviceability modules.
- d. *Worldwide Ammunition Test Requirements and Expenditures Reports (Part V).*
- (1) Items to be reported are included in the WARs master data record.
 - (2) Reporting agencies may recommend nonstandard ammunition items or modified end round requirements be added to the report by submitting recommendations to the Commanding General, Joint Munitions Command (AMSJM-BD), Rock Island, IL 61299-6000.
 - (3) The Ammunition Test Requirements and Expenditures Report (Part V-I) provides a 12-month forecast of test requirements and actual expenditures for the report month and is required monthly.
 - (4) Ammunition Test Support Requirements Report (Part V-II) provides a 6-year forecast and is required semiannually.

3-6. Unique item tracking of Army munitions

JMC will track Army physical security risk category I, nonnuclear missiles or rockets and Patriot missiles. JMC will maintain the history of all reported locations of category I rockets or missiles and Patriot missiles from the date of induction into the Army inventory through expenditure, DEMIL, or transfer to another Service or an organization outside of the Army. Maintain these files indefinitely.

- a. Resolve any discrepancies of unique item tracking items between the JMC and reporting activities within 120 days.
- b. Report discrepancies that cannot be resolved within 120 days to the DCS, G-4, Munitions Division (DALO-SPM).
- c. The DCS, G-4, Munitions Division (DALO-SPM) will be the arbitrator between the JMC office and the reporting activity for unresolved discrepancies.

3–7. Items subject to reporting

a. Report serial numbers of all controlled inventory item code (CIIC) I (category I) nonnuclear missiles or rockets and Patriot missiles to JMC. Report category I assets manufactured without serial numbers by lot number. When lot numbers, to include the word “none” (actually stenciled on the missile/rocket), are not provided, use “not applicable” as the lot number.

b. Report all category I munitions that are produced at a contractor-owned or -operated facility and are waiting first destination transportation to delivery to the Army inventory to JMC. The requirement to report serial numbers starts when DD Form 250 is signed by the Army and before shipment to a depot. All contractors who provide maintenance support and possess the assets must report receipt, possession, shipment, and destruction of category I missiles or rockets and Patriot missiles, by serial number, to JMC.

c. Report serial numbers of all category I munitions residue to JMC by serial number (see DA Pam 700–16 for specific procedures).

3–8. Dropped category I registry

JMC will maintain a dropped category I file documenting issues and shipments for which there are no corresponding receipts or expenditures.

a. JMC will notify appropriate organizations when they have dropped category I items associated with their organization.

b. Address serial numbers on the dropped category I registry older than 2 years in the following manner. The accountable officer (AO) or the property book officer (PBO) will generate a memorandum to the supporting class V management office. For example, CONUS agencies would submit their memorandums to the centralized ammunition management office. The memorandum will address the situation creating the dropped category I serial number and for each serial number, referencing the corresponding DoDIC, NSN, and lot number.

(1) For serial numbers that were destroyed with no certificate of destruction available, list the serial numbers with a paragraph containing the following statement: “I certify that the items identified by the following serial numbers were destroyed per prescribed policies, procedures, and regulations.”

(2) For serial numbers that were converted into trainers with no training and support center certificate available, list the serial numbers and include the following statement: “I certify that the items identified by the following serial numbers were provided as training items per prescribed policies, procedures, and regulations.”

(3) For serial numbers that were issued to units and not reported on property books by the receiving unit, provide dates and the location if the unit was deployed. If expended items were turned in at a different location (for example, at Kuwait or a nonissuing ASP), provide the location of and documentation confirming turn-in at that location. If documentation is not available, provide a statement from the unit commander or PBO stating the DoDIC, NSN, and serial number and include a paragraph containing the following statement: “I certify that the items identified by the following serial numbers were turned in to ASP [name], location of the ASP, Department of Defense activity address code (DoDAAC) of the ASP; and date and time per prescribed policies, procedures, and regulations.” If a unit is unable to provide any information due to personnel turn-over, deployment expenditures, or loss of documentation, the unit commander or PBO will provide a statement to that effect.

(4) The memorandum will address, at a minimum, the following information:

(a) The first paragraph will state that research was conducted on all available data in an attempt to determine disposition of the serial numbers reflected on the spreadsheet.

(b) The second paragraph will be a list of serial numbers for which documentation is not available due to age of the transaction and will include a request that the serial numbers be removed from the dropped category I registry.

(c) The third paragraph will address serial numbers not noted in the previous paragraphs. Provide a detailed explanation of the final disposition of those serial numbers.

(d) The last paragraph will list a point of contact and include a phone number and email address.

(e) The memorandum will be signed by the AO or the PBO.

c. Class V managers will provide JMC with the memorandum from the AO or the PBO requesting clearance of the serial numbers. Send this memorandum to Headquarters, Joint Munitions Command (AMSJM–MLI), One Rodman Avenue, Building 350, 4S, Rock Island, IL 61299 or via email to usarmy.ria.jmc.mbx.wars@mail.mil.

Chapter 4

Ammunition Forecast, Distribution, and Retrograde

4–1. Overview

a. Adequately distribute ammunition items throughout CONUS and OCONUS to meet operational, training, and test requirements. To meet these requirements, responsible organizations must conduct complete and accurate analysis to ensure adequate ammunition stock is maintained at each ASA.

b. Distribute ammunition items using the most efficient and cost-effective modes of transportation. Distribution planning considerations will consist of emergency requirements, consolidating shipments, and maximizing transportation asset capabilities while reducing frequency and mitigating risks.

c. The safe, secure, and often rapid distribution of military ammunition is a critical element of the ammunition management process. Ammunition is distributed using multimodal Government- and contractor-owned truck, train, vessel, and air transport. The movement of military ammunition is often defined by various safety, security, and urgency-of-need variables. Military ammunition is often prepositioned OCONUS or afloat to compensate for the difficulties associated with these variables, as well as weight, size, aircraft and shipping costs, and limitations. Moving ammunition by aircraft should always be considered the last resort due to cost, limited availability of aircraft, weight, or cubic volume issues.

4–2. Ammunition forecasts

a. Ammunition forecasts are a key element of the ammunition distribution process. Inaccurate, inflated, or lack of forecasting stresses the distribution system and increases costs to the Army.

b. Organizations responsible for ammunition forecasting must adhere to AR 5–13 for submitting the forecasting requirements through the Training Ammunition Management Information System (TAMIS).

c. The forecast lockout period enables each ASA to have the required type and quantity of ammunition available for organizations to conduct training or test events or perform operational missions. The overall lockout period includes the time required to conduct an in-depth supply analysis at each ASA, plan for depot workload, configure shipments, coordinate for transportation, and ship the ammunition to the ASA. Specific lockout timeframes are as follows:

(1) CONUS-based organizations will have 60 days.

(2) OCONUS ASCCs will establish policy on forecast lockout timeframe for specific area of operations.

d. Forecasts are locked on the first day of each month. No increases are allowed during the lockout period after the first day of each month. Submit all forecasts on the last day of the month before being locked on the first of the month. For example, for a 60-day forecast, organizations must submit the forecast no later than 31 March for events occurring no earlier than 1 June.

e. For events occurring on the first of the month, organizations may only schedule issue appointments no earlier than 4 days prior to the end of the current month (that is, ammunition may be issued no earlier than 28 May for ammunition forecasted in June).

f. Unforecasted requests for ammunition may not be supportable from the ASA. When the unforecasted request is not supportable, the requesting organization will be charged the cost of labor at the ASA, wholesale depot, and premium shipping charges to ship, receive, and process the unforecasted ammunition to the ASA. The organization requesting unforecasted ammunition will submit a memorandum signed by the responsible lieutenant colonel or higher in the unit's chain of command, justifying the unforecasted request. Submitting an unforecasted request does not guarantee the ammunition will be available at the ASA on the date required by the organization. The organization may have to adjust dates of the event accordingly.

4–3. Ammunition distribution within the continental United States

a. JMC's centralized ammunition management office is responsible for managing the distribution of conventional ammunition within CONUS, ammunition wholesale depots, and retail ASAs. JMC will reconcile all shipments from depot to retail sites.

b. AMCOM missile and large rocket ammunition item managers are responsible for managing the distribution of missiles and large rockets within CONUS ammunition wholesale depots and retail ASAs.

c. Determine ammunition item distribution by reviewing ammunition forecasts within TAMIS and comparing them to available supply at the ammunition retail storage activities. Distribution quantities will not exceed the approved allocations. Munitions managers at DCS, G–4 will approve exceptions.

d. JMC and AMCOM will make every effort to ensure the quantities of each required ammunition item at the retail ASAs is sufficient to meet a 90-day supply, where practical.

e. JMC and AMCOM will conduct an annual feasibility analysis by 1 November for all retail ASAs. Excess ammunition items will be redistributed to other retail ASAs or returned to wholesale ammunition depots.

f. No later than 1 February each year, AMC will submit a report to DCS, G-4, outlining ammunition items stored at each retail ASA that meet the following criteria:

(1) Items with no transactions (except inventory, inspections, or interdepot transfers) during the past 365 days (that is, stale items).

(2) Items with approved disposition instructions older than 365 days.

(3) Test and nonstandard (to include special operation forces-unique) items without an approved (current or expired) interim hazard classification (IHC) record.

4-4. Ammunition distribution outside the continental United States

a. ASCCs and theater sustainment commands (TSCs) manage distribution of conventional ammunition, missiles, and larger rockets within the assigned theater of operations. ASCCs will coordinate with the DCS, G-4 for distributing missiles and large rockets to ensure compliance with strategic distribution guidance.

b. ASCCs and TSCs will establish policies and procedures outlining the intratheater distribution plan to meet operational, training, and test requirements.

c. Determine distribution of ammunition items from CONUS to OCONUS by identifying shortages to the stockage objectives and other allocations to support the shortages.

d. ASCCs and TSCs will follow the call-forward process, to include determining the mode of transportation, as outlined in DA Pam 700-16.

e. The TSC will requisition sustainment ammunition from the national inventory control point based upon known or projected requirements approved by DCS, G-4 and DCS, G-3/5/7.

f. Cross leveling between combatant commands depends on meeting operational requirements and TRADOC G-3/5/7 priorities. The JMPAB establishes priorities and allocates resources from one combatant command to another. Address requests to reallocate prepositioned war reserve materiel to the Chairman of the Joint Chiefs of Staff and coordinate them through Joint J-3 and J-4 for a decision during the JMPAB in accordance with CJCSI 4110.01E. Authority to operationally divert a prepositioning ship from its assigned mission requires Secretary of Defense approval.

g. The President or Secretary of Defense allocate prepositioning ships and the associated prepositioned war reserve materiel afloat or ashore usually through deployment or execution orders based on the allocation of the force using the resources.

h. Strategic missile supply depends on DCS, G-3/5/7 prioritization and stockage objective. Resupply from CONUS swing stocks will be determined by operational necessity.

4-5. Ammunition retrograde

a. The ammunition retrograde process supports the redistribution of ammunition stocks to meet operational, training, test, and maintenance of ammunition items. In some cases, the cost of maintaining and storing ammunition at a retail ASA or at an OCONUS ASA is cost prohibitive, generating the reoccurring need to periodically retrograde items to a CONUS wholesale depot.

b. Consider opportunities for training, exercises, FMS, acquisition and cross-servicing agreements (ACSAs), and in-country DEMIL prior to retrograde of obsolete and excess ammunition to CONUS. Coordinate these opportunities closely with DCS, G-3/5/7 and DCS, G-4 to ensure requirements for these items do not also exist throughout the rest of the Army or DoD.

c. ASCCs and TSCs will retrograde ammunition on the same vessel as the call-forward, where practical. Missiles requiring recertification will be retrograded according to schedule provided by DCS, G-4.

Chapter 5

Ammunition Operations at the Organizational (Using Unit) Level

5-1. Ammunition issues

a. Commanders will ensure that units do not forecast, request, draw, or expend ammunition above authorizations provided to the unit in TAMIS in accordance with AR 5-13. Units will only expend the minimum amount of ammunition required to meet the training event, strategy, or qualification as provided in DA Pam 350-38.

b. To accompany troop ammunition, include small caliber ammunition for personal weapons. This includes individual weapons up to .50 caliber individual weapons.

c. Organizations will not use or consume CL or OPL in training or testing events. Organizations that are in a deployed status and have CL or OPL in their position will obtain additional ammunition to use for training events. Approve and authorize in TAMIS all ammunition consumed in training and process it as a separate document from CL or OPL ammunition.

d. Organizations will submit DA Form 581 (Request for Issue and Turn-in of Ammunition) for all ammunition requests either electronically through TAMIS or manually as indicated in chapter 6 of this regulation. The issue request sent through TAMIS does not establish an appointment for issues. Units must contact the ASP separately to establish an appointment for issue. In situations where connectivity is not established or functioning properly, units will transfer a copy of the approved DA Form 581 to the ASP via alternate means (for example, via email or paper).

e. Submit DA Form 581 no later than the deadline designated by the supporting ASA's external SOP. Any requests submitted past the designated deadline will be considered late. Late requests place undue hardship on the supporting ASA and may subject units to funding overtime for ASA personnel to support late requests. The supporting ASA's external SOP will outline requirements for submitting late requests.

f. See paragraph 4–2 for ammunition forecasts and unforecasted requests.

g. Arrive at the supporting ASA at the designated appointment time with properly certified personnel, security, materials, equipment, and vehicles required for the safe issue and transport of the ammunition during and after the issue process. Failure to provide such will result in expulsion from the ASA until the requirements can be met.

h. Upon completing issue, the ASA will ensure all issue documents (DA Form 581 and DA Form 3151–R (Ammunition Stores Slip)) have the legible handwritten name, signature, and date of all personnel who issued and received the ammunition. The ASA will retain the original documents and provide copies to the organization.

i. Organizations will only load ammunition onto vehicles that are both certified and inspected to transport ammunition in accordance with 49 CFR, Defense Transportation Regulation (DTR) 4500.9–R-Part II, and DA Pam 385–64.

5–2. Ammunition turn-ins

a. The organization will prepare DA Form 581 to turn in all live ammunition and residue, including components, to the supporting ASA (see chap 6 of this regulation and DA Pam 700–16 for DA Form 581 requirements). Send DA Form 581 to the supporting ASA to schedule a turn-in appointment.

b. Organizations returning residue items to the ASA will certify that all contents have been inspected and that the contents do not contain any live ammunition or explosives, unfired primers, or other dangerous or hazardous materials.

c. Organizations will provide adequate personnel to accomplish the turn-in with the ASA.

d. Properly secure live ammunition and transport it in accordance with 49 CFR, DTR 4500.9–R-Part II, and DA Pam 385–64. Segregate, to the utmost extent possible, residue from live ammunition.

e. Upon completing turn-in, the ASA will ensure all turn-in documents (DA Form 581 and DA Form 3151–R) have the legible handwritten name, signature, and date of all personnel who turned in and received the ammunition. The ASA will retain the original documents and provide copies to the organization.

f. Commanders will initiate an AR 15–6 investigation for any found, lost, or damaged (through other than fair wear and tear) ammunition as identified in AR 190–11. Commanders will report unauthorized losses and gains of ammunition meeting the criteria of a category II incident (serious incident) report as defined by AR 190–45. All other losses and gains of ammunition will be processed in accordance with AR 735–5 and this regulation.

g. Handle training and test ammunition or residue turn-in as follows:

(1) Return all remaining live training and test ammunition or residue, to include components, to the ASA within 5 workdays after the end of the training or test event. The ASA will annotate the turn-in date on the completed issue document. Due to scheduling of other issues, turn-ins, or shipments occurring at the ASA, the ASA may annotate a turn-in date that is beyond the 5 workdays, but will make every effort to conduct the turn-in as soon as possible thereafter.

(2) Organizations will be suspended from further training or test ammunition issues for failing to turn in the ammunition by the turn-in date.

(3) Commanders will establish procedures to ensure recovering all live ammunition and residue prior to departing the firing site. Conduct a thorough inventory of remaining live ammunition and residue.

(4) Organizations will use the computer-generated DA Form 581 to identify the required residue items to be returned.

(5) The organization will complete DA Form 5692–R (Ammunition Consumption Certificate) and appropriate missile firing data report for items identified by the ASA. These forms are required to be submitted to the ASA during the turn-in process.

(6) The ASA will reconcile all training ammunition (live ammunition and residue) turn-in against the original issue document to ensure all items were returned. For missing, damaged (through other than wear and tear), or incomplete

items, instruct the organization to verify the circumstances using DA Form 5811 (Certificate - Lost or Damaged Class 5 Ammunition Items) or DD Form 200 (Financial Liability Investigation of Property Loss) or to conduct an AR 15-6 investigation, as necessary. A copy of the appropriate document must be provided to the ASP AO to reconcile the document.

(7) Handle lost or damaged ammunition or residue as follows:

(a) If the residue and live ammunition turn-in quantity is less than the quantity of the ammunition issued, the organization will generate DA Form 5811 with a detailed explanation of the circumstances of the loss. The first lieutenant colonel or civilian equivalent (general schedule (GS)-14) in the chain of command will determine whether the loss or damage is due to negligence and take the appropriate action, as indicated on DA Form 5811, prior to signing block 13a of DA Form 5811.

(b) The QASAS or qualified ammunition surveillance personnel will inspect the live ammunition upon turn-in to the ASA. If deemed unserviceable due to improper handling or transportation, instruct the organization to complete DA Form 5811 with block 5a checked. The commander will conduct the appropriate investigation.

(c) If an AR 15-6 investigation is required, the organization will have 90 days to complete the investigation before the unit's account is locked.

(h) Organizations are authorized to submit amended turn-in documents. The first lieutenant colonel in the chain of command will sign the amended turn-in documents, which will include a completed DA Form 5811, for all shortages and excesses of ammunition and residue.

5-3. Accountability

a. Accountability of ammunition will be continuous at all levels at all times.

b. AR 735-5 and AR 710-2 require all property, including ammunition (class V), to be placed on the organizational property book upon issue from the supporting ASA or receipt from another organization, including ammunition issued on DA Form 5811 and ammunition shipped to a unit via DD Form 1348-1A (Issue Release/Receipt Document) or a lateral transfer from another unit.

(1) *Combat and operational load ammunition.* CL and OPL ammunition on hand at the unit level will be accounted for on property book records by DoDIC, quantity, lot number, and serial number. Follow property policy in AR 710-2 and procedures in DA Pam 710-2-1.

(2) *Training ammunition.* Account for training ammunition with original issue documentation upon issue from the ASA until expended and the issue document is reconciled with the ASA. Use DA Form 5515 (Training Ammunition Control Document) as the hand receipt for training ammunition (see chap 6 of this regulation).

(3) *Test ammunition.*

(a) Account for test ammunition upon issue from the ASA until the ammunition is expended and the issue document is reconciled with the ASA, except as indicated in paragraph 5-3b.

(b) ATEC is authorized to use the AMCOM Ammunition Tracking System to maintain accountability of all standard and nonstandard ammunition and their components upon receipt until all testing locations transition to the Standard Army Ammunition System (SAAS) or the next generation ammunition logistics information system. ATEC will provide the NLAC system a monthly report of all on-hand items.

(4) *Ordnance management system.* USASOC is authorized to use the ordnance management system to maintain accountability for standard ammunition for covered units. USASOC will provide the NLAC system a weekly report of all on-hand items.

5-4. Inventory

The following applies to all ammunition for which the unit is responsible.

a. Inventories of ammunition will not be done by unit armorers or by the same person two inventories in a row.

b. Count palletized configurations or outer packs to physically inventory items. Do not disassemble banded pallets to count individual boxes. Do not open sealed boxes to count individual items. However, if markings are believed to be incorrect, actually count each item of those configurations.

c. Use DA Form 3020-R (Magazine Data Card) only as an aid for storage. Do not use magazine data cards to determine quantities when conducting inventories.

d. Inventory ammunition at the following frequencies:

(1) *Combat load, operational load, and test ammunition.* Inventory once per month.

(2) *Department of the Army guard force ammunition.* ACOMs, ASCCs, and DRUs with assigned DA guard force are not required to conduct daily inventory of ammunition issued to the DA guard force provided each command establishes detailed procedures to validate that the issue and turn-in quantity is accurate to the single ammunition item

(that is, weighing magazine during the issue and turn-in process). Empty weapons magazines, and inventory the ammunition once per month.

(3) *Training ammunition.*

(a) Inventory daily when stored in an open or field environment, including vehicle holding areas.

(b) Inventory weekly when stored in a monitored storage container with an integrated commercial intrusion detection system.

e. Inventory procedures are outlined in DA Pam 700–16.

f. During an inventory, if any ammunition items are missing, take immediate action in accordance with AR 190–11, AR 190–45, AR 735–5, and this regulation.

g. Physical counting of guard ammunition procedures only apply to permanent force protection organizations; they do not apply to tactical units performing or augmenting force protection on a temporary basis.

(1) Detailed procedures for issue and return of OPL ammunition will be included in SOPs for each location.

(2) Each weapon magazine will have a permanent, unique, identifying serial or local identification number to identify it from other magazines.

(3) Magazines will contain a single type and lot number of ammunition.

(4) Each magazine will be weighed on a scale at issue and turn-in. Calibrate the scale to detect the variance of the weight equal to half of a single bullet contained in the magazine.

(5) Include the weight of the magazine, serial number or identifying code of the magazine, number of rounds included in the magazine, and the DoDIC of the munitions included in the magazine on the issue document used at the activity. This data will be verified when returned to the arms room.

(6) Discrepancies of more than half of the weight of one bullet will require the rounds to be removed and physically counted to ensure full accountability of the ammunition is maintained.

(7) Maintain accountability documents (logs) showing the issue and return history of the magazine until the ammunition is physically inventoried.

(8) Unload ammunition from magazines and physically inventory it monthly.

5–5. Storage

a. Store only minimal ammunition stocks at the organizational level.

b. Store ammunition in accordance with Department of Defense Manual (DoDM) 4140.01, AR 190–11, AR 385–10, AR 740–1, DA Pam 385–64, public law, and host nation agreements, whichever is most restrictive.

c. Store or secure stocks and protect them in accordance with the specific CIIC requirements for each type of munition.

d. DA Form 3020–R helps control the receipt, storage, issue, and inventory of munitions within a storage location. Use DA Form 3020–R in all storage locations, including depots, holding areas, field storage, unit ammunition holding areas (AHAs), basic load ammunition holding areas (BLAHAs), or any unit-level storage whenever munitions and explosives are stored in excess of 24 hours. DA Form 3020–R is a working inventory control document. Do not use it as a formal accountable document.

e. The unit may establish an AHA if ammunition is to be expended over a period or if the training event or mission dictates the use of an AHA. Select the AHA site and store ammunition there in accordance with DA Pam 385–64. Ammunition accountability in the AHA will be continuous.

f. Organizations are authorized to store small quantities of small arms ammunition within the organizational arms rooms. The organization will provide the installation explosives safety manager and QASAS a complete list of items requiring storage. The list will include the DoDIC, lot number, net explosive weight, and quantity. This list must be approved prior to the storage of any ammunition.

5–6. Security and transportation

a. *Security.*

(1) Secure ammunition in accordance with AR 190–11, AR 190–51, host nation agreements, and public law, whichever is more restrictive.

(2) Provide unserviceable ammunition the same degree of security that is afforded to other categories of ammunition.

(3) Conspicuously mark, account for, and inventory inert and expended ammunition components (such as, category I rocket and missile launcher tubes, inert claymore mines, inert hand grenades and rocket launchers, M190 with M73 subcaliber practice rockets used as training aids, and static displays) in accordance with AR 385–10 and DA Pam 385–64. Account for items that can be converted to live ammunition or explosives and secure as category IV live AE. Account for all expended CIIC 1 residue as serialized items until properly demilitarized.

(4) Do not remove ammunition from any military activity, except as authorized by proper authority (for example, in conjunction with an exercise to be conducted in another training area or at another military installation).

(5) Ammunition maintained in the field must not exceed that amount required for training or the amount that can be properly safeguarded.

(6) Use protective seals when storing AE in an enclosed or covered vehicle, container, or structure. Install protective seals so access cannot be gained to items in storage without damaging the seal (see AR 190–51 for additional policy and procedures for the use of protective seals).

b. Key and lock control. Account for, secure, and control all AE keys and locks in accordance with AR 190–11.

c. Transportation. Display appropriate placards on each vehicle in accordance with DTR 4500.9–R-Part II and 49 CFR 172.519.

(1) Review requirements for safe transport and vehicle inspections in accordance with 49 CFR, DTR 4500.9–R-Part II, and DA Pam 385–64.

(2) See AR 190–11 for transportation physical security standards.

Note. The unit will load, block, and brace the shipment in accordance with approved drawings available at <https://mhp-wars.redstone.army.mil/>.

Chapter 6

Ammunition Operations at the Ammunition Supply Activity

Section I

Documentation

6–1. General requirements

a. Ammunition supply activities.

(1) Retail ASAs may be established and operated within a deployed (combat or contingency) or nondeployed (garrison) environment. Military organizations or those contracted to a nongovernment organization can operate retail ASAs that work within a deployed environment. Army ordnance companies, Government civilian personnel, those contracted to a nongovernment organization, or a combination of the three can operate retail ASAs that work within a nondeployed (garrison) environment that will support multiple units on a specific post or within a region.

(2) The National Guard Bureau (NGB) operates retail State-owned ASAs primarily supporting NGB organizations.

(3) JMC operates national ASAs, including wholesale depots, arsenals, and plants.

(4) ASC operates CONUS retail sites.

(5) ASCCs, TSCs, or expeditionary sustainment commands (ESCs) establish and operate in OCONUS both a theater storage area (TSA) and retail ASAs. The TSA is capable of conducting depot-level functions and supporting organizations, such as a retail ASA. The command will also establish and operate CONUS tactical retail sites if applicable to support ongoing mission requirements.

b. Access to munitions storage facilities.

(1) Personnel assigned duties involving the control, accountability, shipment, receipt, issue, turn-in, and serviceability of ammunition will be screened and evaluated as outlined in AR 190–13 and AR 190–11.

(2) Personnel assigned custody, maintenance, disposal, or security responsibilities for arms, ammunition, and explosives on military installations and U.S. territories or U.S. citizens assigned to such duties overseas will be subject to reinvestigation as outlined in AR 380–67.

(3) A roster will be maintained for individuals authorized unaccompanied access to storage facilities and authorized to issue or control keys to storage facilities.

(4) The roster will be reviewed annually unless changes are required and document changes, such as the removal or addition of individuals based on assigned duties, on a memorandum for record; sign and date upon completion. Maintain copies of DA Form 7708, rosters, and memorandum for records for 6 years and 3 months.

c. Entry and exit control.

(1) Entry into storage areas will require a pass or badge and access roster.

(2) Entry and exit will include a simple or complete search of all personnel and vehicles for unauthorized introduction of prohibited items and removal of arms, ammunition, and explosive materials and equipment. Physical security plans will outline when a simple search is authorized and when a complete search is required in accordance with AR 190–11.

(3) Persons requiring frequent entrance to the area may be listed on an entry control roster or issued a photographic security badge that establishes the authority to enter. Review the roster annually unless there is a change required.

Attach a memorandum to all reviews and modifications, including a signature and the date of the review. Maintain all access rosters for 6 years and 3 months.

(4) All visitors not listed on the entry control roster requiring an escort will sign in on the visitor log prior to entering the storage area. For all occupants in the vehicle, the visitor log will list the first name, last name, organization, and reason for visit. Maintain all visitor logs for 6 years and 3 months.

d. Logistics information system for ammunition operations.

(1) All retail ASAs, including OCONUS TSAs, will maintain accountability and will conduct issue, turn-in, shipment, receipt, inventory, intradepot transfers, maintenance, and any other relevant ammunition processes on the SAAS or the next generation ammunition logistics information system, except as follows:

(a) ATEC is authorized to use AMCOM Ammunition Tracking System to track nonstandard and standard ammunition not stored at the retail ASPs until all test sites transition to SAAS system or the next generation retail ammunition logistics information system.

(b) USASOC is authorized to use the ordnance management system in accordance with paragraph 5-3b(3)(b)(4).

(2) All depot ASAs will maintain accountability and conduct shipment, receipt, inventory, intradepot transfers, maintenance, and any other relevant ammunition processes on the Logistics Modernization Program (LMP).

(3) Program managers for the retail and wholesale systems will provide an asset status of current status of on-hand ammunition four times per day or as outlined in the interface agreement to NLAC via system interface. The retail and wholesale system will establish a system MOA and interface control documents with NLAC to identify the details of the interface.

(4) Retail and wholesale systems will provide NLAC and WARs daily ammunition transaction history for each CIIC I serial numbered item.

(5) Organizations maintaining accountability of noncatalogued ammunition will use the stand-alone SAAS, manual forms as outlined in DA Pam 700-16, or other authorized systems approved by DCS, G-4.

e. Stock record account.

(1) The stock record account is a formally established set of records and files used to account for Army property being held for issue. Each ASA stock record account is assigned a unique DoDAAC as an identification number. This account is operated by a designated accountable property officer, called a stock record officer, also known as an AO.

(2) Establish each ASA stock record account in accordance with AR 735-5 and this regulation.

(3) An AO will be officially appointed in writing by proper authority to serve as the stock record officer, accountable for ammunition being held for issue from time of receipt until issued, shipped, or dropped from accountability. The property and records that the AO is accountable for will be identified by a DoDAAC. All gains and losses will be maintained by the Accountable Property System of Record (APSR). If an AO is appointed for multiple DoDAACs and if the DoDAACs are geographically displaced, the AO will delegate an individual or individuals physically located at the geographically displaced locations to be responsible for transactions associated with that DoDAAC and associated stock records. This delegation will specify the functions the individuals are authorized to perform and the limits of their responsibilities in accordance with AR 735-5. Locations performing a retail function that are geographically dispersed will not be considered a customer organization. All locations will have a DoDAAC with an active authorized accounting system to conduct day-to-day operations.

(4) Conduct a change-of-account inventory as a 100-percent and wall-to-wall effort when there is a change of AO.

(5) The AO will establish an account for SAAS using DD Form 2875 (System Authorization Access Request (SAAR)) prior to assuming responsibility for the stock record.

(6) The AO will establish roles and list permissions based on the mission for all stock control clerks using DD Form 2875. Only AOs and their designated representatives will be authorized to modify user roles and permissions. The personnel authorized to have access to the system are the AO, stock control clerks, and the QASAS assigned and working at the specified DoDAAC. The AO will review a user's access annually or when there is a change in personnel.

(7) The AO will use DD Form 2875 to modify or deactivate a user. The AO will sign and date the form.

(8) The AO will print out users from the system before and after the review, document changes on a memorandum for record, and sign and date the report. The AO will maintain DD Form 2875, the list of users, and the memorandum for record for 6 years and 3 months.

(9) Maintain ASA accountable records in accordance with DA Pam 700-16.

f. Objective validations. ASA stockage objectives are validated in accordance with AR 5-13. The DCS, G-4 will manage the distribution of available ammunition stocks to fill shortages within the stockage objectives during the allocation board.

6-2. DA Form 581

- a. Conduct all requests for issue or turn-in of ammunition to or from the retail ASA using DA Form 581.
- b. Generate all requests for issue of ammunition from TAMIS. At no time will requests for issue be supported by the retail ASA without a validated DA Form 581. This ensures that the using unit received the proper authorization for each item requested. When a request cannot be generated from TAMIS due to system unavailability or other reasons, the ASP will accept a manual DA Form 581 provided that the following two approvals are granted:
 - (1) Brigade or higher ammunition officer's signature in block 14c.
 - (2) Validation by either installation TAMIS manager for training ammunition or ACOM, ASCC, or DRU ammunition officer for CL, OPL, or test ammunition.
- c. Signatures are required within blocks 13c and 14c for all requests for issue of ammunition. Signature requirements for blocks 13c and 14c are as follows:
 - (1) *Block 13c.* Any individual designated by the unit commander.
 - (2) *Block 14c.* Sergeant (E-5 or above), GS-5 or above, wage grade (WG)-5 or above, or contractors (if authorized in the contract).
- d. Signatures are not required in blocks 13c and 14c for requests for turn-in of ammunition, except as follows:
 - (1) Original request for issue of ammunition was not processed through TAMIS.
 - (2) CIIC I or II items were issued on the original issue document.
 - (3) The request is for the turn-in of live ammunition (that is, CL or OPL) formally accounted for on the organizational property book.
- e. List only items issued on a single-issue, turn-in DA Form 581. An issue document may be associated to more than one turn-in DA Form 581 to achieve reconciliation.

6-3. Delegation Authority for Ammunition

- a. Use the delegation of authority for ammunition when an accountable or responsible person wants to designate personnel as authorized representatives to request or sign for ammunition at the user level. Use this form to request or receipt all ammunition.
- b. The delegation of authority for ammunition is required for units to request and receive ammunition from the retail ASA, to approve DA Form 581 for issue of ammunition (sign block 14c), and to certify that authorized personnel who are involved with the responsibility of the control, accountability, and shipment of ammunition are properly screened, trained, and qualified to perform the required functions. The requestor and the approver will not be the same person on the delegation authority for ammunition or DA Form 581.
- c. The delegation authority for ammunition may be signed either electronically (digital signature) or with an actual signature (pen and ink).
 - (1) If the form is signed electronically, all signatures must be electronic and the form must be provided to the supporting ASA in a signed, fillable .pdf file. Scanned copies of digital signatures are not authorized. The supporting ASA will maintain electronically signed delegation authority for ammunition in an electronic file.
 - (2) If the form is signed with an actual signature, all signatures must be actual signatures. Scanned copies of original signatures are not authorized. The supporting ASA will maintain actually signed delegation authority for ammunition in a paper file.
 - (3) Regardless of how the form is signed, the individuals will be verified or validated during the issue or turn-in process by comparing the individuals' names, DoD identification number, and expiration date identified on their common access card with the information listed on the associated the delegation authority for ammunition.
- d. Ensure the delegation authority for ammunition is valid for a period the approving authority expects to remain in their position, not to exceed 1 year. The card will become invalid if any information changes, such as the DoD identification number expiration date. Follow the instructions outlined in DA Pam 710-2-1 to keep the card current.
- e. For ammunition operations, digital signatures consist of the digital certificate and integrated image of a wet signature.
- f. The unit commander may designate subordinate unit personnel, indicated as follows, to request or receive ammunition:
 - (1) *Controlled inventory item code I and II.* E-5 or above only.
 - (2) *All other ammunition.* Any unit personnel, to include contractors (if authorized in the contract).
- g. The unit commander may designate subordinate unit personnel at the sergeant level, GS-5, WG-5 or above, or contractors (if authorized in the contract) to approve requests for ammunition (sign block 14c on DA Form 581).

h. Approval authority for issue or turn-in of ammunition is retained from within the unit receiving the ammunition, not a higher headquarters or separate command unless expressly requested or directed by the unit commander receiving the ammunition. Higher headquarters desiring oversight or additional control of any units' ammunition requests will use the validation process in TAMIS's electronic document routing to implement.

i. Personnel are authorized to sign as either requesting authority or approval authority on any one request document (DA Form 581). Personnel may be listed on the delegation authority for ammunition with authority to perform both roles, but will not sign as both on any single document. The ASA will validate DA Form 581 to ensure the same individual did not request and approve the same document.

j. The unit identification code (UIC) and DoDAAC listed on the delegation authority for ammunition will match the UIC listed on the unit commander's assumption of command orders and be properly registered with the logistics support activity. Unit ammunition managers will ensure the UIC in TAMIS is properly aligned to the UIC on the delegation authority for ammunition.

k. After completing the delegation authority for ammunition, provide the form to the supporting ASA.

(1) For documents electronically signed, email the delegation authority for ammunition. The ASA representative will acknowledge receipt via email.

(2) For documents actually signed, provide the delegation authority for ammunition in duplicate and transfer it to the ASA in person. Copies are not authorized. The ASA personnel receiving the document will initial, stamp the date, and return one copy of the form to the unit representative.

(3) The ASA will maintain the delegation authority for ammunition that identifies unit representatives authorized to receive ammunition from the ASP for 6 years and 3 months.

(4) The delegation authority for ammunition completed for the requestor and approver of ammunition are not required to be retained by the supporting ASA in a garrison environment. Instead, the organization performing the installation ammunition manager's functions will retain it. During combat or contingency operations, the delegation authority for ammunition may be required by the supporting ASA.

6-4. DA Form 5515

a. Use DA Form 5515 as a hand receipt for training ammunition from a parent unit to a subordinate unit, from one supervisory level to another, or from one person to several recipients.

b. Use DA Form 5515 as an audit trail by the organization that received the ammunition from the ASA. The audit trail will begin with the items listed on the issued DA Form 581 and show each subsequent issue down to the lowest level, normally the range officer or first-line supervisor.

6-5. Document retention

a. Using units will maintain all documentation relating to their specific unit. Retail ASAs will maintain all documentation and vouchers generated within the activity.

(1) *Using unit.* Three years (current fiscal year plus 3 previous fiscal years).

(2) *Retail ammunition supply activity.* Six years and 3 months (current fiscal year plus 5 previous fiscal years).

b. Using units and ASAs may maintain electronic copies (scanned copies are acceptable) of the completed documents and vouchers. When maintained electronically, store two separate sets: one may be on a centralized server or database and the other may be on removable media (compact disc) locked within a secure storage device (file cabinet). The compact disc must contain appropriate markings identifying its contents.

Section II

Operations

6-6. Receipt of ammunition

a. Ammunition receipts are shipments conducted from one ASA to another and are not considered a turn-in.

b. Post receipt of ammunition to the ASA accountable records within the following periods:

(1) *Controlled inventory item code I or II.* Within 24 hours of receiving.

(2) *All other ammunition.* Within 24 hours of receiving. If the ASA receives 100 or more 20-foot or 40-foot sea-land containers in one shipment, post all other ammunition within 7 days.

c. ASAs will immediately report discrepancies between the receipt documentation and actual items received at the ASA to their higher headquarters and materiel management center (MMC). Upon verification of actual receipt quantity, the ASP will receipt the items received and note the discrepancy on the shipping documents.

- d. ASAs will use approved automated identification technology (AIT) to the greatest extent possible during the receipt of ammunition.
- e. When material is received without documentation (such as amnesty ammunition or lost documentation), the ASA will generate the documents required to properly post the receipt to the stock record account.
- f. All ammunition shipments from depot to retail sites will be reconciled.
- g. Wholesale receipts will be processed through the storing activity, regardless of geographical location, with minimal delay. Receipt processing will be measured in two segments—
 - (1) *Segment one.* Date of tailgate offloading to date of posting to the on-hand balance of the stock record file.
 - (2) *Segment two.* Date of tailgate offloading to date when storage location or proof of storage is posted in storing activity records.
- h. From new procurement and redistribution, process the ammunition through segment one or two within 7 consecutive calendar days. Process all other receipts through segment one or two within 10 calendar days.
- i. If discrepancies are noted, a supply discrepancy report will be submitted to the shipper.

6–7. Shipment of ammunition

- a. Ammunition shipments conducted from one ASA to another are not considered an issue.
- b. Shipments will be conducted upon the ASA receiving a shipping directive from the higher headquarters MMC.
- c. Shipments are considered a loss of stock. Therefore, consider available supply when trying to meet customer requirements. If a shipment will prevent the ASA from supporting customer requirement, the ASA must immediately notify the issuer of the shipping directive.
- d. Issue DD Form 1348–1A for all shipments. ASAs will not ship ammunition using DA Form 581.

6–8. Security and transportation

- a. *Security.*
 - (1) Secure ammunition in accordance with AR 190–11, AR 190–51, host nation agreements, or public law, whichever is more restrictive.
 - (2) Secure unserviceable ammunition to the same degree that is afforded to other categories of ammunition.
 - (3) Conspicuously mark, account for, and inventory inert and expended ammunition components used as training aids and static displays in accordance with AR 385–10, AR 710–2, and DA Pam 385–64. Account for and secure as category IV items and live AE items that can be converted to live ammunition or explosives. Account for all expended CIIC 1 residue as serialized items until properly demilitarized.
 - (4) Do not remove ammunition from any military activity, except as authorized by proper authority (for example, in conjunction with an exercise to be conducted in another training area or at another military installation).
 - (5) Ammunition maintained in the field must not exceed that amount required for training or that amount that can be properly safeguarded.
 - (6) Use protective seals when AE is stored in an enclosed or covered vehicle, container, or structure. Install protective seals so access cannot be gained to items in storage without damaging the seal (see AR 190–51 for additional policy and procedures for the use of protective seals).
 - (7) Account for, secure, and control all AE keys and locks in accordance with AR 190–11.
 - (8) Maintain and review key control rosters annually or when changes are applicable. Identify required changes, prepare a memorandum for record, and sign and date it. Maintain the memorandum for record for 6 years and 3 months.
- b. *Transportation.*
 - (1) Display appropriate placards on each vehicle in accordance with DTR 4500.9–R-Part II and 49 CFR 172.519.
 - (2) Load, block, and brace the shipment by the unit in accordance with drawings at <https://www.dau.edu/cop/ammo/pages/topics/drawings.aspx>.
 - (3) See DA Pam 385–64 for requirements for vehicle inspections.
- c. *Additional policy.* See AR 190–11 for transportation physical security standards.

6–9. Inventory

- a. Count palletized configurations and outer packs to physically inventory items. Do not disassemble banded pallets to count individual boxes. Do not open sealed boxes to count individual items. However, if markings are believed to be incorrect, actually count each item of those configurations.
- b. Inventory teams are comprised of two personnel: a counter and recorder.
- c. Use DA Form 3020–R only as an aid for storage. Do not use magazine data cards to determine quantities when conducting inventories.

d. If an unbroken, serially numbered seal is the same seal installed at completion of the last inventory, data from the last inventory may be used.

e. Inventory ammunition at the following frequencies:

(1) *Retail ammunition supply activities.*

(a) Physically inventory all category I ammunition (CIIC of 1, 5, and 6) quarterly.

(b) Physically inventory all other ammunition quarterly to include all preconfigured and Global Reaction Force loads.

(2) *Wholesale depots.*

(a) Physically inventory all category I ammunition (CIIC of 1, 5, and 6) semiannually.

(b) Physically inventory all other ammunition annually.

(3) *Theater storage areas.* Determine inventory frequency for TSAs located overseas by the support the TSA provides.

(a) Inventory TSAs that are storing Army prepositioned stock and war reserve stock and that are providing minimum retail-level support, but that are predominately general support to other ASAs in accordance with paragraph 6–9e(2).

(b) Inventory TSAs providing retail-level munitions in accordance with paragraph 6–9e(1).

(c) Conduct the more restrictive inventory if the storage facility (that is, ammunition magazine) contains a mixture of retail and wholesale ammunition. Conduct the inventory by physically counting all the ammunition within the storage facility.

f. See DA Pam 700–16 and DA Pam 710–2–1 for inventory procedures.

g. Record gains and losses identified during physical inventory at the ASA in accordance with AR 735–5 and AR 190–11.

h. Report discrepancies between ammunition stock record balances and inventory counts that show overages or shortages of AE in accordance with AR 190–11. Overages or shortages that meet AR 15–6 investigation thresholds are specified in AR 190–11.

i. See AR 735–5 for inventory adjustment reporting and approval policy.

j. Wholesale inventory teams will have clear separation of duties between counters and input or research personnel. Once the counters download the scans (or before), they are to return to the field to resume counting their next assignment site. The same counters will not conduct an inventory and recount within the same inventory period.

k. Retail and wholesale will prepare an inventory completion memorandum based on the inventory requirements. Maintain the memorandum with the inventory documentation outlined in DA Pam 700–16 for 6 years and 3 months. Activities will provide documentation evidencing transactions for audit purposes upon request within the time allotted.

l. Activities will establish SOPs and work instructions, to include procedures to verify the accurate and timely recording of assets.

m. Inventory all ammunition issued to units, including category I (CIIC 1, 2, and 5) missiles and rockets, monthly.

n. Location surveys physically verify the actual location of stocks in the ASA. Conduct a location survey semiannually or when directed by the AO or commander—

(1) To ensure that location data on the lot locator or serial number record is correct.

(2) To verify the balance on a given record is zero.

(3) To verify the accuracy of stock records.

(4) Prior to wall-to-wall inventory.

6–10. Account code and condition code

a. *Account code.*

(1) MMCs will submit a request to the APSR helpdesk to create a new account code. If the request is for another service, the MMC will provide the helpdesk with the information provided by the requesting service. The MMC will notify DCS, G–4 of the account code request.

(2) DCS, G–4 approves the account code.

(3) DCS, G–4 identifies the routing identifier code and ownership or purpose code assignment.

(4) The MMC will create the approved account codes in the APSR and align them with the resource identification code and the purpose code within associated MMC DoDAAC.

b. *Condition code.*

(1) Surveillance personnel or certified military personnel will use DA Form 4508 (Ammunition Transfer Record) to notify stock control of ammunition suspensions, function test, and inspections that result in changes in a condition code in on-hand stock.

(2) Once the updated condition code is processed and posted in APSR, a QASAS or personnel with approval authority in the munitions history program reviews the remarks within the program's inspection module to determine whether the condition code change type and the reason for the change are aligned and reasonable.

(3) If discrepancies are noted, the QASAS will contact the initiator of the DA Form 4508 and document status report remark and require correction in the APSR. QASAS will receive a daily file, will review it monthly, and will sign and date the file.

(4) When a condition code change impacts user entity assets, the depot QASAS will submit an ammunition condition report through the munitions history program to Navy and Marine Corps item managers or through the global ammunition control point to Air Force item managers if required.

6-11. Customer support

a. Customer requests.

(1) Submit requests for ammunition from supported units in accordance with the format outlined in DA Pam 700-16.

(2) The unit document number will not be changed at the ASA.

b. Ammunition issue.

(1) Upon receipt of DA Form 581 for each issue, the ASA will process the issue document in accordance with DA Pam 700-16.

(2) The ASA will issue only the DoDIC and quantities requested on DA Form 581 with the following exceptions:

(a) A substitute DoDIC may be issued instead of the requested DoDIC only if it is listed as a substitute in the latest version of the suitability and interchangeability book or dictated by the appropriate MMC.

(b) Quantities may be rounded up or down to nearest unit inner pack only if the issue quantity cannot be less than a full inner pack (example, MK-19 belted ammunition). Units must have sufficient fiscal year authorizations available for quantities to be rounded up to the nearest unit pack.

(3) Use exact quantities requested for test ammunition.

(4) ASAs will issue ammunition in the following priority:

(a) Condition code order of precedence: C, B, and A.

(b) Lot quantity: small lots first.

(c) Lot numbers: oldest first (indicated by year or month of manufacture).

(5) The ASA will ensure personnel arriving to receive the requested ammunition is properly listed on the organization's delegation authority for ammunition prior to issuing the ammunition.

(6) The ASA will verify the organization has all the properly certified personnel, materials, equipment, and vehicles required for the safe issue and transport of the ammunition.

(7) Upon completion of issue, the ASA will ensure all issue documents (DA Form 581 and DA Form 3151-R) have the legible handwritten name, signature, and date of all personnel who issued and received the ammunition. The ASA will retain the original documents and provide copies to the organization.

(8) ASAs will establish a suspense date no later than 5 workdays after the training or test event as indicated on DA Form 581 for the unit to return the live ammunition and residue.

(9) ASAs will provide the organization the computer-generated live and residue (including components) turn-in document from the ammunition logistics accountability system and a list of items requiring a DA Form 5692-R and the appropriate missile firing data report. This document identifies the residue material that is required to be returned to the ASA at the end of the training or test event.

c. Ammunition turn-ins.

(1) Upon receipt of DA Form 581 for turn-in, the ASA will process the turn-in document in accordance with DA Pam 700-16.

(2) Turn expended launchers for CL, OPL, training, or test CIIC I rockets and missiles in to the ASA. The ASA will account for all CIIC I expended launchers on the ammunition logistics information system by NSN, lot number, and serial number.

(3) The ASA will accept all munitions regardless of supporting documents, activity, or personnel returning the munitions. If there is no documentation, the ASA will process the turn-in as "found on installation" in accordance with DA Pam 700-16.

(4) Determine ammunition serviceability as follows:

(a) A trained technician, QASAS, or military ammunition inspector will inspect organization turn-ins for serviceability.

(b) Ammunition returned in an unserviceable condition because of improper handling or transportation and not because of fair wear and tear will result in an investigation conducted in accordance with AR 735-5 and AR 15-6.

(c) ASC, NGB, and OCONUS ASCCs will establish a minimum threshold for items damaged due to means other than fair wear and tear for reporting through command channels to the first colonel in the unit's chain of command.

(d) Small arms ammunition that has been returned to the ASA without lot integrity and that is otherwise serviceable can be returned to stock and issued. The ASA will assign a local lot number.

(5) Handle training and test ammunition turn-ins as follows:

(a) Return all remaining live training ammunition, test ammunition, and residue (to include components) to the ASA within 5 days after the end of the training or test event. Due to scheduling of other issues, turn-ins and shipments at the ASA, the ASA may schedule a turn-in date that is beyond the 5 workdays, but will make every effort to schedule and perform the turn-in as soon as possible thereafter. The ASA will make an effort to temporarily store the materiel until the turn-in is accomplished.

(b) Organizations will be suspended from further training or test ammunition issues for failing to turn-in the ammunition by the turn-in date.

(c) Organizational commanders required to keep munitions to support continuing training or test requirements beyond the original training or test dates will sign extension memorandum establishing new training dates. The ASA will adjust the required turn-in date on the DA Form 581 suspense copy. Multiple issue documents may be modified on a single memorandum. Turn-in extensions may not be approved past 5 October of any fiscal year due to end of year close out-processing requirements within TAMIS. The ASA must receive the memorandum no later than the last training event date listed on DA Form 581.

(d) Units are authorized and encouraged to conduct partial turn-ins of live munitions (if determined to be excess to the mission due to changes, restrictions, or other limiting factors) or residue or return materials to minimize storage of these items outside of the servicing ASA to maximum extent possible.

(e) Organizations will use the computer-generated DA Form 581 to identify the required residue items to be returned.

(f) The organization will complete DA Form 5692-R and appropriate missile firing data report for items identified by the ASA. These forms are required to be turned in to the ASA during the turn-in.

(g) The ASA will reconcile the live ammunition and residue turn-in against the original issue document to ensure all items were returned. For any missing or incomplete items, the organization will prepare DA Form 5811 and conduct an AR 15-6 investigation, as deemed appropriate.

(h) Do not issue training or test ammunition for future events until all delinquent reconciliation (all related documentation with signatures) actions have been completed for prior training or test events. CL and OPL issues will occur as needed regardless of whether or not the organization is delinquent on training or test documents.

(i) If the residue and live ammunition turn-in quantity is less than the quantity of the ammunition issued, the organization will generate DA Form 5811 with a detailed explanation of the circumstances of the loss. The organizational commander listed on the delegation authority for ammunition will sign block 7a. The next lieutenant colonel or civilian equivalent (GS-14) in the chain of command will determine whether the loss or damage is due to negligence and take the appropriate action, as indicated on DA Form 5811, prior to signing block 13a.

d. Amended turn-in. Organizations are authorized to make an amended turn-in. The first lieutenant colonel in the chain of command will sign amended turn-in documents, which will include a completed DA Form 5811 for all shortages and excesses of ammunition and residue.

e. Vehicle inspections.

(1) Organizations must arrive at the vehicle inspection point at the appointment time coordinated with the ASA.

(2) Ammunition surveillance personnel or an ammunition inspector will inspect every vehicle that will transport ammunition in accordance with DTR 4500.9-R-Part II, DA Pam 385-64, and DA Pam 742-1.

(3) If at any point before, during, or after the vehicle inspection occurs the ammunition laden vehicle fails the inspection, do not permit the vehicle to travel on any roadways. A vehicle may be relocated, if the inspector determines the risk is acceptable, to a location where the ammunition can be offloaded from the vehicle and appropriate actions taken with the ammunition and vehicle.

Chapter 7

Ammunition Storage and Transportation

7-1. Scope

This chapter establishes policy and procedures for unitizing, handling, storing, and shipping (outloading) class V material and for handling and shipping guided missile or large rocket ground support equipment. It applies to all commands and activities having responsibilities for handling, storing, and shipping ammunition commodities and related ground support equipment.

7-2. Objectives

The objectives of this chapter are to—

- a. Provide safe, economic, and standard methods to orderly group an ammunition commodity or commodities in approved storage structures.
- b. Ensure safe, economic, and standard procedures to handle and transport ammunition commodities and related ground support equipment.
- c. Provide cost-effective, standard methods to use ammunition items to minimize and facilitate handling operations and to stabilize these items when grouping them for storage or shipping operations.
- d. Ensure the conduct of appropriate tests of unitization, storage, and transport methods prior to issuing approved methods for use.
- e. Preclude damage to ammunition and ground support equipment and personal injury or property damage through improper methods of unitization, handling, storage, and transport.
- f. Use AIT to the fullest extent possible to conduct receiving, storage, issuing, and transport functions.
- g. Carefully consider the location of nonclass V material when near established class V storage areas.

7-3. Storage and transportation policies

- a. The MATDEV for any class V item will identify project requirements to prepare storage and outloading drawings for ammunition commodities and missile or rocket ground support equipment by specific method of storage or mode of transport. Requirements will specify information that must accompany items and assemblies and placement of AIT labeling or devices that will carry this information.
- b. The DAC will develop and prepare unitization, storage, and outloading drawings and will obtain approvals from applicable regulatory agencies. Conduct engineering tests, including instrumented trial shipments, as required to validate the storage and outloading procedures. Record engineering data generated during the tests and maintain it to support the DoD Engineering for Transportability Program.
- c. CONUS installations and activities responsible for handling, storing, and shipping munitions and missile or rocket ground support equipment will use methods depicted in applicable approved drawings to the maximum extent possible to perform operations. Drawings may be requisitioned from the Director, DAC at the address in paragraph 7-3d.
- d. Oversea commands and subordinate elements responsible for handling, storing, and shipping munitions and missile or rocket ground support equipment will use methods depicted in applicable approved drawings to the maximum extent possible. When specific, approved drawings are not available, use principles of other approved methods as guidance. The methods may not exactly apply to the storage structures or transporting equipment available to accomplish the operations, but will offer direction. Obtain technical assistance from supporting QASAS organizations. Requisition drawings from Director, U.S. Army Defense Ammunition Center (ATCL-ACE), 1 C Tree Road, Building. 35, McAlester, OK 74501-9002.
- e. Army activities receiving requests for storage space from DoD components or other Government agencies are responsible for specifying, at the time of such requests, data to support programming requirements and procedures needed to ensure proper storage space management. Establishing new class V storage sites or adding class V material beyond the currently approved limits of existing sites must be supported by an explosives safety site plan with Army approval by the U.S. Army Technical Center for Explosives Safety unless waived in accordance with DA Pam 385-64.
- f. Total storage objectives (tonnage to be stored) for the command or country concerned with depot storage facilities will consist of three separate groups: war reserve, project stocks, and peacetime operating stocks.

7-4. Storage

- a. Store ammunition in accordance with provisions of this regulation, AR 385-10, AR 740-1, DA Pam 385-64, public law, and host nation agreements, whichever is more restrictive.
- b. Store, secure, and protect stocks in accordance with the specific CIIC requirements for each type of munition.
- c. Munitions storage within an ASA will not be segregated by purpose code, by fences for specific units, or by separate stacks based on intended use unless directed by the munitions management authority at the ESC or above.
- d. Store and maintain stocks within storage activities by DoDIC, lot, and condition code unless directed by supporting munitions management center.
- e. Light containers are those containing less quantity than those shipped from manufacture.
 - (1) Munitions stored at any ASA or AHA may have any number of light containers deemed manageable by the ASA manager or AO to maintain current operational capability and maintain accountability.
 - (2) Clearly mark light boxes or cans in accordance with MIL-STD-129R in areas that make the containers quickly identifiable.

- (3) Mark actual quantity clearly on at least two outer sides of the light containers.
- (4) ASA and AHA managers will consolidate light containers into factory packages and quantities with no more than one light container per lot, condition code, or NSN when shipping munitions to other storage locations unless operational requirements allow movement of light containers to meet specific needs or if repackaging is not possible due to personnel or facility availability.
- f.* ASAs will develop a manual or automated planograph system to identify the munitions being stored and their associated locations. Wholesale facilities will use a manual or automated space-utilization drawing to denote DoDIC locations within each storage location. Retail ASAs are not required to use space-utilization drawings, but they must establish an automated or manual storage locator system to identify the location, DoDIC, lot number, and condition code for each munition being stored.
- g.* DA Form 3020–R helps control the receipt, storage, issue, and inventory of munitions within a storage location. Use DA Form 3020–R in all storage locations, including depots, holding areas, field storage, unit AHAs, BLAHAs, or any unit-level storage, whenever munitions and explosives are stored in excess of 24 hours. DA Form 3020–R is a working inventory control document. Do not use it as a formal accountable document.
- h.* ASAs will establish an MOA with customer or installation tenant units to store unit ammunition (accounted for on the organizational property book) within the ASA boundaries. The MOA will outline responsibilities between both organizations as well as the following (at a minimum):
- (1) Submission of an inventory list of the ammunition (NSN, DoDIC, lot number, quantity, hazard class or division, and net explosive weight).
 - (2) Unit access roster.
 - (3) Emergency access process.
 - (4) Personnel contact data.
- i.* Retail ASAs will store and maintain CL for the following commands at the following locations. Specific items and quantities will be provided through command channels to the respective ASAs.
- (1) USASOC—Joint Base Lewis-McChord, Fort Carson, Fort Campbell, Fort Stewart, Fort Benning, Fort, Bragg, and Duke Field.
 - (2) Army Forces Command—Fort Bragg, Fort Stewart, Fort Hood, and Fort Bliss.
- j.* ASAs will temporarily store unit training ammunition while awaiting turn-in after a training event.
- k.* In accordance with DoDM 5100.76, DoD installations must accept AE shipments for safe haven or secure hold, regardless of arrival time or final destination. If safe haven or secure hold cannot be provided, the DoD activity, in coordination with civil law enforcement authorities, will assist and escort it to a suitable location.

7–5. Functions

- a.* All class V MATDEVs and AMC commodity commands, including the Army Space and Missile Defense Command, will define and identify project requirements to DAC for new or revised storage, outloading, AIT labeling, and unitization drawings for ammunition commodities, missile or rocket, and ground support equipment items.
- b.* The Director, DAC will develop and prepare storage, outloading, and unitization drawings for projects assigned by the commodity commands. DAC, as the delegated authority, will also obtain approvals from other agencies to perform final approval action for AMC on all drawings. DAC will conduct tests to support storage, outloading, AIT labeling, and unitization drawing development, as required, and will reproduce and distribute approved drawings to users designated by the commodity commands.

Chapter 8 Ammunition Support to Non-Army Activities

8–1. Support to other Services

- a.* The Army provides ammunition management support to other Services and programs in both a common Service and cross-Service manner. For conventional ammunition, the Army, as the SMCA, executes the mission outlined in Department of Defense Directive (DoDD) 5160.65 and performs the DoD conventional ammunition mission functions defined in DoDI 5160.68.
- b.* The specific mission functions of the SMCA span all service components. They include, but are not limited to RDT&E, production base, acquisition, maintenance, DEMIL and disposal, quality assurance, technical data and configuration management implementing regulations and assessment, and security assistance. The SMCA continually assesses performance, customer expectations, and lessons learned to keep pace with the changing business environment and advances in technology.
- c.* Perform support to other services for retail operation in accordance with AR 700–100.

8–2. Support to other Government agencies

When other Government agencies request ammunition from or through the SMCA, a formal price and availability (P&A) request is required to initiate the process.

a. The customer enters the P&A request into the planning, budget, and execution system directly. Do not use P&A requests for Army and other Service-based or overseas contingency operation funding that is included in current year funding or future budget requests.

b. For that P&A request, routed throughout, JMC will state—

- (1) From where the ammunition will be sourced (either from Army stock or new procurement).
- (2) How much the requested quantity will cost.
- (3) When funds are required to meet customer's required delivery dates.
- (4) Production schedules (if a new procurement).
- (5) Final instructions on the funding procedures.

c. If the agency wishes to proceed with procuring the ammunition, it will send JMC a funded military interdepartmental purchase request (MIPR) through the planning, budget, and execution system. The MIPR will undergo a process similar to the P&A request to accept the MIPR and return it to the customer using the planning, budget, and executing system.

d. The MIPR must contain—

- (1) Requested quantity.
- (2) Requisition number.
- (3) Shipping instructions.
- (4) Funded line of account complete with billing information.

e. Enter P&A and MIPR requests from customers with a .mil email address directly into the system for automated routing. A customer without a .mil address cannot directly access the system, so JMC will enter the P&A and MIPR requests into the system on their behalf to route as described.

8–3. Security assistance program

a. Security assistance programs that include ammunition may support weapons system sales or foreign training support or they may be stand-alone ammunition sales. Security assistance programs and FMS provide a source for other nations to acquire equipment and ammunition for their national defense.

b. The U.S. Security Assistance Command receives, processes, executes, and manages FMS programs for material and technical assistance. These programs provide the basis for international mutual support and can be an effective element of U.S. foreign policy implementation. AR 12–1 details guidance on ammunition security assistance, including eligibility, required notifications, authorities, direct commercial sales, operational T&E, denial of requests, and policy exceptions.

c. The Army may divert stocks from an FMS customer by withdrawing or diverting material being stocked or procured specifically for security assistance. Forward recommendations to divert or withdraw assets designated for security assistance to the Deputy Assistant Secretary of the Army for Defense Exports and Cooperation for decision.

d. The DoD calls for a determination to be made that the transfer or sale of a defense item will not degrade Army efforts by taking required items from U.S. stocks or by disrupting deliveries of critical items from production for U.S. forces unless security or foreign policy requirements are such that transfer or sale of the item is in the overall national interest of the United States.

e. The Secretary of Defense will make the final determination as to whether the DoD will provide items on an expedited basis and whether the impact of doing so is significant within the meaning of the International Security Assistance and Arms Export Control Act (Public Law 94–329). The Army will provide an impact statement to the Defense Security Cooperation Agency when such a diversion or withdrawal will degrade Army readiness.

f. HQDA approval is required if withdrawal of equipment will have a major impact on readiness. High priority security assistance needs may be met by diverting assets from production or withdrawing equipment from U.S. forces, provided the operational readiness posture is not significantly lowered and payback can be accomplished within a reasonable time.

8–4. Acquisition and cross-Service agreements

a. An ACSA is an international agreement entered into under the authority of 10 USC 2341 or 10 USC 2342 that authorizes the acquisition and reciprocal provision of logistics support, supplies, or services. An ACSA is also called a mutual logistics support agreement. It allows the interchange of logistics support, supplies, or services between U.S. Armed Forces and the military forces of certain nations or international organizations, outlined in CJCSI 2300.01D, DoD 7000.14–R, and AR 12–1.

b. There are two distinct ACSA authorities: acquisition-only and cross-servicing.

(1) *Acquisition-only authority.* In situations where no cross-servicing agreements exist, an acquisition-only authority may be established either through a contract using the authority of the Federal Acquisition Regulation or through an international agreement that relies on the authority of 10 USC 2341.

(2) *Cross-servicing authority.* The provisions of 10 USC 2342 authorize establishing cross-servicing agreements under which the United States may transfer logistics support, supplies, or services to the military services of a foreign country on a reciprocal or reimbursable basis.

c. Except as authorized under public law, some prohibited logistics support, supplies, or services ammunition items include, but are not limited to—

- (1) Weapon systems.
- (2) Guided missiles.
- (3) Naval mines.
- (4) Torpedoes.
- (5) Guidance kits for bombs or other ammunition.
- (6) Nuclear ammunition and associated items.
- (7) Chemical ammunition.

d. Combatant commands and ASCCs will—

- (1) Ensure an agreement exists between the countries.
- (2) Ensure the use of the ACSA or mutual logistics order request is used and processed through the automated tracking and reporting system.
- (3) Ensure requested ammunition is neither prohibited nor affecting readiness.
- (4) Ensure the receiving officials from coalition forces sign and date the form.
- (5) Ensure the accuracy and completeness of the manual request and guarantee that all four signatures are annotated on the request.
- (6) Maintain complete and accurate records of ammunition issued to coalition forces and notify DCS, G-4 of such issues.
- (7) Establish procedures to ensure issues of ammunition using ACSA authorities are entered into the global automated tracking and reporting system for invoicing and payment requirements.
- (8) Establish procedures to ensure issues of ammunition using ACSA authorities are submitted to Defense Finance and Accounting Service-Rome for reimbursement.
- (9) Establish procedures to ensure issues of ammunition using lift-and-sustain authorities are submitted to DoD for reimbursement.

8-5. Foreign military sales

a. AR 12-1 establishes responsibilities and procedures among Army organizations conducting the security assistance and cooperation mission under FMS. DoDD 5105.65 establishes procedures for the DoD to conduct its security assistance and cooperation mission to determine the eligibility of a country or international organization to purchase defense articles and services.

b. The United States and DoD must protect and control items the DoD identifies as sensitive arms, ammunitions, and explosives sold to a foreign nation under the FMS program until possession is transferred to the recipient country at the seaport of embarkation or aerial port of embarkation.

c. The Defense Security Assistance Management System holds the actual ammunition security assistance program case and its specific parameters. Once a sales order has been issued from the case, it will enter LMP for logistics processing (sales and delivery orders). Ammunition assets reserved for FMS customers not yet funded will be in WARs under purpose code N.

d. Organizations are not authorized to give other nations ammunition without the proper coordination with and approval from HQDA.

e. Materiel being procured or stocked for FMS may be diverted to meet higher priority requirements with the prior concurrence of Defense Security Cooperation Agency, who will, as appropriate, obtain policy guidance from the Under Secretary of Defense for Policy.

f. JMC security assistance office will notify USASOC, G-4, of any FMS purchases and shipments to installation ASPs to support multinational and host nations training dealing with special forces by providing the list of items of ammunition.

g. Send diversion or withdrawal requests to the Deputy Assistant Secretary of the Army for Defense Exports and Cooperation for approval. Make decisions to support diversion or withdrawal request on a case-by-case basis after evaluating the impact on the Army. HQDA approval is required for diversion or withdrawal for the following:

- (1) Ammunition.
- (2) Major end items or major defense equipment.
- (3) Withdrawals from war reserves, Regular Army, National Guard, or Reserve Components.
- (4) Diversion from procurement for the National Guard or Reserve Components.

h. The cognizant implementing agency will submit requests for diversions or withdrawal to Deputy Assistant Secretary of the Army for Defense Exports and Cooperation. Each request will address why a diversion or withdrawal is proposed, where the items will come from (source of supply), and the impact of such a diversion or withdrawal on Army operational requirements. These request will also include a complete analysis of the supply position (assets on hand) of the items to be diverted or withdrawn, a projected time frame for payback, and production and overall schedules.

i. The implementing agencies will establish internal controls to ensure that the items diverted are paid back to the Army and that payment is received for the diverted items.

8–6. Cross stratification

The Army conducts an ammunition stratification process annually to review aggregate requirements against worldwide asset postures using the total munitions requirement as the basis as directed by DoDM 4140.01. This ensures the Army has the right quantity and type of ammunition to execute training and testing to meet wartime requirements without buying unnecessary ammunition. To better inform this process, JMC will review the demilitarized stockpile quarterly so any serviceable suitable stocks are removed and used as required to maintain readiness.

Chapter 9 Training and Certification

9–1. General

This chapter directs a training and certification program for personnel involved in conventional and guided missiles and in toxic chemical ammunition operations. It requires organizations who are responsible for performing ammunition, explosives, and explosive components, conventional, guided missile, and toxic chemical ammunition operations to ensure that only trained and certified personnel are permitted to participate in the associated operations. The program is designed to increase munitions safety awareness, technical knowledge, and operational proficiency of employees.

9–2. Applicability

a. This chapter applies to all DA Civilians (permanent or temporary), military personnel, contractor employees, and support services contractors who perform services involving ammunition explosives or explosive components, guided missiles, and toxic chemicals. When applied to contractor personnel (under an existing contract), the local contracting officer and senior QASAS assigned to the organization determine jointly if there are any elements of the program that may not be applicable and how training requirements will be applied to contractors. This may amend or alter the existing contract.

b. This chapter applies to military personnel (89A/B) and non-military occupational specialty 89A/B personnel when engaged in ammunition support operations when they are working outside their assigned military occupational specialty duties. Generally, these requirements do not apply to military personnel working within the scope of their training, within the mission of a military unit, and working within that unit's chain of command.

c. This chapter covers all conventional missiles, guided missiles, toxic chemical munitions, and explosive operations conducted at Army installations and facilities.

d. Personnel conducting operations involving material that contains no explosive or toxic chemicals are excluded from the provisions of this chapter.

e. This training and certification program is required in addition to local training programs required by regulations associated with job orientation, safety, SOPs, or basic work principles provided to all employees.

9–3. Policy

a. All civilian and military personnel (regardless of military occupational specialty) involved in AE planning and operations must have either interim or final certification prior to their assignment to such operations. Personnel having interim certification must work at all times under the close supervision of certified personnel.

b. Certification required by this chapter does not supplant any training otherwise required. Local certification authorities are encouraged to incorporate the full range of training requirements into their ammunition certification process. Individuals performing ammunition functions must be certified as capable of performing the assigned functions or tasks.

c. Graduates of the ammunition management career program (CP) (CP-33) or QASAS CP (CP-20) will have met the specific training course requirements of this chapter, other than those necessary for recertification. Chemical DEMIL facility contractors and Government employees that have completed training in accordance with the PM Chemical Demilitarization Training Program Plan also are considered to have met the training requirements herein.

d. Satisfactory completion of training required by this chapter will be a condition of employment specified in vacancy announcements and other recruiting documentation. Maintaining current certification is a condition of employment to retain the position. Clearly state this requirement in all appropriate personnel records and position descriptions.

e. This chapter clearly establishes the requirement that no individual will work with ammunition, explosives or explosive components, guided missiles, or toxic chemical munitions without previous training and hazards orientation. Activities conducted in the proximity of these items that do not involve the items or processes themselves (for example, equipment or facilities maintenance) should be carefully controlled, but do not arbitrarily require inclusion in this certification program.

f. Organizations will establish positive means of readily identifying employee certification status at the worksite. Recommend that wallet-sized certification certificates be issued to employees at time of certification and reissued upon completing biennial review. Cards should be dated and signed by the certification authority, list all completed certification training, and be carried at all times (to the extent possible) while involved in operations. Alternately, certification training summaries should be maintained at all operating buildings. In either case, authentication should be demonstrable upon demand, so supervisory and other oversight personnel (for example, safety or ammunition surveillance) may confirm it spontaneously, even when duties are being performed at remote operating sites.

g. The organization to whom the individuals are assigned are responsible for conducting, recording, and monitoring the training performed. Organizations will issue verification in accordance with guidance identified in paragraph 9-3f. The organization commander or director is responsible for appointing the Explosive Operator Certification Board (EOCB) and approving individual certification based on the recommendation of the EOCB. Organizations will establish an EOCB responsible for reviewing individual training record and recommending approval or disapproval to the certifying individual. The certification authority will be the installation or activity commander or, alternately, an individual or a board appointed in writing by the commander of the installation or activity to ensure that the provisions and intent of this chapter are implemented at the local level. The individuals appointed should be technically qualified to understand the general hazards of ammunition, explosives, explosive components, guided missiles, and toxic chemical operations. At Government-owned, contractor-operated installations, the individuals appointed may be contractor personnel. An observer or monitor from the Government staff may be appointed.

h. The EOCB will—

(1) Establish a local procedure to govern the local certification process. It should include, but not be limited to such aspects as the board's authority and responsibility, training requirements, timelines for training, granting and revoking certification, and local records.

(2) In conjunction with supervisors, identify positions requiring certification.

(3) Establish requirements associated with local training, other than what is covered by this program.

(4) Recommend qualified personnel to the certifying official for certification or recommend revoking certification of individuals.

(5) Ensure copies of all applicable actions and training records are maintained in accordance with AR 25-400-2.

(6) Determine if a local recertification or retraining program needs to be implemented.

i. The organization performing the mission is responsible for ensuring that only personnel who have completed the appropriate prerequisite training are permitted to perform the associated operations.

9-4. Training requirements

a. Table 9-1 lists DAC courses.

(1) All personnel involved in conventional ammunition, explosives, explosive components not associated with toxic chemical munitions, and guided missiles must complete training as follows:

(a) *Ammunition handler or warehouseman, explosives truck, or forklift operator.* Personnel who perform ammunition handler or warehouseman, explosives truck, or forklift operator duties must complete Introduction to Ammunition, U.S. Army Explosives Safety Familiarization, Class V Issue and Turn-in Procedures for Using Units (this course is required for personnel assigned to or handling munitions at the ASP on a recurring basis), and Military Munitions Rule certification courses.

(b) *Ammunition operations supervisor or planner.* Personnel who perform ammunition operations supervisor or planner duties must complete Introduction to Ammunition, Risk Management and Preparation of SOPs for Ammunition and Explosives (this course is for planners only), Technical Ammunition, and Military Munitions Rule certification courses.

(c) *Senior ammunition operations manager.* Personnel who perform senior ammunition operations manager duties (for example, director of missions) must complete Introduction to Ammunition, Technical Ammunition, and Military Munitions Rule certification courses.

(d) *Storage operations supervisor, planner, or inspector.* Personnel who perform storage operations supervisor, planner, or inspector duties must complete Introduction to Ammunition, Ammunition Storage, Risk Management and Preparation of SOPs for Ammunition and Explosives (this course is for planners only), and Military Munitions Rule certification courses.

(e) *Demilitarization operator.* Personnel who perform DEMIL operator duties must complete Introduction to Ammunition, Ammunition Demilitarization (only personnel actually conducting DEMIL operations involving setting up, activating, and detonating charges; burning operations; and other comparable DEMIL activities require this course), and Military Munitions Rule certification courses.

(f) *Demilitarization planner, supervisor, or inspector.* Personnel who perform DEMIL planner, supervisor, or inspector duties must complete Introduction to Ammunition, Ammunition Demilitarization, Environmental Considerations for Ammunition Personnel, Risk Management and Preparation of SOPs for Ammunition and Explosives (this course is for planners only), Technical Ammunition, and Military Munitions Rule certification courses.

(g) *Maintenance and disassembly for demilitarization operator.* Personnel whose duties involve maintenance and disassembly for DEMIL operators must complete Introduction to Ammunition and Military Munitions Rule certification courses.

(h) *Maintenance and disassembly for demilitarization planner, supervisor, or inspector.* Personnel whose duties involve maintenance and disassembly for DEMIL planners, supervisors, or inspectors must complete Introduction to Ammunition, Risk Management and Preparation of SOPs for Ammunition and Explosives (this course is for planners only), Technical Ammunition, and Military Munitions Rule certification courses.

(i) *Explosives safety director or officer (oversees operations at facilities, provides explosives safety assistance).* Personnel who perform explosives safety director or officer duties (overseeing operations at facilities or providing explosives safety assistance) must complete Introduction to Ammunition, Army Electrical Explosives Safety, Risk Management and Preparation of SOPs for Ammunition and Explosives, U.S. Army Explosives Safety Familiarization, U.S. Army Explosives Safety Quantity Distance and Site Planning, and Military Munitions Rule certification courses.

(j) *Explosives safety specialist (provides explosives safety technical support).* Personnel who perform explosives safety specialist duties (providing explosives safety technical support) must complete Introduction to Ammunition, Army Electrical Explosives Safety, Risk Management and Preparation of SOPs for Ammunition and Explosives, Technical Ammunition, U.S. Army Explosives Safety Familiarization, U.S. Army Explosives Safety Quantity Distance and Site Planning, and Military Munitions Rule certification courses.

(k) *Ammunition surveillance inspector.* Personnel who perform ammunition surveillance inspector duties must complete the following:

1. Introduction to Ammunition and Military Munitions Rule certification courses.

2. Ammunition Demilitarization, Ammunition Storage, Army Electrical Explosives Safety, Environmental Considerations for Ammunition Personnel, Intermodal Dry Cargo Containers/Convention for Safe Containers (CSC) Reinspection Certification, Risk Management and Preparation of SOPs for Ammunition and Explosives, Technical Transportation of Hazardous Materials, and U.S. Army Explosives Safety Quantity Distance and Site Planning. These courses are required if the inspector, instead of a QASAS, is assigned to provide on-site surveillance of related operations. If an inspector essentially provides daylong coverage for a given activity or operation with only periodic support from a roving QASAS, that inspector should be fully trained in the area involved. It is advised that inspectors be trained in all areas to which they may reasonably be expected to be assigned without regard to QASAS support.

(l) *Inspector, dry cargo container.* Personnel who perform dry cargo container inspector duties must complete Introduction to Ammunition, Intermodal Dry Cargo Containers/CSC Reinspection Certification (a refresher course is required every 4 years), and Military Munitions Rule certification courses.

(m) *Inspector, explosive laden vehicles (signs DD Form 626 (Motor Vehicle Inspection (Transporting Hazardous Materials)) or DD Form 2890 (DoD Multimodal Dangerous Goods Declaration)).* Personnel who perform explosive laden vehicle inspector duties (signing DD Form 626 or DD Form 2890) must complete Introduction to Ammunition, Technical Transportation of Hazardous Materials (a refresher course, General Transportation of Hazardous Materials

(AMMO 37), is required every 2 years), Hazardous Materials Familiarization or Safety in Transportation, and Military Munitions Rule certification courses.

(n) *Hazardous material document preparation personnel.* Personnel who perform hazardous material document preparation duties must complete Introduction to Ammunition, Technical Transportation of Hazardous Materials (a refresher course (AMMO 37) is required every 2 years), Hazardous Materials Familiarization or Safety in Transportation, and Military Munitions Rule certification courses.

(o) *Transportation supervisor, planner, or inspector.* Personnel who perform transportation supervisor, planner, or inspector duties must complete Introduction to Ammunition, Risk Management and Preparation of SOPs for Ammunition and Explosives (this course is for planners only), Technical Ammunition, Technical Transportation of Hazardous Materials (a refresher course (AMMO 37) is required every 2 years), and Military Munitions Rule certification courses.

(p) *Contractor explosives operator, planner, or supervisor.* Personnel who perform contractor explosives operator, planner, or supervisor duties must complete Class V Issue and Turn-in Procedures for Using Units (this course is required in addition to those courses otherwise required for duties listed in paragraph 9–4) and Military Munitions Rule certification courses.

(q) *Engineer (newly assigned or hired; or involved with planning, modification, disassembly, assembly, or testing of explosives or ammunition).* Personnel who perform engineer duties (newly assigned or hired; or involved with planning, modification, disassembly, assembly, or testing of explosives or ammunition) must complete Introduction to Ammunition, Technical Ammunition, U.S. Army Explosives Safety Familiarization, and Military Munitions Rule certification courses.

(r) *Defense Demilitarization Program Course.* The Defense Demilitarization Program Course is mandatory for certain Army personnel required by AR 700–144 and DoDM 4160.28, Volume 1.

Note. Introduction to Ammunition computer-based training portion is optional if Technical Ammunition (AMMO 60) was previously taken. The certification authority may find the greater depth of AMMO 60 to be more appropriate, depending on the individual's specific duties.

(2) All persons involved in toxic chemical munition operations must complete only training identified as follows:

(a) *Chemical storage or handling operations.* Personnel whose duties involve chemical storage or handling operations must complete Introduction to Ammunition, U.S. Army Explosives Safety Familiarization, and Military Munitions Rule certification courses.

(b) *Ammunition surveillance inspector.* Personnel who perform ammunition surveillance inspector duties must complete Introduction to Ammunition, Risk Management and Preparation of SOPs for Ammunition and Explosives, Technical Ammunition, and Military Munitions Rule certification courses.

(c) *Chemical operations supervisor or planner.* Personnel who perform chemical operations supervisor or planner duties must complete Introduction to Ammunition, Technical Ammunition, and Military Munitions Rule certification courses.

(d) *Surety officer or Personnel Reliability Program certifying official.* Personnel who perform surety officer duties or Personnel Reliability Program certifying official duties must complete Introduction to Ammunition, Risk Management and Preparation of SOPs for Ammunition and Explosives, and Military Munitions Rule certification courses.

(e) *Contracting officers' representative staff with munitions processing oversight responsibilities within chemical demilitarization facilities.* Contracting officers' representative staff with munitions processing oversight responsibilities within chemical DEMIL facilities must complete Introduction to Ammunition and Military Munitions Rule certification courses.

(f) *Safety specialist (monitors chemical programs and operations onsite).* Personnel who perform safety specialist duties (monitoring chemical programs and operations onsite) must complete Introduction to Ammunition, Risk Management and Preparation of SOPs for Ammunition and Explosives, Technical Ammunition, U.S. Army Explosives Safety Familiarization, and Military Munitions Rule certification courses.

(g) *Security.* Personnel who perform security duties must complete Introduction to Ammunition and Military Munitions Rule certification courses.

(h) *Environmental specialist or risk management.* Personnel who perform environmental specialist duties or risk management duties must complete Introduction to Ammunition, Risk Management and Preparation of SOPs for Ammunition and Explosives, Technical Ammunition, and Military Munitions Rule certification courses.

(i) *Senior manager or director (involved in or relating to chemical operations oversight).* Personnel who perform senior manager duties or director duties (involved in or relating to chemical operations oversight) must complete Introduction to Ammunition, U.S. Army Explosives Safety Quantity Distance and Site Planning, and Military Munitions Rule certification courses.

(j) *Engineer (newly assigned or hired; or involved with planning, modification, disassembly, assembly, or testing of explosives or ammunition).* Personnel who perform engineer duties (newly assigned or hired; or involved with planning, modification, disassembly, assembly, or testing of explosives or ammunition) must complete Introduction to Ammunition, Technical Ammunition, U.S. Army Explosives Safety Quantity Distance and Site Planning, and Military Munitions Rule certification courses.

b. Local training cited in paragraphs 9–4a(1) and 9–4a(2) must incorporate elements in accordance with paragraphs 9–3a. Local training required for toxic chemical operations also must include the training outlined in AR 385–10 and DA Pam 385–61.

c. All employees in positions covered by paragraph 9–2a and those identified by the installation certification board will be certified. The certifying official will base certification upon successful completion of required training, satisfactory job performance, and approval.

d. Personnel must take the mandatory training courses for the commodity area in which they work. Personnel trained under applicable provisions of 49 CFR and this chapter must receive refresher training every 2 years to certify DD Form 626 or DD Form 2890.

e. Supervisors of ammunition, explosives, explosive components, guided missiles, and toxic chemical operations will ensure the following:

(1) All employees in positions covered by this chapter and those identified by the installation certification board will be certified. The certifying official will base certification upon successful completion of required training, satisfactory job performance, and approval.

(2) Personnel must take the mandatory training courses for the commodity area in which they work. Personnel trained under applicable provisions of 49 CFR and this chapter must receive refresher training every 2 years to certify DD Form 626 or DD Form 2890.

f. It is not feasible for this chapter to identify every position in all aspects of ammunition, explosives, explosive components, guided missiles, and toxic chemical operations including workers, supervisors, and planners. The certification authority must expand application of the training matrix to those positions that do not fall squarely within one of the listed duty descriptions. Local flexibility in the application of this chapter may be necessary; however, the rationale for local decisions must comply with the intent and spirit of this chapter and be defensible.

g. See DA Pam 385–64 for additional mandatory training requirements for ammunition handlers or personnel. Local certification authorities must incorporate the full range of training requirements into their ammunition certification process.

Table 9–1
U.S. Army Defense Ammunition Center courses

Course number	Course title
9E–F63/920–F31 (AMMO 04)	Ammunition Demilitarization
4E–F22/645–F9 (MC) (AMMO 12)	Ammunition Storage
4E–F32/645–F16 (MC) (AMMO 28)	Electrical Explosives Safety for Army Facilities
9E–F64/920–F32 (AMMO 31)	Environmental Consideration for Ammunition Personnel
9E–F66/920–F34 (AMMO 37)	General Transportation of Hazardous Materials
8A–F62/551–F54 (AMMO 43)	Intermodal Dry Cargo Container/CSC Reinspection
9E–F67/920–F35 (AMMO 45)	Introduction to Ammunition
9E–F60/950–F39 (AMMO 54)	Risk Management and Preparation of SOPs for Ammunition and Explosives operations
4E–F23/645–F10 (MC) (AMMO 60)	Technical Ammunition
9E–F58/322–F37 (MC) (AMMO 62)	Technical Transportation of Hazardous Materials
4E–F44/645–F28 (AMMO 63)-Distance Learning (DL)	U.S. Army Explosives Safety Familiarization
4E–F45/645–F29 (AMMO 64)-DL	Class V Issue and Turn-In Procedures for Using Units and ASPs
AMMO 65	DoD Contractor Explosives Safety Standards

Table 9-1
U.S. Army Defense Ammunition Center courses—Continued

9E-F69/920-F37 (AMMO 67)	Hazardous Materials Familiarization and Safety in Transportation
4E-F46/645-F30 (DL) (AMMO 68)	Military Munitions Rule
4E-F24/431-F8 (AMMO 82)	U.S. Army Explosives Safety Quantity Distance

Note. Detailed information on obtaining quotas for resident courses or requesting on-site presentation of courses is provided in the DAC course catalog.

9-5. Local hazards familiarization training

a. Local hazards familiarization training will consist of Introduction to Ammunition (AMMO 45) and a locally developed orientation program.

b. AMMO 45 broadly orients students in the fundamentals of AE operational concepts and hazard controls.

c. Local familiarization and jobsite orientation will be locally developed and administered to acquaint the employee with conditions, procedures, and regulations as they apply to a specific job, the local environment, and the particulars of an installation. Ideally, this training is provided by supervisory personnel monitored by an agent of the certification authority to ensure thorough and consistent indoctrination of employees. As a minimum, it should address the following:

(1) Specific SOPs will provide a detailed review of SOPs relative to actual AE operations to be performed by the employee. This should include the care and use of protective clothing and equipment to be used, specific hazards, and a discussion of the proper and safe work habits expected of employees to prevent accidents and ensure efficient production.

(2) Hazard control training related to the specific area and tasks to which the employee will be assigned to ensure that personnel are aware of the hazards present, the causes, the effects of explosive events, and preventive and corrective actions required. This training must emphasize employee responsibilities to prevent accidents and unsafe conditions and to respond to emergencies in a positive and aggressive manner. Include—

(a) Description of end item, explosive components, and chemical fill, as appropriate.

(b) Description of how the item is used, including normal methods of activating, and the type of effects it is designed to achieve.

(c) Description of hazardous materials used in the work process: explosives, pyrotechnics, chemical, and other toxic materials. Discuss safe handling, use, disposal, emergency actions, and reporting (in the event of accidental release or activation).

(d) Discussion of previous accidents or incidents that are related to the specific job or area to which the employee is assigned, emphasizing causes and prevention.

d. Conduct much of the training in paragraphs 9-5*a* through 9-5*c* at the worksite. Such training can be accomplished by observation or by working with inert materials. As the particulars of these subjects vary widely from one operation to the next, make them a standard part of the initiation of each unique job. Documentation of training as either refresher or as part of preoperational briefings is at the discretion of the local certification authority.

e. Each installation should develop a program of instruction that summarizes the key elements in paragraphs 9-5*c* and 9-5*d* to ensure that uniform and meaningful orientation is provided to all employees on all operations.

f. Maintain all training certificates on file.

9-6. Implementation timeframes

a. No individual covered by this chapter will work with or handle ammunition or explosives until successfully completing hazards familiarization training, except as noted below for interim certification.

b. Upon completing local hazards familiarization training and pending completion of other required training or certification, individuals may receive interim certification and perform duties assigned under the following criteria:

(1) They are given thorough instruction on specific job hazards.

(2) A certified individual is present and working closely with that individual at the operational site at all times.

c. All new contracts or contracts being renegotiated that fall within the scope of this chapter will comply with this chapter in the scope of work.

d. Complete training within 90 days of assignment to the position.

9–7. Grandfather clause

This chapter no longer provides for grandfathering training or certification; however, personnel currently and previously certified under a local program may be granted a one-time 12-month extension from the date of this publication to complete all required training. Organizations and installations must properly train personnel without exception. The certification authority will review and document the rationale for extending certification.

9–8. Waivers and exceptions

Direct requests for waivers or exceptions to the provisions of this chapter through command channels with full justification, statement of compelling reason, and compensating measures, as appropriate.

Appendix A

References

Section I

Required Publications

AR 710–2

Supply Policy below the National Level (Cited in para 5–3*b*.)

DA Pam 700–16

The Army Ammunition Management System (Cited in para 1–1.)

Section II

Related Publications

A related publication is a source of additional information. The user does not have to read it to understand this publication. CFR material is available at <https://www.ecfr.gov/>. CJCSI material is available at <https://www.jcs.mil/>. DoD material is available at <https://www.esd.whs.mil/>. USC material is available at <https://uscode.house.gov/>.

AR 5–13

Total Army Munitions Requirements and Prioritization Policy

AR 11–2

Managers' Internal Control Program

AR 12–1

Security Assistance, Training, and Export Policy

AR 15–1

Department of the Army Federal Advisory Committee Management Program

AR 15–6

Procedures for Administrative Investigations and Boards of Officers

AR 15–39

Department of the Army Intergovernmental and Intragovernmental Committee Management Program

AR 25–30

Army Publishing Program

AR 25–400–2

The Army Records Information Management System (ARIMS)

AR 70–1

Army Acquisition Policy

AR 70–41

Armaments Cooperation

AR 73–1

Test and Evaluation Policy

AR 190–11

Physical Security of Arms, Ammunition, and Explosives

AR 190–13

The Army Physical Security Program

AR 190–45

Law Enforcement Reporting

AR 190–51

Security of Unclassified Army Resources (Sensitive and Nonsensitive)

AR 380–67
Personnel Security Program

AR 385–10
The Army Safety Program

AR 690–950
Career Program Management

AR 700–13
Worldwide Ammunition Logistics/Explosives Safety Review and Technical Assistance Program

AR 700–100
Munitions Support for Joint Operations

AR 700–144
Demilitarization and Trade Security Controls

AR 702–12
Quality Assurance Specialist (Ammunition Surveillance) Program

AR 735–5
Property Accountability Policies

AR 740–1
Storage and Supply Activity Operations

CJCSI 2300.01D
International Agreements

CJCSI 4110.01E
Joint Materiel Priorities and Allocation (Available at <https://jdeis.js.mil/my.policy>.)

CJCSI 5123.01H
Charter of the Joint Requirements Oversight Council (JROC) and Implementation of the Joint Capabilities Integration and Development System (JCIDS)

DA Pam 25–403
Guide to Recordkeeping in the Army

DA Pam 70–3
Army Acquisition Procedures

DA Pam 73–1
Test and Evaluation in Support of Systems Acquisition

DA Pam 350–38
Standards in Weapons Training

DA Pam 385–10
Army Safety Program

DA Pam 385–61
Toxic Chemical Agent Safety Standards

DA Pam 385–64
Ammunition and Explosives Safety Standards

DA Pam 710–2–1
Using Unit Supply System (Manual Procedures)

DA Pam 742–1
Ammunition Surveillance Procedures

Defense Finance and Accounting System–Indianapolis Manual 37–100
The Army Management Structure (Available at <https://www.asafm.army.mil/>.)

DoD 7000.14–R

Department of Defense Financial Management Regulation (DoD FMR)

DoDD 5105.65

Defense Security Cooperation Agency (DSCA)

DoDD 5160.65

Single Manager for Conventional Ammunition (SMCA)

DoDI 5160.68

Single Manager for Conventional Ammunition (SMCA): Responsibilities of the SMCA, the Military Services, and the United States Special Operations Command (USSOCOM)

DoDI 6055.07

Mishap Notification, Investigation, Reporting, and Record Keeping

DoDM 4140.01, Volumes 1–12

DoD Supply Chain Materiel Management Procedures

DoDM 4160.28, Volume 1

Defense Demilitarization: Program Administration

DoDM 4715.26

DoD Military Munitions Rule (MR) Implementation Procedures

DoDM 5100.76

Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives (AA&E)

DTR 4500.9–R–Part II

Cargo Movement (Available <https://www.ustranscom.mil/>.)

Federal Acquisition Regulation

(Available at <https://www.acquisition.gov/>.)

MIL–STD–129R

Military Marking for Shipment and Storage (Available at <https://quicksearch.dla.mil/>.)

Public Law 94–329

International Security Assistance and Arms Export Control Act of 1976

Public Law 97–258

Antideficiency Act

Public Law 109–364

John Warner National Defense Authorization Act for Fiscal Year 2007

TB 700–2

Department of Defense Ammunition and Explosives Hazard Classification Procedures

USSOCOM Directive 700–8

Ammunition Directive (Available at <https://www.socom.mil/>.)

31 CFR

Money and Finance: Treasury

49 CFR

Transportation

49 CFR Chapter I

Pipeline and Hazardous Materials Safety Administration, Department of Transportation

49 CFR 172.519

General specifications for placards

10 USC

Armed Forces

10 USC 322

Special operations forces: training with friendly foreign forces

10 USC 333

Foreign security forces: authority to build capacity

10 USC 2341

Authority to acquire logistic support, supplies, and services for elements of the armed forces deployed outside the United States

10 USC 2342

Cross-servicing agreements

40 USC Chapter 5

Property Management

Section III**Prescribed Forms**

This section contains no entries.

Section IV**Referenced Forms**

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate website (<https://armypubs.army.mil>) and DD forms are available on the Office of the Secretary of Defense website (<https://www.esd.whs.mil/>).

DA Form 11–2

Internal Control Evaluation Certification

DA Form 87

Certificate of Training

DA Form 581

Request for Issue and Turn-in of Ammunition

DA Form 1687

Notice of Delegation of Authority - Receipt for Supplies

DA Form 2028

Recommended Changes to Publications and Blank Forms

DA Form 3020–R

Magazine Data Card

DA Form 3151–R

Ammunition Stores Slip

DA Form 4508

Ammunition Transfer Record

DA Form 5515

Training Ammunition Control Document

DA Form 5692–R

Ammunition Consumption Certificate

DA Form 5811

Certificate - Lost or Damaged Class 5 Ammunition Items

DA Form 7708

Personnel Reliability Screening and Evaluation

DD Form 200

Financial Liability Investigation of Property Loss

DD Form 250

Material Inspection and Receiving Report

DD Form 626

Motor Vehicle Inspection (Transporting Hazardous Materials)

DD Form 1348-1A

Issue Release/Receipt Document

DD Form 2875

System Authorization Access Request (SAAR)

DD Form 2890

DoD Multimodal Dangerous Goods Declaration

Appendix B

U.S. Army Ammunition Management in Indo-Pacific Theater

B-1. Authority

DCS, G-4 provides authority and describes policy for providing centralized U.S. Army ammunition management in the Pacific Theater.

B-2. Mission

This appendix delineates the centralized ammunition management objectives, functions, and responsibilities of the U.S. Army Pacific (USARPAC).

B-3. Control

This appendix identifies command, control, and operational relationships that exist between USARPAC G-4 and other organizations in support of class V mission operations. It identifies USARPAC G-4; USARPAC G-3; 8th TSC; and Eighth Army as responsible agencies for the management, stockage objective, operations plan requirements accountability of ammunition, and custodial agency for prepositioned stocks.

B-4. Organization

The Army component support structure in the Pacific Theater is unique in that there is no single ASCC or commander with theaterwide responsibilities. Designation of a single ammunition management activity provides—

- a. A central theater-planning element to develop and execute transition-to-war ammunition support plans and programs.
- b. Continuity and interface between USARPAC, U.S. Forces Korea, U.S. Forces Japan, major support commands, and DRUs.
- c. A single repository for information pertaining to current ammunition capabilities, resources, constraints, and limitations within the theater.
- d. Army ammunition staff support to the Commander, U.S. Indo-Pacific Command (USINDOPACOM) and to the ASCC commander in theater.
- e. Enhanced logistics supportability and technical assistance to improve customer service.

B-5. Functions of ammunition managers

The USARPAC G-4 will—

- a. Develop plans, procedures, and policies for the call-forward process and retrograde of ammunition within the Indo-Pacific Theater in conjunction with HQDA, AMCOM, and JMC.
- b. Review and support validated requirements for the ammunition stockage objective within the Indo-Pacific Theater for ammunition support activities ensuring adequate stocks are available.
- c. Review and validate the requirement from stocks for the ACSAs and for FMS support for ammunition.
- d. Recommend and manage CSRs for plans, orders, and operations.
- e. Develop policy concerning disposition of captured enemy ammunition.
- f. Coordinate with the supporting Army field support brigade for munitions storage activities and review plans for new or proposed construction of ammunition facilities and unit CL serviceability.
- g. Develop and coordinate the functional management of the Pacific Theater's Ammunition Surveillance Program. This program provides theater-level direction on matters pertaining to class V management and quality assurance of ammunition, explosives safety (as prescribed in AR 702-12), stockpile reliability, inspection, and test. All aspects of the Ammunition Surveillance Program are managed and performed by QASAS CP personnel. QASAS support also includes—
 - (1) Monitoring malfunction investigation reports and recommendations initiated in the Pacific Theater.
 - (2) Monitoring ammunition suspension and restriction program.
 - (3) Reviewing USARPAC explosives safety site plans in accordance with AR 385-10.
 - (4) Coordinating USARPAC explosives safety waivers and exemptions in accordance with AR 385-10.
- h. Coordinate and participate in ammunition-related reviews and audits.
- i. Assist units logistically supported by USARPAC.
- j. Provide Army ammunition staff support to the Commander, USINDOPACOM, as requested, through appropriate channels.

- k.* Function as the point of contact for reporting current and future storage capabilities, capacities, and use of Army ammunition (conventional) in the Pacific Theater.
- l.* Provide ammunition logistics, technical assistance, and guidance on all matters relating to class V assets.
- m.* In addition to theaterwide functions and responsibilities, perform ASCC ammunition logistics management functions for USARPAC. Functions include, but are not limited to—
 - (1) Exercise general staff supervision.
 - (2) Develop command policy and provide general oversight and guidance.
 - (3) Serve as the command's career manager for and administer the ammunition management (CP-33) and QASAS (CP-20) CPs (see AR 690-950).
 - (4) Develop ASCC supporting plans.
- n.* Provide munitions technical and logistical information to support DCS, G-3 risk assessments and assist in determining resourcing solutions for requirements that decrement the theater and Army munitions stockpile.
- o.* Develop and execute munitions distribution plans to support validated requirements and established priorities.
- p.* Cochair the USARPAC pre-allocation and MIDP committees or equivalents with USARPAC G-37/TRA and direct the allocation of Army munitions in accordance with validated requirements, stockage objectives, and priorities through the theater MMC.

B-6. U.S. Army Pacific G-3

The USARPAC G-3 will—

- a.* Determine and validate ammunition requirements, set priorities, and synchronize policy.
- b.* Operationalize ammunition risk and integrate Army ammunition management.
- c.* Cochair the Pre-Total Army Ammunition Authorization and Allocation Conference and MIDP committees or equivalents with the USARPAC G-4 to ensure the prioritization and distribution of Army munitions to support DCS, G-3/5/7-validated requirements and priorities.
- d.* Serve as the command proponent for DA Pam 350-38 and AR 5-13.
- e.* Develop, publish, and defend the USARPAC total requirements for war reserve, OPL, training, and test munitions to ensure the command's integrated priority list and operational requirements are captured and coordinated with USINDOPACOM operations directorate as well.
- f.* Develop, validate, and consolidate the USARPAC munitions stockage objective ensuring they do not exceed approved munitions requirements.
- g.* Validate and prioritize all nonstandard Army munitions requirements for USARPAC.
- h.* Analyze operational risk and provide guidance to USARPAC G-4 concerning HQDA requirements for FMS actions that impact USARPAC stocks or stockage levels.
- i.* Submit staff recommendations to HQDA for Army approval or disapproval of requests for critical or strategic munitions required in USARPAC that impact the Army inventory or production distribution.
- j.* Staff-approved force structure changes with the USARPAC G-4 to ensure resourcing and positioning of CLs, OPLs, and sustainment loads of munitions for new units, combat platforms, and emerging weapon systems.

B-7. 8th Sustainment Command (Theater)

- a.* Coordinates and supervises supply management of all ammunition operations for the operational area using automated logistics systems. Determines requirements and recommends priorities to allocate and control distribution of ammunition. It monitors munitions requisition and makes recommendations for redistribution within the brigade's assigned support area.
- b.* Maintains visibility of on-hand and in-transit ammunition using automated logistics systems.
- c.* Maintains accurate inventory, serviceability, and management data for all USARPAC munitions.
 - (1) Ensures that condition codes for munitions classified within the Army stockpile are tracked and posted to SAAS.
 - (2) Notifies USARPAC G-4 of any suspensions, restrictions, or service life expirations affecting missiles, rockets, cartridge actuated devices, propellant actuated devices, or operational project stocks.
 - (3) Provides necessary information to support DCS, G-4 logistics supportability analysis and assists in determining resourcing solutions for requirements that decrement the theater and Army munitions stockpile.
 - (4) Coordinates all operational project munitions requirement with USARPAC G-37/TRA, for validation and resourcing.
 - (5) Analyzes assets to support HQDA-directed FMS proposals and coordinates execution support when approved.
 - (6) Provides semiannual munitions supportability reviews for training ammunition, contingency plans, operations plans, and military construction to DCS, G-4, for current, emerging, and long-term operations.

B-8. Relationships of the U.S. Army Pacific G-4

The following paragraphs reflect the command, control, and operational relationships between USARPAC G-4 and organizations identified.

a. Command and control relationships. During general war in the Pacific Theater or full mobilization, USARPAC G-4 will continue to perform its theater class V logistics management functions as delineated in this regulation and as directed by HQDA.

b. Operational relationships.

(1) *U.S. Army Pacific G-4 and Headquarters, Department of the Army.* In performing the ASCC class V functions for USARPAC and its theater functions for the Army, USARPAC G-4 will follow normal ASCC staff policies and procedures currently in existence, or as authorized, between HQDA and USARPAC.

(2) *U.S. Army Pacific G-4 and U.S. Indo-Pacific Command.* As the Army's theater ammunition staff support element, USARPAC G-4 will coordinate and provide the Commander, USINDOPACOM with information and data on validated requirements. These requirements are for combat support ammunition supplies, ammunition supply rates, operations plan, and contingency plan ammunition support planning, Army portions of USINDOPACOM ammunition reports, ammunition storage capabilities, and special projects, as requested.

(3) *U.S. Army Pacific G-4 and the Eighth Army.* USARPAC G-4 will manage USINDOPACOM theater ammunition logistics and assist and coordinate transition-to-war munitions and missiles planning in support of Eighth Army areas of responsibility. Contingency operations will be conducted in accordance with current applicable operations plans.

(4) *U.S. Army Pacific G-4, Joint Munitions and Lethality Life Cycle Management Command, and U.S. Army Aviation and Missile Command.* USARPAC G-4 will coordinate directly with Joint Munitions and Lethality LCMC, and AMCOM in their capacity as national inventory control points and national maintenance points to accomplish class V logistics management. USARPAC may also delegate this coordination authority to the 8th TSC to fulfill its responsibilities. Key areas include requisitions, maintenance, DEMIL, transportation, disposal, and providing disposition instructions. The 8th TSC functions as the senior logistics organization for USARPAC area of operations.

Appendix C

Nonstandard Ammunition and Explosive

C-1. General

The nonstandard ammunition and explosive is defined by any of the following criteria:

- a. AE or inert materials or nonexplosive components, including packing and storage containers, that do not have a NSN or management control number (MCN).
- b. AE or inert materials or nonexplosive components that have been modified from their standard configuration to an extent that negates the existing explosive safety data (for example, IHC).
- c. Commercial AE or inert materials or nonexplosive components, purchased for the purposes of RDT&E, that are improperly packaged, marked, or documented (explosive safety documentation) as required in accordance with TB 700-2 and AR 73-1. All munitions, explosives, missiles, associated components, and residue items must be properly syndicated through the Army Enterprise Integration System Program (AESIP) prior to loading into the wholesale and retail system.

C-2. Mission

- a. Any individual, activity, command, agency, program office, or RDT&E shipping activity offering nonstandard AE for transportation and storage has the responsibility to ensure that items are properly cataloged and assigned and documented with an IHC prior to shipment. Individuals offering ammunition for transportation without the required documentation are subject to fines and penalties according to 49 CFR. It is the responsibility of the program manager or organization procuring and shipping nonstandard items to update AESIP with the required information.
- b. A system of centralized control over the requisition, retention, identification, use, inventory, return, or disposal of all nonstandard AE is mandatory to ensure accountability, safety, environmental, and security requirements are satisfied at all times. Storage and demilitarization charges will be reimbursable by the owning the owning command or agency.

C-3. Cataloging hazard classification and disposition

- a. Prior to storage, shipment, or disposal of nonstandard AE, the material owner or developer is responsible for obtaining and providing the following for all nonstandard AE:
 - (1) All required nonstandard AE safety required in accordance with TB 700-2 and AR 73-1.
 - (2) A copy of the AESIP documentation submitted to the material master cell.
 - (3) A copy of the associated global harmonized system/material safety data sheets.
 - (4) A storage safety data sheet.
 - (5) Serviceability inspection criteria.
 - (6) Other documents required to safely store, ship, and protect personnel from the hazards of the nonstandard AE.
- b. AESIP will be utilized to generate a manufactured part number (MANP) or commercial and Government entity (CAGE) code and MCN is mandatory in cataloging nonstandard AE. Accountable records will utilize an AESIP-generated MANP or MCN for tracking nonstandard AE. The Munitions History Program depot surveillance records will be created to document all MANPs and MCNs generated from AESIP.
- c. Lifecycle management plans, including disposition instructions and IHC for storage, transportation, or disposal of unused nonstandard AE, must be available to the ASP and national inventory control point. It is the responsibility of the owning organization to provide disposal or disposition funds for any nonstandard AE that have been modified as the result of tests or experimentation.
- d. Emergency destruction procedures must be included within the acquisition plan of all nonstandard AE.
- e. Nonstandard AE without hazard classification and division (HC/D) and storage compatibility group (SCG) will be stored as hazard division (HD) 1.1 and SCG L. Small arms items without HC/D and SCG (.50 caliber and below, in which the projectile does not contain energetic other than tracer material) may be stored as HD 1.4 and SCG G upon approval from the QASAS or equivalent safety personnel.

C-4. Processing receipts of nonstandard items

- a. The following guidance is provided for processing nonstandard AE at retail or tactical ASP supported facility:
 - (1) Verify that nonstandard items received have an associated IHC document. Every nonstandard IHC will have all three Department of Transportation (DOT) markings associated with the item (part number (PN), MANP, and MCN). Sites conducting RDT&E may use a material safety data sheet (or equivalent document) if it identifies safety and storage information as identified in an IHC.

(2) Verify that the receipt documents (DD Form 250, DD Form 1348–1A, and military or commercial bill of lading) contain, in place of the NSN, either a PN, MANP, or MCN as shown on the IHC. Ensure the remarks sections of the receipt documents are reviewed for additional comments.

(a) If the receipt document only lists either a PN or an MANP, follow instructions in paragraph C–4a(3).

(b) If the receipt document contains the MCN, review the catalog data within SAAS to verify the item listed. If not listed, follow instructions in paragraph C–4a(3). If listed, add the item to the SAAS stock record account.

(3) Access AESIP at <https://www.aesip.army.mil/irj/portal> and use a nonstandard material search engine (conduct search using the PN or MANP listed on the receipt documents) to determine the assigned MCN and verify if the item received has been properly cataloged in AESIP.

(a) If the item is properly syndicated, add the item to the SAAS stock record account using MCN identified in AESIP.

(b) If the item is not properly syndicated, securely store the item in accordance with the appropriate HC/D and SCG. Inform the owning organization that the catalog data or explosive safety data is incomplete and then direct them to contact JMC via email at usarmy.ria.jmc.mbx.mmc@mail.mil or AMCOM material master cells at usarmy.redstone.amcom.mbx.immc-material-master-cell@mail.mil for assistance with adding items to AESIP. Contact the AMC Logistics Support Activity helpdesk for access or assistance with AESIP at usarmy.redstone.logsa.mbx.service-desk@mail.mil.

(4) Ensure that at least one of the DOT markings on the IHC (MCN, MANP, and PN) is present on the container. If one of the markings is present, do not remark containers. If items have been received with a material safety data sheet (or equivalent), ensure at least one DOT marking (MCN, MANP, and PN) is marked on the container.

(5) Write the MCN onto the receipt document (DD Form 250, DD Form 1348–1A, and others) in the remarks blocks for historical and auditability references.

(6) Annotate both MANP and MCN in the NSN field on the magazine data cards.

b. For a wholesale (depot) facility using LMP—

(1) Verify that nonstandard items received have an associated IHC document. Every nonstandard IHC will have all three DOT markings associated with the item (PN, MANP, and MCN). Sites conducting RDT&E may use a material safety data sheet (or equivalent document) if it identifies all of the safety and storage information identified in an IHC.

(2) Verify receipt document (DD Form 250, DD Form 1348–1A, and others) contains, in place of the NSN, either the PN, MANP, or MCN as shown on the IHC. Ensure the remarks sections of the receipt documents are reviewed for additional comments.

(a) If the receipt document (DD Form 250, DD Form 1348–1A, and others) lists only the MCN, follow instructions in paragraph C–4b(3).

(b) If the receipt document (DD Form 250, DD Form 1348–1A, and others) contains the MANP, review the catalog data within LMP to verify the item is listed. If listed, add the item to the LMP record account. If not listed, follow instructions in paragraph C–4b(3).

(3) Access AESIP at <https://www.aesip.army.mil/irj/portal> and use a nonstandard material search engine. Conduct search using the MCN listed on the receipt document (DD Form 250, DD Form 1348–1A, and others) to determine the assigned MANP and to verify if the item has been properly syndicated.

(a) If an item is properly syndicated, add the item to the LMP stock record account using the MANP identified in AESIP.

(b) If the item is not properly syndicated, contact JMC at usarmy.ria.jmc.mbx.mmc@mail.mil or AMCOM material master cells at usarmy.redstone.amcom.mbx.immc-material-master-cell@mail.mil. For assistance when adding items to AESIP, contact the AMC Logistics Support Activity helpdesk for AESIP access or AESIP assistance at usarmy.redstone.logsa.mbx.service-desk@mail.mil.

(4) Verify at least one of the DOT markings on the IHC (MCN, MANP, or PN) is present on the container. If one of the markings is present, do not remark container. If items have been received with a material safety data sheet (or equivalent), ensure at least one DOT marking (MCN, MANP, or PN) is marked on the container.

(5) Write the MANP onto receipt document (DD Form 250, DD Form 1348–1A, and others) and other associated shipping documentation in the remarks block for references.

(6) Annotate both MANP and MCN in the NSN field on the magazine data cards.

c. RDT&E facilities that are operating their own internal ASP operating the AMCOM Ammunition Tracking System are instructed to coordinate with the appropriate RDT&E center to syndicate items properly in AESIP prior to shipping to the wholesale, retail, or tactical ASPs for storage.

d. The QASAS and logistics management specialist (ammunition) personnel clearing documentation for shipment should make an effort to assist in the administrative identification and proper cataloging of an item prior to shipment. The MANP or MCN should be on shipping documentation.

e. QASAS personnel are required to document in the munitions history program the PN, MANP, or MCN reference information in shipping and receiving inspection documentation.

C-5. Storage of nonstandard material

a. Nonstandard AE stored at supporting retail ASP will be kept to the minimum amount required to support the approved and funded testing or training program, as well as in support of RDT&E, but will not exceed 2 years in storage (except as required for longitudinal testing or studies or as approved by DCS, G-4).

b. Nonstandard AE to be held in long-term storage in excess of 2 years for installation safety office approved funding, testing, and training programs will be returned and stored at an ammunition depot, as coordinated with and determined by JMC.

c. Nonstandard propellant, to include rocket motors, bulk propellant, and components containing propellant, received with valid stabilizer test data results are safe for handling and storage pending date of next test. Nonstandard propellant received without a valid stabilizer test data results will be destroyed within 60 days of receipt unless new test data results indicate items are safe for continued handling and storage. If retained, a cyclic inspection criteria will be established for the item based on similar standard munitions in accordance with DA Pam 742-1.

d. Retail ASPs storing nonstandard AE will coordinate with supported organizations to identify test completion dates and will notify the owning organizations when nonstandard AE exceed 2 years in storage. Upon notification, the owning organization has 6 months to execute disposition of the items. If the items are not transferred to long-term storage or disposed of within 6 months, the ASP will report the status through command channels and request disposal disposition.

e. Funding for handling, inventory, inspection, storage, transportation, and demilitarization will be provided by the material owner or developer. In situations where the material owner or developer cannot be determined, the storing activity is responsible for requesting funding through their command.

C-6. Control

Submit a report of discrepancy to the shipper if containers are absent of DOT markings and properly mark the container with either the MCN, MANP, or PN. All AE must be hazard classified prior to transportation and storage. Contact shippers if items are received without an IHC.

Appendix D

Internal Control Evaluation

D–1. Function

The function of this evaluation is to provide guidance for the conduct of ammunition management.

D–2. Purpose

The purpose of evaluation is to assist ammunition managers in evaluating the key internal controls listed. It is intended as a guide and does not cover all regulatory safety, accountability, management, and security controls that should be present.

D–3. Instructions

Base answers on the actual testing of internal controls (for example, document analysis, direct observation, interviewing, and sampling). Explain answers that indicate deficiencies and identify the corrective action in supporting documentation. Evaluate internal controls at least once every 5 years. Use DA Form 11–2 (Internal Control Evaluation Certification) to certify that the evaluation has been conducted.

D–4. Test questions

- a. Was ammunition properly documented and accounted for in the system?
- b. Is there a process to receipt munitions?
- c. Is there a process to issue munitions?
- d. Is there a process to ship munitions?
- e. Is there a process to turn in munitions?
- f. Is there a process to reconcile the account?
- g. Is inventory conducted? What is the frequency of inventory?
- h. How does one process an account code change?
- i. How does one process a condition code change?
- j. How to conduct an inventory?
- k. Did the ASCC develop, evaluate, and provide support to the theater ammunition support plans?
- l. Was the Ammunition Surveillance Program implemented?
- m. Is the QASAS monitoring the suspension and restriction status of stocks?
- n. Are magazines being inspected?
- o. Is ammunition properly stored?
- p. Are the keys to the storage facility being maintained by a key custodian? Is there an A and B key roster for category I?
- q. Was oversight, overall direction, and guidance provided to the ASCC, TSC, ESC, or JMC for the management of Army ammunition assets?
- r. Are documents being maintained?

D–5. Supersession

Not applicable.

D–6. Comments

Help make this a better tool for evaluating internal controls. Submit comments to the Deputy Chief of Staff, G–4 (DALO–SPM), 500 Army Pentagon, Washington, DC 20310–0500.

Glossary

Section I

Abbreviations

AAE

Army acquisition executive

ACOM

Army command

ACSA

acquisition and cross-servicing agreement

AE

ammunition and explosives

AESIP

Army Enterprise Integration System Program

AHA

ammunition holding area

AIT

automated identification technology

AMC

U.S. Army Materiel Command

AMCOM

U.S. Army Aviation and Missile Command

AO

accountable officer

APSR

Accountable Property System of Record

AR

Army regulation

ARIMS

Army Records Information Management System

AROC

Army Requirements Oversight Council

ASA

ammunition supply activity

ASA (ALT)

Assistant Secretary of the Army (Acquisition, Logistics and Technology)

ASC

U.S. Army Sustainment Command

ASCC

Army service component command

ASP

ammunition supply point

ATEC

U.S. Army Test and Evaluation Command

BLAHA

basic load ammunition holding area

CAGE
commercial and Government entity

CFR
Code of Federal Regulations

CG
commanding general

CIIC
controlled inventory item code

CJCSI
Chairman of the Joint Chiefs of Staff Instruction

CL
combat load

CONUS
continental United States

CP
career program

CSA
Chief of Staff of the Army

CSC
convention for safe containers

CSR
controlled supply rate

DA
Department of the Army

DA Pam
Department of the Army pamphlet

DAC
U.S. Army Defense Ammunition Center

DCS
deputy chief of staff

DD
Department of Defense (forms)

DEMIL
demilitarization

DL
distance learning

DoD
Department of Defense

DoDAAC
Department of Defense activity address code

DoDD
Department of Defense directive

DoDI
Department of Defense instruction

DoDIC
Department of Defense identification code

DoDM
Department of Defense Manual

DOT
Department of Transportation

DRU
direct reporting unit

DTR
Defense Transportation Regulation

EOCB
Explosive Operator Certification Board

ESC
expeditionary sustainment command

FMS
foreign military sales

GS
general schedule

HC/D
hazard classification and division

HD
hazard division

HQDA
Headquarters, Department of the Army

IHC
interim hazard classification

JMC
Joint Munitions Command

JMPAB
Joint Materiel Priorities and Allocation Board

JROC
Joint Requirements Oversight Council

LCMC
life cycle management command

LMP
Logistics Modernization Program

LRC
logistics readiness center

MANP
manufactured part number

MATDEV
materiel developer

MCN
management control number

MDA
milestone decision authority

MIDP
missile distribution plan

MIL–STD
military standard

MIPR
military interdepartmental purchase request

MMC
materiel management center

MOA
memorandum of agreement

NGB
National Guard Bureau

NLAC
National Level Ammunition Capability

NSN
national stock number

OCONUS
outside the continental United States

OPL
operational load

P&A
price and availability

PBO
property book officer

PEO
program executive office

PM
product manager

PN
part number

QASAS
quality assurance specialist (ammunition surveillance)

RDT&E
research, development, test, and evaluation

RRS–A
Records Retention Schedule-Army

SAAS
Standard Army Ammunition System

SCG
storage compatibility group

SMCA
single manager for conventional ammunition

SOP
standard operating procedure

T&E
test and evaluation

TAMIS
Total Ammunition Management Information System

TEMP

test and evaluation master plan

TRADOC

U.S. Army Training and Doctrine Command

TSA

theater storage area

TSC

theater sustainment command

UIC

unit identification code

USARPAC

U.S. Army Pacific

USASOC

U.S. Army Special Operations Command

USC

United States Code

USINDOPACOM

U.S. Indo-Pacific Command

USSOCOM

U.S. Special Operations Command

VCSA

Vice Chief of Staff of the Army

WAR

worldwide ammunition report

WG

wage grade

WIPT

working-level integrated product team

Section II**Terms****Ammunition and explosives**

Include, but are not limited to all items of ammunition; propellants, high explosives, and guided missiles; warheads, pyrotechnic devices, and components thereof; and substances associated therewith presenting real or potential hazard to life and property.

Ammunition mission

Any installation or activity that tests, demilitarizes, stores, ships, or handles ammunition or explosives.

Army assets

That materiel on hand in the Army inventory and due in for the Army from production and renovation. Does not include assets on hand or due in from production and maintenance for other Services or for international logistics programs.

Certification

To ensure that personnel working with live explosives or ammunition have the required training or background to work with these items safely and to recognize explosively hazardous situations.

Certification board

A locally established board comprised, as a minimum, of directors or chiefs of organizations performing ammunition or energetic operations, the civilian personnel representative, the safety director or manager, the senior QASAS, the military representative (officer or warrant officer for evaluation of military personnel), and the contracting office (for

contractor employees). It acknowledges existing agreements with union representatives too. The board is not limited to these individuals and may be expanded based upon the certifying official decision. Nominate people for the board based on their experience and training in either explosives operations (for operations personnel) or their support specialties. A board may be established at the installation or tenant unit or activity level, no lower.

Certifying official

The installation or activity commander, deputy commander, or the commander's designated representative who shall not be a board member. This individual has the final decision 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.

Interim certification

Designed to bridge the gap after an employee has been assigned to a covered position, but prior to certification, as required by chapter 9. This certification expires after 12 months. It may be renewed only once.

Major maintenance

Normally includes renovation, conversion, modification, reclamation, refurbishment, and replacement of explosive and nonexplosive components.

Minor maintenance

Less intensive rework than major maintenance that normally involves minor common service operations performed by a storage activity to maintain stored assets in a serviceable condition, including cleaning, rust removal, repainting, remarking, repackaging, and corrosion control.

National inventory control point

The Army organization responsible for wholesale inventory management of assigned items, either for DA only or DoD as a whole. These activities are AMC major subordinate commands, the U.S. Army Communications Security Logistics Activity, and the Army Electronic Materiel Readiness Activity.

Quality assurance specialist (ammunition surveillance)

A member of the civilian CP established to develop, manage, and execute the worldwide Ammunition Surveillance Program. Responsible for conducting examinations, tests, and investigations required to evaluate the current degree of stockpile serviceability and determine future stockpile trends. Also performs logistics-related functions and provides technical advice on all types of conventional munitions and land combat or air defense missile systems relative to storage, issue, maintenance, DEMIL, inspection, transportation, and explosives safety.

Restricted munitions

Munitions that cannot be expected to meet required performance under all conditions, but may be issued and used with qualifications on its use (for example, method of launch, temperature limitations, and weapon applicability).

Safety site plans

A map of the installation showing the distances between facilities, explosive limits, and classes of hazardous material with representations of quantity-distance requirements. Used to ensure that all new or relocated facilities are situated safely with respect to explosive hazards.

Security assistance organization

DoD elements located in a foreign country with assigned responsibilities for carrying out security assistance functions under the Arms Export Control Act (see Public Law 94-329). The phrase "security assistance organization" is used in this regulation generically and applies to all such activities regardless of the actual title assigned such as Defense Attaché Office or Military Advisory Group.

Single manager for conventional ammunition

The responsibility assigned to the Secretary of the Army by the Secretary of Defense for the procurement, production, supply, and maintenance or renovation of conventional ammunition within the DoD (see DoDD 5160.65 for specific responsibilities, functions, authorities, and relationships).

Suspended munitions

Munitions withdrawn from issue or use with or without qualifications due to suspected or confirmed unsafe conditions. Suspended munitions are either temporarily or permanently suspended.

a. Temporarily suspended munitions. An interim order prohibiting issue, use, and when necessary, movement of munitions with or without qualifications due to an unsafe or defective condition that is unconfirmed.

b. Permanently suspended munitions. A permanent order prohibiting issue, use, and when necessary, movement of munitions. Munitions are permanently suspended when an investigation confirms that they are unsafe or otherwise defective.

Test, measurement, and diagnostic equipment

Any automatic, semiautomatic, or manual system of diagnostic, test, and measurement devices capable of being used to evaluate operational conditions and identify or isolate faulty equipment or system malfunction.

Vanguard initiative

The Army's project approved in May 1990 by the Secretary of the Army and the Chief of Staff of the Army, whose charter was to determine the most effective organization of the General Support Forces as the Army is reshaped in the next decade by strategic evolution and resource austerity. Project Vanguard was conducted April to December 1990 and culminated with briefings to and decisions by the Army's senior leadership. One of the Vanguard Band 1 issues (Issue ESA63) dealt with the elimination of CAMO-PAC and the transfer of its mission and functions to USARPAC G-4.

UNCLASSIFIED

PIN 080375-000