

United States
Property
&
Fiscal Office

Illinois Army National Guard

Supply and Services Division
Material Management Branch

*Class V, Ammunition and Explosives
External Standing Operating Procedures*

March 2013

STANDARD OPERATING PROCEDURE FOR:

1. ITEM: Ammunition and Explosives
2. OPERATION: Ammunition Supply Point External Operations
3. SYMBOL: NGIL-PFO-SS
4. SOP NO. IL-ASP-ESOP-001 DATE: 21 Feb 2013
a. REV. NO. _____ DATE _____
b. CHANGE NO. _____ DATE _____
5. AUTHORITY: SB 742-1

6. Prepared by:

Nicolas Pleshe 9 APR 2013
SGT Nicolas Pleshe, Ammunition MGR

7. Reviewed By:

James Wedding 10 APR 13
SFC James Wedding, MTC ASP NCOIC

Thomas Blask 14 Apr 2013
CWO Thomas Blask, Accountable Officer (NIII)

8. Submitted By:

Brian Creech 16 April 2013
LTC Brian Creech, Supervisory Logistics
Management Specialist

9. Concurrences:

William Gilley 15 Apr 2013
QASAS (Surveillance)

Mark D. Williams 22 APR 2013
State Safety

10. Approval:

Christopher Hall 29 Apr 13
COL Christopher Hall, USPFO for Illinois

STANDARD OPERATION PROCEDURE FOR:	B. OPERATION NO.
A. <u>Ammunition and Explosives External Procedures</u>	C. BAY NO.
	D. SOP NO. <u>IL-ASP-ESOP-001</u> DATE: Feb 2013
E. REV. NO. _____ DATE	F. CHANGE NO. _____ DATE
G. OPERATIONS: <u>Ammunition Supply Point Procedures</u>	
H. EXPLOSIVE LIMITS: UNITS: <u>Per ASP license</u> EXPLOSIVE LBS: <u>Per ASP license</u>	
I. PERSONNEL LIMITS: OPERATORS: <u>2 minimum, 6 maximum</u> TRANSIENTS: <u>3 maximum</u>	

OPERATOR’S STATEMENT

I HAVE READ OR HAVE HAD READ TO ME THE GENERAL AND SPECIFIC SAFETY REQUIREMENTS, PERSONNEL AND EXPLOSIVE LIMITS, WORK DESCRIPTION AND INSPECTION REQUIREMENTS NECESSARY TO ACCOMPLISH MY OPERATION. I THOROUGHLY UNDERSTAND AND AGREE TO ABIDE BY THESE INSTRUCTIONS THROUGHOUT MY ASSIGNMENT TO THE OPERATION.

NAME TITLE DATE

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____

STANDARD OPERATION PROCEDURE FOR:	B. OPERATION NO.
A. <u>Ammunition and Explosives External Procedures</u>	C. BAY NO.
	D. SOP NO. <u>IL-ASP-ESOP-001</u> DATE: Feb 2013
E. REV. NO. _____ DATE	F. CHANGE NO. _____ DATE
G. OPERATIONS: <u>Ammunition Supply Point Procedures</u>	
H. EXPLOSIVE LIMITS: UNITS: <u>Per ASP license</u>	EXPLOSIVE LBS: <u>Per ASP license</u>
I. PERSONNEL LIMITS: OPERATORS: <u>2 minimum, 6 maximum</u>	TRANSIENTS: <u>3 maximum</u>

SUPERVISOR'S STATEMENT

I HAVE PERSONALLY REVIEWED EACH OF THE OPERATIONAL STEPS OF THIS SOP AND HAVE NO QUESTION IN MY MIND THAT THE OPERATION CAN BE PERFORMED SAFELY AND EFFICIENTLY. I HAVE TRAINED THE OPERATORS IN THE DETAILS OF THEIR PART OF THE OPERATION AND HAVE INSTRUCTED THEM TO FOLLOW THE SOP WITHOUT DEVIATION.

NAME TITLE DATE

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____



NATIONAL GUARD BUREAU
United States Property and Fiscal Office
1301 N. MacArthur Blvd.
Springfield, IL. 62702-2399

NGIL-PFO-SS

14 February 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USPFO-IL Supplies and Services Material Management Branch External Class V Standing Operating Procedures (SOP)

1. References:

- a. AR 710-2, 28 March 2008, Supply Policy below the National Level, paragraphs 2-14 through 2-17
- b. DA PAM 710-2-1, 31 December 1997, Using Unit Supply System (Manual Procedures), Chapter 10
- c. DA PAM 385-64, 24 May 2011, Army National Guard Ammunition and Explosives Safety Standards

2. **PURPOSE.** The attached SOP supersedes all previous SOPs and Policy letters concerning Ammunition and Explosives (AE) operating procedures within the Illinois Army National Guard. It prescribes policies and procedures to properly request, account, store, handle, turn-in and reconcile ammunition and explosives. In addition, this SOP also provides procedures to units for accepting ammunition and explosives (serviceable or unserviceable) that have been recovered/found by the local populace or law enforcement agencies.

3. **APPLICABILITY.** This SOP is applicable to all Illinois Army National Guard units, other military services, federal government organizations, and activities authorized ammunition and explosives by appropriate authorization documents.

4. **OBJECTIVE.** To provide an efficient method for units, organizations, and activities to request, account for, store, handle, and turn-in ammunition. This includes ordnance received from other ASPs.

5. **EXPLANATION OF TERMS.** Special terms and abbreviations used in this SOP are explained in the glossary. In the context of this SOP, the term Ammunition Supply Point (ASP) and Supply Support Activity (SSA) are interchangeable.

6. **SUGGESTED IMPROVEMENTS.** The proponent of this regulation is the USPFO-S&S-MMB Ammunition Manager. Users are invited to send comments and suggested improvements to the Ammunition Manager

NGIL-PFO-SS

SUBJECT: USPFO-IL Supplies and Services Material Management Branch External Class V Standing Operating Procedures (SOP)

7. RESPONSIBILITIES.

a. The Ammunition Accountable Officer is responsible for implementation, compliance and evaluation of requesting, receipting, accounting, storing, handling and turn-in procedures of ammunition and explosives. He or she is also responsible for reclaimable salvage material within the Illinois Army National Guard.

b. The Ammunition Material Manager is responsible for maintaining the ammunition stock records, reconciling stock record discrepancies, preparing quarterly ammunition inventory reports, and submitting monthly Worldwide Ammunition Report Systems (WARS) reports. He or she completes the processing, submitting, and reconciling of Training Ammunition Management Information System (TAMIS) Reports. He or she is responsible for reconciliation of issues against turn-ins of live ammunition, brass, and residue.

c. The ASP Material Handlers are responsible for receipting, accounting, storing, handling, issuing, and turn-in of ammunition and explosives at the Camp Lincoln and Marseilles Training Area ASPs. Both ASPs support units of the Illinois Army National Guard and other external customer entities. The ASP representatives are responsible for reconciliation of issues against turn-ins of live ammunition brass, and residue. Unit personnel are responsible for visual inspections of all vehicles transporting ammunition and will prepare DD Form 626, Motor Vehicle Inspection for all inspected vehicles.

d. Units, organizations, and activities of the Illinois Army National Guard are responsible to follow the policies and procedures contained within this SOP. Guidance in this SOP will be strictly adhered to. Training ammunition stocks will not exceed a 180-day stock level at the ASP. Justified unforecasted requests will be considered on a fill or kill basis only.

e. FMSs will conduct informal safety inspections, prior to the Vehicle(s) leaving home station or the Battalion area. Vehicles not passing the local FMS inspection will not be used for transporting AE.

8. POLICIES.

a. Units are prohibited from requesting training ammunition in excess of their approved authorization.

b. Modification of ammunition will not be allowed. Do not remove ammunition from clips or bandoleers unless actually required, in accordance with Chapter 3, AR 385-63. Units must review AR 385-63 prior to conducting range operations.

c. Only government vehicles will be utilized to transport AE. Vehicle cargo areas must be covered, have appropriate hazard placard, have a current Motor Vehicle Inspection (DD Form 626), and be equipped with appropriate fire extinguishers. Units may not substitute other vehicles to transport live ammunition unless the substitute vehicles have a current DD Form 626 issued by ASP personnel. When military vehicles are loaded with AE that will be transported on public highways, the ASP must brief the vehicle drivers and issue the drivers a DD Form 2890.

NGIL-PFO-SS

SUBJECT: USPFO-IL Supplies and Services Material Management Branch External Class V Standing Operating Procedures (SOP)

d. Special Instructions for Motor Vehicle Drivers: If AE is rerouted to another destination, a new DD Form 2890 must be generated and kept with the transporting vehicle at all times.

e. DA Form 1687 (Delegation of Authority) will be prepared IAW DA Pam 710-2-1. The DA 1687 will be furnished to USPFO-S&S-MMB with a copy of the commander's Assumption of Command orders attached. The DA Form 1687 is valid for a period not to exceed one year and should be reviewed quarterly for accuracy. Commanders may authorize officers and E-5 and above to sign requests for pick up of AE from the ASPs. Only Soldiers in the rank of E-5 and above are authorized to receipt for Category I & II arms, ammunition, and explosives as defined in AR 190-11/NGR 190-11. The unit will provide the DA Form 1687 and Assumption of Command orders to the USPFO ASP.

9. Send questions, concerns, suggested improvements to SGT Nicolas M. Pleshe, Supply Technician, at 217-761-3531 or Email address, nicolas.pleshe@us.army.mil.

FOR THE UNITED STATES PROPERTY
AND FISCAL OFFICER FOR ILLINOIS:

Enc. 1
1. AE External SOP

Eric Little
Col, ILARNG
Director of Property and
Fiscal Operations

DISTRIBUTION:
1. USPFO-IL S&S
2. Camp Lincoln ASP
3. MTA ASP
4. ASP- Customer

CLASS V AMMUNITION AND EXPLOSIVES
EXTERNAL SOP

CHAPTER 1 – OVERVIEW10

 Section 1.1 Introduction 10

 Section 1.2 Points of Contact..... 10

 Section 1.3 Locations 10

 Section 1.4 References and Forms..... 11

CHAPTER 2 – SAFETY REQUIREMENTS13

 Section 2.1 General Safety Requirements 13

 Section 2.2 ASP Specific Safety Requirements 14

Chapter 3 - DA Form 1687/Signature Cards and Assumption of Command (AOC).....15

Chapter 4 - Ammunition Forecasting16

 Section 4.1 Ammunition Forecasting..... 16

 Section 4.2 Unforecasted AE Requisitions..... 17

Chapter 5 - Ammunition Issue Procedures19

 Section 5.1 Request for Issue of Training Ammunition using DA Form 581..... 19

 Section 5.2 Request for Issue of Operational Load (OPL) AE using DA Form 58 19

 Section 5.3 State Contingency Ammunition 20

 Section 5.4 Submitted DA form 581s..... 20

 Section 5.4 DA Form 3151-R Ammunition Stores Slip 20

 Section 5.5 AE Issue & Receiving Procedures 20

Chapter 6 - Transportation and Vehicle Inspection Procedures.....23

 Section 6.1 Vehicle Inspections 23

 Section 6.2 Vehicle Requirements 23

Chapter 7 - Turn-in of Live AE and Residue Procedures.....25

 Section 7.1 Turn-in of Live Ammunition using DA Form 581..... 25

 Section 7.2 Turn-In of Residue using DA Form 581 25

 Section 7.3 Disposition of DA Form 581 and DA Form 3151-R..... 26

 Section 7.4 Reporting Issue and Turn in 26

 Section 7.5 Reconciliations 27

Chapter 8 - Storage and Handling of AE.....28

Chapter 9 - AE Storage Inspections29

Chapter 10 - Amnesty Procedures.....30

Chapter 11 - AE ARNG Safety Training Program.....31

 Section 11.1 Function Specific Training 31

CLASS V AMMUNITION AND EXPLOSIVES
EXTERNAL SOP

Section 11.2 Function Specific Training Certification	31
Chapter 12 - Accountability and Actions while AE are in a Unit's Custody	36
Section 12.1 Unit Accountability and Control.....	36
Section 12.2 Expenditure Certification	37
Section 12.3 Preparing to turn-in AE and residue to the ASP	37
Chapter 13 - DUD Reporting and Procedures	38
APPENDIXES.....	39
Appendix A: DA Form 1687 Delegation of Authority.....	39
Appendix B: DA Form 581	44
Appendix C: DA Form 3151-R Ammunition Stores Slip.....	49
Appendix D: DD Form 626, Motor Vehicle Inspection.....	50
Appendix E: DA Form 5515 Training Ammunition Control Document.....	52
Appendix F: DA Form 5692-R Ammunition Consumption Certificate	53
Appendix G: DA Form 5811-R Certificate – Loss or Damaged Class 5 Ammunition Items.....	54
Appendix H: DA Form 2064 Document Register for Supply Actions	55
Appendix I: DODIC Master/Lot Locator Record	56
Appendix J: DA Form 3020-R Magazine Data Card.....	57
Appendix K: DD Form 2890, Dangerous Goods Shipping Papers	58
Appendix L: Brass Conversion Table	59
Appendix M: Hazardous Materials Load and Segregation Chart.....	60
Appendix N: TAMIS-R e581 Requisitioning Flow Chart	62
Appendix O: Example of Unforecasted Class V Request	63
Appendix P: Acronyms	64
Appendix Q: Common Websites for Ammunition and Explosives	65

CLASS V AMMUNITION AND EXPLOSIVES
EXTERNAL SOP

CHAPTER 1 – OVERVIEW

Section 1.1 Introduction

Purpose: This SOP establishes ammunition supply procedures for the ILARNG ASPs. It identifies support to customers and their responsibilities. This SOP covers procedures for all supported units to include special procedures for the USARC, USMC, ROTC, and any other external agency that is drawing ammunition.

Scope: This SOP supplements applicable federal, state, and ILARNG regulations. In the event that this SOP does not completely describe an operation or appears to be in conflict with the applicable regulation, follow the regulation and communicate the discrepancy to the ASP Manager, an ASP representative, State Training Ammunition Manager or Facility Manager ASAP so this SOP can be updated.

Mission: Ammunition and explosives safety standards are designed to protect against injury, loss of life and damage to property, but are not intended to be so rigid as to prevent the Army and other supported components from accomplishing their assigned mission.

Hours of Operation:

- a. Camp Lincoln: Monday – Friday 0800 – 1600
- b. Marseilles Training Area: Monday – Friday 0800 – 1600, weekends are by appointment only.

Section 1.2 Points of Contact

ASP Ammunition Manager	SGT Nic Pleshe	217-761-3551	nicolas.pleshe@us.army.mil
Camp Lincoln ASP	SPC Keith Sapp	217-761-3881	Keith.a.sapp2.mil@mail.mil
	SGT Nathan Muder	217-761-3881	nathan.muder@us.army.mil
Marseilles Training Area (MTA) ASP	SFC James Wedding (NCOIC)	815-750-6697	James.wedding@us.army.mil
	SSG Michael Murray	815-750-6698	Michael.murray17@us.army.mil
	SGT Noah Jackson	815-750-6698	Noah.jackson@us.army.mil
State Ammunition Manager (STAM) [ILARNG Units Only]	SFC Lawrence Wilson	217-761-3574	lawrence.w.wilson@us.army.mil

Section 1.3 Locations

- a. MTA: MTA ASP, 1700 Army Road, Marseilles, IL 61341

CLASS V AMMUNITION AND EXPLOSIVES
EXTERNAL SOP

b. Camp Lincoln: USPFO-IL WHSE ASP, 1301 N. MacArthur Blvd, Springfield, IL 62702

c. ASP Ammunition Manager: USPFO-IL S&S MMB, 1301 N. MacArthur Blvd, Springfield, IL 62702

Section 1.4 References and Forms

1. Forms using units will need to have prepared (if applicable):

- a. DA Form 1687 Delegation of Authority (Appendix A)
- b. DA Form 581 Request for Issue and Turn-In of Ammunition (Appendix B)
- c. DA Form 3151-R Ammunition Stores Slip (Appendix C)
- d. DA Form 626 Motor Vehicle Inspection (Appendix D)
- e. DA Form 5515 Training Ammunition Control Document (Appendix E)
- f. DA Form 5692-R Ammunition Consumption Certificate (Appendix F)
- g. DA Form 5811-R Certificate - Lost or Damaged Class 5 (Appendix G)
- h. DA Form 2064 Document Register for Supply Actions (Appendix H)
- i. DA Form 5203 DODIC Master/Lot Locator Record (Appendix I)
- k. DA Form 3020-R Magazine Data Card (Appendix J)
- l. DD Form 2890 Dangerous Goods Shipping Papers (Appendix K)

2. References

- a. AR 5-13 Training Ammunition Management System
- b. AR 75-1 Malfunctions Involving Ammunition and Explosives
- c. AR 75-14 Interservice Responsibilities for Explosive Ordnance Disposal
- d. AR 75-15 Explosive Ordnance Disposal
- e. AR 190-11 Physical Security of Arms, Ammunition and Explosives
- f. AR 190-13 The Army Physical Security Program
- g. AR 385-10 The Army Safety Program
- h. AR 385-63 Range Safety
- i. AR 600-55 The Army Driver and Operator Standardization Program
- j. AR 700-13 Worldwide Ammunition Review and Technical Assistance Program
- k. AR 700-19 US Army Munitions Reporting System
- l. AR 700-20 Ammunition Peculiar Equipment
- m. AR 700-28 Committee For Ammunition Logistics Support
- n. AR 702-6 Ammunition Stockpile Reliability Program (ASRP)
- o. AR 702-12 Quality Assurance Specialist Ammunition Surveillance
- p. AR 710-2 Inventory Management Supply Policy Below The National Level
- q. AR 710-3 Inventory Management Asset and Transaction Reporting System
- r. AR 735-11-2 Reporting Supply Discrepancies
- s. DA PAM 75-5 List of Storage and Outloading Drawings for Ammunition
- t. DA PAM 350-38 Training Device Policies and Management
- u. DA PAM 385-63 Range Safety
- v. DA PAM 385-64 Ammunition Explosives Safety
- w. DA PAM 385-65 Explosive and Chemical Site Plan Development & Submission
- x. DA PAM 700-16 The Army Ammunition Management System

CLASS V AMMUNITION AND EXPLOSIVES
EXTERNAL SOP

- y. DA PAM 700-19 Procedures of US Army Munitions Reporting System
- z. DA PAM 710-2-1 Using Unit Supply System (Manual Procedures)
- aa. DA PAM 710-2-2 Supply Support Activity Supply System
- bb. DMAIL 350-11 Marseilles Training Area
- cc. DOD 4500.9-R Defense Transportation Regulation Part II
- dd. DOD 5100.76M Physical Security of Sensitive Conventional Arms, Ammunitions, and

Explosives

- ee. FM 4-30.1 Munitions Distribution in a Theater of Operations
- ff. FM 4-30.13 Ammunition Handbook: Tactics, Techniques, and Procedures for Munitions

Handlers

- gg. FM 4-30.51 Unexploded Ordnance (UXO) Procedures
- hh. NGR 385-64 ARNG Ammunition and Safety Standards
- ii. SB 742-1 Ammunition Surveillance Procedures
- jj. TB 9-1300-385 Munitions Restrictions and Suspensions
- kk. TM 9-1300-200 Ammunition General
- ll. YELLOW BOOK: Hazard Classification of United States Military Explosives and Munitions
- mm. Ammunition Logistics Guide to Operations in a Retail Environment
- nn. List of Common Supplies, Tools, and Equipment For Ammunition and Explosive Operations
- oo. Unit Ammunition Guide
- pp. AMC-R 700-107 Preparation of Standing Operating Procedures (SOP) For Ammunition

Operations

- qq. 2012 Emergency Response Guidebook
- rr. CAPULDI Conventional Ammunition Packaging and Unit Load Data

CLASS V AMMUNITION AND EXPLOSIVES
EXTERNAL SOP

CHAPTER 2 – SAFETY REQUIREMENTS

Section 2.1 General Safety Requirements

1. Ensure complete SOP for the operation is available at inspection site.
2. Operations will not deviate or be changed from the approved SOP without prior written approval from the Facility Manager, Camp Lincoln/ Marseilles Ammunition Supply Point (ASP), or an authorized representative.
3. Only qualified persons will conduct operations involving ammunition and explosives (AE).
4. Personnel will not tamper with any safety equipment.
5. Required fire and chemical hazard symbols will be posted.
6. Fire and chemical hazard symbols will be posted at required AE operational locations and on vehicles transporting AE.
7. Two Class BC 10 lbs fire extinguishers, safety, and chemical equipment will be located at the field storage site or AE Holding Area (AHA) prior to starting operations.
8. At least two persons will be present at all times during operations involving AE.
9. AE handlers will wear safety shoes, eye protection, leather gloves, and respiratory protection where required.
10. Only approved electric lights, lanterns, or flashlights will be used in magazines or AHAs.
11. AE should be covered to protect it from the elements.
12. In the event of an electrical storm, personnel engaged in ammunition activities will cease operations and evacuate the area to an inhabited building distance. If time permits, close the magazine doors when the area is evacuated.
13. Government motor vehicles transporting ammunition within a training site or on a public road shall be equipped with two Class BC 10 Lbs portable fire extinguishers. Commercial vehicles hauling ammunition are required to be equipped with only 1 Class BC 10 Lbs fire extinguisher. A 2nd Class BC 10 lbs fire extinguisher will be available prior to loading or unloading commercial vehicles.
14. Government vehicles transporting AE within a training site or on a public road shall display the appropriate vehicle placards IAW the Hazard Classification of U.S. Military Explosives and Munitions (Yellow Book).
15. AE shall not be handled roughly, thrown about, tumbled, or dropped. Avoid stepping over other explosives or ammunition while carrying AE.

CLASS V AMMUNITION AND EXPLOSIVES
EXTERNAL SOP

16. Absence of a written safety requirement in an SOP does not indicate that safeguards are not needed. Ensure that safe work practices are observed at all times.

17. Any AE determined to be too dangerous to handle or store will be reported immediately to supervisory and ASP personnel. Operations will be suspended and, if warranted, personnel will be evacuated pending further instructions.

18. Radios and other electronic devices (including cell phones) will be turned off at least 5 feet from electrically initiated items.

Section 2.2 ASP Specific Safety Requirements

1. All electronic transmitting devices must be turned off when entering the Ammunition Supply Point (ASP). No transmissions will be made from within the perimeter of the site.

2. All weapons must be secured outside the ASP.

3. Report all incidents or accidents involving the handling of munitions to the ASP Supervisors

a. Camp Lincoln: 217-761-3614 In the event of fire at or near the ASP, notify the Fire Department immediately (911), and Camp Lincoln Security (217-761-3619).

b. Marseilles Training Area: Range Control (RC) is the communications hub of the installation and will coordinate emergency response and evacuation. In the case of an emergency, contact RC using the FM high band radio issued to the unit or call 815-750-6521/6522/6523/6525. The fire department can be contacted at 911 or 815-795-5535 for non emergencies.

4. When breaking bands, performing nailing operations or when present at either operation, all AE handlers must wear applicable PPE.

5. ASP personnel must brief the explosives compatibility tables published in the Hazard Classification of United States Military Explosives and DA PAM 385-64 to using units when AE mixing is sensitive.

6. Ensure customer units receiving AE are provided copies of all safety notices pertaining to those items.

7. No less than 2 people will conduct ammunition handling operations at a time; however, the number of personnel involved in handling explosives will be kept to a minimum. No less than 6 people will conduct ammunition handling operations for brigade-size or larger operations.

8. Smoking is prohibited in an ammunition storage area or within 50 feet of any building or vehicle containing ammunition.

9. The ILARNG Safety Manager must review the ASP license annually.

CLASS V AMMUNITION AND EXPLOSIVES
EXTERNAL SOP

CHAPTER 3 - DA FORM 1687/SIGNATURE CARDS AND ASSUMPTION OF COMMAND (AOC)

1. See Appendix A of this SOP for example and instructions
2. The unit commander's Delegation of Authority DA Form 1687 and a copy of the Assumption of Command Letter (AOC) must be on file prior to any requisition submission. These documents expire 30 September of the current fiscal year or upon a change of command.
 - a. All customers must have an original DA Form 1687 and a copy of the AOC on file with the ASP they intend to draw from and the ASP Manager before they submit any requisitions.
 - b. All customers must have an approver's DA Form 1687 on file to approve the subordinate unit's requisition. Approvers cannot be listed on the DA Form 1687 authorizing them to request or receive ammunition.
3. The preferred method of receipt is the electronic DA Form 1687 with digital signatures. The only time handwritten signatures will be authorized is when mission requirements or conditions make it impractical to obtain digital signatures. DA Form 1687s that are digitally signed must be delivered to the ASP in its electronic Pure Edge format. Any hardcopy DA Form 1687 that are digitally signed is invalid.
 - a. It is advised that the unit put their electronically signed DA Form 1687s on a CD for storage to bring with them on the day of their ammo draw to ensure they receive timely service.
 - b. The DA Form 1687 must be an original with all handwritten signatures or all digital signatures. A combination of both is unauthorized.
4. The DA Form 1687 is valid for one year. The DA Form 1687's expiration date will not exceed the one year timeframe under any circumstances. The DA Form 1687 will not cross into a new FY; 30 Sep will be the last date that the DA Form 1687 will be effective.
5. Ensure that the soldiers ETS date and rank matches the name on the signature card.
6. The expiration date must be 1 day before the earliest ETS date of the individuals on the DA Form 1687. If the expiration date is after the Soldiers ETS, the DA Form 1687 is invalid.
7. Any changes that occur during the identified year (i.e. Change of Command, Change of Authorized Individual, etc) will be cause for a new DA Form 1687 and AOC to be published by the requesting unit forwarded to the identified ASP and ASP Manager.
8. Any DA Form 1687 or AOC that is incomplete or has errors will be rejected which will result in the ASP not being able to accept any requisitions from that customer.
9. A copy of the hand receipt holder's Assumption of Command orders must accompany the DA Form 1687.
10. The turn-in suspense date for all DA Form 1687s & AOC is 30 September of each

CLASS V AMMUNITION AND EXPLOSIVES
EXTERNAL SOP

Chapter 4 - Ammunition Forecasting

Section 4.1 Ammunition Forecasting

1. It is the customer's responsibility to get an approved forecast through their higher headquarters. Forecasts MUST be submitted ninety days prior to the customers required training date.
2. Forecast will be accomplished in accordance with AR 5-13
3. Units and organizations will forecast munitions requirements. Units will forecast operational load (OPL) munitions requirements unless operational conditions prohibit meeting the forecasting time line.
4. Accurate forecasts are vital. Inaccurate forecasts are a leading cause of munitions shortage and excess. Leaders at all levels will monitor and validate their unit forecasts for accuracy.
5. The ASP may reject any request for issue if the request was not properly forecasted, or if the assets are not available. Unforecasted requirements may also result in the requesting organization being charged premium transportation fees to cover the cost of short-notice, unplanned shipments.
6. Forecasts work like a "checking account," how much the unit forecasts for a month will be how much they have in their account to withdraw for that month. Units cannot write a "check" (DA Form 581) for more than they forecasted for a month. If a unit forecast for a month, but did not draw that ammo for that month, then that ammo no longer belongs to their "checkbook".
7. Forecasts will be submitted through Total Ammunition Management Information System – Redesigned TAMIS-R (<https://www.tamis.army.mil>).
8. Training requisitions must have been forecasted on the TAMIS-R website prior to the 90-day lockout and the e581 must be created and approved electronically through TAMIS-R at least 30 days prior to the draw.
9. Forecast can't exceed a unit's STRAC Authorizations.
10. Units have the ability to forecast ammunition in a timely manner. Therefore, it is unacceptable not to have ammunition unforecasted; however, the ASP realizes that some emergency requests are beyond the unit's control.
11. Units will continuously evaluate their training schedules and plan accordingly to make sure they forecast for their training events. The Unit will forecast their ammunition as soon as the requirement is identified, and input into TAMIS.
12. Document Suspense dates
 - a. 01 Oct, Weapons Density Report
 - b. Oct, Jan, Apr, Jul, State Ammunition Check Out

CLASS V AMMUNITION AND EXPLOSIVES
EXTERNAL SOP

13. Requisitions for OPL should be submitted to the ASP seven days prior to the draw unless operational conditions prohibit meeting that timeframe.

Section 4.2 Unforecasted AE Requisitions

1. Forecasting AE is the responsibility of the lowest level unit who will request the AE. Any munitions that are requested for issue that have not been properly forecasted in TAMIS-R places an unplanned demand on the Class V supply system.
2. An unforecasted Class V memorandum is required by NGB for ALL unforecasted requests made by ARNG units or units requesting support from ARNG ASPs. The memorandum will be signed by an O-5 or higher from the unit's higher headquarters. The memorandum for the unforecasted ammunition will include the following information:
 - a. The first paragraph will include the UIC of who is requesting the ammunition; their DODAAC, unit name, and unit location (installation); training dates; training location; and pick up date.
 - b. Para 2 will include the Document Number of the invalid (unforecasted) e581 in TAMIS along with the DODICs and QTY Requested.
 - c. Para 3 will include the reason(s) for the unforecasted ammunition request and the corrective actions taken to prevent an unforecasted request from re-occurring in the future. If an unforecasted ammunition request occurs and is not the fault of the unit (i.e. range shut down because of weather, a range fire, etc.) this should be stated in the memo as the reason for the unforecasted request. If this is the reason, this unforecasted request will not be charged against the State.
 - d. Paragraph 4 will include the unit's POC/alternate to include phone numbers and email addresses.
3. For ARNG units requesting ammunition from an ILARNG ASP:
 - a. The memo will be routed thru the first O-5 in the unit's chain of command. If approved, the letter will be forwarded to the state's G-3 for validation. The state will validate in TAMIS that the unit has the ammunition authorized for the UIC in the letter.
 - b. The G3 will send the request to the ASP for action. If the ASP can support the request with assets they have in stock, it will be forwarded to NGB for their records only. Therefore, the Ammunition Manager will have final approval authority.
 - c. If the ASP cannot support the unforecasted request, it will then be forwarded to NGB for approval.
4. For the U.S. Marine Corps requesting munitions from ILARNG ASPs.
 - a. The USMC must submit an unforecasted memorandum through their HQ and send to the ASP.
 - b. The ASP will not fill USMC unforecasted request without the approval of NGB and the Ammunition Manager for the USMC.
5. For the Army Reserves (USARC) requesting munitions from ILARNG ASPs.

CLASS V AMMUNITION AND EXPLOSIVES
EXTERNAL SOP

a. The unit submitting the request will send the unforecasted memorandum to the USARC representative, Mr. Leon Smith, Chief, Training Ammunition Branch, Training Support Systems; <mailto:lleon.smith3@usar.army.mil>; (910-570-9153) or CPT James L. Harris, STRAC Manager; <mailto:james.harris30@usar.army.mil>; (910-570-9378),

b. Mr. Smith or CPT Harris will validate the UIC has the authorizations. If validated, it will be forwarded to NGB. NGB will then forward it to the appropriate ASP to determine support. The ASP will not support USARC requests without approval from the USARC POC and NGB.

6. For ROTC requesting Munitions from ILARNG ASPs.

a. The customer will submit their unforecasted request to Mr. Brad Helmick; brandley.s.helmick.civ@mail.mil (757-501-5642); or Mr. Archie Askew; archie.l.askew.civ@mail.mil (757-501-5643).

b. If the request is approved, it will be forward back to the ASP for action. At no time will any ammunition be issued which was not expressly ordered for and sent for use by the requesting entity.

7. The Class V Manager for the ASP will:

a. Use the Asset Status Report (ASR) in the Standard Army Ammunition System- Modified (SAAS-MOD) to determine if assets on hand will support the quantities requested based on overage quantities listed on the report. The Class V Manager may only support unforecasted requests from inventory not covered by a forecast for the next 60 days.

b. If the Class V Manager cannot support the request, the Class V Manager will immediately notify the customer. The Class V Manager can give the customer the option of reducing the requested quantity to the balance of available on-hand assets after determining a 60-day forecast reserve.

c. When a unit is requesting unforecasted Class V within four weeks (28 days, counting weekends and holidays) and the items are unavailable at the supporting ASP, the unit may be required to fund the shipment of the ammunition. Payment shall be in the form of a Transportation Account Code (TAC) with a minimum obligation of \$3000.00. The Class V Manager will not forward the request to NGB without the TAC information.

d. See appendix O of this SOP for an example of the unforecasted memorandum

CLASS V AMMUNITION AND EXPLOSIVES
EXTERNAL SOP

CHAPTER 5 - AMMUNITION ISSUE PROCEDURES

Section 5.1 Request for Issue of Training Ammunition using DA Form 581

1. See Appendix B of this SOP for a sample DA Form 581 and completion instructions.
2. The Training Even Code (TEC) used for these requisitions are TRS.
3. DA Form 581 is the basic document for the issue of ammunition and explosives. Issue request will be submitted electronically through the TAMIS-R system.
 - a. See Appendix N of this SOP for TAMIS e581 requisitioning flow chart.
 - b. All units must use their ULLS S-4 DODAAC with the 0501-0599 serial numbers to request Training AE.
 - c. The DA Form 581 will be reviewed by the STAM or authorized approving official for accuracy and to ensure the ammunition was forecasted.
 - d. Once the approving official approves the requisition, the DA Form 581 gets released to the ASP Manager for acceptance.
 - e. Requests that have not been forecasted or that are inaccurately completed will not be accepted by the ASP.
4. All requests for training AE must be created and approved 30 days in advance of the issue date.

Section 5.2 Request for Issue of Operational Load (OPL) AE using DA Form 58

1. OPL request will be submitted through TAMIS-R on a DA Form 581.
 - a. All OPL requests must be **created** and **approved** seven days before issue unless operations considerations dictate otherwise.
 - b. The Training event codes for Operational Load are:
 - i. OPL (Operational Likely) – Ceremonial & Funeral
 - ii. OPN (Operational Not Likely) – Transport security Ammo
 - iii. TST – Testing (CSMS)
 - c. In the remarks block include the event that you are requesting ammunition for (i.e. Ceremonial or security ammo) and any pertinent details substantiating the request.
 - d. Forward any memorandums or supporting documentation for the request to the ASP Manager.
2. The document number of an operational load request must use the unit's ULLS S-4 DODAAC and the 0501-0599 serial numbers. This is to include requisitions that have an approved exception to policy memorandum allowing a time extension of the turn-in. The only exception to this is if a unit is authorized to store the AE then they must use their PBO DODAAC and the AE must go on their property book.

CLASS V AMMUNITION AND EXPLOSIVES
EXTERNAL SOP

3. Units that have security ammunition stored in their armories must bring it to the ASP to have it inspected annually.

Section 5.3 State Contingency Ammunition

1. Contingency ammunition is available at Marseilles and/or Camp Lincoln in the event of state emergency. It is not to be used for training, weapon qualification, transport ammo, or unit security ammo .If contingency ammo is shot for a reason other than in the line of duty IAW approved rules of engagement; the cost of the expended AE will have to be paid back to the federal government.

a. Contingency ammo can be requested on a hard copy DA Form 581.

b. In the event the ammo needs to be drawn, the DA Form 581 will read “used for state contingency” and will go on the unit’s property book unless the unit is going to turn-in within 72 hours.

2. Operations are required to send a memorandum authorizing the DODICs and QTYs to be stocked for state contingency to the USPFO Class V Manager. This memorandum must be updated every two years.

a. Push packages should be developed and hard copy DA Form 581s will be prepared by G3 in advance to support rapid action fielding in the case of a state or national emergencies. Clear and concise issue procedures and chain of command shall be formulated in a memorandum for record by the TAG when issuing state contingency ammo.

Section 5.4 Submitted DA form 581s

1. All customers will check their TAMIS-R accounts monthly to ensure all e581s are submitted to their approving official in a timely manner.

a. Their approving official reviews the e581 for accuracy, completeness and to ensure the ammunition was properly forecasted.

b. Once the approving official approves the DA Form 581 in TAMIS-R, it will be forwarded to the ASP manager for acceptance.

c. If there are no discrepancies, the ASP will accept the e581 in TAMIS-R. Which will result in a notification sent back to the BDE/Unit that the request has been accepted by the ASP.

Section 5.4 DA Form 3151-R Ammunition Stores Slip

1. See Appendix C of this SOP for a sample of DA Form 3151-R

2. The ASP Ammunition Manager will forward the DA Form 581, DA Form 3151-R, and any supporting documentation to the ASP Ammunition Handlers.

Section 5.5 AE Issue & Receiving Procedures

1. Customers will schedule an appointment with the ASP to draw the requested AE before the dates the AE will be used. This will allow command visibility and enable the unit and ASP to allocate resources for the issue.

CLASS V AMMUNITION AND EXPLOSIVES
EXTERNAL SOP

2. Requisitioning units will provide all transportation assets, working parties, and security required for the movement of the AE to and from the ASP.
3. Customer units will draw AE on the day prior to the Live Fire Exercise (LFX) and to complete the turn-in appointment NLT the day following LFX.
4. If the mission requires ammunition to be held by the customer unit for longer than five days, a letter of exemption to policy must be turned into the ASP at the issue appointment.
5. The customer will bring with them enough personnel and equipment to accomplish the issue procedure in an efficient and timely manner.
 - a. Upon arrival at the ASP, the unit will park in the inspection area to await vehicle inspection.
 - i. At MTA, customers will report to the ASP Trailer next to the headquarters building.
 - ii. At Camp Lincoln, customers will report to the SSA.
 - b. The individual receiving and signing for the ammunition must be on the unit's DA Form 1687. The ASP will check IDs of the individual signing for the ammunition to verify their identity.
 - c. All unit personnel will take directions from the ASP Personnel.
 - d. For complete information of vehicle inspections and the instructions for completing an inspection, see chapter 6 of this SOP.
 - e. Once all vehicles have passed vehicle inspection, the customer will proceed to the issue section of the ASP.
6. The BDE/Unit representatives along with the Ammunition Handler will inventory the issue using the DA Form 3151-R.
 - a. All AE will be checked to ensure proper quantity, correct item, and correct Lot number is pulled. The ASP can reduce the quantities of a DODIC requested so not to break a unit pack of AE. The ASP cannot increase the quantities on the DA Form 581 unless the UIC has authorizations available and it has been approved by the ASP Ammunition Manager.
 - b. ASP personnel will not break depot seals unless there is a discrepancy with the lot.
 - c. The customer will receive any safety notices from the ASP pertaining to any lot of ammunition that the unit is drawing.
 - d. Once the Inventory is complete, the unit will sign for the AE on DA Form 581 and DA Form 3151-R.
7. It is the unit's responsibility to load their vehicles according to compatibility and stowage instructions of ammunition, as well as having the required amount of vehicles and personnel needed to load and transport the AE. However, they may ask the ASP for guidance if needed.
 - a. It is the unit's responsibility to block and brace their load, but may ask the ASP for assistance if needed.

CLASS V AMMUNITION AND EXPLOSIVES
EXTERNAL SOP

b. Once the ammo is loaded and secure, the ASP will certify that load meets compatibility requirements as well as being properly blocked and braced. Then the HAZMAT certifier will give the unit shipping papers for HAZMAT using DD Form 2890.

c. The ASP will issue the unit the appropriate placards; however, it is the unit's responsibility to placard all four sides of their vehicles.

8. The customer service goal of the ASP is to process an order within 1 hour for small amounts and no more than 2 hours for large amounts of ammunition to be issued.

9. The ASP personnel will then escort all vehicles out of the A

CLASS V AMMUNITION AND EXPLOSIVES
EXTERNAL SOP

CHAPTER 6 - TRANSPORTATION AND VEHICLE INSPECTION PROCEDURES

Section 6.1 Vehicle Inspections

1. All cameras, radios and any flame or spark producing devices will be surrendered to the ASP representative before inspection begins. These items are not authorized inside the ASP gates.
2. All weapons will be properly secured.
3. Paperwork needed for inspection is as follows:
 - a. DD Form 626, Vehicle Inspection Worksheet
 - b. DD Form 2890, Shipping Papers,
 - c. DD Form 348E, Military Drivers License
 - d. Any certificate of qualification and/or a memorandum from the commander validating HAZMAT credentials.
4. ASP representatives and vehicle drivers will inspect the vehicle and fill out the DD Form 626 together.
 - a. Vehicles are required to have two 10BC fire extinguishers, Chock blocks, Emergency triangles, and tools to accomplish minor repairs (i.e. tire changing equipment, First aid kit, Tie down straps, etc).
 - b. ASP representative and vehicle driver will inspect all applicable items on the DD Form 626.
 - c. Only vehicles that pass inspection will be allowed into the ASP.
 - d. DD Form 626 and DD Form 2890 must have the vehicle driver's signature.
5. The vehicle drivers will placard the vehicle with the correct placards, as found on the DD Form 2890.
 - a. The vehicle will be placarded on all four sides.
 - b. Placards will not be displayed when the AE is not stored in the vehicle.
 - c. All drivers transporting AE will be HAZMAT driver certified per AR 600-55.
 - d. All AE will be transported IAW 49 CFR parts 100 to 185 and any other applicable regulation.

Section 6.2 Vehicle Requirements

1. Smoking is strictly prohibited in an ammunition storage area or within 50 feet of any building or vehicle containing ammunition.
2. Vehicles are required to have a fire proof tarpaulin or suitable covering for the protection of the AE against direct sunrays or precipitation.
3. Vehicles containing ammunition will not be towed or taken into a garage, repair shop, or congested area. This includes such areas as cantonment (billeting) area, Post Exchange, or other crowded areas. Vehicles loaded with ammunition will not be left unattended.

CLASS V AMMUNITION AND EXPLOSIVES
EXTERNAL SOP

4. Drivers transporting AE will operate vehicles with extreme care and will drive at speeds at or below the posted speed limits. Drivers will make full stops at all railroad crossings and intersections where right of way must be yielded. Drivers will obey all traffic signs.
5. When more than one vehicle is carrying AE over roads, drivers will maintain a minimum distance of 300 feet between vehicles.
6. Loaded vehicles awaiting departure from the ASP will maintain a distance of 60 feet.
7. No extraneous materials such as tools, lubricants, matches, acid, corrosive components, fuel, batteries or trash will be carried in the cargo area with the AE.
8. Ammunition must be protected from the steel bed of the truck; this is usually accomplished by using a pallet.
9. Personnel will not ride in the cargo section of the vehicle transporting AE. Only the driver and one assistant will be permitted to ride in an AE vehicle.
10. Transportation of explosives and blasting or percussion caps in the same vehicle with AE is prohibited.
11. Vehicles will be loaded according to the compatibility charts published in the Hazard Classification of U.S. Military Explosives and DA Pam 385-64.
12. AE that have been subjected to undue or abnormal forces; for example, excessive heat or mishandling will not be transported unless a designated qualified individual certifies in writing that the item is safe for transport

CLASS V AMMUNITION AND EXPLOSIVES
EXTERNAL SOP

CHAPTER 7 - TURN-IN OF LIVE AE AND RESIDUE PROCEDURES

Section 7.1 Turn-in of Live Ammunition using DA Form 581

1. DA Form 581 is the basic document for the turn-in of live ammunition and ammunition residue. Live Ammunition and residue must be accounted for on separate DA Form 581s. Additionally, live AE and residue must be segregated and transported in separate vehicles.
2. All turn-in appointments are scheduled during the issue appointment.
 - a. The BDE/Unit will arrive for the turn-in appointment and park their vehicles in the vehicle inspection holding area.
 - b. Inspect vehicles transporting live AE using DA Form 626.
 - c. Ensure the driver is HAZMAT qualified by checking their military license DD Form 348-E.
 - d. Vehicles that fail vehicle inspection must be reported to the unit's chain of command.
3. ASP representatives will escort the unit representatives and their vehicles to the live AE storage magazine to off load the live portion of their turn-in.
 - a. Unit representatives will off load the residue portion of their turn-in.
 - b. ASP representatives will verify the turn in paperwork and correct minor discrepancies on the spot.
4. Inspection of Live AE;
 - a. Ammunition Handlers will check for broken seals, all cans that have a broken seal must be opened and inspected.
 - b. Ammunition Handlers and unit representatives will inspect the live ammunition being turned in for serviceability, packing and condition.
 - c. Ammunition Handlers annotates any discrepancies on the DA Form 581 in the remarks column and the condition code in Block 25.
 - d. Ammunition Handlers counts the ammunition in all of the open cans, annotate on the can and the DA Form 3151-R.
 - e. The unit will repack the ammunition under the direction of the ASP and IAW with DA Pam 385-64.
 - f. Ammunition handler completes the DA Form 581 for turn-in of live ammunition ensuring the word "LIVE" is written on the top of the form.
 - g. Ammunition handler and the unit representative that is on the unit's DA Form 1687 will sign the DA Form 581.

Section 7.2 Turn-In of Residue using DA Form 581

1. The unit representatives will sort and separate ammunition residue for reconciliation.

CLASS V AMMUNITION AND EXPLOSIVES
EXTERNAL SOP

2. The unit representatives and the Ammunition Handlers will screen residue to ensure all live ammunition have been removed.
3. The unit representatives and the ASP representatives will weigh ammunition, using the chart in Appendix L of this SOP to find the correct weights for the residue. The weights will be annotated on DA Form 581.
4. The ammunition handler and unit representative will sign the completed DA Form 581, ensure that “RESIDUE” is written at the top of the form.
 - a. If the unit does not turn-in the comparable amount of residue or live AE per the requirements of DA PAM 710-2-2 they will not clear there documents unless they fill out DA Form 5692-R Ammunition Consumption Certificate and/or DA Form 5811-R, Certificate-Lost or Damaged Class V. Additionally, the customer may attach any other supporting documentation that might substantiate their documents.

Section 7.3 Disposition of DA Form 581 and DA Form 3151-R

1. Copies of the DA Form 3151-R is distributed as follows:
 - a. The original will be forwarded to the ASP Ammunition Manager.
 - b. One copy is to be filed at the ASP.
 - c. One copy is retained by the unit.
2. Copies of the DA Form 581 live and residue are distributed as follows:
 - a. The original will be forwarded to the ASP Ammunition Manager.
 - b. One copy is to be filed at the ASP.
 - c. One copy is to be given to the unit representative for their files.
3. DA Form 5811-R, Certificate-Lost or Damaged Class 5 & DA Form 5692-R, Ammunition Consumption Certificate is used when the BDE/Unit fails to meet standards for turn in of residue.
4. See DA PAM 710-2-1 Chapter 11 for example and completion instructions.

Section 7.4 Reporting Issue and Turn in

1. The ASP Ammunition Manager will receive all the substantiating documents from the ASP.
2. The DA Form 581 for live turn-in must have the residue document number annotated on the form and vice versa. In addition, they must have the document number that they were issued on.
3. Once the turn-in has been posted, TAMIS-R will generate an email to the customers that their transaction has been posted.

CLASS V AMMUNITION AND EXPLOSIVES
EXTERNAL SOP

Section 7.5 Reconciliations

1. After the AE transaction is posted in SAAS-MOD, it is the unit's responsibility to reconcile their expenditures in TAMIS-R.

a. See the TAMIS User Manual Chapter 7.12 on reconciling e581 documents.

b. If the unit does not reconcile their expenditures, then they will not get credit for their expenditures for that year which can go against their STRAC authorizations for the next fiscal year.

CLASS V AMMUNITION AND EXPLOSIVES
EXTERNAL SOP

CHAPTER 8 - STORAGE AND HANDLING OF AE

When handling Ammunition and Explosives customers will comply with the following guidance:

- a. No less than 2 people will conduct ammunition handling operations at any one time although the number of personnel involved in handling explosives will be kept to a minimum.
- b. Explosives and ammunition will be handled carefully at all times. Containers will not be rolled, thrown, dropped, or allowed to strike one another or otherwise roughly handled.
- c. Always maintain lot integrity with all AE.
- d. Always stack ammunition and explosives by the lot number and arrange the stacks so that air circulates freely beneath and through the stack.
- e. Use applicable storage/out loading drawings for guidance.
- f. Always arrange and stack ammunition according to the compatibility requirements specified in Hazard Classification of United States Military Explosives and Munitions (the yellow book).
- g. When storing multiple lots, store all like items together and clearly mark a line of separation with DA Form 3020-R, Magazine Data Card.
- h. Munitions and components are always stored in sealed containers marked with NSN, DODIC, PSN, and UN serial numbers and lot numbers (official nomenclature) and quantity.
- i. Mark each light box in orange paint "Light Box" and attach the appropriate PFOIL-85 (light box card). See MIL-STD 129-M for the proper location of markings. Light containers are defined as boxes, crates, cans or other packing objects that have less than the prescribed unit amount. Light containers are tagged with a PFOIL-85 (Light Box Card). Only one light
- j. Boxes, cases, and other containers of ammunition should be clean and dry before being stored.
- k. Do not keep unpackaged rounds or components loose in a ammunition storage area.
- l. Do not leave empty containers, excess dunnage, or unsecured tools in an AE storage points beyond the time required to complete a job.
- m. Do not keep oily rags, paint, and other flammable materials in a magazine or storage areas containing AE.
- n. Do not store liquid propellants, flammable liquids, gases, corrosives or oxidizers with AE. Nonflammable gas such as argon can be stored with the ammunition it supports.
- o. Observe all AE storage operational requirements as specified in DA Pam 385-64. Control vegetation around all AE storage areas (weekly abatement programs will be conducted as needed).
- p. Do not store AE in open or damaged containers or containers with covers that are not securely fastened.
- q. Store ammunition and explosives in containers as prescribed by approved drawings and specifications, stacking and arranging the containers and lots as specified in DA PAM 75-5.
- r. Maintain aisles so that munitions in each stack can be inspected, inventoried, and removed for shipment or surveillance. Furthermore, maintain the aisles so those personnel can escape quickly in an emergency.
- s. Unserviceable AE is to be segregated and properly marked.
- t. Storage structures are to be kept clean at all times with excess dunnage kept only in prescribed areas.

CLASS V AMMUNITION AND EXPLOSIVES
EXTERNAL SOP

CHAPTER 9 - AE STORAGE INSPECTIONS

When inspecting or setting up an ammunition storage area all customers will adhere to the following guidance:

- a. Structures and magazines should observe the requirements set forth in this SOP as verified by the local quality assurance specialist (QASAS).
- b. Items that contain riot control substances without explosive components and are Class 6 Division 1 in the UNO Recommendations for Transport of Dangerous Goods are considered 1.4 for DOD purposes and may be stored in limited quantities with other base defense munitions as described in AR 385-64.
- c. Verify storage compatibility requirements.
- d. Verify that weight quantities of net explosives on hand are not greater than allowed by the current explosive storage license and that any required storage compatibility has been maintained as described in the Hazard Classification US Military Explosives and Munitions (Yellow Book).
- e. Verify the presence of and proper use of all magazine data cards.
- f. Verify that magazine data cards are posted and properly positioned with one for each ammunition lot stored in that location.
- g. Verify that magazine data cards are completed correctly and legibly as specified in AR 385-64.
- h. Inspect the physical structures.
- i. Verify that there are no structural defects or physical damage to any storage areas IAW SB 742-1.
- j. Verify that the doors and locks are in good working order.
- k. Verify that there are no extraneous or dangerous items in the structures. This includes loose rounds, empty or damaged ammunition containers, extraneous dunnage, lift trucks, flammables (such as oily rags or paints), tools, or other items either stored or left lying around in the ammunition storage areas.
- l. Verify that only limited quantities as required by operational necessity of 1.3 or 1.4 ammunition are stored in or near buildings such as hangars, troop buildings, or operational buildings. Be sure to observe all quantity and distance regulations as specified in AR 385-64.
- m. Verify that any required firefighting equipment is present, adequately maintained, functional, and winterized.
- n. Verify that excess dunnage is not stored in outdoor or indoor ammunition storage sites.
- o. Check for good housekeeping.
- p. Verify that structures used for storage of AE are not used for any other purpose at the same time, except for operations permitted in magazines containing AE.
- q. Verify that net explosives weight (NEW) quantities on hand are not greater than allowed by the current explosive storage license and that any required storage compatibility requirements have been met

CLASS V AMMUNITION AND EXPLOSIVES
EXTERNAL SOP

CHAPTER 10 - AMNESTY PROCEDURES

All customers will comply with the following guidance in maintaining an ammunition amnesty program:

- a. Amnesty is anonymously turned-in ammunition.
- b. 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.
- c. ASP personnel will inspect and store turned-in amnesty ammunition items.
- d. Commands will establish and execute an amnesty program that meets the requirements of DA PAM 710-2-1.
- e. Units will establish and execute an AE amnesty program that does not intimidate the individual or prevent the individual from turning in ammunition. Each organization's commander that uses/expends AE will develop an amnesty program that supports the ARNG Amnesty Program.
- f. The ASP will accept ammunition turned-in under the provisions of the AE Amnesty Program. Individuals turning in AE under the amnesty program are not required to have documentation and are exempt from making an appointment in advance with the ASP.
- h. When AE is turned-in to the ASP under the amnesty program, the individual making the turn-in will not have documentation. Therefore, the ASP will initiate a DA Form 581 for turn-in. The "Request From" block of the DA Form 581 will contain one of the following entries (no other entries are permitted):
 - i. Individual
 - ii. Amnesty
 - iii. EOD
 - iv. FO

CLASS V AMMUNITION AND EXPLOSIVES
EXTERNAL SOP

CHAPTER 11 - AE ARNG SAFETY TRAINING PROGRAM

Section 11.1 Function Specific Training

1. AE Training Requirements are outlined in DA Pam 385-64 and function specific training is outlined in NGR 385-64. This mandatory and elective training is to ensure that only trained, knowledgeable, and authorized personnel handle, transport, and store AE.
2. All personnel who transport AE in a vehicle will be licensed for that vehicle and will have completed all training requirements outlined in this SOP for the transportation of AE and hazardous material.
3. ASP personnel will validate training certificates of customers during issue and turn-in operations to ensure handlers are trained and capable of safely executing their responsibilities. Customers should maintain a copy of their training matrix (requirements) and completion certificates in a three ring binder and ensure they are on hand during all AE operations

Section 11.2 Function Specific Training Certification

Certification levels are established to facilitate training, identify requirements, document compliance and provide commanders and managers a basis for assigning responsibilities and mitigating hazards and risk.

- a. Table 11-1 identifies appropriate courses, descriptions, and a web address for enrollment information.
- b. Table 11-2 identifies for each certification level the recommended course, frequency and timing of training.
- c. The ARNG AE Safety Program certification levels and positions are as follows:
 - i. LEVEL I - Commander, Installation Personnel, Soldier, Family, Civic Leader, Public Stakeholder (Schools), Environmental Officer/Technician/First Responder (Fire/Health), and Security Manager (Physical Security and Law Enforcement).
 - ii. LEVEL II-AH - Armorer (w/Ammo Storage and/or Transportation Responsibilities) and Supply Technician (w/Ammo Storage and/or Transportation Responsibilities).
 - iii. LEVEL II-D - Vehicle Operator (w/Ammo Storage and/or Transportation Responsibility).
 - iv. LEVEL III-HAZ - Ammunition HAZMAT Shipper Certification Responsibility
 - v. LEVEL III-TS-P - Ammunition Technical Specialists – “*PRIMARY INSTRUCTOR*” for NGB AE (16 hour) Safety Course (Presentation, Testing, Documentation, Certification of Ammunition Handlers, and Drivers).
 - vi. LEVEL IV-SPV - Ammunition Supply Point Managers and/or Supervisor
 - vii. LEVEL IV-AHD - Ammunition Supply Point Handlers, Technicians, Ammunition Vehicle Operators (with Inventory, Requisition, Receipt, Issue, Turn-In, and Storage Responsibilities).
 - viii. LEVEL V-I - Ammunition Supply Point Inspectors.
 - ix. LEVEL V-R - Range Control Officer or Technician.
 - x. LEVEL V-S - Safety Managers and Specialists.

CLASS V AMMUNITION AND EXPLOSIVES
EXTERNAL SOP

- xi. LEVEL V-Q - NGB-AVS QASAS (w Ammunition Specific Training Responsibilities).
- xii. LEVEL V-A - CERTIFICATION LEVEL V-(A) – Class V Manager.

**Table 11-1
Recommended DOD/Army/ARNG Ammunition & Explosives Training**

Courses	Descriptions	Course Enrollment Information
UXO	UXO Safety Awareness Training (Unit/Installation/Public Versions)	http://www.denix.osd.mil/uxo/
GEN HZMT	Appropriate HAZMAT Communications and Safety Awareness	Commercial Videos and Unit Training Materials
AMMO 45	Introduction to Ammunition	http://ammo.okstate.edu/
AMMO 67	Hazmat Familiarization and Safety in Transportation	http://ammo.okstate.edu/
AMMO 64-1	Class V – Issue, Turn-In Procedures for Using Units	http://ammo.okstate.edu/
AMMO 64-2	Class V – Issue, Turn-In Procedures for ASPs	http://ammo.okstate.edu/
AMMO 62*	Technical Transportation of Hazardous Materials (Re-certification every two years)	https://www3.dac.army.mil/AS/ / http://www.pec.ngb.army.mil
AMMO 43-DL	Inter-modal Dry Cargo Container (Recertification every four years)	http://ammo.okstate.edu/
AMMO 63-DL	U.S. Army Explosives Safety	http://ammo.okstate.edu/
AMMO 68	Military Munitions Rule	http://ammo.okstate.edu/
AMMO 54	Risk Management and Preparation of Standing Operating Procedures for AE Operations	https://www3.dac.army.mil/AS
AMMO 60	Technical Ammunition	https://www3.dac.army.mil/AS/
AMMO 12	Ammunition Storage	https://www3.dac.army.mil/AS/
AMMO 13	Ammunition Supply and Inventory	https://www3.dac.army.mil/AS/
AMMO 31	Environmental Considerations for Ammunition Personnel	http://ammo.okstate.edu/
AMMO 28	Electrical Explosives Safety for Army Facilities	https://www3.dac.army.mil/AS/
AMMO 51**	Naval Motor Vehicle & Rail Car	http://ammo.okstate.edu/
SAAS MOD	Standard Army Ammunition System – Modern	http://www.pec.ngb.army.mil
TAMIS R	Training Ammunition Management Information System	https://tamis.army.mil/PublicSite/mainframe.asp
RNG SFT II	Range Safety Level II	http://www.pec.ngb.army.mil
RNG OPS	Range Operations Course	http://www.pec.ngb.army.mil
GIS	GIS for Range Staff and/or GIS for Explosive Site Plan	http://www.pec.ngb.army.mil
ILARNG Ammo Driver/Handler	Certification to transport and handle AE (RECERT every 2 Years)	Is a unit level responsibility.

* Recommended Ammo 67 are pre-requisite of Ammo 62

** This Course is available as instructor led (classroom) training or online.

CLASS V AMMUNITION AND EXPLOSIVES
EXTERNAL SOP

Table 11-2
Army National Guard Ammunition & Explosive Function Specific Training Matrix

	Level I	Level II-AH	Level II-D	Level III HAZ
	Post Commander, Installation Personnel, Soldiers, Environmental Personnel, Security Managers and Security Personnel	Armorer, Supply Technician w/ammo storage or transportation responsibilities	Vehicle operator w/ammo storage or transportation responsibilities	Ammunition HAZMAT Shipper Certifier
UXO Awareness Training	Within 1 Year	Within 1 Year	Within 1 Year	Within 1 Year
Gen Haz COM	Within 90 days	Within 90 days	Within 90 days	Within 90 days
Ammo 45	Professional Development	Within 90 days	Within 90 days	Within 90 days
Ammo 67	N/A	Within 90 days	Within 90 days	Within 90 days
Ammo 64-1	N/A	Within 90 days	Within 1 year	Within 1 year
Ammo 64-2	N/A	Within 90 days	Within 1 year	Within 1 year
Ammo 62	N/A	N/A	N/A	N/A
Ammo 43	N/A	N/A	N/A	Within 2 years
Ammo 63	N/A	N/A	N/A	N/A
Ammo 68	N/A	N/A	N/A	N/A
Ammo 54	N/A	N/A	N/A	N/A
Ammo 60	N/A	N/A	N/A	N/A
Ammo 12	N/A	N/A	N/A	N/A
Ammo 13	N/A	N/A	N/A	N/A
Ammo 31	N/A	N/A	N/A	N/A
Ammo 28	N/A	N/A	N/A	N/A
Ammo 51	N/A	Professional Development	N/A	N/A
SAAS-MOD	N/A	N/A	N/A	N/A
TAMIS-R	N/A	N/A	N/A	N/A
RNG SFT II	N/A	N/A	N/A	N/A
RNG OPS	N/A	N/A	N/A	N/A
ARNG GIS	N/A	N/A	N/A	N/A
ILARNG Ammo Driver/Handler	N/A	Within 90 days	Within 90 days	Within 90 days
ARNG AE Recert	N/A	Within 1 year	Within 1 years	Within 1 Years

CLASS V AMMUNITION AND EXPLOSIVES
EXTERNAL SOP

Table 11-2
Army National Guard Ammunition & Explosive Function Specific Training Matrix (Cont)

	LEVEL IV-SPV	LEVEL IV-AHD	LEVEL V-R
	ASP Managers and Supervisors	ASP Handlers, Technicians, Ammunition Vehicle Operators w/Inv, Req, Rec, Iss, TI or Storage	Range Control Officer or Technicians
UXO Awareness Training	Within 1 year	Within 1 year	Within 1 year
Gen Haz COM	Within 90 days	Within 90 days	Within 90 days
Ammo 45	Within 90 days	Within 90 days	Professional Development
Ammo 67	Within 90 days	N/A	N/A
Ammo 64-1	Within 90 days	Within 90 days	N/A
Ammo 64-2	Within 90 days	Within 90 days	N/A
Ammo 62	Within 1 year	Within 3 years	N/A
Ammo 43	Professional Development	Professional Development	N/A
Ammo 63	Professional Development	Professional Development	N/A
Ammo 68	Within 1 year	Within 2 years	Within 2 years
Ammo 54	Professional Development	Within 3 years	N/A
Ammo 60	Within 1 year	Within 1 year	N/A
Ammo 12	Within 2 years	Within 2 years	N/A
Ammo 13	Within 2 years	N/A	N/A
Ammo 31	Professional Development	Professional Development	N/A
Ammo 28	Within 2 years	Professional Development	N/A
Ammo 51	Professional Development	Within 3 years	N/A
SAAS-MOD	Within 1 year	N/A	N/A
TAMIS-R	Within 90 days	Professional Development	N/A
RNG SFT II	N/A	N/A	With 1 year
RNG OPS	N/A	N/A	Within 90 days
ARNG GIS	N/A	Professional Development	Within 2 years
ILARNG Ammo Driver/ Handler	Within 90 days	Within 90 days	N/A
ARNG AE Recert	Within 3 years	Within 1 year	N/A

CLASS V AMMUNITION AND EXPLOSIVES
EXTERNAL SOP

Table 11-2
Army National Guard Ammunition & Explosive Function Specific Training Matrix (Cont)

	LEVEL V-S	LEVEL V-A
	NGB-AVS QASAS (w Ammunition Specific Training Responsibilities)	Class V Manager
UXO Awareness Training	Professional Development	Within 1 year
Gen Haz COM	Professional Development	Within 90 days
Ammo 45	Professional Development	Within 90 days
Ammo 67	Professional Development	N/A
Ammo 64-1	Professional Development	Within 90 days
Ammo 64-2	Professional Development	Within 90 days
Ammo 62	N/A	Professional Development
Ammo 43	N/A	N/A
Ammo 63	Professional Development	N/A
Ammo 68	N/A	Within 1 year
Ammo 54	N/A	Within 2 years
Ammo 60	N/A	N/A
Ammo 12	N/A	N/A
Ammo 13	N/A	Professional Development
Ammo 31	N/A	N/A
Ammo 28	N/A	N/A
Ammo 51	N/A	N/A
SAAS-MOD	N/A	Within 1 year
TAMIS-R	N/A	Within 90 days
RNG SFT II	N/A	N/A
RNG OPS	N/A	N/A
ARNG GIS	Professional Development	N/A
ILARNG Ammo Driver/ Handler	N/A	Within 90 days
ARNG AE Recert	Professional Development	Professional Development

CLASS V AMMUNITION AND EXPLOSIVES
EXTERNAL SOP

CHAPTER 12 - ACCOUNTABILITY AND ACTIONS WHILE AE ARE IN A UNIT'S CUSTODY

Section 12.1 Unit Accountability and Control

1. Units that request and receive ammunition from an ASP must maintain ammunition management and control documents IAW DA PAM 710-2-1. Documents consist of:

- a. The TAMIS Authorization & Forecast Report
- b. DA Form 5203 (DODIC Master/Lot Locator Record).
- c. DA Form 5204 (Serial Number Record).
- d. DA Form 581 (Request for Issue and Turn-in of Ammunition)
- e. DA Form 3151-R (Ammunition Stores Slip).
- f. DA Form 5515 (Training Ammunition Control Document).
- g. DA Form 2064 (Document Register for Supply Actions).

2. Use these documents to manage the training of AE, to control issue of AE, and to ensure that unexpended AE, and residue, is controlled until returned to the ASP.

- a. DA Form 5203, DA Form 5204, and DA Form 2064
- b. Prepare DA Form 5203 for each DODIC and DA Form 5204 for any AE that is tracked by serial number.
- c. When AE is received from the ASP, post receipts from DA Form 581 to DA Form 5203, DA Form 5204, and DA Form 2064.

3. File DA Form 581 & DA Form 3151-R as supporting documents for document register entry.

- a. Issued AE to users.
- b. Use DA Form 5515 as a hand receipt for issuing AE in various QTYs from parent unit to subordinate unit, from one supervisory level to another, or from one person to several recipients for unexpended AE and residue when the training event is completed.
- c. Brief soldiers on their responsibility for authorized use, turn-in, and reconciliation of AE issued to them. Give this briefing before & after the training event. Furthermore, brief soldiers of the following:
 - d. Only open boxes of AE as needed. Returning LIVE AE is easier when only the number of boxes required for training is open.
 - e. Always maintain lot number integrity.

4. After all personnel have turned-in AE and residue, conduct a shakedown inspection to ensure that they do not have in their possession any live AE or residue.

5. Inventory the remaining live AE and residue. Repack the live ammunition as close as possible to its original configuration and maintain lot number integrity. If the nature of the training prevents the collection of all residue annotate that on DA Form 5515

- a. User return of AE and residue

CLASS V AMMUNITION AND EXPLOSIVES
EXTERNAL SOP

- b. The activity that first issued the AE on DA Form 5515 reconciles the QTYs of AE and residue returned against the residue Qty required and notes all shortages.
- c. Verifies and corrects any discrepancies. Then signs DA Form 5515 confirming receipt of AE & residue turned-in.
- d. Post DA Form 5515 to the document register and posts the QTYs of live rounds received to DA Form 5203 and DA Form 5204.

Section 12.2 Expenditure Certification

The unit range safety officer will certify QTY drawn, QTY to be returned and QTY consumed in training at the range. Certification will be completed on DA Form 5692-R (Ammunition Consumption Certificate) IAW DA PAM 710-2-1.

Section 12.3 Preparing to turn-in AE and residue to the ASP

1. Prepare separate DA Forms 581 for turn-in of live AE and residue.
 - a. The combined QTYs of live AE and residue turned-in must balance with the QTYs of AE initially issued by the ASP
 - b. The ASP will reconcile turn-in QTYs using the weight factors of residue on Appendix K of DA PAM 710-2-1.
2. DA Form 581 for residue turn-in must contain a statement in block 28 certifying that no live AE is among the residue. Furthermore, block 28 must contain the document number the AE was issued on and the document number of the turn-in of any live AE.
3. The DA Form 581 for live AE turn-in must contain a statement in block 28 that all AE received was either expended or turned-in. This document must also have in block 28 the document number it was issued on and the document number of the residue turn-in. If there are any residue shortages that exceed Appendix K of DA PAM 710-2-1, a DA Form 5811-R must be completed and must be signed by the first O-5 in the unit's chain of command.
4. Commanders are required to take action and attach evidence and results of that action when:
 - a. Turn-in action and all admin requirements are not completed within five working days following the event for which the AE was issued and an extension was not granted.
 - b. If residue plus live AE turned-in is less than the QTY issued and is not accounted for on DA Form 5811-R or the allowable losses provided in Appendix K of DA PAM 710-2-1.
 - c. Damage to live AE is from other than fair wear and tear.
 - d. Following the turn-in of the AE and residue, the ASP will give the customer copies of DA Form 581 and DA Form 3151-R. These should be filed with the appropriate DA Forms 5515 and any supporting documentation

CLASS V AMMUNITION AND EXPLOSIVES
EXTERNAL SOP

CHAPTER 13 - DUD REPORTING AND PROCEDURES

1. Duds are ammunition rounds that fail to fire (such as ammunition for rifles and machine guns), or explosive munitions that have been primed, fused, armed, or otherwise prepared for action, yet fail to detonate (such as missiles and grenades).

2. Report DUDS IAW AR 75-1 Appendix B

a. In addition to the requirements in AR 75-1, all duds or misfires must be reported through TAMIS on the Non Exploding Ordnance (DUD) Report.

b. Units will also notify the ASP if any duds are fired.

c. Contact the ASP and the State Safety Office immediately if there are any duds in a lot.

3. To generate a Non Exploding Ordnance (Dud) Report follow the procedures outlined in the TAMIS User Manual chapter 8.4. This manual can be found on the home page of the TAMIS-R website.

a. Attach all paperwork generated to the back of the DA Form 581 for turn-in.

4. Report all other malfunctions IAW AR 75-1.

CLASS V AMMUNITION AND EXPLOSIVES
EXTERNAL SOP

APPENDIXES

Appendix A: DA Form 1687 Delegation of Authority

Request & Receive DA Form 1687 for Marseilles ASP:

DA FORM 1687, MAY 2009

U.S. ARMY
Forms Content Management

SAVE SAVE AS PRINT EMAIL

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES <small>For use of this form, see DA PAM 710-2-1. The proponent agency is DCS, G-4.</small>				DATE
				1 Oct 20XX
AUTHORIZED REPRESENTATIVE(S)				
ORGANIZATION RECEIVING SUPPLIES		LOCATION		
Unit Name		Unit Address		
LAST NAME-FIRST NAME-MIDDLE INITIAL		AUTHORITY	SIGNATURE AND INITIALS	
		REQ	REC	
Snuffy, Joe A. MSG		ETS: 15 Feb 2014	YES	NO
				PLESHE,NICOLAS.MCKITTRICK.1260558214
Mismash, Ned (NMI) SFC		ETS: 27 Jul 2013	NO	YES
				PLESHE,NICOLAS.MCKITTRICK.1260558214
-----Not Used-----				Click to Approve
-----Not Used-----				Click to Approve
AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER				
THE UNDERSIGNED HEREBY <input checked="" type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE,				
THE AUTHORITY TO: Request and/or Receive Class V supplies from ASP N2IL, Camp Marseilles, IL				
REMARKS				
The authorized representative(s) listed above have passed security screening required by AR 190-11, Para 2-11, 15 Nov 2006				
I ASSUME FULL RESPONSIBILITY				
UNIT IDENTIFICATION CODE		DODAAC/ACCOUNT NUMBER		
UIC		ULLS-S4 DODAAC #		
LAST NAME-FIRST NAME-MIDDLE INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE
Correct, John R.	CPT	217-761-8888	30 Sep 20XX	PLESHE,NICOLAS.MCKITTRICK.1260558214

DA FORM 1687, MAY 2009 PREVIOUS EDITIONS ARE OBSOLETE APD PE v1.00ES

CLASS V AMMUNITION AND EXPLOSIVES EXTERNAL SOP

Request & Receive DA Form 1687 for Camp Lincoln:

DA FORM 1687, MAY 2009

U.S. ARMY
Forms Content Management

SAVE SAVE AS PRINT EMAIL

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES DATE: 01 Oct 20XX
For use of this form, see DA PAM 710-2-1. The proponent agency is DCS, G-4.

AUTHORIZED REPRESENTATIVE(S)

ORGANIZATION RECEIVING SUPPLIES		LOCATION		SIGNATURE AND INITIALS
Unit Name		Unit Address		
LAST NAME-FIRST NAME-MIDDLE INITIAL		AUTHORITY		
		REQ	REC	
Snuffy, Joe A. MSG ETS: 15 Feb 2014		YES	NO	PLEASE NICOLAS MCKITTRICK 1260558214
Mismash, Ned (NMI) SFC ETS: 27 Jul 2015		NO	YES	PLEASE NICOLAS MCKITTRICK 1260558214
-----Not Used-----				Click to Approve
-----Not Used-----				Click to Approve

AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER This item is digitally signed and cannot be altered

THE UNDERSIGNED HEREBY DELEGATES TO WITHDRAWS FROM THE PERSON(S) LISTED ABOVE,
THE AUTHORITY TO: Request and/or Receive Class V supplies from ASP NIIL, Camp Lincoln, IL

REMARKS
The authorized representative(s) listed above have passed security screening required by AR 190-11, Para 2-11, 15 Nov 2006

I ASSUME FULL RESPONSIBILITY

UNIT IDENTIFICATION CODE			DODAAC/ACCOUNT NUMBER	
UIC			ULLS-S4 DODAAC #	
LAST NAME-FIRST NAME-MIDDLE INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE
Correct, John R.	CPT	217-761-8888	30 Sep 20XX	PLEASE NICOLAS MCKITTRICK 1260558214

DA FORM 1687, MAY 2009 PREVIOUS EDITIONS ARE OBSOLETE APD PE v1.00ES

This item is digitally signed and cannot be altered

CLASS V AMMUNITION AND EXPLOSIVES EXTERNAL SOP

Approver DA Form 1687:

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES					DATE
For use of this form, see DA PAM 710-2-1. The proponent agency is DCS, G-4.					01 OCT 20XX
AUTHORIZED REPRESENTATIVE(S)					
ORGANIZATION RECEIVING SUPPLIES			LOCATION		
Unit Name			Unit Address		
LAST NAME-FIRST NAME-MIDDLE INITIAL		ETS:	AUTHORITY		SIGNATURE AND INITIALS
			REQ	REC	
Snuffy, Joe A. MSG		ETS: 15 Feb 2014	NO	NO	PLESHE NICOLAS.MCKITTRICK.1260558214
Mismash, Ned (NMI) SFC		ETS: Indef	NO	NO	PLESHE NICOLAS.MCKITTRICK.1260558214
-----Not Used-----					Click to Approve
-----Not Used-----					Click to Approve
AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER					
THE UNDERSIGNED HEREBY <input checked="" type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE.					
THE AUTHORITY TO: Authenticate and Approve Class V Requisitions for					
REMARKS					
The authorized representative(s) listed above have passed security screening required by AR 190-11, Para 2-11, 15 Nov 2006					
I ASSUME FULL RESPONSIBILITY					
UNIT IDENTIFICATION CODE			DODAAC/ACCOUNT NUMBER		
UIC			ULLS-S4 DODAAC #		
LAST NAME-FIRST NAME-MIDDLE INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE	
Correct, John R.	O3	217-761-8888	30 Sep 20XX		PLESHE NICOLAS.MCKITTRICK.1260558214
DA FORM 1687, MAY 2009			PREVIOUS EDITIONS ARE OBSOLETE		APD PE v1.00ES

CLASS V AMMUNITION AND EXPLOSIVES
EXTERNAL SOP

*PREPARATION OF THE DA FORM 1687 FOR CLASS V
(DELEGATION OF AUTHORITY-RECEIPT FOR SUPPLIES)*

1. Enter the calendar date in the "Date" block. Date prepared and the expiration date CAN NOT exceed one year.
2. Enter the name of the unit/activity in the "Organization Receiving Supplies" block (ONLY ONE UNIT NAME ALLOWED).
3. Enter the location of the activity in the "Location" block (i.e. unit address).
4. Enter the names, ETS date and rank of the individuals authorized to request/receive supplies on your behalf. Enter "NOT USED" on next available line when all lines are not used.
ETS dates must be in two digit day, three alpha digit month, and four digit year format (i.e. 01 OCT 20XX).
5. Per regulations the personnel in the ranks E-5 and above or the equivalent DA Civilian may request and receive Class V, No one person will be authorized to both Request and Approve Class V. Marine units are exempt from the rank rule; Marines are still required to have a properly filled out DA Form 1687 on file.
6. Each Requestor DA Form 1687 must have a separate approver 1687 to approve the requester's requisitions.
7. Under "Authority", "REQ" column, enter "YES" for each person authorized to request supplies. Otherwise, enter "NO". (DO NOT put X or Y or N in this column)
Under "Authority", "REC" column, enter "YES" for each person authorized to receive supplies. Otherwise, enter "NO". (DO NOT put X or Y or N in the column)
7. Have the authorized individuals sign in the signature block. Digital signatures are required unless mission condition dictates otherwise, but if handwritten signatures are used they must sign their initials as well.
8. Enter an "X" in "Delegates To" to show that the named individuals are delegated to request/receive supplies. After the authority to: "Request and/or Receive Class V supplies from ASP N1IL, Camp Lincoln, IL or ASP N2IL, Marseilles, IL" whichever ASP applies to your unit/organization (This sentence must say this exactly)
9. In "Remarks" enter "Authorized Representative/s have passed security screening as Per AR 190-11 Para 2-11" (USE the most current version of this regulation, Put the date of the regulation here) (This sentence must say this exactly)
10. Enter the unit's UIC in the "Unit Identification Code" Block. (only ONE UIC per DA Form 1687)
Enter the applicable EXPENDABLE DODAAC ONLY in the "DODAAC/Account Number" Block (only ONE DODAAC per DA 1687)
11. At the bottom of the form, enter the Hand Receipt Holder's name, grade, and telephone number. Enter an appropriate expiration date, NOT to EXCEED 12 Months, Must not be later than any of the personnel requesting or receiving ETS date. Do not set the date later then the date the delegating authority expects to remain on the job. All DA Form 1687 expires on 30 Sep of the current FY if the expiration date exceeds the current FY.
12. Enter the Signature of the Hand Receipt Holder.
Provide an Assumption of Command (AOC), for the Hand Receipt Holder, with the DA form 1687.

CLASS V AMMUNITION AND EXPLOSIVES EXTERNAL SOP

Appendix B: DA Form 581

Request for Issue:

15. ITEM		16. DODIC	17. NSN	18. NOMENCLATURE	19. UI	20. QTY REQUESTED/TURNED IN	21. TEC	22. ACTION CODE	23. QTY ISSUED/RECEIVED	24. LOT/SERIAL NO.	25. CC	26. POSTED BY	27. DATE (YYYYMMDD)
1		A059	1305	CTG, 5.56MM BALL FM 16A2	EA	8400	TRS	TIS					
2		AA49	1305	CTG, 9MM BALL M882 COM P	EA	1000	TRS	TIS					
				Last Item									

26. REMARKS
Training Dates From 2012 / 05 / 20 To 2012 / 05 / 25
POC is SFC Coia, Gerald
209-782-9311
793-8311 (DSN)
gerald.coia.mil@mail.mil
HQ, First Army
HQ, First Army TNG Account
Country Location Installation Range Events DODICs
USA IL Camp Marseilles MT M4M 16A2 Iron Sight Qualif AA49
Camp Marseilles MT M4M 16A2 Combat Plans Qual
Requestor: Quantities requested are within authorized training allocation. Training Dates 21 - 25 MAY 12.
e581 Accepted by Pleske, Nick on 2012 / 05 / 11

29. RELATED DOCUMENT SERIAL NOS.
Validator Date

DA FORM 581, May 2012 EDITION OF AUG 89 MAY BE USED USAPA V1.00

Instructions for completing DA Form 581 Issue

- Block 1: Check issue block
- Block 2: Leave Blank
- Block 3: Enter unit Document Number
- Block 4: Leave Blank
- Block 5: Enter total number of pages for DA Form 581 with this document number
- Block 6: N/A
- Block 7: Select the correct ASP [i.e. USPFO-ILSS (N1IL) for Springfield or (N2IL) for Marseilles].
- Block 8: Enter the name, address, and UIC for requesting BDE/Unit.
- Block 9: Request pick-up date, note: Munitions not picked up on requested date may be cancelled
- Block 10: Leave blank
- Block 11: Leave blank
- Block 12: Enter using units DODAAC

**CLASS V AMMUNITION AND EXPLOSIVES
EXTERNAL SOP**

- Block 13a: Enter the name of the authorized requestor as indicated by the BDE/Unit 1687
- Block 13b: Enter date requested
- Block 13c: Enter signatures of authorized requester
- Blocks 14a-c: Enter Approving officials name, date approved, and approver's signature.
- Block 15: Enter item number
- Block 16: Enter Department of Defense Identification Code (DODIC) in alpha numeric sequence
- Block 17: Enter National Stock Number (NSN)
- Block 18: Enter nomenclature. Enter the word LAST ITEM below the last entry
- Block 19: Enter the unit of issue
- Block 20: Enter the quantity requested
- Block 21: Enter the training event code.
- Block 22-27: Office use only
- Block 28: Enter the following statements when applicable:
a. "quantities requested are within training allocations"
b. "Training dates are from _____ to _____"
c. Ammunition will be expended at _____"
- Block 29: Office use only
- Block 30a-c: These blocks are to be completed at the Ammunition Issue appointment

**CLASS V AMMUNITION AND EXPLOSIVES
EXTERNAL SOP**

Request for Turn-in of Live AE

REQUEST FOR ISSUE AND TURN-IN OF AMMUNITION										1	3	4	5	6
For use of this form, see AR 710-2, the proponent agency is DCSLOG										2	DOCUMENT NO		PAGE	DOCUMENT SERIAL NO
										Turn-In	WK4ABC-9158-0002		OF	AA581 000 000 055
7 SEND TO		8 REQUEST FROM			9 DATE MATERIAL REQUIRED		10 PRIORITY		11 ALLOCATION PERIOD		12 DODAAC			
ASP Ft Knox, KY		1-505th Arty Bn Ft Knox, KY			6 Jun 89, 0900 hrs				Third Quarter		WK4ABC			
					13a. REQUESTED BY		13b. DATE		13c. SIGNATURE					
					James E. Smith, CPT, IN, S-4		9157							
					14a. APPROVED BY		14b. DATE		14c. SIGNATURE					
					James E. Dean, CPT, ON, DAO		9157							
16	18	17	19	15	20	21	22	23	24	25	26	27		
ITEM	DOC	NSN	NOMENCLATURE	LF	QTY REQUESTED	TEC	ACTION CODE	QTY ISSUED/RECEIVED	LOT/SERIAL NO	CC	POSTED BY	DATE		
1		NSN	Case ckg, fired brass, 5.56mm	1b	15.9	FTX	TIR							
2		NSN	Launcher, rocket M72A2, expended	ea	10	FTX	TIR							
3		NSN	Primer block, M72A2, expended	ea	10	FTX	TIR							
			LAST ITEM											
28 REMARKS										29 RELATED DOCUMENT SERIAL NOS				
The above items were drawn on document number WK4ABC-9121-0009 and were properly expended. All other items drawn on that document number are being returned under document number WK4ABC-9158-0001.										AA581 000 000 047				
Contents have been inspected. Contents do not contain any live rounds, unfired primers, explosives, or other dangerous materials. Signed (x) _____										AA581 000 000 054				
										AA5515 000 000 027				
										AA5515 000 000 078				
30a. ISSUED BY					30c. DATE		31a. RECEIVED BY					31c. DATE		
30b. SIGNATURE							31b. SIGNATURE					30 TAMRS CONTROL NO		
												1234567		

DA FORM 581, AUG 89

EDITION OF MAY 84 IS OBSOLETE

Instructions for Completing DA Form 581 Turn-in of Live AE

- Block 1: Leave Blank
- Block 2: Check Turn in block
- Block 3: Enter unit Document Number
- Block 4: Enter "LIVE"
- Block 5: Enter total number of pages for DA Form 581 with this document number
- Block 6: N/A
- Block 7: Enter the correct ASP [i.e. USPFO-ILSS (N1IL) for Springfield or (N2IL) for Marseilles].
- Block 8: Enter the name, address, and UIC for requesting BDE/Unit.
- Block 9: Enter Turn in appointment
- Block 10: Leave blank
- Block 11: Leave blank
- Block 12: Enter using units DODAAC
- Block 13a: Enter the name of the authorized requestor as indicated by the BDE/Unit 1687
- Block 13b: Enter date requested
- Block 13c: Enter signatures of authorized requester
- Blocks 14a-c: Leave blank
- Block 15: Enter item number
- Block 16: Enter Department of Defense Identification Code (DODIC) in alpha numeric sequence
- Block 17: Enter National Stock Number (NSN)
- Block 18: Enter nomenclature. Enter the word LAST ITEM below the last entry
- Block 19: Enter the unit of issue
- Block 20: Enter the quantity requested
- Block 21: Enter the training event code.

CLASS V AMMUNITION AND EXPLOSIVES
EXTERNAL SOP

Block 22-27: Office use only

Block 28 Enter the following statements when applicable:

- a. "The above items drawn on Document Number _____ were properly expended"
- b. "Residue turn in is under Document Number _____"
- c. "Unserviceable ammunition turn-in is under Document Number _____"
- d. "As a result of shortage DA Form 5811-R is attached"

Block 29: Office use only

Block 31a-c & 31a-c: These Blocks are completed at the ASP appointment

**CLASS V AMMUNITION AND EXPLOSIVES
EXTERNAL SOP**

DA Form 581 Request for Turn-In Residue

REQUEST FOR ISSUE AND TURN-IN OF AMMUNITION				1. ISSUE		3. DOCUMENT NO.		4. PAGE		5. DOCUMENT SERIAL NO.		
For use of this form, see AR 710-2, the proponent agency is DCSLOG				2. Turn-in <input checked="" type="checkbox"/>		WK4ABC-9158-0002				AA581 000 000 055		
7. SEND TO		8. REQUEST FROM		9. DATE MATERIAL REQUIRED		10. PRIORITY		11. ALLOCATION PERIOD		12. DODAAC		
ASP Ft Knox, KY		1-505th Arty Bn Ft Knox, KY		6 Jun 89, 0900 hrs				Third Quarter		WK4ABC		
				13a. REQUESTED BY		13b. DATE		13c. SIGNATURE				
				James R. Smith, CPT, IN, S-4		9157						
				14a. APPROVED BY		14b. DATE		14c. SIGNATURE				
				James F. Dean, CPT, OG, DAQ		9157						
15. ITEM	16. DOC	17. NSN	18. NOMENCLATURE	19. U/P	20. QTY REQUESTED/TURNED IN	21. UIC	22. ACTION CODE	23. QTY ISSUED/RECEIVED	24. LOT/SERIAL NO.	25. CE	26. POSTED BY	27. DATE
1		NSN	Case csg, fired brass, 5.56mm	1b	15.9	FTX	TIR					
2		NSN	Launcher, rocket M72A2, expended	ea	10	FTX	TIR					
3		NSN	Primer block, M72A2, expended	ea	10	FTX	TIR					
			LAST ITEM									
28. REMARKS									29. RELATED DOCUMENT SERIAL NOS			
The above items were drawn on document number WK4ABC-9121-0009 and were properly expended. All other items drawn on that document number are being returned under document number WK4ABC-9158-0001. Contents have been inspected. Contents do not contain any live rounds, unfired primers, explosives, or other dangerous materials. Signed (x) _____									AA581 000 000 047			
									AA581 000 000 054			
									AA5515 000 000 027			
									AA5515 000 000 078			
30a. ISSUED BY				30c. DATE		31a. RECEIVED BY				31c. DATE		32. TAGS CONTROL NO
30b. SIGNATURE						31b. SIGNATURE						1234567

DA FORM 581, AUG 89

EDITION OF MAY 84 IS OBSOLETE

Instructions for Completing DA Form 581 Turn-in of Live AE

- Block 1: Leave Blank
- Block 2: Check Turn in block
- Block 3: Enter unit Document Number
- Block 4: Enter "RESIDUE"
- Block 5: Enter total number of pages for DA Form 581 with this document number
- Block 6: N/A
- Block 7: Enter the correct ASP [i.e. USPFO-ILSS (N1IL) for Springfield or (N2IL) for Marseilles].
- Block 8: Enter the name, address, and UIC for requesting BDE/Unit.
- Block 9: Enter Residue Turn in appointment
- Block 10: Leave blank
- Block 11: Leave blank
- Block 12: Enter using units DODAAC
- Block 13a: Enter the name of the authorized requestor as indicated by the BDE/Unit 1687
- Block 13b: Enter date requested
- Block 13c: Enter signatures of authorized requester
- Blocks 14a-c: Leave blank
- Block 15: Enter item number
- Block 16: Enter Department of Defense Identification Code (DODIC) in alpha numeric sequence
- Block 17: Enter National Stock Number (NSN)
- Block 18: Enter nomenclature. Enter the word LAST ITEM below the last entry
- Block 19: Enter the unit of issue
- Block 20: Enter the quantity or weight being turned in

CLASS V AMMUNITION AND EXPLOSIVES
EXTERNAL SOP

Block 21: Enter the training event code.

Block 22-27: Office use only

Block 28 Enter the following statements when applicable:

a. "The above items drawn on Document Number _____ were properly expended. All other items drawn on that document number are being returned under document number(s) _____."

b. "Contents have been inspected. Contents do not contain any live rounds, unfired primers, explosives, or other dangerous materials." (Individual signing this statement must be an E-7 or above.

c. "As a result of shortage DA Form 5811-R is attached"

Block 29: Office use only

Block 31a-c & 31a-c: These Blocks are completed at the ASP appointment

CLASS V AMMUNITION AND EXPLOSIVES
EXTERNAL SOP

Appendix D: DD Form 626, Motor Vehicle Inspection

MOTOR VEHICLE INSPECTION (TRANSPORTING HAZARDOUS MATERIALS)										
<i>(Read Instructions before completing this form.)</i>										
<i>This form applies to Class 1.1, 1.2, 1.3; Inhalation Hazard Poisons and Radioactive Label III Hazardous Material.</i>					1. GOVERNMENT BILL OF LADING/ TCR NUMBER					
SECTION 1 - DOCUMENTATION					ORIGIN a.		DESTINATION b.			
2. CARRIER/GOVERNMENT ORGANIZATION					1-505th Arty Bn					
3. DATE OF INSPECTION					1 July 97					
4. TIME OF INSPECTION					1009					
5. LOCATION OF INSPECTION					1-505th Arty Bn					
6. OPERATOR(S) NAME(S)					CPL Walker, SGT Tollen					
7. OPERATOR(S) LICENSE NUMBER(S)					USA# 0748-84/USA 4881-70					
8. MEDICAL EXAMINER'S CERTIFICATE*					N/A					
9. <i>(X if satisfactory at origin)</i>					10. CVSA DECAL DISPLAYED ON COMMERCIAL EQUIPMENT*					
a. MILITARY HAZ/MAT CERTIFICATION		X		d. ERG OR EQUIVALENT				YES NO		
b. VALID LEASE*				e. DRIVER'S VEHICLE INSPECTION REPORT*		X		a. TRUCK/TRACTOR X		
c. ROUTE PLAN				f. COPY OF 49 CFR PART 397				b. TRAILER X		
SECTION II - MECHANICAL INSPECTION										
<i>All items shall be checked on empty equipment prior to loading. Items with an asterisk shall be checked on all incoming loaded equipment.</i>										
11. TYPE OF VEHICLE(S)					12. VEHICLE NUMBER(S)					
Truck cargo 2 1/2 ton M35A2C					USA 1326547					
13. PART INSPECTED <i>(X as applicable)</i>		ORIGIN (1)		DESTINATION (2)		ORIGIN (1)		DESTINATION (2)		COMMENTS (3)
		SAT	UNSAT	SAT	UNSAT	SAT	UNSAT	SAT	UNSAT	
a. SPARE ELECTRICAL FUSES		X				k. EXHAUST SYSTEM		X		
b. HORN OPERATIVE		X				l. BRAKE SYSTEM*		X		
c. STEERING SYSTEM		X				m. SUSPENSION		X		
d. WINDSHIELD/WIPERS		X				n. COUPLING DEVICES		X		
e. MIRRORS		X				o. CARGO SPACE		X		
f. WARNING EQUIPMENT		X				p. LANDING GEAR*		X		
g. FIRE EXTINGUISHER*		X				q. TIRES, WHEELS, RIMS		X		
h. ELECTRICAL WIRING*		X				r. TAILGATE/DOORS*		X		
i. LIGHTS AND REFLECTORS		X				s. TARPULIN*		X		
j. FUEL SYSTEM*		X				t. OTHER <i>(Specify)</i>				
14. INSPECTION RESULTS <i>(X one)</i> ACCEPTED					REJECTED					
<i>(If rejected give reason under "Remarks". Equipment will be approved if deficiencies are corrected prior to loading.)</i>										
15. REMARKS										
16. INSPECTOR SIGNATURE <i>(Origin)</i>					17. INSPECTOR SIGNATURE <i>(Destination)</i>					
SECTION III - POST LOADING INSPECTION										
<i>This section applies to Commercial and Government/Military vehicles. All items will be checked prior to release of loaded equipment and shall be checked on all incoming loaded equipment.</i>										
		ORIGIN (1)		DESTINATION (2)						COMMENTS (3)
		SAT	UNSAT	SAT	UNSAT					
18. LOADED LAW APPLICABLE SEGREGATION/COMPATIBILITY TABLE OF 49 CFR										
19. LOAD PROPERLY SECURED TO PREVENT MOVEMENT										
20. SEALS APPLIED TO CLOSED VEHICLE; TARPULIN APPLIED ON OPEN EQUIPMENT										
21. PROPER PLACARDS APPLIED										
22. SHIPPING PAPERS/DD FORM 836 FOR GOVERNMENT VEHICLE SHIPMENTS										
23. COPY OF DD FORM 626 FOR DRIVER										
24. SHIPPED UNDER DOT EXEMPTION 868										
25. INSPECTOR SIGNATURE <i>(Origin)</i>					26. DRIVER(S) SIGNATURE <i>(Origin)</i>					
27. INSPECTOR SIGNATURE <i>(Destination)</i>					28. DRIVER(S) SIGNATURE <i>(Destination)</i>					

CLASS V AMMUNITION AND EXPLOSIVES
EXTERNAL SOP

INSTRUCTIONS

SECTION I - DOCUMENTATION

General Instructions.

All items (2 through 10) will be checked at origin prior to loading. Items with an asterisk (*) apply to commercial operators or equipment only. Only items 2 through 8 are required to be checked at destination.

Items 1 through 6. Self explanatory.

Item 7. Enter operator's Commercial Driver's License (CDL) number or Military License Number. CDL must have Hazardous Materials Endorsement.

Item 8. *Enter the expiration date listed on the Medical Examiner's Certificate.

Item 9.a. APPLIES TO MILITARY OPERATORS ONLY. Military Hazardous Materials Certification. In accordance with applicable service regulations, ensure operator has been certified to transport hazardous materials.

b. *Valid Lease. Shipper will ensure a copy of the appropriate contract of lease is carried in all leased vehicles and is available for inspection. (Defense Traffic Management Regulation requirement.)

c. Route Plan. Prior to loading any Hazard Class/Division 1.1, 1.2, or 1.3 (Explosives) for shipment, ensure that the operator possesses a written route plan in accordance with 49 CFR Part 397. Route Plan requirements for Hazard Class 7 (Radioactive) materials are found in 49 CFR 177.825.

d. Emergency Response Guidebook (ERG) or Equivalent. Commercial operators must be in possession of an ERG or equivalent document. Shipper will provide applicable ERG page(s) to military operators.

e. *Driver's Vehicle Inspection Report. Review the operator's Vehicle Inspection Report. Ensure that there are no defects listed on the report that would affect the safe operation of the vehicle.

f. Copy of 49 CFR Part 397. Operators are required by regulation to have in their possession a copy of 49 CFR Part 397 (Hazardous Materials Driving and Parking Rules). If military operators do not possess this document, shipper may provide a copy to operator.

Item 10. *Commercial Vehicle Safety Alliance (CVSA) Decal. Check to see if equipment has a current CVSA decal and mark applicable box.

SECTION II - MECHANICAL INSPECTION

General Instructions.

All items (13.a. through 13.t.) will be checked on all incoming empty equipment prior to loading. All UNSATISFACTORY conditions must be corrected prior to loading. Items with an asterisk (*) shall be checked on all incoming loaded equipment. Unsatisfactory conditions that would affect the safe off-loading of the equipment must be corrected prior to unloading.

SECTION II (Continued)

Item 13.a. Spare Electrical Fuses. Check to ensure that at least one spare fuse for each type of installed fuse is carried on the vehicle as a spare or vehicle is equipped with an overload protection device (circuit breaker). (49 CFR 393.95)

b. Horn Operative. Ensure that horn is securely mounted and of sufficient volume to serve purpose. (49 CFR 393.81)

c. Steering System. The steering wheel shall be secure and must not have any spokes cracked through or missing. The steering column must be securely fastened. Universal joints shall not be worn, faulty or repaired by welding. The steering gear box shall not have loose or missing mounting bolts or cracks in the gear box mounting brackets. The pitman arm on the steering gear output shaft shall not be loose. Steering wheel shall turn freely through the limit of travel in both directions. All components of a power steering system must be in operating condition. No parts shall be loose or broken. Belts shall not be frayed, cracked or slipping. The power steering system shall not be leaking. (49 CFR 396 Appendix G)

d. Windshield/Wipers. Inspect to ensure that windshield is free from breaks, cracks or defects that would make operation of the vehicle unsafe; that the view of the driver is not obscured and that the windshield wipers are operational and wiper blades are in serviceable condition. Defroster must be operative when conditions require. (49 CFR 393.60, 393.78 and 393.79)

e. Mirrors. Every vehicle must be equipped with two rear vision mirrors located so as to reflect to the driver a view of the highway to the rear along both sides of the vehicle. Mirrors shall not be cracked or dirty. (49 CFR 393.80)

f. Warning Equipment. Equipment must include three bidirectional emergency reflective triangles that conform to the requirements of FMVSS No. 125. FLAME PRODUCING DEVICES ARE PROHIBITED. (49 CFR 393.95)

g. Fire Extinguisher. Military vehicles must be equipped with two serviceable fire extinguishers with an Underwriters Laboratories rating of 10 BC or more. (Commercial motor vehicles must be equipped with one serviceable 10 BC Fire Extinguisher). Fire extinguisher(s) must be located so that it is readily accessible for use and securely mounted on the vehicle. The fire extinguisher must be designed, constructed and maintained to permit visual determination of whether it is fully charged. (49 CFR 393.95)

h. Electrical Wiring: Electrical wiring must be clean and properly secured. Insulation must not be frayed, cracked or otherwise in poor condition. There shall be no uninsulated wires, improper splices or connections. Wires and electrical fixtures inside the cargo area must be protected from the lading. (49 CFR 393.28, 393.32, 393.33)

CLASS V AMMUNITION AND EXPLOSIVES
EXTERNAL SOP

Appendix E: DA Form 5515 Training Ammunition Control Document

TRAINING AMMUNITION CONTROL DOCUMENT <small>For use of this form, see AR 710-2, the proponent agency is DCSLOG</small>				1. DOCUMENT NO WK4ABC-9121-0009-A		2. PAGE 1 of 1		3. DOCUMENT SERIAL NO AA5515 000 000 027			
SECTION A						SECTION B					
4. FROM S-4 1-505th Arty Bn Fr Knox, KY		5. TO A Btry 1-505th Arty Bn Fr Knox, KY		6. DATE ISSUED 30 May 89		23. FROM		24. TO		25. DATE ISSUED	
				7. DATE TURNED IN						26. DATE TURNED IN	
8. ITEM	9. DOD/NSI/NOMENCLATURE	10. LOT/SERIAL NO	11. QTY ISSUED	12. QTY RESIDUE REQUIRED	13. QTY RESIDUE TURNED-IN	14. QTY LIME TURNED-IN	17. QTY ISSUED	18. QTY RESIDUE REQUIRED	19. QTY RESIDUE TURNED-IN	20. QTY LIME TURNED-IN	
1	A071 CTG, 5.56mm ball, M193	1C 10-05	950	-----							
2	B557 Rocket, HE, 66mm, M27A2	12345678	10	10 launchers							
	LAST ITEM										
15. ISSUED BY Kenneth Wright, SFC, S-4			16. RECEIVED BY Bob Jones, SSG, A Btry			31. ISSUED BY			32. RECEIVED BY		
17. TURNED-IN BY			18. RECEIVED BY			33. TURNED-IN BY			34. RECEIVED BY		
<small>Before issue, soldiers told to return all ASE and residue upon request. Failure to do so punishable under UCMJ.</small>			19a. BRIEFED BY		19b. DATE	<small>Before issue, soldiers told to return all ASE and residue upon request. Failure to do so punishable under UCMJ.</small>			25a. BRIEFED BY		25b. DATE
<small>Upon turn-in request, soldiers told to return all ASE and residue upon request. Failure to do so punishable under UCMJ.</small>			20a. BRIEFED BY		20b. DATE	<small>Upon turn-in request, soldiers told to return all ASE and residue upon request. Failure to do so punishable under UCMJ.</small>			25a. BRIEFED BY		25b. DATE
<small>All issued ammunition was accounted for - either expended or turned-in.</small>			21a. VERIFIED BY		21b. DATE	<small>All issued ammunition was accounted for - either expended or turned-in.</small>			27a. VERIFIED BY		27b. DATE
<small>The above residue items are inert and have been 100 percent inspected and contain no live ASE.</small>			22a. INSPECTED BY		22b. DATE	<small>The above residue items are inert and have been 100 percent inspected and contain no live ASE.</small>			26a. INSPECTED BY		26b. DATE
35. REMARKS Issue document SN#: AA581 000 000 047											

DA FORM 5515, AUG 89

EDITION OF APR 85 IS OBSOLETE

Copy 2

CLASS V AMMUNITION AND EXPLOSIVES
EXTERNAL SOP

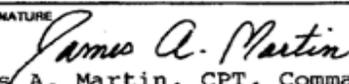
Appendix G: DA Form 5811-R Certificate – Loss or Damaged Class 5 Ammunition Items

CERTIFICATE - LOST OR DAMAGED CLASS 5 AMMUNITION ITEMS						
For use of this form, see DA PAM 710-2-1; the proponent agency is DCSLOG						
PART I - CERTIFICATION						
I certify that the item(s) described in blocks 1-5 below were as stated. Circumstances of the loss or damage are accurately described below.						
1. STOCK NO.	2. DESCRIPTION	3. QUANTITY	4. ITEM WAS (Check)		5. DAMAGED BY NEGLIGENCE? (Check)	
			a. LOST	b. DAMAGED	a. YES	b. NO
-NSN-	Supplementary Charge	4	X			

6. CIRCUMSTANCES OF LOSS OR DAMAGE

During firing at the training range on 4 Jun 89, supplementary charges were removed from 20 projectiles prior to installing fuzes. The charges were placed in the fuze cans.

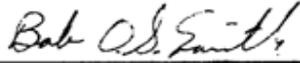
Upon return to the administrative area only 16 supplementary charges were found. A search of the area did not locate the missing charges.

7a. SIGNATURE  James A. Martin, CPT, Commanding, A Btry	7b. DATE 5 Jun 89
--	----------------------

PART II - ACTION

8. I have reviewed the evidence pertaining to the loss or damage as stated. I agree do not agree that the loss or damage to the class 5 item(s) was was not due to negligence, willful misconduct, or deliberate unauthorized use. The following action shall be taken.

	CHECK ALL THAT APPLY
9. No further action is required. —————→	
10. An administrative adjustment shall be made in the property book for the class 5 item(s) that were not lost through negligence, willful misconduct, or deliberate unauthorized use.	
11. The damaged class 5 item(s) shall be repaired as fair wear and tear as the damage was not caused by negligence, willful misconduct, or deliberate unauthorized use.	
12. The circumstances surrounding the loss or damage warrant the processing of a formal Report of Survey that will be initiated immediately by the responsible property officer.	X

13a. SIGNATURE 	13b. TITLE Bob O.S. Smith, LTC Cdr, 1-505th Arty Bn	13c. DATE 8 Jun 89
---	---	-----------------------

DA FORM 5811-R, AUG 89

CLASS V AMMUNITION AND EXPLOSIVES
EXTERNAL SOP

Appendix L: Brass Conversion Table

Brass Conversion Factors	
Case Type	Case Weight in Pounds
.22 Caliber Brass Short	.0008
.22 Caliber Brass Long	.0014
.30 Caliber Brass Carbine	.0101
.30 Caliber Steel Carbine	.0081
.38 Caliber Brass All	.009
.45 Caliber Brass All	.0124
.45 Caliber Steel All	.012
.50 Caliber Brass All	.121
.50 Caliber Steel All	.111
5.56 MM Brass All	.0135
7.62 MM Brass All	.026
9 MM Brass Parapellum	.009
20 MM Brass Small	.2
20 MM Brass Large	.25
Shotgun Brass	.036
25 MM Steel All	.48
All other brass	Individual Count

CLASS V AMMUNITION AND EXPLOSIVES EXTERNAL SOP

Appendix M: Hazardous Materials Load and Segregation Chart

APPENDIX H

RAIL CAR and MOTOR VEHICLE COMPATIBILITY TABLE
for HAZARD CLASS 1 (EXPLOSIVE) MATERIALS
from 49 CFR, 1 October 2006, Parts 174 and 177 respectively

Class 1 (explosive) materials may not (rail car)/shall not (motor vehicle) be loaded, transported, or stored together, except as provided in this section, and in accordance with the following Compatibility Groups (CGs) table:

COMPATIBILITY TABLE FOR HAZARD CLASS 1 (EXPLOSIVE) MATERIALS

CGs	A	B	C	D	E	F	G	H	J	K	L	N	S
A		X	X	X	X	X	X	X	X	X	X	X	X
B	X		X	4/X ₍₄₎ *	X	X	X	X	X	X	X	X	4/5
C	X	X		2	2	X	6	X	X	X	X	3	4/5
D	X	4/X ₍₄₎ *	2		2	X	6	X	X	X	X	3	4/5
E	X	X	2	2		X	6	X	X	X	X	3	4/5
F	X	X	X	X	X		X	X	X	X	X	X	4/5
G	X	X	6	6	6	X		X	X	X	X	X	4/5
H	X	X	X	X	X	X	X		X	X	X	X	4/5
J	X	X	X	X	X	X	X	X		X	X	X	4/5
K	X	X	X	X	X	X	X	X	X		X	X	4/5
L	X	X	X	X	X	X	X	X	X	X	1	X	X
N	X	X	3	3	3	X	X	X	X	X	X		4/5
S	X	4/5	4/5	4/5	4/5	4/5	4/5	4/5	4/5	4/5	X	4/5	

* At the intersections of CGs B and D "4/X₍₄₎" appears – "4" applies for Rail Car and "X₍₄₎" applies for Motor Vehicle.

NOTE: Except for "4/X₍₄₎" when neither Note 4 nor Note 5 apply, consider the space blank.

RAIL CAR

1. Instructions for using the Compatibility Table for Class 1 (explosive) materials are as follows:

- a. A blank space in the Table indicates that no restrictions apply.
- b. The letter "X" in the Table indicates that explosives of different compatibility groups may not be carried on the same rail car, unless packed in separate freight containers (e.g., two or more freight containers mounted upon the same rail car).
- c. The numbers in the Table mean the following:
 - (1) "1" means explosives from compatibility group L may only be carried on the same rail car with an identical explosive.
 - (2) "2" means any combination of explosives from compatibility group C, D, or E is assigned to compatibility group E.
 - (3) "3" means any combination of explosives from compatibility group C, D, or E with those in compatibility group N is assigned to compatibility group D.
 - (4) "4" means detonators and detonating primers, Division 1.4S (explosives), may not be loaded in the same car with Division 1.1 and 1.2 (explosive) materials.
 - (5) "5" means Division 1.4S fireworks may not be loaded in the same car with Division 1.1 or 1.2 (explosive) materials.
 - (6) "6" means explosive articles in compatibility group G, other than fireworks and those requiring special stowage, may be loaded and transported with articles of compatibility groups C, D and E, provided no explosive substances are carried in the same rail car.
2. Except as provided in paragraph 3 below, explosives of the same compatibility group but of different divisions may be transported together provided that the whole shipment is transported as though its entire contents were of the lower numerical

CLASS V AMMUNITION AND EXPLOSIVES EXTERNAL SOP

division (i.e., Division 1.1 being lower than Division 1.2). For example, a mixed shipment of Division 1.2 (explosive) materials and Division 1.4 (explosive) materials, compatibility group D, must be transported as Division 1.2 (explosive) materials.

3. When Division 1.5 materials, compatibility group D are transported in the same freight container as Division 1.2 (explosive) materials, compatibility group D, the shipment must be transported as Division 1.1 (explosive) materials, compatibility group D.

MOTOR VEHICLE

1. Instructions for using the Compatibility Table for Class 1 (explosive) materials are as follows:

a. A blank space in the Table indicates that no restrictions apply.

b. The letter "X" in the Table indicates that explosives of different compatibility groups may not be carried on the same transport vehicle.

c. The numbers in the Table mean the following:

(1) "1" means an explosive from compatibility group L shall only be carried on the same transport vehicle with an identical explosive.

(2) "2" means any combination of explosives from compatibility groups C, D, or E is assigned to compatibility group E.

(3) "3" means any combination of explosives from compatibility groups C, D, or E with those in compatibility group N is assigned to compatibility group D.

(4) "4" means see section 177.835(g) when transporting detonators.

(5) "5" means Division 1.4S fireworks may not be loaded on the same transport vehicle with Division 1.1 or 1.2 (explosive) materials.

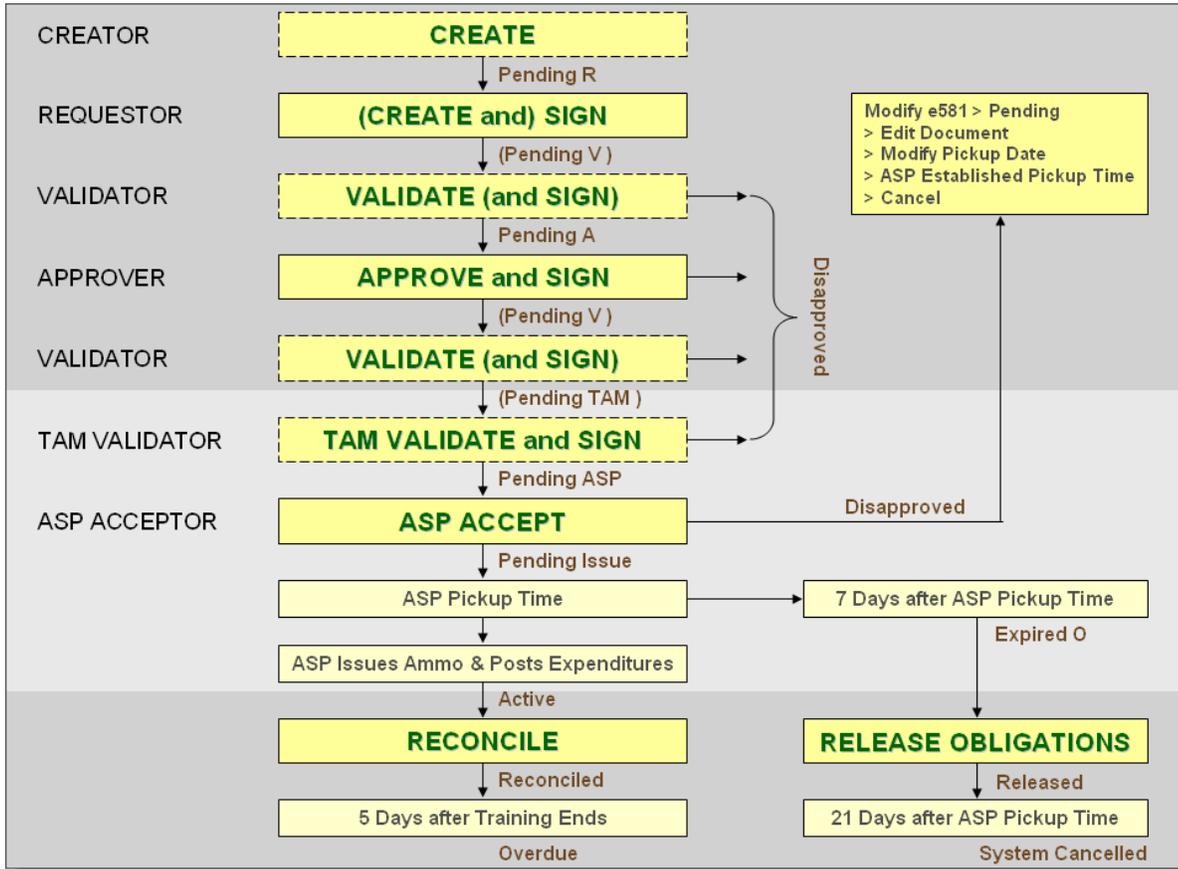
(6) "6" means explosive articles in compatibility group G, other than fireworks and those requiring special handling, may be loaded, transported and stored with other explosive articles of compatibility groups C, D and E, provided that explosive substances (such as those not contained in articles) are not carried in the same vehicle.

2. Except as provided in paragraph 3 below, explosives of the same compatibility group but of different divisions may be transported together provided that the whole shipment is transported as though its entire contents were of the lower numerical division (i.e., Division 1.1 being lower than Division 1.2). For example, a mixed shipment of Division 1.2 (explosive) materials and Division 1.4 (explosive) materials, both of compatibility group D, must be transported as Division 1.2 (explosive) materials.

3. When Division 1.5 materials, compatibility group D, are transported in the same freight container as Division 1.2 (explosive) materials, compatibility group D, the shipment must be transported as Division 1.1 (explosive) materials, compatibility group D

CLASS V AMMUNITION AND EXPLOSIVES
EXTERNAL SOP

Appendix N: TAMIS-R e581 Requisitioning Flow Chart



CLASS V AMMUNITION AND EXPLOSIVES
EXTERNAL SOP

Appendix O: Example of Unforecasted Class V Request

Battalion Letterhead
Or first LTC in the chain-of-command

XX-XXXX-X 9 March 2011

MEMORANDUM FOR See Distribution

SUBJECT: Unforecasted Class V Request for Camp XXXX ASP

1. Co XXXX, UIC WXXXX, DODAAC: W62XX, City, State requests to draw unforecasted ammunition for training 13 through 15 May 2011 at (Name Location/ASP). The unit has validated in TAMIS it has authorizations to support the unforecasted DODIC's listed in paragraph 2. Requested draw date from Camp XXXX ASP is 12 May 2011.

2. Ammunition required:

<u>DODIC</u>	<u>Quantity Required</u>	<u>Forecasted</u>	<u>Unforecasted</u>
A131 7.62 4/1 linked	1,800	1,400	400
AA49 9mm Ball	4,000	0	4,000
G950 HG, Red Smoke	3	3	0

Substitute DODICs are acceptable to the unit.

3. This ammunition is to support the training of the personnel newly assigned personnel in preparation for mobilization in July 2011. The unit has taken remedial steps by forecasting all other authorized ammunition for June AT. Failure to receive this ammunition would cause the unit to miss their required strength for mobilization.

4. The POC for this action is SGT Jim Jones, (111) 111-1111, a.e.carbide99@us.army.mil

Name
Rank, Br **(Must be O-5 or higher)**
Title

Distribution:
COL USPFO
COL, G3
ARNG Class V Manag

CLASS V AMMUNITION AND EXPLOSIVES
EXTERNAL SOP

Appendix P: Acronyms

AA&E	Arms, ammunition, and explosives
AE	Ammunition and explosives
ACR	Ammunition Condition Report
AIN	Ammunition Information Notice
AMC	Army Material Command
AOC	Assumption of Command
ARNG	Army National Guard
ASP	Ammunition Supply Point
CAPULDI	Conventional Ammunition Packaging and Loading Data Index
DAC	Defense Ammunition Center
DDESB	Department of Defense Explosive Safety Board
ODIC	Department of Defense Identification Code
DOL	Director of Logistics
DSR	Depot Surveillance Record
DRMO	Defense Reutilization Management Office
EOD	Explosive Ordnance Disposal
LFX	Live fire exercise
GBL	Government Bill of Lading
HAZMAT	Hazardous Materials
IAW	In accordance with
ILARNG	Illinois Army National Guard
JHCS	Joint Hazard Classification System
JMC	Joint Munitions Command
MHE	Material Handling Equipment
MHP	Munitions History Program
MILVAN	Military- owned demountable containers
MTA	Marseilles Training Area
NEW	Net explosive weight in pounds
NGB	National Guard Bureau
NSN	National Stock Number
OPL	Operational Load
USPFO-SS	United States Property and Fiscal Office Supply and Services
POC	Point of contact
POTO	Plans, Operations, and Training Office
PPE	Personal Protective Equipment
QASAS	Quality Assurance Specialist Ammunition Surveillance
QTY	Quantity
ROD	Report of Discrepancy
SAAS-MOD	Standard Army Ammunition System-Modern
SCG	Storage Compatibility Group
SOP	Standard Operating Procedures
SSA	Supply Support Activity
STAM	State Ammunition Manager
STRAC	Standards and Training Commission
TAMIS-R	Total Ammunition Management Information System Redesign
TRA	Training
WARS	Worldwide Ammunition Reporting System

CLASS V AMMUNITION AND EXPLOSIVES
EXTERNAL SOP

Appendix Q: Common Websites for Ammunition and Explosives

Defense Ammunition Center (DAC)

<https://www3.dac.army.mil/>

Total Ammunition Management Information System (TAMIS)

<https://www.tamis.army.mil>

Joint Munitions Command

<http://www.jmc.army.mil/>

Ammunition Community Forum

<https://acc.dau.mil/ammo>

Munitions History Program

<https://mhp.redstone.army.mil/>

Electronic Code of Federal Regulations

http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?sid=9a5601f88ea8fa97535136775be6f26d&c=ecfr&tpl=/ecfrbrowse/Title49/49cfrv2_02.tpl

Publications

<http://armypubs.army.mil/epubs/index.html>

Forms

<http://armypubs.army.mil/eforms/index.html>

DAC Online Training Courses

http://ammo.okstate.edu/index.php?option=com_content&view=article&id=123&Itemid=62