

# FORT PICKETT AMMUNITION SUPPLY POINT EXTERNAL SOP 2007

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**1. FORT PICKETT AMMUNITION SUPPLY POINT  
STANDING OPERATING PROCEDURE FOR:**

2. ITEM:

3. OPERATIONS

a. FORT PICKETT REGULATION 700-4

AMMUNITION PROCEDURES

4. ESTIMATED DAILY PRODUCTION

b. Various NSN's - DODICS

RATE: N/A

c. Packaged Various/Fire Symbol-Variou

5. ORGANIZATION SYMBOL VAFP-LSA

d. Unpackaged Various/Fire Symbol-Variou

6. SOP NO: PI-0000-M-001

e. Chemical hazard Symbol-Variou

REV NO: DATE:

CHG NO: DATE:

7. AUTH: DA PAM 385-64

AR 385-64

AR 710-2-1

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**SOP: PI-0000-M-001** Rev No. \_\_ Change No. \_\_  
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**DATE:**

**FOR THE COMMANDER:**

**JOHN R. ADKINS**  
**WO1, QM, VaARNG**  
**Director of Logistics (Acting)**









**DEPARTMENT OF THE ARMY**  
**ARMY NATIONAL GUARD MANEUVER TRAINING CENTER**  
**FORT PICKETT**  
**BLACKSTONE, VIRGINIA 23824-9000**

**Logistics**

**AMMUNITION PROCEDURES**

**Chapter 1**

**General, page 9**

Purpose 1-1, page 9

References 1-2, page 9

Definitions and Special Terms 1-3, page 9

Responsibilities 1-4, page 9

Administrative Information 1-5, page 11

**Chapter 2**

**Ammunition Life Cycle**

Ammunition forecast 2-1, page 11

Requesting Ammunition 2-2, page 12

Authority to Receipt for Ammunition Items 2-3, page 12

Pick up of Ammunition 2-4, page 12

Unit Control Procedures after Ammunition Pick up 2-5, page 13

Turn in Procedures 2-6, page 13

Reconcile Procedures 2-7, page 14

**Chapter 3**

**Loading and Transporting Ammunition Items**

Vehicle Inspection 3-1, page 20

Vehicle Placards and Equipment 3-2, page 20

Loading and Transporting Ammunition 3-3, page 20

Personnel Training Requirements 3-4, page 20

Hazardous Material Transportation Certification 3-5, page 20

**Chapter 4**

**Field Storage of Ammunition**

Field Ammunition Supply Point (ASP) 4-1, page 21

Training Expenditures 4-2, page 22

**Chapter 5**

**Safety**

Personnel Responsibilities 5-1, page 22

Live Ammunition and Explosives 5-2, page 22

**Chapter 6**

**Malfunctions and Accidents**

Definitions 6-1, page 22

Actions to take for Malfunctions 6-2, page 23

Local Suspensions 6-3, page 23

Accidents 6-4, page 23

Near Miss Reports 6-5, page 23

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\* This SOP supercedes Fort Pickett Regulation 700-4, dated 16 June 2002

Discrepancies involving Types or Quantities 6-6, page 23

**Chapter 7**

**Ammunition Amnesty Program**

Ammunition Found on Post (AFOP) Recovery Program 7-1, *page 24*

Ammunition Amnesty Program 7-2, *page 24*

**Appendixes**

A. Training Event Codes (TEC), *page 24*

B. Security Risk Category I and II, *page 25*

C. Specific Controls for Accounting for Ammunition, *page 26*

D. Ammunition requiring DA Form 5692-R. (AMMUNITION CONSUMPTION CERTIFICATE), *page 28*

E. Brass Conversion Factors, *page 29*

F. References, *page 30*

G. Explosive Traffic Routes, *page 31*

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**Figure List**

Figure 2-1: Sample DA Form 1687,

*Page 15*

Figure 2-2: Sample DA Form 5692-R Ammunition Consumption Certificate

*Page 17*

Figure 2-3: Sample DA Form 5811-R Lost or Damaged Class 5 Ammunition Items

*Page 18*

## CHAPTER 1 General

### 1-1. Purpose

To establish policies and procedures for the procurement, forecasting, storage, issue, turn-in, care and preservation, accounting, safety, physical security, movement and safe handling of ammunition and residue at Fort Pickett.

### 1-2. References

Required and related references are listed in appendix F.

### 1-3. Security Risk Category I and II Definitions and special terms

Security Risk Category I and II terms used in this regulation are explained in appendix B.

### 1-4. Responsibilities

HQ National Guard Bureau will schedule technical personnel to visit installations periodically to insure the ammunition surveillance and logistic program is functioning properly

#### a. Unit commanders and organizational supervisors will –

(1) Ensure, through prior planning, those necessary supply actions are initiated in sufficient time to insure ammunition is available at the ASP for pickup by unit personnel.

(2) Submit a monthly forecast report to arrive not later than the fourth working day of the month to Directorate of Plans, Training and Security (DPTS) or update TAMS system monthly if there are any changes for the next 12 months.

(3) Submit electronic DA Form 581 in TAMIS-R system or submit to DPTS, a request for training ammunition (DA Form 581) in six copies, five working days prior to pickup of ammunition.

(4) Ensure their personnel involved in ammunition handling have the appropriate security background check and HAZMAT certification and are thoroughly familiar with, and comply with, this regulation.

(5) Ensure personnel designated for ammunition handling positions know the proper procedures for forecasting, requisitioning, accounting, storing, inventorying, and turning-in ammunition and observe proper safety regulations for all ammunition/explosive materials within their control.

(6) Contact the ASP 30 days prior to drawing ammunition to determine the status of their ammunition request.

(7) Maintain control and accountability for ammunition items during field training with their units in accordance with DA Pam 710-2-1.

(8) Ensure all personnel identified on the unit Signature Card have passed security screening requirements in AR 190-11, paragraph 2-11 before assigning ammunition handling responsibilities.

(9) Comply with Armed Guard requirement under Force Protection Conditions Bravo through Delta.

(10) Provide Range Operations (Bldg 3001) a copy of DA Form 2203-R (Demolition Reconnaissance Record) when requesting training ranges for specially controlled training ammunition identified with a "T" in the reconciliation column of Table J-4, Appendix J, of DA PAM 710-2-1.

(11) Provide the ASP with the original copy of DA Form 5692-R (Ammunition Consumption Certificate) attached to the turn-in document ( DA Form 581) for all items identified with a "T" in the reconciliation column of Table J-4, Appendix J, of DA PAM 710-2-1.

(12) Send, annually, to the ASP a properly completed DA Form 1687 designating individuals authorized to sign block 14 of DA Form 581 as the authenticating authority.

(13) Commanders of units losing or recovering ammunition will notify the installation Police Department, Commercial 434-292-8444 or DSN 438-8444, immediately. At the same time commanders should follow the guidance in Army Regulation 190-11, Chapter 2-9, which provides the guidance for reporting requirements for lost or recovered ammunition. Appendix E of AR 190-11 has a listing of the amount or quantities of ammunition, if lost or recovered that require an investigation.

#### b. Director of Plans, Training and Security will –

(1) Authenticate and verify all training ammunition requests (DA Form 581). This includes DA Form 5692-R (Ammunition Consumption Certificate) if required.

(2) Maintain a record of approved annual requirements and expenditures.

- (3) Ensure authorized allowances are not exceeded by unit expenditures.
- (4) Provide installation TAMIS input for ammunition transactions.
- (5) Process all Demolition Reconnaissance Record DA Form 2203-R in accordance with DA PAM 710-2-1, paragraph 11-14 b.(1)

**c. Director of Logistics will –**

- (1) Exercise supervision over the procurement, storage, issue/turn-in, inspection, maintenance surveillance, and explosive safety in the ASP.
- (2) Supervise the accountability for ammunition items stored in the ASP.

**d. The ammunition supply Point will –**

- (1) Maintain formal accountability for ammunition items IAW AR 710-2 and DA Pam 710-2-2.
- (2) Procure, receipt, store, ship, maintain and account for all ammunition materiel stored in the ASP.
- (3) Issue ammunition for training to requesting organizations upon submission of properly prepared requests (DA Form 581) that have been authenticated/verified by DPTS.
- (4) Perform classification inspections of unit turn-ins on unexpended ammunition for serviceability and verification of fired cartridge cases and inspections of residue and packaging materials for the presence of extraneous, live or hazardous materials.
- (5) Request allocations for short supply ammunition (CALs) items and ensure ammunition assets are on hand or requisitioned based on authorized/approved training forecast reports.
- (6) Ensure proper disposition of fired cartridge cases, components, packaging materials and residue.
- (7) Ensure safety and mechanical acceptance inspections of all military vehicles/trailers, incoming (empty/loaded) and outgoing (loaded), are conducted and comply with criteria shown on DD Form 626, Motor Vehicle Inspection and Department of Transportation Regulations (CFR 49).
- (8) Insure units comply with the Military Munitions Rule for Hazardous munitions waste materials.

**e. Army Reserve Commands (ARCOM) and National Guard Property and Fiscal Officer (USPFO) will –**

- (1) Assume responsibility for the training ammunition allocated issued for their command, to include approval of all forecasts and requests for ammunition.
- (2) Ensure ammunition forecasts and requests for ammunition are submitted in a timely manner by units of their command.
- (3) Submit approved monthly forecast report to DPTS to arrive not later than the fourth working day of the month.
- (4) Submit to DPTS a request for training ammunition (DA Form 581) in six copies five days prior to pickup of ammunition.

**f. U.S. Army ROTC Activities will –**

- (1) Assume management responsibility for training ammunition allocated to their activity by the ROTC Region.
- (2) Submit all request for allocation increases/decreases to First ROTC Region.
- (3) Submit an approved monthly forecast report to DPTS to arrive not later than the fourth working day of the month.
- (4) Generate an electronic DA Form 581 in the TAMIS-R system or submit to DPTS a request for training ammunition (DA Form 581) in six copies five days prior to pickup of their ammunition.
- (5) Send, annually, to the ASP properly completed DA Forms 1687 designating personnel authorized to sign block 14 of DA Form 581 as the authenticating authority.

**g. VaARNG Safety Officer will –**

- (1) Inspect the ASP annually and complete a report of the findings of the inspection for record.
- (2) Review any plans for modification or new facilities at the ASP or other ammunition storage facilities.
- (3) Review requests for Ammunition Waivers.
- (4) Review new information or changes to DDESB License Site approval.
- (5) Review any DEH or COE plans to ensure there is no ammunition safety problems.
- (6) Assist DOL and the ASP manager in correction any deficiencies.

## 1-5 Administrative

**a. Hours of Operation:** The Ammunition Supply Point (ASP) operates 0730-1600 Monday through Friday. During annual training, the ASP is open seven days a week from 0730-1600. Issues and turn-ins are not scheduled after 1400. The seven-day work week will be announced in the Fort Pickett bulletin. As a general rule, this is from April through August.

**b. Appointments:** Appointments may be obtained by calling DSN 438-2436 or COML (804) 292-2436. Units should have a completed DA Form 581 available when calling so the amount of work can be estimated. Units are given a 10-minute (plus/minus) window for their appointment time. Units failing to meet their appointment will be handled as walk-ins. No transactions will begin before 0730 or after 1400 unless special arrangements have been made.

**c. Priority of Work:**

- (1) Appointments.
- (2) Commercial deliveries.
- (3) Walk-ins.

## CHAPTER 2

### Ammunition Life Cycle

#### 2-1. Ammunition Forecast

**a. Forecasting:** All units will forecast their annual ammunition requirements annually and update their forecast monthly in the TAMIS-R system if there are any changes. The ASP will review these forecasts and coordinate with DPTS not later than the fourth working day of the month. DPTS will validate the forecast and notify the ASP. This process should be done in the TAMIS-R system electronically. All units should be on TAMIS-R and be creating all ammunition related documents electronically such as the Training Ammunition Request (TAR).

**b. Training ammunition:** Training Ammunition will be forecasted at least 120 days prior to the start of training. Adjustments to forecasted requirements should be submitted as they occur, but major adjustments will not be made less than 90 days before scheduled training.

**c. Unforecasted ammunition:** Unforecasted ammunition items and adjustments to forecast less than 90 days from scheduled training will be referred to the ASP Supervisor. If the items are on hand and are above the 120-day training requirement for the installation, the Ammunition Officer may authorize the issue.

**d. Substitutions:** The ASP may issue an authorized substitute when training will not be materially degraded.

**e. Carryovers:** Ammunition not used in the forecasted month must be reforecasted if the unit wishes to draw it in the future. If the unit fails to reforecast the ammunition, the stocks will be added to the ASP stocks and used to fill other units' requirements.

#### 2-2. Requesting Ammunition.

**a. Requesting Ammunition:** A DA Form 1687 must be on file at the ASP for each approving authority of DA Forms 581. Commanders may authorize only officers and Sergeant First Class (E-7) and above to request ammunition. This is the person authorized to sign in block 14 of DA Forms 581. The commander who controls the unit's training ammunition allocation usually signs this. This commander is normally a brigade commander or higher.

**b. DA Form 581:** Organizations requesting ammunition will prepare DA Form 581 IAW DA Pam 710-2-1, Chapter 11. The address for block number 7 of the DA Form 581 is: ASP #71, Fort Pickett, Blackstone, VA 23824. All DA Forms 581 used to request ammunition will be closed out for each issue. No document will remain open. If an item cannot be drawn at the time of issue, the item will be cancelled from the DA Form 581 and a subsequent DA Form 581 will be submitted for the cancelled item.

**c. Processing DA Form 581:** The DA Form 581 will be prepared and processed electronically in the TAMIS-R system. Units not yet using the electronic Training Ammunition Request (TAR) in the TAMIS-R will prepare and send an original and five copies to arrive at DPTS not later than five working days prior to the pickup of ammunition. DPTS will deliver the approved DA Form 581 to the ASP not later than 2 days prior to the draw.

**d. Training Event Codes (TEC):** Training Event Codes (TEC) describe the purpose for which

training ammunition will be used. They will be included on the DA Form 581. Appendix A lists the TECs required to describe all expenditures of training units. Only one TEC may be used on a document. The turn in document must include the same TEC as the Request for Issue DA Form 581.

**e. Ammunition for Overhead Fire:** When requisitioned, ammunition for overhead fire the words "**For Overhead Fire**" must be clearly marked on the DA Form 581. The DA Form 581 will state specifically for use in infiltration course, overhead, flanking, or close support fires as applicable **and be underlined in red**. Ammunition used in overhead fire requires use of specifically approved ammunition lot numbers in addition to compliance with all applicable safety regulations outlined in AR 385-63.

**f. Off Post Shipment:** Units requesting to draw ammunition, to be transported off post, must submit the DA Form 581 at least 30 days prior to date required. The unit must be prepared to pay for all additional costs for packaging, blocking and bracing or perform this themselves. The shipment will comply with all regulatory guidance prior to being released from the ASP.

**g. Missiles:** All requests for missiles will be submitted on a separate DA Form 581.

**h. Demolition Material:** DA Form 2203-R, Demolition Reconnaissance Plan, will be provided to Range Control prior to drawing demolition material. See Appendix J, DA Pam 710-2-1, for list of ammunition DODICs, which require DA Form 2203-R.

### 2-3. Authority to Receipt for Ammunition Items.

**a. DA Form 1687:** A DA Form 1687, Notice of Delegation of Authority-Receipt for Supplies, is required from organizations receiving ammunition from the ASP. The DA Form 1687 must show the persons authorized to receive ammunition. A copy of the delegating individual's assumption of command orders must be submitted with the DA Form 1687 and be on file at the ASP to receive ammunition. Both the requesting and approving authorities must provide DA Forms 1687 to the ASP. Prepare DA Forms 1687 according to figure 11-3, of DA Pam 710-2-1. Attach a copy of the commander's assumption-of command orders, and /or battalion S4/property book officer orders to each of the signature cards. The ASP can only accept the ORIGINAL copy of the DA Form 1687. No copies or fax copies are authorized. No corrections can be made on the DA Form 1687. If any of the information changes a new card must be generated with the new data.

**b. Receiving Ammunition:** The commander may designate one or more military or civilian personnel, grade SGT/GS-5 or higher, as authorized representatives to receipt for ammunition. Only persons in the grade of Sergeant (E-5) or higher are authorized to receipt for Category I and II Class V items as defined in AR 190-11.

**c. Identification:** Each person authorized to receipt for ammunition will be required to present their military identification card or equivalent civilian documentation.

**d. Quarterly Review:** All DA Forms 1687 on hand at the ASP will be reviewed quarterly. Any change on the DA Form 1687 such as the rank of soldiers or change of commander invalidates the form and a new one must be provided to the ASP prior to any ammunition transaction.

### 2-4. Pick-up of Ammunition

**a. Appointments:** At least one full work day prior to the day of issue of ammunition, all units will confirm the pickup date with the ASP and schedule a time for drawing ammunition. If an organization cannot pick up ammunition on the date indicated in Block 9 of the DA Form 581, the organization will notify the ASP. If notification is not made, the ASP is authorized to cancel the request after 24 hours from that date. On the appointed day units that are more than 10 minutes late will be placed at the bottom of the appointment list and will be serviced only if time and personnel are available.

**b. Vehicle Requirements:** Before dispatching vehicles to pick up ammunition, commanders will verify that the vehicles selected to transport ammunition will pass a stringent safety inspection at the ASP using a DD Form 626. Units will arrive at the ASP with a complete DD Form 626. ASP personnel will reinspect the vehicle(s) prior to entry to the ASP using the DD Form 626 criteria. The governing regulation for the safe transport of ammunition is DA Pam 385-64, chapter 7. It details the requirement for tie down straps, fire extinguishers and tarps as well as all other equipment needed to transport ammunition.

**c. Driver Requirements:** Vehicle drivers and assistant drivers must have HAZMAT certification of their license. They must be properly armed under FPCON conditions B - D.

**d. Work Details:** During receipt of ammunition the unit should bring enough personnel to complete the transaction. ASP personnel are there to assist the unit load the vehicles.

## 2-5. Unit Control Procedures after Ammunition Pick-up

**a. Internal Controls:** Units will establish internal controls IAW AR 710-2 and DA Pam 710-2-1 for continuous accountability and responsibility for ammunition and components. DA Form 5515, Training Ammunition Control Document, will be used for this purpose along with other forms mandated by DA Pam 710-2-1. Training units will complete the forms when ammunition is transferred to a subordinate element. The unit drawing ammunition from the ASP will remain responsible for return of unused ammunition and residue.

**b. Lateral transfers between units:** Lateral transfers between units of ammunition authorizations are not authorized. Once drawn, usage of ammunition by other than the drawing unit is authorized provided the original drawing unit commander retains responsibility and accountability for the ammunition and residue. The unit drawing ammunition from the ASP will remain responsible for the return of unused ammunition and/or residue.

**c. Priority of Unit Usage:** When units are issued more than one ammunition lot they will fire the smallest lot first and all subsequent lots in order of smallest to largest.

**d. Opening Ammunition:** Unit personnel will not open ammunition-packing containers in advance of a firing exercise. Only open ammunition that the trainers are reasonably sure will be consumed. Removal of the ordnance seal from an ammunition container is considered as opening the container and will require a 100 percent inspection at the time of turn-in. Unpacking large quantities of ammunition prior to firing is prohibited.

**e. Non-Standard Conditions:** During field training exercises, or any event requiring expenditure of CAT I items and explosives at locations other than installation ranges, a Staff Sergeant or above will perform the duties of unit range safety officer, sign for the ammunition from the ASP, control the ammunition, and will observe their placement, detonation and firing. The Safety Officer will also complete and sign the Ammunition Consumption Certificate, DA Form 5692-R. The unit account will not be reconciled until this form is turned in to the ASP. A warrant or commissioned officer will perform the unit range safety officer duties at any event when CAT I item is used in live fire exercises. In addition, a copy of their DA Form 2203-R, Demolition Reconnaissance Plan, will be provided to Range Control prior to drawing demolition material. See Appendix J, DA Pam 710-2-1, for list of DODICs, which require DA Form 2203-R.

## 2-6. Turn-in Procedures.

**a. Residue:** Commanders are responsible for returning all unused ammunition, packing materials, and components. They will furnish personnel for unloading vehicles and processing the turn-in. Unit personnel will perform any necessary corrective action prior to being released.

**b. Turn-in Appointment:** At the time the unit makes their ammunition draw, they will schedule a live ammunition turn-in and a residue turn-in. These times and dates will be placed in the remarks block of the draw DA Form 581. The day before the turn-in the unit representative will contact the ASP and verify the turn-in appointment. If appointments are not verified one day prior, the ASP will cancel them.

**c. Required Documents:** Units will prepare separate turn-in documents (DA Form 581) for serviceable, unserviceable ammunition, and packing material/fired components for each DA Form 581 issue. DA Form 581 for turn in will be IAW DA Pam 710-2-1. Block 29 will reference the document number of the issue. A separate document number will be used for each turn-in document. Only one issue document number will be entered in Block 29 of any turn-in DA Form 581. Only items and lots initially issued will be turned in on the document. Only items and lots initially issued will be turned in on the document. DA Form 581 for turn-ins will be submitted to the ASP at least on full work day before the turn-in is made.

**d. Serviceable Live Ammunition:** Serviceable ammunition which has been unpacked will be replaced in its original containers prior to turn-in. A Sergeant First Class or above will inspect the live ammunition when it is repacked and sign a certificate showing the unit's designation clearly printed on the certificate. **Extreme care will be exercised to ensure lot numbers appearing on the ammunition items are the same as those appearing on both the inner and outer containers.** All repackaging of ammunition will be completed prior to returning it to the ASP. The ammunition certificate will be placed in each container.

**e. Unserviceable Live Ammunition:** Ammunition which becomes unserviceable, such as lost lot identity or missing components, through fault or negligence of a unit, will require a Certificate-Lost or Damaged Class 5 Ammunition items, DA Form 5811-R, to be completed. An investigation in accordance with AR 735-5 may be required for Lost, Damage or Destroyed ammunition based on the recommendations of the first Lieutenant Colonel in the chain of command.

**f. Pre-Turn-in Inspection by Unit:** Unit personnel will perform a 100 percent inspection of all packing material and fired components to ensure that no live or misfired rounds, explosives, live primers, trash, or other extraneous material are contained in the turn-in material. All expended cartridge cases will be separated by type: i.e., 22 cal, 38 cal, 45 cal, 5.56 mm, 50 cal, 20 mm, 40 mm, and 105 mm, etc. Blank brass will be separated from live ammunition brass referred to as ball brass. Links will be separated from fired cartridge cases. A Sergeant First Class or above will inspect the residue for live ammunition and sign the certificate statement in block 28 of DA Form 581.

**g. ASP Residue Inspection:** In addition to the unit's inspection and prior to turn-in, ammunition ASP personnel prior to acceptance will inspect packing material and components. If residue is found to contain live ammunition, the unit will be sent back to the field to segregate/sort the residue. Extraneous material, straps, wrapping paper, cardboard cartons and trash will be disposed of as trash.

**h. Work Detail:** Units reporting for turn-ins with insufficient work detail personnel/ transportation will be rescheduled when sufficient personnel or transportation is available.

**i. Discrepancies:** Discrepancies between the DA Form 581 and the DA Form 3151-R, for the turn-in, will be resolved immediately. Another munitions handler and the unit representative will perform a second count.

## 2-7. Reconciliation Procedures

**a. Reconciliation:** A reconciliation of all ammunition issued for immediate expenditure will be accomplished prior to departure from Fort Pickett or within five days after firing. If reconciliation is not accomplished, no further issues will be made to the unit and command notification will be initiated. Accounts will be reconciled IAW DA Pam 710-2-1.

**b. Methods of Reconciliation:** Units may reconcile their accounts in one of several ways as noted:

- (1) Return of all ammunition drawn.
- (2) Return of a combination of live ammunition and residue components.
- (3) Completion of DA Form 5811-R (Certificate-Lost or Damaged Class I Ammunition Items) signed by the first Lieutenant Colonel in the chain of command.
- (4) Completion of DA Form 5692-R (Ammunition Consumption Certificate) signed by the Range Safety Officer.
- (5) Company commander's statement in the remark block of the residue turn-in DA Form 581 for items indicated in this regulation.

**c. Required Actions During Reconciliation:** Customer units will be required to complete the following actions during reconciliation:

- (1) All DODIC's identified in Appendix J of DA Pam 710-2-1 as reconcilable (indicated by R, T or S in the reconciliation column) must have all residue components, less live ammunition turned in or have a completed DA Form 5811-R, signed by the first Lieutenant Colonel in the chain command.
- (2) All items identified as returnable to depots must be 100 percent reconciled. This means the sum of the residue items and live ammunition turned in must equal the quantity of residue components included in the live issue. If the unit fails to turn in 100 percent of these items, they will be required to submit a properly completed DA Form 5811-R to the ASP in order to clear their account.
- (3) All brass for ball ammunition must be reconciled at a rate of 95 percent. If 95 percent of the brass is not returned, less the live ammunition turned-in, the unit must submit a properly completed 5811-R before their account is cleared.
- (4) All brass from blank ammunition must be reconciled at a rate of 60 percent. If at least 60 percent of the expended blank brass is not returned, the company commander may sign a statement in the remark block of the residue turn-in DA Form 581 stating the reason why the brass could not be recovered.
- (5) Items identified with a "T" in Appendix J, DA Pam 710-2-1, must also have a DA Form 5692-R (Ammunition Consumption Certificate) completed and signed by the Range Safety Officer and submitted to the ASP to clear their account

NOTICE OF DELEGATION OF AUTHORITY – RECEIPT FOR SUPPLIES				DATE	
For use of this form, see DA PAM 710-2-1. The proponent agency is ODCSLOG.				1 OCT 2001	
AUTHORIZED REPRESENTATIVES (S)					
ORGANIZATION RECEIVING SUPPLIES			LOCATION		
223 <sup>rd</sup> Aviation Bn			Fort Rucker, AL 54541		
LAST NAME-FIRST NAME-MIDDLE INITIAL		AUTHORITY		SIGNATURE AND INITIALS	
		REQ	REC		
ETS: INDEF RANK: CW4 DELL, ROBERT G.		YES	YES	SIGNATURE + INITIALS	
ETS: 06AUG2002 RANK:MSG WILLIAMSON, BOBBY T.		YES	YES	SIGNATURE + INITIALS	
ETS: 08SEP2005 RANK:SSG SMITH, ROBERT A		NO	YES	SIGNATURE + INITIALS	
XXXXXXXXXXXXXXXXXXXX	NOT USEDXXXXX	XXX	XXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER					
THE UNDERSIGNED <input checked="" type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) ABOVE					
THE AUTHORITY TO: Request and receive Class 5 supplies as indicated above.					
REMARKS ASP #71 Ft Pickett. "Authorized representatives listed above have passed security screening required by AR 190-11"					
I ASSUME FULL RESPONSIBILITY					
UNIT IDENTIFICATION CODE			DODAAC/ACCOUNT NUMBER		
WA5HAA			WK4AKC		
LAST NAME-FIRST NAME-MIDDLE INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE	
MURPHY, DANIEL C.	LTC	434-292-2506	30SEP2002	SIGNATURE	

DA FORM 1687, MAY 2009

PREVIOUS EDITIONS ARE OBSOLETE

APD PE V1.00ES

**FIGURE 2-1 INSTRUCTIONS FOR PREPARING DA FORM 1687**

1. Enter calendar date the form is prepared.
2. Enter name of the unit.
3. Enter unit's full address, home station.
4. Last Name, First Name, Middle Initial: Enter name, rank and ETS Date of authorized individuals. Ensure that rank matches the scope of responsibilities (i.e. SFC and above to request ammunition).
5. Leave Blank.
6. Request (REQ) – Enter "YES" in this block for each person authorized to request ammunition. Otherwise, enter "NO." Receipt (REC) – Enter "YES" in this block for each person authorized to receipt ammunition. Otherwise, enter "NO".
7. Signature and initials of authorized individuals.
8. Enter "YES" or "NO" in this box to show individuals are delegated to request/receive ammunition. Enter "Requisition or receipt for Class V supplies as indicated above."
9. Must include the following entries: Enter "Fort Pickett ASP #71," "Authorized representatives listed above have passed security screening required by AR 190-11" SEE EXAMPLE ABOVE
10. Enter unit's Unit Identification Code (UIC).

11. Enter unit's DOD Activity Address Code (DODAAC) and locally assigned account number.
12. Enter name of commander (or responsible person). Last Name, First Name, Middle Initial:
13. Enter grade or rank of commander (or responsible person).
14. Enter office telephone number of commander (or responsible person).
15. Enter expiration date of the card, not to exceed one year. (Cards review Quarterly)
16. Signature of the commander (or responsible person).
17. Photocopies of signatures are not acceptable. (Official records may be filled out in Blue or Black ink)
18. A copy of the commander's assumption of command orders, copy of the; PBO appointment orders or appointment orders for ammunition Officer/NCO must be attached to the DA Form 1687.
19. Note: The DA Form 1687 for; the approving authority is completed in the same manner as above. In block 6 enter "NO" in both columns, in block 8 enter "Authority to Approve Ammunition Forecasts and Requests."
20. Upon any element of data becoming outdated on this card, the entire card is no longer valid and will be replaced with a new card. All entries except the signature and initials will be either printed in ink or typewritten. The signatures, (payroll) and initials will be written in ink.



**CERTIFICATE - LOST OR DAMAGED CLASS 5 AMMUNITION ITEMS**

For use of this form, see AR 710-2; 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 98, 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 <i>James A. Martin</i> James A. Martin, CPT, Commanding, A Btry	7b. DATE 5 Jun 98
---	----------------------

**PART II - ACTION**

8. I have reviewed the evidence pertaining to the loss or damage as stated. I agree <input type="checkbox"/> do not agree <input type="checkbox"/> that the loss or damage to the class 5 item(s) was <input type="checkbox"/> was not <input type="checkbox"/> 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 far 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 <i>Bob O. S. Smith</i>	13b. TITLE Bob O. S. Smith, LTC Cdr, 1/505th Arty Bn	13c. DATE 8 Jun 98

DA FORM 5811-R, AUG 89

**FIGURE 2-3 SAMPLE DA FORM 5811-R CERTIFICATE - LOST OR DAMAGED CLASS 5 AMMUNITION ITEMS**

### Chapter 3 Loading and Transporting Ammunition Items

#### 3-1. Vehicle Inspection.

**a. Unit Vehicle Inspection:** Unit maintenance personnel will inspect all vehicles prior to reporting to the ASP to draw ammunition IAW AR 55-355 utilizing DD Form 626. The DD Form 626 outlines criteria for this inspection. If an unsatisfactory condition on the vehicle exists and unit maintenance personnel are unable to correct it, the vehicle will not come to the ASP to be used for loading and transporting ammunition.

**b. ASP Vehicle Inspection Quality Check:** ASP personnel will conduct an inspection of all vehicles transporting ammunition to ensure the DD Form 626 was properly performed and that the vehicle is ready to transport ammunition.

**c. HAZMAT Documentation:** All vehicles loaded with ammunition will have proper HAZMAT documentation prepared by a HAZMAT certifier before leaving the ASP.

#### 3-2. Vehicle Placards and Equipment.

**a. Placards:** Vehicles transporting ammunition will display applicable "EXPLOSIVE" placards on the front, rear and both sides of the vehicle. Placards will reflect the appropriate class of ammunition being carried and should be readily detachable. Empty vehicles will not display placards. The ASP will furnish placards.

**b. Fire Extinguishers:** Vehicles transporting ammunition will be equipped with two 10 BC rated fire extinguishers for each vehicle. Use of two or more small fire extinguishers to meet this requirement is not authorized (i.e., two 5 BC extinguishers do not equal one 10 BC extinguisher). Fire extinguishers are not available at the ASP. The unit must provide them. NSN 4210-00-775-0127 will get an Extinguisher, Fire, and Dry Chemical, Potassium Bicarbonate Base (Purple K) with mounting bracket.

**c. Tarps:** Each open bodied vehicle will have a fire-retardant tarpaulin large enough to cover the ammunition.

**d. Tie-down straps:** Tie-down straps must secure all ammunition loads. Tie-down anchors may be installed as required by TB 9-2300-280-30.

#### 3-3. Loading and Transporting Ammunition

**a. Vehicle Loads:** Vehicles will be loaded to cross country capacity, and proper compatibility will be observed. The ammunition being transported will be secured to prevent shifting of load in, or dislodgment from, the vehicle while in transport. When ammunition is transported in an open-body type vehicle, it will be covered with a fire-resistant tarpaulin. Ammunition will not be loaded above the body or tailgate of the vehicle. The following stipulations apply:

(1) If uploading creates incompatibility, it may be done only at designated field staging areas.

Incompatible loads will not be created in the ASP.

(2) Only that quantity of ammunition that will actually be expended during training may be uploaded.

(3) Movement will avoid troop concentrations, housing/billeting areas, federal, state, and county thoroughfares or other heavily traveled or populated areas. Authorized ammunition transportation routes are shown in Appendix G.

(4) Loaded vehicles will not be permitted off the installation.

(5) Every effort will be made to meet compatibility standards by maximum separation of non-compatible items within a vehicle. Primers and fuses must remain in the original or approved container. Stringent safety precautions such as no smoking, adequate storage and protection from accidental initiation shall be observed. Before returning to the ASP, ammunition will be reloaded to conform to compatibility standards. Incompatible loads are not authorized inside the ASP.

(6) The carrying of ammunition items in passenger compartments of vehicles is prohibited. Ammunition will not be transported in privately owned vehicles.

(7) Blasting caps will not be transported in the passenger compartment of a vehicle. Blasting caps will not be transported in the cargo bed of any vehicle carrying Class A or B ammunition or explosives.

(8) Metal tools, carbides, oils, matches, lighters, electrical storage batteries acids, flammable substances and oxidizing compounds, which are not part of the vehicle, will not be transported in the same vehicle which is transporting ammunition.

(9) The cargo compartment of a vehicle must be cleaned and empty prior to loading ammunition on the vehicle.

(10) Vehicles transporting ammunition will travel only on designated routes. Units/organizations will familiarize themselves with these routes and will instruct their drivers on these routes prior to drawing any ammunition (APPENDIX G).

(11) Residue will not be transported in the same vehicle as live ammunition or explosive components.

### 3-4. Personnel Training Requirements.

**a. Fire Extinguisher Training:** All drivers and personnel handling ammunition will be instructed in the proper methods of using fire extinguishers and procedures for extinguishing fires and actions to take other than fighting the fire.

**b. HAZMAT Certification:** HAZMAT requirements for drivers are covered in paragraph 3-5 of this regulation.

**c. Weapons Qualification:** During FPCON B-D all ammunition shipments must have armed guards. ~~Soldiers are required to be qualified with their weapon prior to being assigned ammunition transport guard duty.~~ **Force Protection Condition (FPCON) Bravo through Delta requires Armed Guards for all categories of ammunition. Both driver and Assistant driver will be briefed and armed IAW regulation 190-11 Chapter 7 as modified by DA MSG.**

### 3-5. Hazardous Material Transportation Certification.

a. The Department of Transportation (DOT) defines a HAZMAT employee as anyone who in the course of employment directly affects hazardous materials transportation safety. This is a very broad definition and includes everyone from the operator of a motor vehicle transporting HAZMAT to those personnel who load, unload, handle, test or prepare HAZMAT for transportation. See 49 CFR section 171.8 for a more complete definition. 49 CFR section 172.704 specifies that HAZMAT employee training shall include the following: (1) General Awareness/Familiarization training, (2) Function-specific training, (3) Safety training, (4) Security Awareness training and (5) In-depth Security training.

(1) The AMMO-67, Web-based Training (WBT), does not satisfy all of the above training requirements for Ammo handlers/drivers to pickup ammunition/explosives (A&E).

(2) Ft Pickett-MTC offers the NGB sponsored Explosive Safety Training Course; this 2-day course will satisfy all of the mandatory training requirements for transporting and handling A&E.

(3) A HAZMAT employee shall receive the training at least once every 2 years.

(4) All vehicles must have proper shipping papers. These will be provided by the ASP. This paperwork cannot be completed prior to the issue.

(5) All ammunition must be packed in UN certified containers.

b. The Ft Pickett-Ammunition Supply Point (ASP) will ensure that personnel, whether military or civilian, government or private, arriving at the ASP to receive ammunition or explosives for any reason, have proof of HAZMAT training. This proof can be in the form of a certificate, card, or stamped on the license. The proof must provide the date of the training. (Remember, training is only good for 2 years) Ft Pickett ASP requires dual drivers for all A&E pickups, so both the driver and assistant driver must be HAZMAT qualified.

## Chapter 4 Field Storage of Ammunition

**4-1. Field Ammunition Supply Point (ASP).** Temporary field ASPs will be allowed only for units that are organized to provide personnel, equipment and security to operate a field ASP on Fort Pickett. If a unit is organized to operate a temporary ASP but personnel and/or equipment shortages would not permit proper operation, then the unit will not conduct field ASP operations. Range Operations and the Ammunition Surveillance Office (QASAS) must approve all Field ASPs. Units will provide the following information to Range Operations and the Ammunition Surveillance Office: unit, location of temporary field ASP, types and quantities of ammunition to be stored and inclusive date for storage. Specific requirements in DA PAM 385-64 must be followed.

### 4-2 Training Expenditures:

**a. Field Storage -** Field storage of ammunition constitutes three or more days' supply of ammunition in support of several scheduled training events. For the purpose of this regulation training ammunition stored in the vicinity of the range/firing point for immediate use is not considered field storage.

**b. Commander Responsibility:** The unit commander maintains the responsibility for physical security and accountability of ammunition drawn for immediate expenditure.

## Chapter 5 Safety

**5-1. Personnel Responsibilities:** All persons involved in training will take all necessary precautions to ensure the preservation of life and property. Any person observing a safety hazard will call an immediate halt to operations and initiate corrective actions.

### 5-2. Live Ammunition and Explosives.

**a. Quantities.** Quantities of ammunition requested will be consistent with training requirements. Safety pins or devices will be removed only when immediate expenditure is anticipated.

**b. Classroom Instruction.** Under no circumstances will live ammunition or explosives be used for classroom instruction or static display purposes.

**c. Precautions.** Precautions will be taken to prevent ammunition and explosives from becoming smashed, corroded, dirty, oily, greasy, incorrectly marked, loose or separated from their components.

(1) Loose ammunition will be replaced in original packing containers.

(2) All safety devices will be replaced (arming wires, spacers, nose plugs, etc.).

(3) Fuses will be returned to their safe settings.

(4) Rounds will be placed in the containers and boxes displaying the respective lot number and types of ammunition.

(5) Ammunition will be clean and properly protected (grommets in place, etc.) and will not be subjected to rough or unnecessary handling.

**d. Vehicle Operations During Transport.** Vehicles transporting ammunition will be operated with extreme care. The driver will adhere to all posted speed limits. Full stops will be made at all railroad crossings and main highway intersections.

**e. Tampering.** Personnel will not tamper with, disassemble, modify or in any unauthorized fashion alters ammunition or components.

**f. Duds.** Duds, which are found, will be marked, guarded and reported to Range Operations, ASP personnel, Police or Explosive Ordnance Disposal (EOD) unit. Such items will not be handled or disturbed except by qualified personnel.

## Chapter 6 Malfunctions and Accidents

**6-1. Definitions.**

**a. Malfunction.** Failure of an ammunition item to function as expected when fired or launched or when explosive items go off or fire when no one is trying to make them function. Malfunctions include hang fires, misfires, duds, abnormal functioning and premature functioning of explosive ammunition items under normal handling, maintenance, storage, transportation and tactical deployment. Malfunctions do not include accidents or incidents that result solely from negligence, malpractice or situations such as vehicle accidents or fires. Malfunctions are divided into Class A, Class B and Class C.

(1) Class A. Malfunctions that have resulted in death or major injury, are similar to previous malfunctions that have resulted in death or major injury, are judged as having had an appreciable probability of causing death or major injury or that have political implications.

(2) Class B. Malfunctions that have resulted in damage to major equipment that cannot be repaired at the unit level of maintenance or have resulted in an ammunition suspension that significantly impacts on readiness training.

(3) Class C. Malfunctions that are neither Class A or B.

**b. Dud.** Explosive munitions that has not been armed as intended or failed to explode after being armed.

**c. Hangfire.** An undesired delay in the functioning of a firing system. A hang fire for a rocket occurs if the rocket propellant is ignited by the firing impulse, but the rocket fails to exit the launcher within the expected time.

**d. Misfire.** Failure of the primer or the propelling charge of a round to function wholly or in part.

**e. Accident.** An unintentional or chance event resulting in property damage or injury to personnel.

**6-2. Actions to take for Malfunctions**

**a. If a malfunction of ammunition occurs.** The unit will:

(1) Immediately cease-fire and the officer-in-charge (OIC) will report this fact to Range Control.

(2) Furnish the following information to the Surveillance Section of the ASP with the least practical delay for preparation of preliminary reports (AR 75-1):

(a) Unit designation.

(b) Caliber or missile code name, type, model, serial number and manufacturer of the gun tube and breech ring, launcher, date of last overhaul and the date of last foresight as applicable.

(c) Ammunition type, model number, lot number, manufacturer and complete stock number.

(d) Components to include model, manufacturer and lot number.

(e) Type of malfunction-weapon or ammunition.

(f) Number and type of injury to personnel.

(g) Estimated amount of property damage (damage to weapon, vehicle, fire control equipment, etc.).

(h) Immediate action taken by person in charge of firing.

(i) Total number of rounds of suspect lot fired and remaining quantity on hand.

(j) Storage conditions on range (time items were drawn from ASP) (hour and date), if stored overnight on the ground and if covered.

(k) Date and time of incident and weather conditions at the time of the incident (temperature, rain, fog, or snow conditions, humidity, visibility (in meters), wind speed and direction.

(l) General conditions at the firing site and along the flight path of the item.

(m) Names and phone numbers of witnesses or other persons who can provide additional information.

(n) The OIC will take necessary action to preserve the condition. Weapons involved in malfunction will not be removed from the firing line, cleared, or dismantled until the incident has been investigated.

**b. Report.** Reports of malfunctions involving ammunition or explosives, both feeder and final, will completed by the ASP Surveillance Section.

**6-3. Local Suspensions.** The Installation Quality Assurance Specialist Ammunition Surveillance (QASAS) or Ammunition Officer is responsible for issuing local suspension of ammunition, which may be involved in a weapon malfunction. Action will be taken to suspend ammunition until such time as an investigation has been conducted to determine the actual cause of the malfunction. Neither the range officer nor the unit officers have the authority to suspend an ammunition lot.

**6-4. Accidents.** In case of accidents involving ammunition, the provisions of Paragraph 7-2 applies.

**6-5. Near Miss Reports.** In the event of a near miss:

- a. Rounds and/or ricochets, which leave the surface danger, zone and impact inside or outside the reservation boundary.
- b. Weapons removed from a range facility without being properly cleared.
- c. Weapons/ammunition malfunctions
- d. Ricochets or fragments from a support fire element which impact among the maneuver element being supported the provisions of paragraph 7-2 apply and a copy will be forwarded to Ft. Pickett Safety.

**6-6. Discrepancies involving Types or Quantities.** In the event a unit discovers that it has received live and blank ammunition intermixed together or that it has received ammunition items that are different from the types and/or quantities reflected on the issue documents, the unit will immediately report the discrepancy to the ASP supervisor and QASAS during duty hours or to range control after duty hours. Report will contain the unit's designation; point of contact; DODICs, quantities and location of the items in question; and, a brief synopsis of the problem. The unit will set the ammunition items in question aside,

preserving the condition in which they were found to the fullest extent possible, until the discrepancy is investigated by the QASAS and/or ASP supervisor and the ammunition items are either cleared for use of for turn-in to the ASP"

## Chapter 7 Ammunition Amnesty Program

### 7-1. Ammunition Found on Post (AFOP) Recovery Program

**a. AFOP larger than .50 Caliber.** All AFOP larger than .50 caliber will be considered hazardous and will not be moved by untrained personnel. Range Control will be notified and units told that it will not be moved by untrained personnel. Range Operations will be notified through the post operator or by FM radio. Range Operations will notify the supporting EOD unit.

**b. EOD personnel.** EOD personnel will document receipt of AFOP with DA Form 3265-R (Explosive Ordnance Incident Report). EOD personnel will not record names of individuals making the turn-in. Individuals reporting AFOP through Range Control will not be subjected to questioning or investigation when reporting or turning in AFOP. EOD will furnish a copy of DA Form 3265-R to the installation Provost Marshal's Office.

### 7-2. Ammunition Amnesty Program.

**a. The Ammunition Program.** The Ammunition Amnesty Program is necessary to ensure maximum recovery of military ammunition, explosives and residue items. Individuals are provided an opportunity to return ammunition, which has been lost, stolen, misplaced or erroneously left in the possession of a unit. These returns can be made without fear of prosecution; therefore, amnesty turn-ins will not be the basis for initiation of an investigation of individuals making the turn-in. The ASP will report type, quantity, and dollar value and lot number, if known, to the installation Police to determine if recovered munitions were previously reported lost/stolen.

**b. Amnesty Boxes.** To ensure proper control and safety, ammunition amnesty boxes are not authorized. However, ASP personnel will accept ammunition under the Amnesty Program during normal ASP operating hours as annotated in the installation bulletins, provided the ammunition is handed directly to an ASP employee at the ASP. The unit requires no paperwork and no questions will be asked of individuals making turn-in.

**c. Amended Turn-in.** The Ammunition Amnesty Program is not a substitute for normal turn-in procedures and will not be used to circumvent standard supply procedures. Units discovering ammunition on hand after having reconciled their accounts are authorized to make an amended turn-in. The following procedures apply for an amended turn-in:

(1) When units find they still have ammunition on hand due to error or oversight, an amended turn-in will be made. Prepare a new DA Form 581 for a regular turn-in. Note in Block 29 the original document number, if known, and state "This is an amended turn-in document." Once documents have been prepared, this ammunition will be scheduled for turn-in. It will be maintained under the security and control of the unit at authorized locations until it can be returned to the ASP.

(2) The advantages of an amended unit turn-in over amnesty turn-in procedures are that the ammunition can be immediately accounted for at the unit level, the ammunition will be credited to the unit's training ammunition account and individuals do not have to transport without authorization.

**d. Commander's Briefing.** Unit commanders will brief their soldiers on the Ammunition Amnesty Program procedures when they arrive on installation for training. This briefing must be completed no later than 3 days after training begins. After training unit commanders will conduct an Ammunition Amnesty turn-in period prior to departure from Fort Pickett. Any ammunition turned in to the unit under this program, may be turned in to the Asp under an Amnesty turn-in.

**e. Ammunition Amnesty Hotline.** An ammunition amnesty hotline is also available to report ammunition found on post. The number is 292-2666 to leave a message or arrange for a amnesty turn-in with ASP personnel.

**Appendix A -  
Training Event Codes (TEC) and Mission Codes (MC)**

**A-1. TAMIS-R event codes**

TAMIS-R event codes will be used when preparing the electronic training ammunition request form. The codes are contained in table B-1.

**A-2. Turn-Ins**

Training ammunition turn-ins are processed on DA Form 581. Include the appropriate code on the DA Form 581 for turn-ins. The code used on the turn-in must correspond with the code used on the issue document.

**Table A-1  
Ammunition Event Codes**

Event Code	Code Description
TRS	STRAC Training
TRP	POI (Program of Instruction) Training
TRC	CTA (Common Table of Allowances) Training
TRN	New Equipment Training (NET)
TRO	Training Other
TST	Test
ABL	Basic Load
OPJ	Operational Project
OPL	Operational-Likely to be Consumed
OPN	Operational-Not Likely to be Consumed

**B-3. DA Form 581 training event code entries**

When the TAR is not used, enter the appropriate event code from table B-1 in the DA Form 581 to describe the intended use of the ammunition.

**A-4. TAMIS-R Mission Code (MC)**

TAMIS-R contains three position mission codes that are updated based on mission or HQDA directed CONOPS. When directed, electronic training ammunition requests will contain the mission event code. The mission event code will be entered in the remarks section of a hand written DA Form 581.

**Appendix B  
Security Risk Category I and II**

DODAC	CAT	DODAC	CAT	DODAC	CAT
1315-C995	1	1345-K180	2	1375-M431	2
1330-G881	2	1345-K181	2	1375-M440	2
		1345-K182	2	1375-M443	2
1330-G887	2	1345-K183	2		
1330-G888	2			1375-M585	2
1330-G889	2	1375-M023	2	1375-M587	2
1330-G896	2	1375-M024	2	1375-M589	2
1330-G910	2	1375-M028	2	1375-M591	2
1330-G911	2	1375-M029	2	1375-M756	2
1330-G935	2	1375-M030	2	1375-M757	2
1330-G937	2	1375-M031	2	1375-M790	2
1330-G970	2	1375-M032	2	1375-M791	2
1336-00-851-4721	2	1375-M034	2	1375-M792	2
1340-H110	2	1375-M036	2	1375-M820	2
1340-H160	2			1375-M821	2
		1375-M038	2	1375-M832	2
1340-H459	2	1375-M039	2	1375-M957	2
1340-H469	2	1375-M040	2	1375-M980	2
1340-H470	2	1375-M041	2	1375-M981	2
1340-H488	2	1375-M043	2	1375-M982	2
		1375-M044	2	1375-M983	2
1340-H490	2	1375-M046	2	1375-M984	2
		1375-M048	2	1375-M985	2
1340-H555	1	1375-M056	2	1375-M986	2
1340-H557	1	1375-M060	2	1375-M993	2
1345-K090	2	1375-M080	2	1427- PL23 (Dragon)	1
1345-K092	2	1375-M081	2	1425-PJ01 (Redeye)	1
1345-K120	2	1375-M082	2		
1345-K121	2	1375-M083	2	1410-PB97	2
1345-K143	2	1375-M084	2		
1345-K145	2	1375-M085	2		
1345-K146	2	1375-M086	2		
		1375-M087	2		
1345-K170	2	1375-M420	2		
1427-PL90	1	1375-M421	2		

Appendix B, AR 190-11 can be used for further guidance.

**Sensitive Arms, Ammunition, and Explosives (AA&E) Security Risk Categorization**

**Appendix C  
Commander's Checklist for Controlling Ammunition**

1. Commander will:
  2. Before going on range or exercise:
    - a. Ensure vehicles dispatched to transport ammunition and explosives are in safe mechanical condition and meet requirements of DD Form 626.
    - b. Ensure ammunition personnel understand this directive.
    - c. At the range or exercise site:
      - d. Brief personnel on safety, control and security as outlined in AR 190-11.
      - e. Ensure ammunition is segregated and identified by lot number. Provide means to maintain identity by lot number for positive identification in case of malfunction or accident.
    - f. Ensure ammunition boxes or containers are not opened until ammunition is used. Open only ammunition for immediate issue to troops.
    - g. Retain packing material for opened ammunition so remaining live ammunition can be repacked. Ensure lot number on ammunition is the same as lot number marked on packing material.
    - h. Have ammunition items checked for obvious defects but do not tamper, disassemble, modify or alter ammunition in any way. Do not fire defective ammunition. Report pertinent facts, including lot identification to Range Control and the Ammunition Officer.
  3. During training:
    - a. Ensure that DA Form 5515 (Training Ammunition Control Document) is used to hand receipt ammunition to subordinate elements in accordance with DA Pam 710-2-1.
    - b. Require a responsible individual to sign block 18 DA Form 5515.
    - c. Inventory ammunition, in the unit's possession, every 24 hours.
    - d. Maintain all related documents concerning the issue and turn-in of ammunition for two years.
  4. After completing training:
    - a. Account for ammunition and components. If all ammunition and components are not accounted for, especially small arms ammunition, conduct a shakedown. Do not abandon or discard ammunition during or following completion of firing.
    - b. Ensure unexploded projectiles or munitions (duds) are conspicuously marked, taped, or fenced off. Report immediately to Range Control.
    - c. Ensure soldiers know location of turn-in point. Segregate expended cartridge cases (brass) and live ammunition. Never place them in same container.
  4. Responsible officers will:
    - a. Initiate DA Form 4697, Report of Survey, if ammunition becomes unserviceable due to loss of lot number, from other than intended use or fault or neglect.
    - b. For a malfunction or accident, retain weapon and ammunition involved intact and at the site until Range Control and Ammunition Officer investigate. Do not remove weapons, equipment or ammunition

components from the accident site until released by Ammunition Officer or Range Control.

5. Other responsibilities:

a. Ammunition and/or explosives which are found on or off post, except duds, which appear to have been lost, abandoned or not under the control of an individual or organization will be turned in to the ASP.

b. Ammunition will not be stored in unit areas except as authorized by AR 190-11.

c. Live ammunition will not be used in classroom demonstrations or in areas where personnel are exposed to missile hazards in the event of an accidental ignition and/or detonation of the items.

d. Each person will be instructed on his mandatory obligation to practice all safety and security measures prescribed to prevent accidents and to dispose of unused ammunition only at turn-in points.

**Appendix D**  
**Ammunition Requiring DA Form 5692-R (Ammunition Consumption Certificate)**

The expenditure of the following ammunition requires the submission of DA Form 5692-R during the reconciliation between the unit and the ASP:

<b>FSC/DODIC</b>	<b>FSC/DODIC</b>	<b>FSC/DODIC</b>
1315-C995	1375-M031	1375-M605
1330-G881	1375-M032	1375-M615
1330-G900	1375-M035	1375-M619
1330-G911	1375-M036	1375-M626
1340-H110	1375-M039	1375-M627
1340-H557	1375-M060	1375-M629
1340-H708	1375-M127	1375-M630
1345-K010	1375-M130	1375-M670
1345-K092	1375-M131	1375-M757
1345-K121	1375-M241	1375-M766
1345-K143	1375-M308	1375-M810
1345-K146	1375-M420	1375-M842
1345-K180	1375-M421	1375-M965
1345-K181	1375-M445	1375-ML03
1345-K250	1375-M448	1410-PB82
1375-M023	1375-M450	1425-PJ01
1375-M024	1375-M456	1427-PL22
1375-M026	1375-M500	1427-PL23
1375-M028	1375-M540	1427-PL90
1375-M030	1375-M591	

Lot number and quantity must identify all items. Serial numbered items must be listed by serial number. For further information see Appendix L, DA Pam 710-2-1. The Consumption Certificate must be signed by the Range Safety Officer (SSG or above).

**Appendix E  
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
.30 caliber, brass, all other	.0286
.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 millimeter, brass, all	.0135
7.62 millimeter, brass, all	.026
9 millimeter, brass, parabellum	.0094
20 millimeter, brass, small	.2
20 millimeter, brass, large	.25
Shotgun, brass	.036
All other brass	Individual count

TO FIND WEIGHT: Multiply the quantity of expended cartridge cases by the weight factor.

Formula: Brass, Short, and Expended Rounds of .22 caliber  
 X Weight Factor  
 = Weight of Expended Cartridge Cases

Computation of Example: 39,875 Rounds  
 X .0008 Pounds  
 = 31.9 Pounds

Work to one decimal place and round down: 31 pounds expended.

TO FIND QUANTITY: Divide the weight of expended cartridge cases by the weight factor.

Formula: Brass, Expended Cartridges Weight of .38 Caliber  
 + Weight Factor  
 = Quantity of Expended Cartridge Cases

Computation of and Example: 82.0 Pounds  
 + .009 Pounds  
 = 9,111.1 Rounds

Work to one decimal place and round down: 9,111 rounds.

**Appendix F  
References**

**AR 95-27**

Operational Procedures for Aircraft Carrying Hazardous Materials

**AR 190-11**

Physical Security of Arms, Ammunition, and Explosives.

**AR 385-10**

Army Safety Program.

**AR 385-63**

Range Safety.

**AR 385-64**

U. S. Army Explosives Safety Program

**AR 5-13**

Training Ammunition Management System (TAMS).

**AR 700-19**

U.S. Army Munitions Reporting System.

**AR 710-2**

Supply Policy below the National Level.

**AR 735-5**

Policies and Procedures for Property Accountability.

**AR 740-1**

Storage and Supply Activity Operations

**AR 75-1**

Malfunctions Involving Ammunition and Explosives.

**Bureau of Explosives**

(BOE) 6000-Y, Hazardous Materials Regulations of the Department of Transportation.

**DA PAM 700-19**

Procedures for the United States Army Munitions Reporting System

**DA PAM 385-64**

Ammunition and Explosives Safety Standards.

**DA Pam 710-2-1**

Using Unit Supply system (Manual Procedures).

**DA Pam 710-2-2**

Supply Support Activity Supply System: Manual Procedures.

**Department of Defense**

(DOD) 5100.76-M. Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives.

**TB 43-0250**

Ammunition Handling, Storage and Safety

