FOREWORD

1. PURPOSE

This guide is provided to assist Using Units in the day-to-day procedures related to requisitioning, receiving, or turning in of ammunition at the Ammunition Supply Point (ASP), Camp Lejeune, North Carolina. The following is not an all inclusive list of actions to be taken, but general guidelines to assist units. Units should utilize their chain of command for further assistance or questions.

A. G. ELAM
Officer in Charge
Ammunition
Supply Point,
Camp Lejeune
Supported
Unit Guide
This guide was developed to assist supported units when conducting Issues and Turn-ins at the Ammunition Supply Point. This is not an SOP. Procedures may change based on updates to local SOP's or changes to explosive safety orders and regulations. Questions concerning the content or procedures outlined in this guide should be directed to the Operations Chief of the Ammunition Supply Point at 451-4723.

THINGS TO DO THE DAY PRIOR TO THE AMMUNITION ISSUE

1. The following will be completed by the Supported Unit Representative PRIOR to arriving at the ASP:

   a. Inspect Driver(s). All supported unit drivers will be inspected in accordance with the current version of the SW020-AF-HBK-010.

      (1) Ensure the driver has a valid state driver’s license.

      (2) Ensure the driver has a valid OF 346 (Military Driver’s License) with an explosive driver’s endorsement

      (3) Ensure the driver has a current and valid Medical Examiners Certificate.

      (4) If driving off-base, verify the driver is at least 21 years of age. The following ranges are considered off-base:

          (a) All "K" ranges.
(b) SR's 6, 7, 8, and 10.
(c) Stone Bay Rifle Ranges: F2, F4, F5, and L5.
(d) LZ's Swan and Woodpecker.
(e) Pistol Ranges - Camp Johnson, New River Air Station, and the Jacksonville Police Department.

b. Inspect Equipment.

(1) Pre-inspect vehicle(s) to ensure that they will pass a DD Form 626 (enclosure 1) Motor Vehicle Inspection.

(2) Fire Extinguisher. Ensure you have a serviceable fire extinguisher rated at 10:BC or greater and is Underwriter Laboratory approved. The use of Purple K fire extinguishers is authorized.

(3) Verify that each vehicle has a current version of the Glove Box Edition.

(4) Pallets. The ASP does not provide pallets for less than pallet loads. Ensure you bring enough for your ammunition issue.

(5) Tie-down straps. The minimum requirement for tie-down straps is 3 per pallet. Two to secure the pallet, one to secure the pallet to the vehicle.

(6) Armed Guard Requirements.

(a) Pre-stage. If you are conducting an issue and you will be staging the ammunition in the ASP's Vehicle Staging Lot (VSL), you are not required to have an armed guard when you arrive at the ASP.

(b) Straight Draw. If you are conducting a direct pick up, an armed guard is required when you arrive at the ASP and the issue will not start until the armed guard, all vehicles and personnel are present.

(c) Un-staging. Unit's un-staging ammunition to transport to a range are required to have an armed guard. In other words, anytime an ammunition laden vehicle travels to or from the ASP over public roadways an armed guard is required.
(7) Fire and Water Resistant Tarps. Ensure each vehicle transporting ammunition has a serviceable fire and water resistant tarp.

(8) Chock Blocks. Ensure each vehicle has (2) two chock blocks per bed space. This is required whether or not ammunition is being loaded in the second bed space. Non-tactical vehicle chock blocks are not authorized.

(9) Placards. Each vehicle is required to have the proper amount of serviceable placards. See examples on placarding below:
c. Develop the load plan. A load plan is required for each vehicle to be loaded with ammunition. ASP personnel will load per the load plan, however, they will not spread load a single DoDIC over multiple vehicles. If a unit wants to spread load their trucks, it can be done by using unit personnel at the RSI lot following the issue.
d. E581. Print copies of the ASP approved E581.
WHAT TO DO THE DAY OF THE AMMUNITION ISSUE

Note: The ammunition issue will not begin until all vehicles and equipment are present at the ASP. Category I ammunition will not be loaded until an E-6 or above, authorized on the supported unit’s DOA, is present.

1. Conduct an Issue. Arrive at the ASP as early as possible. Units will not receive their ammunition issue after 1100 without OIC/Operations Chief approval. The Ammunition Supply Point operates on a “first come, first serve” basis.

   a. Badges. Military personnel are required to surrender a CAC card to receive an access badge. Pick up an access badge at building SH50.

   b. Report to SH42. Notify the ASP Guard that you are there to conduct an issue.

   c. Vehicle Inspection. Vehicles transporting ammunition are inspected in accordance with the current version of SW020-AF-HBK-010m using DD Form 626 and the ASP Vehicle Inspection Checklist (enclosure 2). Chaser vehicles are provided by the supported unit and will receive a cursory inspection and are searched for prohibited items. P.O.V.’s are not authorized in the ASP.

   (1) Turn off the vehicle.

   (2) Chock block each compartment of the vehicle.

   (3) Place fire extinguisher in front of the vehicle.
(4) When directed to do so, proceed to the RSI lot. Repeat steps 1-3 above.

d. Report to the **RSI desk NCO**. Provide the following to the RSI NCO:

(1) DD Form 626 and the ASP Vehicle Inspection Checklist.

(2) Copy of the ASP approved E581.

(3) Copy of the load plan.

e. Loading.

(1) The driver is required to shut off the vehicle, place the chock blocks at each compartments and the fire extinguisher every time the vehicle stops at a magazine in the ASP. The driver will remain near the vehicle and will assist in loading ammunition, if required. The driver is responsible for placarding and applying tie-down straps the vehicle once the ammunition has been loaded. Do not wait until the vehicle returns to the RSI lot to complete these tasks.

(2) Supported Unit Representatives are **REQUIRED** to participate in the inventory of their ammunition at the RSI Lot, prior to departing the ASP. When conducting an inventory, DO NOT break factory seals. RSI Marines will not break factory seals or ASP seals; however, the Supported Unit Representative has the option to verify an ASP sealed can/box.

(3) Once the inventory is complete, the Supported Unit Representative will sign the 1348-1a's, receive a copies of each and accept responsibility for the Ammunition.

(4) The vehicle will be inspected to ensure the load is properly placarded and strapped by an Ammo 62 qualified Marine. Once complete, the driver will sign DD Form 2890 and accept responsibility for the load.

f. **RSI Packet**. A RSI Packet consists of the following:

(1) Copies of all 1348-1's

(2) Ammunition Information Notice (AIN), if applicable.
(3) Notice of Ammunition Reclassification (NAR) if applicable.

(4) DD Form 626.

(5) DD Form 2890 (enclosure 3).

(6) DD Form 1907, if applicable (enclosure 4).

(7) Vehicle Inspection Checklist.

g. Staging. Staging Ammunition Vehicles is a privilege the ASP extends to supported units. In order to use the ASP VSL, the supported units must adhere to the following:

(1) The RSI Packet must remain inside the vehicle. Supported units staging more than one vehicle on the same B581 will place the RSI Packet in the lead vehicle. Copies of the RSI Packet are not authorized. The supported unit will receive copies of the DD Form 626, 2890 and 1907 when they exit the ASP.

(2) Stage vehicles with a fire extinguisher, chock blocks and all appropriate placards.

(3) Stage trailers with their prime mover attached.

(4) Provide a POC in case the vehicle must be moved during an emergency.

(5) Vehicles must un-stage by 0900 the following workday.

NOTE: Category I and II items will be staged in the Duty Tech Magazine and can only be un-staged by the SNCO/Officer that signed the original DD Form 1907.

h. Straight Draw (no pre-stage). Supported units that are conducting a straight draw will be inspected by a RSI Sgt or above prior to leaving the RSI lot. The RSI packet is signed by a RSI Sgt or above and provided to the Supported Unit Representative.

(1) The Supported Unit Representative must surrender the RSI Packet to the vehicle inspector/ASP Guard at the gate in order to leave the ASP. The supported unit will receive the originals of DD Forms 626, 2890 and 1907.
**HOW TO COMPLETE A 1348-1A TURN IN DOCUMENT**

| Doc Number: MUST BE THE ORIGINAL DOC NUMBER WITH AN "A" SUFFIX |
| NSN / DODIC |
| LOT NUMBER (QTY) |
| SERIAL NUMBERS (IF REQUIRED) |
| UNIT INFORMATION: PRINT AND SIGN |

(1) Enter D6A in the document identifier block.
(2) Unit of issue for most ammunition is EA, for Det Cord, Time Fuse etc., use FT.

(3) Enter the Qty from the inventory you conducted. The number entered must be a 5-digit number, e.g., for 100 rounds it will read, 00100. Do not put a Qty in the areas that are X'd out above. Those blocks will be filled out by RSI personnel. For DODICS that have multiple lot numbers, the Qty you will enter will be the total for the DODIC (all lots). THIS IS REQUIRED to be complete before arriving at the ASP. ASP Personnel will not stage or accept the vehicle into the ASP if supported units have not completed turn-in documents. Turn-in documents must remain inside the vehicle while staged inside the VSL.

(4) Print your unit information, name, rank and sign the document.

(5) Ensure the vehicle is strapped, and properly placarded. An armed guard is required when transporting ammunition back to the ASP. Proceed to the ASP to stage the vehicle or to conduct a turn-in.
HOW TO PROPERLY STAGE A TURN-IN

1. The Majority of the time, supported units return ammunition to the ASP after normal working hours. The following explains the process for staging ammunition-laden vehicles in the VSL until the next workday.

2. Ensure you arrive with the vehicle properly placarded, strapped and that you have an armed guard.

3. When arriving after hours, park your vehicle near the gate, turn off the engine, place the chock blocks and fire extinguisher and report to the CPL of the Guard at Building SH50. The following paperwork will be provided to the COG:
   a. The completed 1348-la's for each DoDIC on the vehicle.
   b. DD Form 626 and 2890.
   d. The driver will provide his OF 346 military license and medical examiners certificate.

NOTE: Failure to provide any of the above documents will result in a discrepancy report.

4. The vehicle will be inspected and all opened containers will have a security seal applied by the COG/RSI Tech. Ensure you receive a list of the serial numbers applied to all opened cans. This protects the supported unit and protects the load against pilferage.

5. Category I ammunition can only be accepted by ASP personnel from the SNCO or Officer that last signed the DD Form 1907.
6. Once the vehicle is inspected, The COG will escort the vehicle(s) to the VSL to stage. The armed guard will wait by building SH50 while the vehicle is being staged. Units are required to provide a chaser vehicle to stage. The COG will not stage the vehicle until a chaser vehicle is on site.

6. Once the vehicle is staged, all 1348-1a's, DD forms 626 and 2890 and the Vehicle Inspection Checklist must remain inside the cab of the vehicle.

7. The chaser vehicle (including multiple units at the same time) MUST be escorted while inside the ASP. Units will not leave the VSL without an escort.
HOW TO PROPERLY CONDUCT A TURN-IN

1. Arrive at the ASP as soon as possible the next working day. Operations will begin as soon as there is enough light to conduct operations. Vehicles staged in the VSL are required to un-stage NLT 0900 the next workday unless previous arrangements have been made with the OIC/AOIC/Operations Chief.

2. Report to building SH50 to receive a badge.

3. Report to the ASP Guard in building SH42 and let them know that you are there to un-stage and conduct a turn-in. A properly licensed explosive drive must be present to un-stage the supported units vehicle(s).

NOTE: If you are not un-staging, but are conducting a direct turn-in during working hours, follow the instructions of the ASP Guard and vehicle inspectors.

4. A RSI tech will un-stage your vehicle. After chocking both and putting out the fire extinguisher, report to the RSI Desk NCO with the following:

   a. The 1348-1a turn-in documents that were prepared when the vehicle was staged.

   b. Vehicle Inspection Checklist.

5. RSI personnel will check the vehicle prior to starting the turn-in process. If the ammunition is not properly packed, has excessive loose ammunition, or is not organized, the supported unit will be directed to another area of the RSI lot in order to
fix their turn in. The unit is not counted as being "on deck" until they are ready to conduct the turn-in.

6. Follow the instructions of RSI personnel during the turn-in process. The turn-in is complete once RSI personnel have signed for all ammunition. RSI personnel will retain copies of all 1348-1a's and the Vehicle Inspection Checklist.
SAFE HAVEN AND
EXTENDED
PRE-STAGE

1. Safe Haven. Per the OP5 Vol I, Safe Haven is only authorized during severe weather, natural disaster or civil unrest.

   a. The practice of supported units drawing ammunition required for multiple ranges over an extended period and then using the VSL as a safe haven overnight is not authorized. When ammunition returns to the ASP, it will not leave again and the supported unit conducts a turn-in.

   b. Units conducting multiple training events must stage multiple vehicles with multiple E581's or stage their ammunition on ranges in accordance with MCIEAST-MCB CAMLEJO 3570.1. Exceptions to the safe haven rule are:

      (1) Pistol ranges located in areas where ammunition storage is not feasible or unauthorized.

      (2) 10th Marines events requiring salute ammunition for approved funerals, parades, or Change of Commands.

      (3) Infantry Immersion trainer.

   c. All requests for safe haven (enclosure 5) must be routed through the supported unit's MSC; e.g., MEF, DIV, MLG, MCB. Supported units will not contact the ASP directly.

2. Extended Pre-stage. An example of an extended pre-stage is a supported unit staging an ammunition-laden vehicle in the VSL on Thursday but they are not going to un-stage the follow workday. Extended pre-stage is requested in the remarks section of the supported unit TAMIS request. Be sure to include a justification for the extended pre-stage request.
Example: "Request extended pre-stage. RDD is 7246 day. Requesting to un-stage on 7249 day. The Bn is conducting a safety stand down during this period and the ammo techs will not be available to stage ammunition the day prior to training."

Points Of Contact for the Ammunition Supply Point:

RSI SNCOIC 451-4737/4738
OPS CHIEF 451-4723
OIC 451-4721
AOIC 451-4722
COG (AFTER HOURS) 451-4739
# MOTOR VEHICLE INSPECTION (TRANSPORTING HAZARDOUS MATERIALS)

This form applies to all vehicles which must be marked or placarded in accordance with Title 49 CFR.

### 1. BILL OF LADING/TRANSPORTATION CONTROL NUMBER

<table>
<thead>
<tr>
<th>ORIGIN</th>
<th>DESTINATION</th>
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<tbody>
<tr>
<td>a.</td>
<td>b.</td>
</tr>
</tbody>
</table>

### 2. CARRIER/GOVERNMENT ORGANIZATION

### 3. DATE/TIME OF INSPECTION

### 4. LOCATION OF INSPECTION

### 5. OPERATOR(S) NAME(S)

### 6. OPERATOR(S) LICENSE NUMBER(S)

### 7. MEDICAL EXAMINER'S CERTIFICATE*

### 8. (X if satisfactory at origin)

| a. HAZMAT ENDORSEMENT | d. ERG OR EQUIVALENT COMMERCIAL: YES NO |
| b. VALID LEASE* | e. DRIVER'S VEHICLE INSPECTION REPORT* a. TRUCK/TRACTOR |
| c. ROUTE PLAN | f. COPY OF 49 CFR PART 397 b. TRAILER |

### 9. CVSA DECAL DISPLAYED ON COMMERCIAL EQUIPMENT* YES NO

### SECTION II - MECHANICAL INSPECTION

All items shall be checked on empty equipment prior to loading. Items with an asterisk shall be checked on all incoming loaded equipment.

### 10. TYPE OF VEHICLE(S)

### 11. VEHICLE NUMBER(S)

### 12. PART INSPECTED

(X as applicable)

<table>
<thead>
<tr>
<th>ORIGIN (1)</th>
<th>DESTINATION (2)</th>
<th>ORIGIN (1)</th>
<th>DESTINATION (2)</th>
<th>COMMENTS (3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAT UNSAT</td>
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</tbody>
</table>

a. SPARE ELECTRICAL FUSES  k. EXHAUST SYSTEM
b. HORN OPERATIVE  l. BRAKE SYSTEM*
c. STEERING SYSTEM  m. SUSPENSION
d. WINDSHIELD WIPERS  n. COUPLING DEVICES
e. MIRRORS  o. CARGO SPACE
f. WARNING EQUIPMENT  p. LANDING GEAR*
g. FIRE EXTINGUISHER*  q. TIRES, WHEELS, RIMS
h. ELECTRICAL WIRING  r. TAILGATE/DOORS*
i. LIGHTS AND REFLECTORS  s. TARPAULIN*
j. FUEL SYSTEM*  t. OTHER (Specify)

### 13. INSPECTION RESULTS (X one) ACCEPTED REJECTED

(If rejected give reason under "Remarks": Equipment will be approved if deficiencies are corrected prior to loading.)

### 14. SATELLITE MOTOR SURVEILLANCE SYSTEM: (X one) ACCEPTED REJECTED

### 15. REMARKS

### 16. INSPECTOR SIGNATURE (Origin)

### 17. INSPECTOR SIGNATURE (Destination)

### SECTION III - POST LOADING INSPECTION

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.

### 18. LOADED IAW APPLICABLE SEGREGATION/COMPATIBILITY TABLE OF 49 CFR

### 19. LOAD PROPERLY SECURED TO PREVENT MOVEMENT

### 20. SEALS APPLIED TO CLOSED VEHICLE; TARPAULIN APPLIED ON OPEN EQUIPMENT

### 21. PROPER PLACARDS APPLIED

### 22. SHIPPING PAPERS/DD FORM 2890 FOR GOVERNMENT VEHICLE SHIPMENTS

### 23. COPY OF DD FORM 626 FOR DRIVER

### 24. SHIPPED UNDER DOT SPECIAL PERMIT 868

### 25. INSPECTOR SIGNATURE (Origin)  26. DRIVER(S) SIGNATURE (Origin)

### 27. INSPECTOR SIGNATURE (Destination)  28. DRIVER(S) SIGNATURE (Destination)

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DD FORM 626, OCT 2011

PREVIOUS EDITION IS OBSOLETE.
INSTRUCTIONS

SECTION I - DOCUMENTATION

General Instructions.

All items (2 through 9) will be checked at origin prior to loading. Items with an asterisk (*) apply to commercial operators or equipment only. Only items 2 through 7 are required to be checked at destination.

Items 1 through 5. Self explanatory.

Item 6. Enter operator's Commercial Driver's License (CDL) number or Military OF-346 License Number. CDL and OF-346 must have the HAZMAT and other appropriate endorsements IAW 49 CFR 363.

Item 7. Enter the expiration date listed on the Medical Examiner's Certificate.

Item 8.a. Hazardous Materials Certification. In accordance with applicable service regulations, ensure operator has been certified to transport hazardous materials. Check the expiration date on driver's HAZMAT Certification.

   b. Valid Lease. Shipper will ensure a copy of the appropriate contract or lease is carried in all leased vehicles and is available for inspection. (49 CFR 376.12 and 376.11(c)(2)).

   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 397.101.

   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 (Transportation of Hazardous Materials Driving and Parking Rules). If military operators do not possess this document, shipper will provide a copy to operator.

Item 9. *Commercial Vehicle Safety Alliance (CVSA) Decal. Check to see if equipment has a current CVSA decal and mark applicable box. Vehicles without CVSA, check documentation of the last vehicle periodic inspection and perform DD Form 626 Inspection.

SECTION II - MECHANICAL INSPECTION

General Instructions.

All items (12.a. through 12.l.) 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 12.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 one serviceable fire extinguisher 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 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)
SECTION II (Continued)

i. Lights/Reflectors. (Head, tail, turn signal, brake, clearance, marker and identification lights. Emergency Flashers). Inspect to see that all lighting devices and reflectors required are operable, of proper color and properly mounted. Ensure that lights and reflectors are not obscured by dirt or grease or have broken lenses. High/Low beam switch must be operative. Emergency Flashers must be operative on both the front and rear of vehicle. (49 CFR 393.24, 25, and 26)

j. Fuel System. Inspect fuel tank and lines to ensure that they are in serviceable condition, free from leaks, or evidence of leakage and securely mounted. Ensure that fuel tank filler cap is not missing. Examine cap for defective gasket or plugged vent. Inspect filler necks to see that they are in completely serviceable condition and not leaking at joints. (49 CFR 393.83)

k. Exhaust System. Exhaust system shall discharge to the atmosphere at a location to the rear of the cab or if the exhaust projects above the cab, at a location near the rear of the cab. Exhaust system shall not be leaking at a point forward of or directly below the driver compartment. No part of the exhaust system shall be located where it will burn, char or damage electrical wiring, fuel system or any other part of the vehicle. No part of the exhaust system shall be temporarily repaired with wrap or patches. (49 CFR 393.83)

l. Brake System (to include hand brakes, parking brakes and Low Air Warning devices). Check to ensure that brakes are operational and properly adjusted. Check for audible air leaks around air brake components and air lines. Check for fluid leaks, cracked or damaged lines in hydraulic brake systems. Ensure that parking brake is operational and properly adjusted. Low Air Warning devices must be operative. (49 CFR 393.40, 41, 42, 43, 44, 45, 47, 48, 49, 50, 51, 52, 53, and 55)

m. Suspension. Inspect for indications of misaligned, shifted or cracked springs, loosened shackles, missing bolts, spring hangers unsecured at frame and cracked or loose U-bolts. Inspect for any unsecured axle positioning parts and sign of axle misalignment, broken torsion bar springs (if so equipped). (49 CFR 393.207)

n. Coupling Devices (Inspect without uncoupling). Fifth Wheels: Inspect for unsecured mounting to frame or any missing or damaged parts. Inspect for any visible space between upper and lower fifth wheel plates. Ensure that the locking jaws are around the shank and not the head of the kingpin. Ensure that the release lever is seated properly and safety latch is engaged. Pinch Hook, Drawbar, Towbar Eye and Tongue and Safety Devices: Inspect for unsecured mounting, cracks, missing or ineffective fasteners (welded repairs to pinle hook is prohibited). Ensure safety devices (chains, hooks, cables) are in serviceable condition and properly attached. (49 CFR 393.70 and 71)

o. Cargo Space. Inspect to ensure that cargo space is clean and free from exposed bolts, nuts, screws, nails or inwardly projecting parts that could damage the lading. Check floor to ensure it is light and free from holes. Floor shall not be permeated with oil or other substances. (49 CFR 393.84)

p. Landing Gear. Inspect to ensure that landing gear and assembly are in serviceable condition, correctly assembled, adequately lubricated and properly mounted.

SECTION II (Continued)

q. Tires, Wheels and Rims: Inspect to ensure that tires are properly inflated. Flat or leaking tires are unacceptable. Inspect tires for cuts, bruises, breaks and blisters. Tires with cuts that extend into the cord body are unacceptable. Thread depth shall not be less than: 4/32 inches for tires on a steering axle of a power unit, and 2/32 inches for all other tires. Mixing bias and radial on the steering axle is prohibited. Inspect wheels and rims for cracks, unseated locking rings, broken, loose, damaged or missing lug nuts or elongated stud holes. (49 CFR 393.75)

r. Tailgate/Doors. Inspect to see that all hinges are tight in body. Check for broken latches and safety chains. Doors must close securely. (49 CFR 177.835(h))

s. Tarpaulin. If shipment is made on open equipment, ensure that lading is properly covered with fire and water resistant tarpaulin. (49 CFR 177.835(h))

I. Other Unsatisfactory Condition. Note any other condition which would prohibit the vehicle from being loaded with hazardous materials.

Item 14. For AAE and other shipments requiring satellite surveillance, ensure that the Satellite Motor Surveillance System is operable. The DTTS Message Display Unit, when operative, will display the signal "DTTS ON". The munitions carrier driver, when practical, will position the DTTS message display unit in a manner that allows the shipping inspector or other designated shipping personnel to observe the "DTTS ON" message without climbing aboard the cab of the motor vehicle.

SECTION III - POST LOADING INSPECTION

General Instructions.

All placarded quantities items will be checked prior to the release of loaded equipment. Shipment will not be released until deficiencies are corrected. All items will be checked on incoming loaded equipment. Deficiencies will be reported in accordance with applicable service regulations.

Item 18. Check to ensure shipment is loaded in accordance with 49 CFR Part 177.843 and the applicable Segregation or Compatibility Table of 49 CFR 177.848.

Item 19. Check to ensure the load is secured from movement in accordance with applicable service outload drawings.

Item 20. Check to ensure seat(s) have been applied to closed equipment; fire and water resistant tarpaulin applied on open equipment.

Item 21. Check to ensure each transport vehicle has been properly placarded in accordance with 49 CFR 172.504.

Item 22. Check to ensure operator has been provided shipping papers that comply with 49 CFR 172.201 and 202. For shipments transported by Government vehicle, shipping paper will be DD Form 2650.

Item 23. Ensure operator(s) sign DD Form 628, are given a copy and understand the hazards associated with the shipment.

Item 24. Applies to Commercial Shipments Only. If shipment is made under DOT Special Permit 868, ensure that shipping papers are properly annotated and copy of Special Permit 868 is with shipping papers.

Item 26. Ensure driver/operator signs DD Form 628 at origin.

Item 28. Ensure driver/operator signs DD Form 628 at destination.
# VEHICLE INSPECTOR/DUTY TECH CHECKLIST

If a "NO" or "FAIL" is indicated during working hours contact the Operations Officer/Operations Chief. After hours, correct the deficiency and log all pertinent information in the Duty Tech Log Book.

## PRE-ISSUE (EMPTY VEHICLE)

<table>
<thead>
<tr>
<th>Driver Name:</th>
<th></th>
<th>Unit / Ammo Representative:</th>
<th></th>
<th>Vehicle Number:</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Valid of 346, Ammo Qualified?</th>
<th>YES</th>
<th>NO</th>
<th>Expired:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Valid Medical Examiners Certificate?</td>
<td>YES</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>Is the Driver Moving Off-Base?</td>
<td>YES</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>Is the Driver Over 21?</td>
<td>YES</td>
<td>NO</td>
<td>N/A, the Driver is Moving On-Base</td>
</tr>
<tr>
<td>Glove Box Edition?</td>
<td>YES</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>Conduct DD Form 625 Motor Vehicle Inspection</td>
<td>PASS</td>
<td>FAIL</td>
<td>Due To:</td>
</tr>
<tr>
<td>Did the Unit Arrive with an Armed Guard?</td>
<td>YES</td>
<td>NO</td>
<td>N/A, the Unit is Prestaging</td>
</tr>
<tr>
<td>Does the Unit Have All Required Equipment, i.e., Pallet(s), Tie Down Straps, Tarps, Placards, Chock-Blocks?</td>
<td>YES</td>
<td>NO</td>
<td>The Unit Failed to Bring:</td>
</tr>
<tr>
<td>What Ranges Will the Ammunition Be Transported To? See Back of Checklist for Ranges Authorized?</td>
<td>The Unit Will Be Transporting Ammunition To:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does the Unit Have a Required Route Plan?</td>
<td>YES</td>
<td>NO</td>
<td></td>
</tr>
</tbody>
</table>

**Additional Comments:**

<table>
<thead>
<tr>
<th>Driver Print</th>
<th>Driver Sign</th>
<th>Date</th>
<th>Inspector Print</th>
<th>Inspector Sign</th>
<th>Date</th>
</tr>
</thead>
</table>

## POST ISSUE PRE-STAGE INSPECTION

<table>
<thead>
<tr>
<th>Have All Documents Been Signed?</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the DD 626 Post Loading Vehicle Inspection Complete?</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Has the Unit Been Provided Copies of DD Form 620/836/2890?</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Is the Unit Traveling Off-Base?</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Is the Range Considered to Be in the Confinies of MCB Camp Lejeune?</td>
<td>YES</td>
<td>RANGE:</td>
</tr>
<tr>
<td>Has the Vehicle Been Blocked?</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Has the Unit Provided an Off-Base Movement Letter Endorsed by the Explosive Safety Office?</td>
<td>YES</td>
<td>NO</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Driver Print</th>
<th>Driver Sign</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspector Print</td>
<td>Inspector Sign</td>
<td>Date</td>
</tr>
</tbody>
</table>

**Enclosure (2)**
# POST LOADING/UNSTAGING/DEPARTING THE ASP

<table>
<thead>
<tr>
<th>DRIVER NAME</th>
<th>UNIT / AMMO REPRESENTATIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>IS THE DRIVER LISTED ON DD FORM 626 AND 836/2890?</td>
<td>YES</td>
</tr>
<tr>
<td>VALID MEDICAL EXAMINERS CERTIFICATE?</td>
<td>YES</td>
</tr>
<tr>
<td>IS THE DRIVER MOVING OFF-BASE?</td>
<td>YES</td>
</tr>
<tr>
<td>IS THE DRIVER OVER 21?</td>
<td>YES</td>
</tr>
<tr>
<td>VALID OF 346, AMMO QUALIFIED?</td>
<td>YES</td>
</tr>
<tr>
<td>GLOVE BOX EDITION?</td>
<td>YES</td>
</tr>
<tr>
<td>ROUTE PLAN?</td>
<td>YES</td>
</tr>
<tr>
<td>IS THE AMMUNITION STRAPPED CORRECTLY?</td>
<td>YES</td>
</tr>
<tr>
<td>IS THE AMMUNITION COMPATIBLE?</td>
<td>YES</td>
</tr>
<tr>
<td>DID THE UNIT ARRIVE WITH AN ARMED GUARD?</td>
<td>YES</td>
</tr>
<tr>
<td>DOES THE UNIT HAVE ALL REQUIRED SAFETY EQUIPMENT, I.E. PALLETS, TIE DOWN STRAPS, TARPS, PLACARDS, CHOCK-BLOCKS, ETC.?</td>
<td>YES</td>
</tr>
<tr>
<td>IS THE UNIT PROPERLY PLACARDED?</td>
<td>YES</td>
</tr>
<tr>
<td>ARE PLACARDS AFFIXED PROPERLY?</td>
<td>YES</td>
</tr>
<tr>
<td>DOES THE UNIT HAVE COPIES OF THE DD FORMS 626/836/2890, ROUTE PLAN, AND OFF-BASE LETTERS IF REQUIRED?</td>
<td>YES</td>
</tr>
<tr>
<td>DOES THE UNIT HAVE THE DD FORM 1907 SIGNED?</td>
<td>YES</td>
</tr>
<tr>
<td>IS THE UNIT DEPARTING WITH AN ARMED GUARD?</td>
<td>YES</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DRIVER PRINT</th>
<th>DRIVER SIGN</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSPECTOR PRINT</td>
<td>INSPECTOR SIGN</td>
<td>DATE</td>
</tr>
</tbody>
</table>

THE FOLLOWING RANGES ARE CONSIDERED OFF-BASE. CAMP LEJEUNE AREA. UNITS UTILIZING THESE RANGES DO NOT NEED AN OFF-BASE TRANSPORTATION REQUEST. THE AMMUNITION IS NOT REQUIRED TO BE BLOCKED AND BRACED.

ALTHOUGH THE ABOVE REQUIREMENTS ARE WAIVED, THE EXPLOSIVE DRIVER MUST BE ATLEAST 21 YEARS OF AGE OR OLDER.

<table>
<thead>
<tr>
<th>RANGES:</th>
<th>STONE BAY RIFLE RANGES:</th>
<th>OTHER:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALL &quot;K&quot; RANGES</td>
<td>F2</td>
<td>CAMP JOHNSON PISTOL RANGE</td>
</tr>
<tr>
<td>SR 6</td>
<td>F4</td>
<td>NEW RIVER AIR STATION PISTOL RANGE</td>
</tr>
<tr>
<td>SR 7</td>
<td>F5</td>
<td>JACKSONVILLE POLICE DEPT RANGE</td>
</tr>
<tr>
<td>SR 8</td>
<td>L5</td>
<td></td>
</tr>
<tr>
<td>SR 10</td>
<td>LZ SWAN</td>
<td></td>
</tr>
<tr>
<td></td>
<td>LZ WOODPECKER</td>
<td></td>
</tr>
<tr>
<td>TURN IN INSPECTION CHECKLIST</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UNIT:</td>
<td>AMMO REPRESENTATIVE:</td>
<td></td>
</tr>
<tr>
<td>DRIVER NAME:</td>
<td>VEHICLE/TRAILER NUMBER:</td>
<td></td>
</tr>
<tr>
<td>VALID OF 346 AMMO QUALIFIED?</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>VALID MEDICAL EXAMINERS CERTIFICATE?</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>IS THE AMMUNITION STRAPPED CORRECTLY?</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>IS THE AMMUNITION COMPATIBLE?</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>IS THE VEHICLE PROPERLY PLACARDED?</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>ARE THE PLACARDS AFFIXED PROPERLY?</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>ARE THE TURN IN DOCUMENTS PREPARED BY THE UNIT?</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>DID THE UNIT ARRIVE WITH AN ARMED GUARD?</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>DOES THE UNIT HAVE ALL REQUIRED SAFETY EQUIPMENT, I.E. FIRE EXTINGUISHERS, CHOCK-BLOCKS, ETC?</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>ADDITIONAL COMMENTS:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DRIVER PRINT</td>
<td>DRIVER SIGN</td>
<td>DATE</td>
</tr>
<tr>
<td>INSPECTOR PRINT</td>
<td>INSPECTOR SIGN</td>
<td>DATE</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POST TURN IN VEHICLE DEPARTURE INSPECTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>I CERTIFY THAT MY VEHICLE IS CLEAR AND FREE OF ALL AMMUNITION</td>
</tr>
<tr>
<td>DRIVER PRINT</td>
</tr>
<tr>
<td>I CERTIFY THAT THE UNIT'S VEHICLE IS CLEAR AND FREE OF ALL AMMUNITION</td>
</tr>
<tr>
<td>INSPECTOR PRINT</td>
</tr>
</tbody>
</table>
DD FORM 2890, DOD MULTIMODAL DANGEROUS GOODS DECLARATION

24-HOUR EMERGENCY ASSISTANCE TELEPHONE NUMBERS:

<table>
<thead>
<tr>
<th>NON-EXPLOSIVE</th>
<th>EXPLOSIVES ONLY</th>
<th>CHEMICAL/Biological Warfare Material</th>
<th>DD2 DEPOT HOLDING: 1-866-826-5274</th>
<th>DOD-RADIOACTIVE MATERIALS, COLLECT AT SEA: 1-800-851-5501</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOD: 1-899-559-5001</td>
<td>COLLECT: 1-899-559-5001</td>
<td>DOD: 1-800-559-5001</td>
<td>FOR TSB DIVISION: 1-800-559-5001</td>
<td>COLLECT: 1-800-559-5001</td>
</tr>
<tr>
<td>AT SEA: COLLECT: 1-800-559-5001</td>
<td>AT SEA: COLLECT: 1-800-559-5001</td>
<td>DOD: 1-800-559-5001</td>
<td>AT SEA: COLLECT: 1-800-559-5001</td>
<td>DOD: 1-800-559-5001</td>
</tr>
</tbody>
</table>

5. THIS SHIPMENT IS WITHIN THE LIMITATIONS PRESCRIBED FOR (As applicable):

6. SHIPMENT ORIGIN / DESTINATION:
   - COMMERCIAL VESSEL
   - COMMERCIAL VESSEL

7. PORTPLACE OF LOADING:

8. PORTPLACE OF DISCHARGE:

9. CONTAINER PACKING CERTIFICATE OR VEHICLE PACKING DECLARATION:
   - DD FORM 2851, IS ATTACHED (As applicable)

10. VEHICLE IDENTIFICATION NO.

11. SEAL NUMBER(S)

12. ADDITIONAL HANDLING INFORMATION

13. SHIPPER DECLARATION:
   - Thoroughly review the contents of this form and acknowledge it at the bottom.
   - The shipper certifies that the information provided is true and accurate.

14. SHIPPER'S DECLARATION:
   - Thoroughly review the contents of this form and acknowledge it at the bottom.
   - The shipper certifies that the information provided is true and accurate.

15. ADDITIONAL HANDLING INFORMATION:

16. SHIPPER DECLARATION:
   - Thoroughly review the contents of this form and acknowledge it at the bottom.
   - The shipper certifies that the information provided is true and accurate.

17. SHIPPER DECLARATION:
   - Thoroughly review the contents of this form and acknowledge it at the bottom.
   - The shipper certifies that the information provided is true and accurate.

18. SHIPPER DECLARATION:
   - Thoroughly review the contents of this form and acknowledge it at the bottom.
   - The shipper certifies that the information provided is true and accurate.

19. SHIPPER DECLARATION:
   - Thoroughly review the contents of this form and acknowledge it at the bottom.
   - The shipper certifies that the information provided is true and accurate.

20. SHIPPER DECLARATION:
   - Thoroughly review the contents of this form and acknowledge it at the bottom.
   - The shipper certifies that the information provided is true and accurate.

21. SHIPPER DECLARATION:
   - Thoroughly review the contents of this form and acknowledge it at the bottom.
   - The shipper certifies that the information provided is true and accurate.

Enclosure (3)
### DD FORM 1907, SIGNATURE AND TALLY RECORD

**SIGNATURE AND TALLY RECORD**  
(See DOD 4530.9-R for guidance)  
[Use of equivalent cover-sheets signature and tally record is acceptable.]  

<table>
<thead>
<tr>
<th>SIGNATURE AND TALLY RECORD</th>
<th>CMIB NO. 6722-0027</th>
<th>CMIB approval expires June 30, 2012</th>
</tr>
</thead>
</table>

PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM AS DIRECTED IN THE DISTRIBUTION INSTRUCTIONS BELOW.

**DISTRIBUTION INSTRUCTIONS**

1. The SHIPPER will print two copies, retain one copy and give one to the Origin Carrier.
2. The ORIGIN CARRIER will deliver one copy with original signatures to the Destination Carrier.
3. The DESTINATION CARRIER will attach the copy (including all original signatures) and Standard Form 1113, Public Voucher for Transportation Change, to the original Commercial Bill of Lading and forward for payment. Reproduced completed copy of DD Form 1907 will be delivered to the Consignee and one will be retained.
4. The CONSIGNEE will ensure Destination Carrier returns a reproduced copy of completed form with all signatures.

**SECTION I - TO BE COMPLETED BY THE SHIPPER**

<table>
<thead>
<tr>
<th>1. SHIPPER NAME</th>
<th>2. ORIGIN</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. PROTECTIVE SERVICE REQUESTED</th>
<th>4. CONSIGNEE NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5. PERMIT NUMBER (Parts)</th>
<th>6. TRANSPORTATION CONTROL NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>7. ROUTING</th>
<th>8. CUBE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>9. SPECIAL INSTRUCTIONS</th>
<th>10. DATE SHIPMENT TENDERED TO CARRIER (YYYYMMDD)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>11. NAME OF CARRIER</th>
<th>12. NUMBER OF PIECES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>13. TYPE OF PACKAGE(1)</th>
<th>14. FREIGHT CLASSIFICATION DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>For unmarked boxes only</td>
<td>Identification and seal numbers (for marked boxes only)</td>
</tr>
</tbody>
</table>

**SECTION II - TO BE COMPLETED BY EACH PERSON ACCEPTING CUSTODY OF CLASSIFIED OR PROTECTED MATERIAL REQUIRING THE USE OF TRANSPORTATION PROTECTIVE SERVICE DURING TRANSIT**

<table>
<thead>
<tr>
<th>15. CUSTODY RECORD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**DD FORM 1907, OCT 2010**

PREVIOUS EDITION IS OBSOLETE.
From: Explosives Safety Officer, Marine Corps Base, Camp Lejeune
To: Officer in Charge, Ammunition Supply Point, Ammunition Company, 2d Supply Battalion
Subj: REQUEST AUTHORIZATION TO SAFE HAVEN AT THE AMMUNITION SUPPLY POINT IN SUPPORT OF PMO
Ref: (a) MCO P8020.10B
(b) BO 8020.1C

1. The Provost Marshal’s Office is requesting authorization to safe haven one ammunition laden pick-up truck at the Ammunition Supply Point (ASP). The vehicle will be staged in support of training conducted at an off base range where ammunition storage is not possible. The ammunition will be issued on 30 November 2015 and pre-staged until December 1st.

2. Beginning December 1st at the beginning of each training day, the ammunition listed below will be picked up from the ASP and transported to the range. After the range goes cold each day, the vehicle with ammunition will be transported back to the ASP for Safe Haven until the conclusion of the exercise on December 11. The driver will remain the same for the entirety of the exercise and the unit has been instructed on proper strapping and staging procedures.

<table>
<thead>
<tr>
<th>DODIC</th>
<th>NOMENCLATURE</th>
<th>QTY</th>
<th>NEW</th>
<th>HC/D</th>
</tr>
</thead>
<tbody>
<tr>
<td>A11</td>
<td>CTG, 7.62MM NATO SPEC BALL M118</td>
<td>2830</td>
<td>17.99</td>
<td>1.4S</td>
</tr>
</tbody>
</table>

3. Retrograde plan is to return the ammunition to the ASP after the exercise and pre-stage the night of December 11th and conduct a turn-in of unexpended ammunition December 14th if necessary.

4. Point of contact for this matter is Staff Sergeant Sophia Mizrahi at 910-451-6278.

Copy to:
PMO (Ammo Chief)