



DEPARTMENT OF THE ARMY

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REPLY TO
ATTENTION OF

IMNE-APH-LGA

11 June 2007

AMMUNITION SUPPLY POINT STANDARD OPERATING PROCEDURES (EXTERNAL)

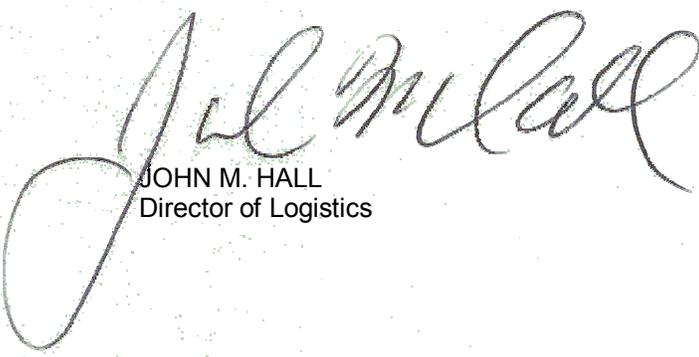
Summary. This SOP provides policies and procedures for forecasting, requesting, transporting, expending and turning-in ammunition, explosives and residue to units supported by Fort A.P. Hill

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

Supplementation. Supplementation of this SOP is unauthorized unless specifically approved by the undersigned below.

Suggested Improvements. The proponent office of this SOP is the Ammunition Supply Point, Supply and Services Division, Directorate of Logistics (DOL). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Ammunition Supply Point, 12274 Campbell Road, Fort A.P. Hill, Virginia 22427.

Requesting Clarification. For clarification contact the Ammunition Officer at telephone number (804) 633-8801 or Defense Services Network (DSN) 578-8801.


JOHN M. HALL
Director of Logistics

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Chapter 1 Introduction

1-1. References

Required and related references are: AR 5-13, AR 190-11, AR 710-2, DA PAM 710-2-1, DA PAM 710-2-2, DA PAM 385-64, Fort A.P. Hill Reg 350-1 and 350-2, the Defense Ammunition Center's Ammunition Logistics Guide to Operations in a Retail Environment (ALGORE), and the Defense Ammunition Center's Hazardous Classification of United States Military Explosives and Munitions (yellow book).

1-2. Purpose

This Standing Operating Procedure (SOP) prescribes basic ammunition management procedures pertinent to Class V ammunition and explosive support. It provides unit ammunition managers with a fundamental understanding of the mechanics involved in using the Ammunition Supply Point (ASP), Ammunition Holding Area (AHA), and Ammunition Residue Yard (ARY). This SOP provides detailed guidance for conventional ammunition support for units supported by Fort A.P. Hill. It is not intended to be a complete guide to ammunition management

and it is designed to be used in conjunction with the supporting references.

1-3. Applicability

This SOP applies to all units who receive ammunition from the Fort A.P. Hill Installation ASP or transport ammunition to Fort A.P. Hill for use in operations, training and testing. Any deviation from this SOP may delay units in receiving or using their ammunition and may impact on scheduled training events.

a. Procedures outlined in AR 190-11, AR 710-2, DA PAM 710-2-1, DA PAM 710-2-2, DA PAM 385-64, and Hazardous Classification of United States Military Explosives and Munitions, and this SOP will be adhered to when requesting Class V support from the Fort A.P. Hill ASP.

b. Problems/Complaints/Suggestions:

- (1) Problems and complaints concerning ammunition support should immediately be addressed to the ASP Chief at DSN/COM 578-8801/(804) 633-8801.
- (2) Units involved in ammunition receipts/turn-ins on a recurring basis are encouraged to assist in improving ASP operations. Suggestions to improve operations and/or this SOP should be forwarded to the Fort A.P. Hill ASP Chief.

1-4. Responsibilities

a. The A.P. Hill Directorate of Plans, Training, Mobilization, and Security (DPTMS) Ammunition Office is responsible for:

(1) Receiving all annual ammunition requirements, or forecasts from supported units. Forecasts must be submitted through TAMIS-R to the Installation Ammunition Office NLT 90 days prior to the required pick-up date.

(2) Reviewing and coordinating all unit annual forecasts of anticipated expenditures of ammunition and explosives (A&E) ammunition for training and ensure that requirements are based on scheduled training and anticipated troop strength. Advising the ASP of ammunition requirements to be requisitioned.

(3) Authorizing training ammunition for units and activities supported by Fort A.P. Hill, based on authorizations received from HQDA for the fiscal year.

(4) Compiling and auditing unit training ammunition forecasts and supplemental requests.

(5) Reviewing and coordinating with units and organizations supported by Fort A.P. Hill with their ammunition requirements for annual training. Requirements will be forwarded to IMA and requisitioned through the Ammunition Supply Point (ASP).

(6) Oversight of Training Ammunition Management Information System (TAMIS-R). TAMIS-R will show authorization, expenditure, remaining balance, and dollar value of each Department of Defense Identification Code (DODIC).

(7) Approve and coordinate the receipt and use of standard ammunition on Fort A.P. Hill.

(8) Ensuring 12 months training A&E is forecasted for the entire installation and supported region, to include Committee for Ammunition Logistics Support (CALs) items.

(9) Request that training ammunition be ordered in accordance with the forecasts submitted by all units within the scope of this installation's responsibility.

(10) Notifying the ASP of unforeseen or emergency ammunition requirements for immediate requisitioning.

(11) Advise the installation commander and unit commanders of supported units on critical shortages of A&E items.

(12) Providing technical advice and assistance to all installations or areas within the scope of Fort A.P. Hill's responsibility.

NOTE: All DA Form 581's for issue will be processed through the Installation Training Ammunition Manager.

b. The Fort A.P. Hill ASP is responsible for:

(1) Performing ASP Operations IAW Regulatory and command-specific guidance in support of all Fort A.P. Hill regional units and those units supported by Inter-Service/Inter-Agency Support Agreements (ISSA/IASA).

(2) Accountability, requisition, receipt, shipment, storage, and issue of ammunition and ammunition components, and residue recovery in conjunction with the operation of the ASP.

(3) Providing technical and surveillance assistance to using units.

(4) Maintaining DA Forms 1687 (Notice of Delegation of Authority-Receipt of Supplies) for each account holder authorized to receive and turn-in ammunition, ammunition components, and ammunition residue on a DA Form 581.

The ASP will verify that authorized signatures (or digital signatures if appropriate) of the requesting and approving officials appear on each DA Form 581.

(5) Maintaining pre-positioned DA Form 581s for contingency supplies **stored** at the ASP.

(6) Conducting 100 percent quarterly inventories of all ammunition in accordance with AR 710-2 and DA PAM 710-2-2. During quarterly inventories the ASP will be closed for a period not exceeding five working days. **ALL** ammunition processing will be suspended during this time frame.

c. Supported Unit Commanders are responsible for ensuring:

(1) Units are in compliance with the provisions of this SOP and applicable Fort A.P. Hill, DA, and Federal regulations.

(2) DA Forms 1687 are properly prepared. DA Forms 1687 are only valid for the period the commander or responsible person expects to remain in his/her position. In addition the expiration date must not exceed **one year** from the date the card is prepared. Units must ensure assumption of command orders and/or appointment orders (PBO or Battalion S-4) are current and up to date and a copy is provided to the ASP for each signature card on file. Commanders may authorize personnel of any grade to sign requests for Issue or turn-in of ammunition, ammunition components, and ammunition residue. Commanders may not delegate the same individual to request and approve ammunition requests. Category 1 ammunition must be signed for by an E-5 or above.

(3) Ammunition signed for by the unit is accounted for, secured, and controlled at all times IAW applicable regulations, and that units exercise prudence in handling ammunition to preclude unnecessary damage due to other than fair wear and tear (OTFWT).

(4) Personnel transporting A&E are in possession of current licenses. Licenses must show qualification for the vehicle being operated and must have a "HAZMAT" or "Hazardous Materials" endorsement. Unit and installation personnel responsible for licensure must ensure HAZMAT endorsements are given only to those

Chapter 2 Ammunition Supply Procedures

trained IAW the 49 CFR, the DTR, DA Pam 385-64, and AR 600-55.

Note: Each vehicle transporting Class V from the ASP must have two qualified HAZMAT drivers. Military drivers must present a current military driver's license, and military ID Card before entering the ASP. DDC Cards are not sufficient proof of licensure. All licenses for personnel transporting Class I HAZMAT (Ammunition and Explosives) must include a HAZMAT endorsement. The computer-based AMMO-67 course, provided by the Defense Ammunition Center, does not in itself meet all of the requirements for HAZMAT qualification.

(5) Unexpended ammunition and all ammunition residue components are returned to the ASP upon completion of training and IAW the time frame established by this SOP, AR 190-11 and DA PAM 710-2-1.

(6) Items are only returned to the ASP in the condition they were received. A&E must only be unpacked when intended for immediate use. Seals should only be broken when container contents are intended for immediate use.

1-5. Operating Procedures

a. Hours of operation are Monday through Friday 0730 hrs -1530 hrs for issues and turn-ins. The ASP is open from 0800 to 1630 daily for administrative support.

b. Units are encouraged to make appointments for all issues, turn-ins, and administrative visits. Each electronic DA Form 581 contains an appointment time for pick-up. This will be the official pick-up time for the requesting unit, unless the ASP is notified in writing, by fax, or by email.

c. The ASP will be closed on all weekends, installation holidays and federal holidays.

d. Turn-in support is available outside normal opening hours on a reimbursable basis. Units should contact the ASP to schedule this support. Funding for support outside normal operating hours must be provided to the FAPH Resource Management Office five working days prior to the requested support date: (804) 633-8211 Fax: (804) 633-8361 DSN: 578-8211

e. All individuals visiting the ASP for any purpose must sign-in and sign-out at the ASP front desk. No one will be allowed past the interior gate without an ASP escort.

2-1. Introduction

This chapter outlines Ammunition Supply Point procedures that supported units must follow in preparing and submitting required documentation to conduct Class V transactions.

2-2. Forecasting Training Ammunition

Accurate and timely forecasts are the key to a good ammunition management program. AR 5-13, DA PAM 710-2-1, DA PAM 350-38, and DA PAM 350-39 (STRAC manual) provide information on forecasting training ammunition. DA Form 5514-R has been replaced with automated forecasting procedures in TAMIS-R. Specific Instructions for automated forecasting procedures may be found at <https://tamis.army.mil>. The Installation Training Ammunition Manager (TAM) is also available for assistance with forecasting.

2-3. Authentication

a. Unit commanders are responsible for security and control of the unit's ammunition programs and for ensuring that only authorized personnel are allowed to sign for Class V supplies. Only responsible personnel will be listed on a DA Form 1687 (signature card) as a requestor for issues or turn-ins of ammunition, ammunition components, and ammunition residue. The requestor's name, date and signature are listed on the DA Form 581 in blocks 13a-c. Battalion Commanders or personnel at a similar rank or position of responsibility normally appoint a responsible officer **on written orders** for ammunition management. The responsible officer may delegate the appropriate individuals to request and/or receive ammunition by using a DA Form 1687 (Notice of Delegation of Authority-Receipt for Supplies). See Appendix C for example of how to complete a DA Form 1687 for request and receipt of Class V supplies.

b. The ASP maintains a DA Form 1687 (Notice of Delegation of Authority - Receipt for Supplies) for all personnel authorized to sign as requesting, receiving, or turning-in ammunition, ammunition components, and ammunition residue.

c. Preparation of DA Form 1687 for request and receipt of supplies is as follows:

(1) Prepare signature cards IAW DA PAM 710-2-1, and this SOP. Process them in three (3) copies through the appropriate approving office forwarding to the ASP. Assumption of command orders and/or responsible officer orders must accompany each DA Form 1687.

(2) Commanders may designate a responsible person to receipt for Category III and IV ammunition (see Appendix A for definitions of each category).

Note: IAW DALO-AMZ MESSAGE R060843Z SEP 01: Personnel in the grade of E-5 or above may receipt for Category I and II ammunition and explosives as defined in AR 190-11.

(3) All DA Form 1687s will be printed in ink or typed and are required to have original signatures and initials on all copies. Photocopies and faxed copies will not be accepted. Rank and ETS date or INDEF must be indicated for all personnel on the signature cards. A new DA Form 1687 will be submitted whenever any portion of the DA Form 1687 becomes obsolete. **(Crossovers and whiteout are not permitted.)**

(4) Each major command/activity will provide signature cards authorizing personnel to approve blocks 14a-c of the DA Form 581. At a minimum, approving officials for DA Forms 581 will be at the next higher level or echelon of the requesting activity. These personnel will be at the level that is responsible for controlling Class V allowance for the command or activity. Commanders may not delegate the same individual to both request and approve DA Forms 581.

(5) ***Under no circumstances will ammunition be issued to a customer unit if current signature cards, appropriate orders, and/or assumption of command orders are not on file or up to date at the ASP.*** An individual listed on the signature card must be physically present to sign for the ammunition prior to issue of any ammunition.

(6) Category I and II Ammunition will **not** be issued unless a dedicated armed escorts are present.

(7) Units must immediately notify the ASP of any withdrawal (cancellation or deletion) of an authorized delegate listed on a DA Form 1687. Cards listing deleted individuals will no longer be valid. Immediately following a deletion, units must provide new, corrected signature cards. Units must have valid signature cards on file at the ASP before issue requests are processed.

(8) Contractors working directly for a US Army organization may be listed on a DA Form 1687 as an approver or a receiver of Class V supplies from the ASP. For safety and security, officials delegating Class V responsibilities to contractors should ensure:

- Adherence to applicable ammo & security regulations is clearly stated in the individual's contract, or the contract of the individual's parent organization
- All training required by regulation & Fort A.P. Hill's certification board has been successfully completed.
- A current security screening IAW AR 190-11 has been successfully completed.
- The individuals are properly listed on a signature card that allow them to perform request or receipt functions.

(9) Under no circumstances will contractors be allowed to both request and receive Class V on a DA Form 581.

2-4. Requests for Issue

a. Units must prepare requests for Class V supplies by using the web-based TAMIS-R at URL <https://tamis.army.mil>. Major Commands (MACOM's) will enable units to manage requestors, receivers and validators for DA Forms 581 (Requests for Issue and Turn-In of Ammunition). Each MACOM may delegate and/or retain request and approval authority at any sub level of the command. All electronic requests, regardless of routing will be received by the Fort A.P. Hill TAM before acceptance by the ASP.

b. The Fort A.P. Hill TAM and the ASP will only accept electronic DA Forms 581 for issue through TAMIS-R regardless of the Training Event Code (TEC). DA Forms 581 must be submitted to the Fort A.P. Hill TAM no later than thirty working days prior to intended issue date(s).

c. SAAS-MOD can now generate electronic DA Forms 581 for turn-in. Units will be provided paper copies of the DA Forms 581 for turn-in of live A&E and residue.

d. Units must provide their own document numbers for each issue, live turn-in and residue turn-in document. Units are encouraged to reserve three sequential document numbers on their document register for each issue, live turn-in, and residue turn-in. For example, a unit that uses W99XX95199-0001 as their issue document number would use W99XX95199-0002 as their live turn-in document number and W99XX95199-0003 as their residue turn-in document number. Units who fail to produce turn-in document numbers at the time of issue will automatically have sequential document numbers assigned.

e. ***Ammunition requests will arrive at the ASP not later than five working days prior to intended pick-up date.*** Ensure federal training holidays are not counted as working days. Units not complying or which cannot meet this policy, but require an ammunition issue, must have a statement from the first O-5 (LTC) in the chain of command stating reasons for not complying with the policy requirements. This policy will be strictly enforced.

See Appendix G for an example of the preparation of a late request for issue.

f. TRAINING AMMUNITION REQUESTS:

(1) Units must prepare DA Forms 581 using TAMIS-R at <https://tamis.army.mil> IAW AR 5-13.

(2) Appointments for issue are made on a first come, first serve basis. Units will request issue dates and times electronically in TAMIS-R during the TAR creation process. The ASP will modify the pick-up time when needed based on available times and resources. Units will be notified via email of any modification in pick-up time. The unit pick-up appointment dates will be no earlier than three working days prior to the first range firing date (on-post training only). Units should make direct coordination with the ASP for changes in pick-up times. Modifying the pick-up time in TAMIS-R is not sufficient for official appointment rescheduling.

Note: Units are encouraged to make turn-in appointments at the completion of their issue to ensure surveillance personnel and residue yard personnel can accommodate the unit within the five-day time frame. Units must turn-in all remaining live ammunition and ammunition residue within five days of the completion of training. Requests for extension of the 5-day turn-in requirement must be submitted to the Chief, ASP prior to close of the five-day reconciliation period.

(3) Units will report to the ASP on the date of their appointment with all requirements. If a unit is more than fifteen minutes late for a scheduled appointment at the ASP, the unit must wait for the first available appointment time in the ASP schedule. ASP Operations will notify the DAO/equivalent of canceled/missed appointments.

g. AMMUNITION ISSUE:

(1) Prior to arriving at the ASP for issue, the unit is responsible for providing the following:

(a) Sufficient vehicles to pick-up the requested ammunition in one trip. Units must comply with vehicle load limits and ammunition compatibility. If further assistance transportation is required, units must notify their command for assistance. In the event that the required vehicles are not available or do not pass an inspection (the unit representative will be required to reduce the ammunition quantities in order to safely transport the ammunition on the available vehicles. The ASP inspectors use a DD Form 626, Motor Vehicle Inspection for each vehicle inspection. See App. K.

(b) An armed guard, if required. Units receiving CAT I or II ammunition must provide a dedicated armed guard at the time of issue. The unit must provide the ammunition for the armed guard.

(c) An authorized individual to receive ammunition, as indicated on the DA Form 1687. Only a SGT (E-5) or above may receipt for Category I & II items.

(d) Sufficient personnel to perform loading operations.

(e) Load securing equipment such as tie down straps and blocking and bracing material. For tie-down information, contact the Quality Assurance Specialist/Ammunition Surveillance (QASAS) at DSN/Comm. 578-8805/(804) 633-8805.

(2) Prior to entry into the ASP, the QASAS or munitions inspector will inspect each vehicle designated for ammunition pick-up using the DD Form 626 by for compliance with safety standards (see Chapter 3 for details). The DD Form 626 provided at the time of issue is only valid for 24 hours unless indicated by the inspection personnel. Vehicles failing the safety inspection will not be allowed into the ASP. The unit is responsible for ensuring that a sufficient number of vehicles are available for the quantity and type of ammunition to be drawn. Soldiers are not permitted to ride in the cargo area of ammunition-laden vehicles.

(3) The ASP will provide an ammunition checker with the appropriate documentation to accompany the customer into the storage areas and ensure proper accountability. During the loading process, ASP area personnel, checker, and unit representatives must jointly inventory ammunition loaded by lot number, national stock number (NSN), DODIC, serial number (if applicable), and quantity. The ASP area personnel, checker, and unit representative will initial beside the quantities loaded onto unit vehicles on the DA Form 3151.

(4) Unit personnel will load the designated stocks aboard vehicles. The ASP will provide the material handling equipment (MHE) to load palletized ammunition.

(5) During the loading process, the unit will block and brace or tie-down the ammunition in an area designated by ASP personnel. The truck and cargo will return to the Vehicle Inspection Point to be reinspected for safety, proper placards, and accuracy of documentation. Units transporting ammunition off post must go through the Installation Transportation Office (ITO) (prior to ammunition pick-up) for DD Form 836 (Special Instructions for Motor Vehicle Drivers).

2-5. Requests for Turn-in

a. DA Forms 581 for turn-in of live and residue will be prepared at the time of turn-in IAW DA PAM 710-2-1, Fort A.P. Hill Regulation 350-1, and this SOP. Units should reserve three sequential document numbers for each ammunition issue, live turn-in and residue turn-in. See 2-4d.

b. Turn-in appointments will be made within five (5) working days from the completion of training event. The phone number for 'live' and 'residue' turn-in appointments is: **DSN/Comm 578-8802/(804) 633-8802.**

c. PREPARING FOR LIVE AMMUNITION AND RESIDUE TURN-IN:

(1) Upon completion of range firing, units must turn-in all unexpended and salvageable ammunition components and packing materials. All unit turn-ins must be completed within five working days following the last training date. Extensions should be forwarded to the Chief, ASP for approval (see Appendix G). Units must schedule all live ammunition turn-ins and residue returns. Units should contact the lead Munitions Handler to schedule turn-in appointments (DSN 578-8802/Civ (804)633-8802. *Live turn-ins will be conducted prior residue turn-ins.*

(2) Units that have multiple issue documents for one training event (i.e. gunnery) should turn-in and reconcile documents as the items on each document are expended. It is not advisable to hold all documents for turn-in and reconciliation until the end of the entire training event.

(3) Units arriving for their scheduled turn-ins should ensure all ammunition is packed and marked as closely as possible to the original shipping condition to ensure safe transport to the ASP.

(4) Units must ensure adequate personnel are present to perform turn-in operations such as downloading and segregating/repacking material from vehicles. Units should also bring sufficient packing material for repackaging box rounds (Note: The original packing material will be retained for this function).

(5) The combined quantity of live ammunition and residue turned-in must balance with the quantity of ammunition issued. The 'live' DA Form 581 must reflect (in block 20) the actual quantity remaining. The 'live' DA Form 581 is annotated with the following statement: "All other items drawn on that document number were properly expended".

(6) Cartridge actuated devices and powder actuated devices (CAD/PAD) are issued as a one-for-one swap. Units requesting ammunition items for replacement of existing ones must process a DA Form 581 for turn-in. This form must note (in block 28) the issue document number of the on-hand unserviceable, expended, or expired CADs/PADs.

(7) Units must annotate the aircraft number(s) and disposition of the CAD/PAD items in block 28 of the DA Form 581 for issue and turn-in. (i.e. MH92, lot number: ESD92A006-006, installed on Helicopter 9882 on 26 AUG 03). Normal turn-in

100% visual inspection. The following statement will be in Block 28 of the DA Form 581: "Contents have been inspected. Contents do not contain any live rounds, unfired primers, explosives or other dangerous or hazardous materials." This statement must be signed by the individual (SFC or above) performing the inspection prior to arriving at the ASP and Residue Yard.

b. Conducting a Live Ammunition Turn-in

(1) Units will arrive at the ASP Office on-time with the following:

(a) Ammunition to be turned-in.

(b) Completed DD Form 626 (prior to departing AHA or range for the ASP).

(c) Individual listed on the signature card authorized to turn-in material. (SGT or above for CAT I, II). Guards (if required).

(d) An inventory of the ammunition being turned in which will include the DODIC, Quantity and Lot Numbers.

(e) Sufficient personnel to handle munitions being turned-in.

(f) Any necessary packing materials for loose rounds. (Original packing material is preferred).

(g) Ammunition segregated and in proper containers.

(h) The unit copy of the original issue documents, DA Form 581 with DA Form 3151-R, for each turn-in being processed.

(2) Unit turn-in personnel will report to the ASP operations office for initial in-processing. All paperwork will be reviewed by the ASP Stock Records Section prior to inspection of ammunition-laden vehicles by Ammunition Surveillance personnel.

(3) Upon arrival at inspection area, the unit will download ammunition from their vehicle(s) and segregate it by DODIC and lot number as directed by ammunition inspection personnel. An ammunition inspector or QASAS will inspect the ammunition. Units may be directed to perform minor repacking and/or resealing of ammunition at the ammunition inspection point as required. Surveillance personnel may direct units to leave the ASP and perform repacking in a designated holding area if a unit must perform a significant amount of repackaging.

(4) The Ammunition Inspector/QASAS will annotate quantities and conditions codes of the ammunition on a manual DA Form 3151-R prior to entry into the ASP compound. The unit turn-in personnel must ensure the correct quantities are annotated correctly on the DA Form 3151-R.

(5) If the unit cannot complete the ammunition turn-in the same day, units will be directed to return the following day to complete the turn-in process. Units are responsible for coordinating with the Fort A.P. Hill PMO for access to the

AHA. Units storing live A&E in the AHA must provide their own security.

(6) Upon completion of ammunition inspection by surveillance personnel, unit personnel return to the ASP operations desk. The ASP Stock Records personnel will assign storage locations for each lot listed on the DA Form 3151-R for turn-in and give the paperwork to the assigned ASP escort.

(7) The ASP escort will escort the unit to the assigned bunkers and the unit will download the ammunition into the bunkers. The ASP area personnel sign the receiving checkers block of the DA Form 3151-R. If ammunition is found that is not annotated on the DA Form 3151-R during the turn-in, the unit must return to the inspection area.

(8) Upon completion of the turn-in, the unit returns to the ASP main office with all copies of the completed DA Forms 3151-R and completes the DA Form 581. The unit receives a copy of the DA Form 3151-R and DA Form 581, and departs the ASP after verifying turn-in credit. The unit representative will verify with the inspection personnel that ALL items are properly recorded on the DA Forms 3151 and 581 prior to departure from the ASP.

(9) Units requiring a turn-in appointment for a weekend or holiday period must coordinate a turn-in time with the ASP at least five working days in advance. Units will provide funds for reimbursable service provided outside normal duty hours. Units should attempt to coordinate a turn-in during normal duty hours.

c. RESIDUE TURN-IN PROCEDURES:

(1) Prior to turn-in of any residue, the unit will report to the ASP's Main Office with all required documentation prior to reporting to the residue yard for processing. Stock Records Personnel will ensure the following statement is printed on the DA Form 581 and it is signed by an E-7 or above: "Contents have been inspected. Contents do not contain any live rounds, unfired primers, explosives, or other dangerous materials." Once at the residue yard, the unit representatives re-inspect the residue in the presence of ASP personnel to ensure all residue is free of live rounds, unfired primers, explosives and other dangerous materials.

(2) All residue must be inspected for trash, live ammunition, primers and other hazardous materials prior to turn-in.

(3) If five or more live rounds of ammunition below .50 Caliber are found by residue yard personnel during turn-in of residue, the unit will be rejected from the residue yard and directed to conduct a 100% inspection of their residue to ensure it is free of live rounds. Rejection means that the unit is expelled from the yard. If any live rounds of ammunition .50 Caliber or above are found in the residue, the unit will be rejected immediately and directed to conduct a 100%

inspection of their residue. In either case, the residue yard will notify the unit's DAO/equivalent immediately of any live rounds or explosive components found in residue. Any live rounds must be processed as a normal live turn-in or an amended turn-in, as applicable, for the unit to be relieved of responsibility for the material

(4) Appendix J of DA PAM 710-2-1 provides a salvage/residue listing of materials that must be returned. The ASP can also provide a listing of coinciding materials required for turn-in for each issue. These lists can be provided upon request at the completion of the issue or immediately prior to the residue turn-in.

(5) Only personnel listed on the unit's DA Form 1687(s) are authorized to turn-in residue at the residue yard. Individuals transferring custody of Class V to other members of their unit must do so on a DA Form 5515. Individuals sub-hand receipting for Class V must provide copies of DA Forms 5515 to the ASP at the time of turn-in to ensure the reconciliation is complete. It is highly recommended that the same individuals receiving Class V should also perform the turn-in.

(6) Do not mix residue from one issue document with residue from another. *Small arms ammunition must be separated by caliber and type.*

(7) Units must provide a DA Form 5692-R, Ammunition Consumption Statement, signed by the range safety officer (E-6 or above) to account for ammunition that produces no residue.

(8) If there is any loss of residue, units must submit a completed DA Form 5811-R Certificate of Lost or Damaged Class V Ammunition Items. This certificate will be prepared and signed by the Company Commander (O-3) and completed by the first O-5 (LTC) in the chain of command. Before signing, the LTC will investigate the cause of the shortage IAW DA PAM 710-2-1 and initiate corrective action. *Note: DA PAM 710-2-1, paragraph 11-15b requires a 15-6 investigation for missing CAT I & II items or CAT I residue items.*

(9) When empty containers or salvage items are returned, the residue yard personnel will thoroughly inspect these items for explosive material.

2-6. Reconciliation

a. Units drawing ammunition for training purposes have five (5) working days from the end of the training exercise in which to reconcile 100% of all unfired ammunition and residue. The ASP will not issue to any units that fail to meet the reconciliation deadline IAW DA Pam 710-2-1.

b. Units will process all reconciliation documentation through their respective DAO/equivalent for review prior to reporting to the ASP for reconciliation.

c. Units will submit the following documents (as necessary) to reconcile their issue.

(1) DA Form 581s and 3151s for:

(a) Live Issue (electronic version only in TAMIS-R)

(b) Live Turn-in

(c) Residue Turn-in

(2) DA Form 5692-R Ammunition Consumption Statement lists specially controlled training ammunition items with the letter "T" in the required residue column. A DA Form 5692-R signed by the range OIC/NCOIC/safety officer (E-6 or above) must accompany the turn-in documents for these items. See Appendix J of DA PAM 710-2-1 for a list of ammunition items requiring a DA Form 5692. See Appendix I of this SOP for an example of a completed DA Form 5692-R.

(3) DA Form 5811-R, Certificate of Loss or Damaged Statement DA PAM 710-2-1, fig 11-17 requires a DA Form 5811-R signed in block 7a by the organizational commander and in block 13a by the first LTC in the chain of command indicating actions taken to account for any ammunition shortages. This must be provided to the ASP to properly reconcile a unit's account.

d. Lost, stolen, or missing live ammunition requires action under AR 190-11. An AR 15-6 investigation will be initiated when shortages of CAT I ammunition or residue occurs. Commanders are required to initiate action and attach evidence of that action (DD Form 200 Financial Liability Investigation or other request for investigation) when:

(1) The residue plus live ammunition turned-in is less than the quantity issued and is not accounted for by the commander's statement.

(2) Damage to unexpended ammunition is due to other than fair wear and tear (OTFWT). Qualified ammunition inspectors at the Ammunition Inspection Point determine ammunition serviceability. OTFWT includes loss of lot number identity, abusive handling, or corrosion due to improper field storage.

(3) Upon submittal to the ASP of initiation of Financial Liability Investigation or investigation under provisions of AR 15-6 (i.e. appointment of investigating officer) the unit's document(s) will be removed from the delinquent document list and placed in a 'hold file' awaiting completion of investigation (not to exceed 45 days).

e. At the completion of any required action completed per paragraph 2-6d, the Battalion Commander or equivalent commander in the chain of command must provide the ASP with the original documents associated with the investigation to indicate completed action. This completely closes the issue document. **NOTE:** *If the ASP has not received a statement indicating the action is still being investigated or failure to provide the ASP with final disposition within 45 days will result in the unit being suspended from any further transactions.*

2-7. Delinquent Documents

a. Ammunition documents are considered delinquent when a unit has not turned in unexpended ammunition and accountable residue within five working days from the last range firing date noted on the DA Form 581 issue document.

b. A unit will not be considered delinquent if turn-in appointments are made prior to the five-day cutoff and the ARA cannot support the unit's requested turn-in. Upon notification by the unit, the ASW and/or residue yard of the turn-in date, the ASP will grant the unit a five working day extension (memorandums by LTC are not required for this circumstance). Units who fail to meet the date given by the ASW and/or residue yard or have appointments cancelled for failing to show or not being prepared for turn-in **WILL NOT** be extended.

c. The reconciliation section will provide all DAO/equivalents with a document status printout every Thursday.

d. Any document(s) issuing Category I or II ammunition will be closely monitored upon becoming delinquent. The DAO/equivalent will be notified the day after a document becomes delinquent and assistance will be requested to ensure the unit arranges for reconciliation.

e. **Units who have delinquent documents are suspended from further ammunition issues and will be prohibited from staging vehicles or utilizing connexs in the AHA until the delinquent ammunition documents have been properly reconciled.**

2-8. Cartridge Activated Devices and Powder Actuated Devices (CAD & PAD Items)

a. CADs/PADs are Federal Supply Classification (FSC) 1377 ammunition items and are designed with specific shelf and service life limits. As such, they require close monitoring and control to ensure they are used within these limits.

b. CADs/PADs will be forecasted, requested, accounted for, inventoried, stored, transported, monitored for suspension or restriction/release actions, and turned-in according to normal ammunition procedures. Units are not authorized to maintain a bench stock of CADs/PADs.

c. When the CADs/PADs are drawn from the Fort A.P. Hill ASP, the DA Form 581 will be held open for five (5) working days until replaced CADs/PADs are turned in according to paragraph 2-5b.

d. If the CAD/PAD items are expended, the items will be turned-in as residue IAW paragraph 2-5c.

e. CAD/PAD items do not require property book accountability, but must be accounted for on a hand receipt before installation or upon removal from an aircraft/helicopter. Once installed, units must use an aircraft inventory

record to account for CAD/PAD items. (AR 710-2).

f. CAD/PAD items will not be stocked by any other unit other than their supporting ASP.

g. Units should include the aircraft tail numbers in block 28 (Remarks) of the DA Form 581 for the corresponding CAD/PAD items.

Chapter 3 Ammunition Transportation

3-1. Vehicle Transportation

a. Ammunition is Class 1 HAZMAT and must therefore be transported with extreme care. A vehicle may be capable of transporting food or tools but may not be safe enough to transport ammunition. This section contains procedures to follow when transporting ammunition or explosives.

b. All vehicles designated to transport ammunition or explosives will be inspected using the DD Form 626 (Motor Vehicle Inspection). The DD Form 626 inspection is valid for 72 hours on the vehicle indicated and requires that the same vehicle be used for transporting live turn-in items to the ASP. Note: In case of vehicle breakdown or before transfer to another vehicle, the OIC or NCOIC will ensure the replacement vehicle is inspected and meets requirements of DD Form 626.

c. All personnel involved in the inspection, preparation, or shipment of hazardous materials, to include vehicle drivers, must be trained/certified IAW the 49 CFR, Defense Traffic Regulation Ch 204, AR 600-55 and DA Pam 385-64. Drivers transporting ammunition in tactical vehicles **must have valid licenses and a current HAZMAT endorsement.** See Appendix Q for examples.

d. A preliminary inspection should be conducted prior to leaving the home station motor pool. Outlined below are areas of special interest that must be verified prior to any vehicle being allowed to enter the ASP.

(1) Fire Extinguisher - Each vehicle transporting any class of ammunition or explosives must have a minimum of two serviceable type 10-BC rated fire extinguishers easily accessible by the driver and co-driver. Extinguishers must be sealed and fully charged.

(2) Explosive Placards - Each vehicle transporting ammunition or explosives will display hazard placards on the front, rear and both sides when the vehicle is loaded. If the vehicle is towing a trailer, the placards will be applied to the front and rear of the vehicle and the sides of the cargo compartment that is loaded with the ammunition or explosives. When different types of ammunition classes are transported simultaneously, the vehicle will display placards

for the highest inherent hazard class of the explosives being transported. The ASP can provide placards for units drawing Class V from Fort A.P. Hill.

e. The following mechanical elements for each vehicle designated to transport ammunition should be checked prior to dispatching the vehicle from unit areas:

- (1) Brakes
- (2) Lights
- (3) Tires
- (4) Lug Nuts
- (5) Motor
- (6) Fuel Lines
- (7) Exhaust System
- (8) Cargo Bed
- (9) Windshield/Wipers/Mirrors
- (10) Warning Triangles
- (11) Firewall
- (12) Leaks

NOTE: Under normal force protection levels, a method of communication is mandatory for personnel transporting CAT I & II items and is highly recommended for personnel transporting other classes of A&E. A mobile phone satisfies this requirement.

f. The ASP will furnish a DD Form 836 for units transporting A&E off-post. Units may contact the QASAS or munitions inspector for questions about transportation requirements for off-post shipments.

g. All ammunition will be adequately packed in the proper containers for transport. Ammunition or explosives will be completely secure during transport. Ammunition will be covered with fire and water resistant tarps except when transported in covered vehicles.

h. Vehicles transporting ammunition must follow approved routes on post for ammunition transport. The ASP will provide a strip map to units transporting A&E off-post.

i. Units should contact the QASAS or munitions inspector for advice on compatibility of items to be transported. The book entitled Hazardous Classification of United States Military Explosives and Munitions (a.k.a. the yellow book) contains a guide to assist units on transportation compatibility. See Appendix L, Compatibility Chart, for more information.

j. Only the drivers and assistant drivers will be permitted to ride in the vehicles transporting ammunition or explosives. Units failing to provide sufficient transportation for the ammunition, explosives and their personnel **will not be allowed to transport ammunition.**

k. The vehicle driver is responsible for ensuring that vehicle motors are turned off, parking brake set, and wheels are chalked while loading or unloading. The vehicle driver must also ensure that placards are placed on the vehicles *at the*

time of loading the ammunition. Placards will not be placed on empty vehicles.

l. Vehicles transporting ammunition during winter months (November through April) will have snow chains available for both the front wheels and the main drive wheels. The MPs will determine the need for chains dependent on road conditions.

3-2. Vehicle Inspection Standards:

a. Ensure the engine, body, cab, and chassis are clean. Ensure the vehicle is free of excessive oil or grease that could contribute to a fire. Oil must not be dripping from seals or gaskets (no Class II or III leaks) and the cab floor must be free of debris.

b. Steering Mechanism--It should be in good condition, correctly and securely mounted with no lubricant leaking from the steering gear case.

c. Horn--operational

d. Windows and Wipers--Windows will be clean; there will be no breaks or cracks. All windows will have wipers in good condition and operating properly.

e. Spare Electric Fuses--Check to see that at least one spare fuse for each kind and type of installed fuse is carried on the vehicle unless the vehicle is equipped with an overload protective device.

f. Rear View Mirror--All vehicles will have one rear view mirror and 2 side mirrors that are clean and free of cracks.

g. Highway Warning Equipment--All vehicles will have at least one complete warning triangle set (three triangles).

h. Fire Extinguisher--All vehicles must be equipped with **two 10 BC rated extinguishers**. They must be serviceable, sealed and fully charged. (Note: one 30lb or higher is not a substitute for two 10 BC fire extinguishers)

i. Lights--Ensure that all lights, including clearance lights and turn signals, are operative and not obscured by dirt or grease. High/low beams and emergency flashers on the front and rear of the vehicle must work.

j. Exhaust System--Inspect the exhaust pipe, manifold, muffler and tailpipe for leakage and/or obstructions.

k. Fuel--Vehicles powered by liquid propane (LP) are prohibited.

l. Fuel Tank, Line and Inlet--Ensure tanks and fuel lines are in a completely serviceable condition, free from leaks and securely mounted. Check for the gas cap and any defective gaskets or plugged vents.

m. Coupling Devices and Kingpin Locks--Ensure the fifth wheel plate and bed are in good condition, properly assembled, mounted and adequately lubricated. Kingpin locks must operate freely and properly and must lock securely without excessive wear. Trailer coupler

should be in good condition and safety pins present when the trailer is towed.

n. Brakes--Inspect for oil or grease leaks around drums, air or vacuum line leaks and moisture in the tanks. Check pedal travel; The brake pedal must not touch the floor board when the brakes are applied. Ensure the vehicle does not move around when the hand or foot brakes are applied. Test the hand brake by slowly releasing the clutch in fourth gear; The vehicle should not move.

o. Landing gear--must lock in place. S&P trailer landing gear must operate in both the up and down positions.

p. Springs and Associated parts--Visually examine the springs, suspension hanger mechanism, torsion bar assemblies, and auxiliary parts such as U-bolts, shackles, center bolts and hangers, for breakage, improper adjustment and lack of lubrication.

q. Tires--Examine tires for cuts, breaks and blisters. Cuts or damage extending into the cord body and tires worn smooth in the center of the tread are not acceptable. Tire size must match on dual equipped tractors and trailers. No motor vehicle shall be operated on any tire having body ply or belt material exposed through the tread or sidewalls. Also, no truck or truck tractor shall be operated with re-grooved tires on the front wheels which have a load carrying capacity equal to or greater than that of 8.25-20 8 ply-rating tires IAW CFR 49 para 393.75 (A and E).

r. Cargo Space--Ensure that the cargo space is clean, free of oil or grease and free of protrusions that could cause damage to cargo. Also ensure that the floor is free of holes. The cargo space must be empty.

s. Electrical Wiring--Electrical wiring must be clean and properly secured, insulation must not be frayed or otherwise in poor condition. There must be no un-insulated wires or improper splices or connections.

t. Tailgate and Side gates--Tailgates must be secured with *two* locking devices. All side gates must be secured by hooks or other means.

u. Tarpaulins--Fire resistant tarps are required on all loads transported in uncovered vehicles.

v. Other defects--All wheel lug nuts must be present and tight. A chock block must be present during loading/unloading operations. First Aid Kits are also required for all vehicles transporting ammunition.

w. Mixed Loading--Loading will be IAW current regulations. Blasting caps will be loaded in a separate vehicle from all other ammunition. The book entitled Hazardous Classification of United States Military Explosives and Munitions (yellow book) contains a guide to assist units on transportation compatibility. See Appendices.

3-3. Load Stabilization

a. All ammunition being transported on military vehicles will be properly stabilized within the cargo area. Proper stabilization can be obtained by using tie-down straps and minimal blocking and bracing. Listed are authorized tie downs (web strap assemblies) for CLASS V cargo:

(1) NSN 5340-00-980-9277

Rated Capacity--5,000 lbs.

Recommended Max. Load--3,500 lbs.

(2) NSN 1670-00-725-1437

Rated Capacity--5,000 lbs.

Recommended Max. Load--3,500 lbs.

b. Each unit picking up ammunition should arrive with adequate tie-down straps to secure the ammunition prior to being authorized to leave the Ammunition Supply Point. No ammunition-laden vehicles will be authorized to depart the area until adequate load stabilization has been ensured.

3-4. Transportation Compatibility

Unit ammunition managers must consider ammunition compatibility when determining the number of vehicles required to pick up and transport ammunition. To assist in determining vehicle requirements, a compatibility chart is included in Appendix I of this SOP.

Chapter 4 Miscellaneous Support Procedures

4-1. Introduction

During various ammunition transactions, situations may arise that require additional documentation. These situations may result from inadequate accountability, unscheduled training events, or a lack of communication between support elements. For whatever reason, uniform preparation and submission procedures will assist unit ammunition managers in initiating corrective action. This chapter provides guidance in correcting situations relating to documentation that may arise between the using unit and the ASP.

4-2. Request for Turn-in Extension

a. When a unit is unable to expend allocations during the designated training period and cannot meet the original scheduled turn-in date as specified on the original issue document, the unit must submit a memorandum through the DAO/equivalent requesting an extension request to the ASP *prior to the reconciliation date*. The memorandum must include: a brief explanation as to why the extension is necessary, new training period and projected turn-in/reconciliation date, original issue document number, point of contact, and a signature from an O-5 or above. See Appendix H for an example of a request for extension.

b. The Accountable Officer has the authority to approve extensions.

4-3. Unrecoverable Residue

a. During specific training events, it is not always possible to recover all accountable residue. When this occurs, a DA Form 5811-R, Certificate of Loss or Damaged Statement explaining the specifics of the loss is required to close the loop in reconciling the open account.

b. The unit commander and battalion commander (or the first LTC in the chain of command) must sign this statement.

4-4. Amended Turn-in Procedure

Whenever additional ammunition has been found after a unit has been completely reconciled, the unit may turn the items in to the ASP using the amended turn-in procedures as outlined in DA PAM 710-2-1, paragraph 11-16j.

a. Prepare a new DA Form 581 for the items to be turned in. The original issue document number must be shown in the remarks block.

b. RAO/equivalent will assign the DA Form 581 a document number from the document register.

c. Write in the remarks block, "This is an amended turn-in document."

d. The DA Form 581 is signed (in block 13a-c) by first LTC in the chain of command.

e. Process the document through the ASP as any other normal turn-in document.

4-5. Amnesty Program

a. The Ammunition & Explosives Amnesty Program allows unit personnel to safely turn in live ammunition, explosives, and residue found on A.P. Hill grounds without fear of prosecution. It is not intended to circumvent normal turn-in procedures.

b. Units should promptly contact the Directorate of Emergency Services (DES) at (804) 633-8888 upon discovery of ammunition on-post. All found A&E, excluding small-arms ammunition (up to and including .50 caliber), will be considered hazardous and should not be moved by untrained personnel.

c. Units discovering ammunition on a range or in a training area should mark the ammunition, record the location, and contact Range Control at (804) 633-8224/8374, in addition to the DES.

d. Units discovering ammunition found outside the ranges or training areas (e.g., in the barracks) should mark it, record the location, and contact DES.

e. During normal duty hours, units may turn-in small arms ammunition (up to and including .50 caliber) found on post directly to the ASP. Units should contact the Directorate of Emergency Services (DES) to contact ASP alert personnel for turn-in actions after normal duty hours.

f. There is no requirement to submit any paperwork at the time of turn-in. Contact the Fort A.P. Hill ASP at DSN 578-8801 or commercial (804) 633-8801.

g. Individuals with knowledge pertaining to the loss of ammunition on-post should contact the DES at (804) 633-8888 to assist in the investigation. A DES representative will respond to the incident.

4-6. Ammunition Found on Post (AFOP) / Amnesty Turn-in

a. Ammunition found on post may be turned in to the ASP at any time, without documentation, no questions asked. However, a unit will not be credited with this ammunition for future training.

b. Amnesty turn-in is located at the ASP, 12274 Campbell Road, building S2001, during duty hours. All found A&E, excluding small-arms ammunition (up to and including .50 caliber), will be considered hazardous and should not be moved by untrained personnel. All other times, amnesty will be given to the gate guards or nearest DES representative.

c. For all AFOP munitions, all safety precautions will be adhered to during disposition procedures and the QASAS or ASP munitions inspector will ensure that the munitions are in safe condition.

Chapter 5 On-Post Storage of Ammunition

5-1. Use of the Ammunition Holding Area (AHA)

a. The Ammunition Holding Area is an area designated for units to provide temporary storage of ammunition and explosives during training events. The AHA is located adjacent to the ASP.

b. The Department of Emergency Services (DES) manages the use of the Ammunition Holding Area. The area is open 24 hours per day 7 days per week for use by units training at Fort A.P. Hill. Units requesting use of the AHA must contact the Provost Marshall's Office (PMO) at DSN 578-8239/8888 or Civ. (804) 633-8239/8888.

c. Storage of CAT I items is not permitted in the AHA. Temporary storage of CAT I items must be coordinated through the ASP at DSN 578-8801 or Civ. (804) 633-8801.

5-2. Field Explosive Storage Area Permits

Requests for field explosive storage area permits must be made through the DPTMS at DSN 578-8333/8338 Civ. (804) 633-8333/8338.

APPENDIX A

DEFINITION AND TERMS

1. Ammunition: A generic term that includes all kinds of explosives to be thrown against an enemy, such as bullets, projectiles, rockets, grenades, torpedoes, bombs, and guided missiles.

2. DODAC: Department of Defense Ammunition Code; An eight character code developed to indicate interchangeability of ammunition and explosive items in the Federal Supply Classification (FSC) Groups 13 and 14. The eight-character code is separated by a hyphen (e.g. 1305-A071). The first four digits represent the FSC (i.e. the first four digits of the National Stock Number) and the last four characters represent the DODIC. Units will use the DODAC when requesting ammunition.

3. DODIC: Department of Defense Identification Code; This code is composed of four characters consisting of a letter and three numerical digits (e.g. A071) that are interchangeable as to function and use.

4. Reconciliation: The process of accounting for all issued ammunition and residue to include clearing of all issue/turn-in documents.

5. Hazardous Materials: Materials that either detonate or deflagrate. Any chemical compound or mechanical mixture which, when subjected to heat, impact, friction, shock or other suitable initiation, undergoes a very rapid chemical change with the expulsion of large volumes of highly heated gases, exerting pressure on the surrounding medium.

6. Work Day: Workdays are defined as Monday, Tuesday, Thursday and Friday 0730-1530 hrs. The ASP will also be closed weekends, all federal holidays, and installation training holidays. Support outside the normal workday is possible. Please contact the ASP at least 10 days prior to the requested date to schedule this support. Funding for support outside normal operating hours must be provided to the FAPH Resource Management Office. RMO POC: Cathy Brooks (804)633-8211 Fax: (804)633-8361 DSN: 578-8211

6. Hazard Classification: Denotes the hazard, fire and deflagration, associated with the various types of ammunition.

Division 1.1 Explosive (with a mass detonation hazard)

Division 1.2 Explosive (with a fragmentation hazard)

Division 1.3 Explosive (with predominately a fire hazard)

Division 1.4 Explosive (with no significant blast hazard)

7. Sensitive Items (Category) Codes: A code indicating material which requires a high degree of protection and control due to statutory requirements or regulations, which are of high value, highly technical or of a hazardous nature, and small arms, ammunition, explosives and demolition material.

Category I Non-nuclear rockets and missiles in a ready to fire configuration (AT4, Stinger, Dragon)

Category II Demolition materials (C-4, TNT, Dynamite, and Hand Grenades)

Category III Rockets and propelled ammunition (2.75 –inch rockets, 40MM HE)

Category IV Small arms ammunition (5.56, 7.62, .50 Cal)

APPENDIX B

ACRONYMS and ABBREVIATIONS

A&E	ammunition and explosives
AFOP	ammunition found on post
AHA	ammunition holding area
AR	Army regulation
ARA	ammunition residue area
ARCOM	Army Reserve Command
ARNG	Army National Guard
ARY	ammunition residue yard
ASP	ammunition supply point
ATP	ammunition transfer point
BAO	brigade/battalion ammunition officer
BC	fire extinguisher classification
CAD	cartridge activated device
Category I and II	sensitive ammunition requiring armed guard
DODAAC	Department of Defense Accounting Activity Code
DODIC	Department of Defense Identification Code
DPTMS	Director of Plans, Training, Mobilization and Security
DRC	Director Reserve Component
ENTAC	Entrance National Agency Check
EOD	explosive ordnance disposal
FM	field manual
FORSCOM	Forces Command
HAZMAT	hazardous materials
IAO	installation ammunition office
IAW	in accordance with
IMC	Installation Management Command
ITO	installation transportation office
MACOM	Major Army Command
MSC	Major Subordinate Command
NAC	National Agency Check
NCOIC	noncommissioned officer in charge
NERO	North East Region Office (a sub-division of IMA)
NEW	net explosive weight
OIC	office in charge
OTFWT	other than fair wear and tear
PAD	powder actuated devices
RAO	regimental ammunition officer
QASAS	Quality Assurance Specialist/Ammunition Surveillance
ROS	report of survey
ROTC	Reserve Officer Training Corps
SDO	staff duty officer
SOP	Standing Operating Procedure(s)
TAMIS-R	Training Ammunition Management Information System
TEC	Training Event Code
UIC	Unit Identification Code
USPFO	United States Property and Fiscal Officer

APPENDIX C

DA FORM 1687 – for Requestor and Receiver

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES					DATE
<i>For use of this form, see DA PAM 710-2-1. The proponent agency is ODCSLOG.</i>					01 OCT 04 (1)
AUTHORIZED REPRESENTATIVE(S)					
ORGANIZATION RECEIVING SUPPLIES Military Company (2)			LOCATION Ft. Belvoir, VA (3)		
LAST NAME-FIRST NAME- MIDDLE INITIAL	SOCIAL SECURITY NUMBER	AUTHORITY		SIGNATURE AND INITIALS	
		REQ	REC		
ETS: INDEF (4)		(6)	(7)	(8)	(9)
ALDERMAN, Alfred A. 1LT (5)		YES	YES	SIGNATURE	INITIALS
ETS: 08 Feb 06 (4)		(6)	(7)	(8)	(9)
BAXTER, Bobby B. SGT (5)		YES	YES	SIGNATURE	INITIALS
ETS: 16 Mar 07 (4)		(6)	(7)	(8)	(9)
CATES, Cathy C. SPC (5)		NO	YES	SIGNATURE	INITIALS
xxxxxxxNOT USEDxxxxxxxxx (10)					
AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER					
THE UNDERSIGNED HEREBY [X] DELEGATES TO [] WITHDRAWS FROM THE PERSON(S) LISTED ABOVE. (11)					
THE AUTHORITY TO: Request and receive Class V supplies. (12)					
REMARKS ASP #39, Ft. A.P. Hill VA "Authorized representatives listed above have passed security screening IAW with AR 190-11." (13)					
I ASSUME FULL RESPONSIBILITY					
UNIT IDENTIFICATION CODE WAABCD (14)			DODAAC/ACCOUNT NUMBER W26ABC (15)		
LAST NAME-FIRST NAME-MIDDLE INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE	
RESPONSIBLE PERSON	CPT	DSN 655-1234	30 Sep 05	SIGNATURE	
(16)	(17)	(18)	(19)	(20)	

DA FORM 1687, JAN 82

EDITION OF DEC 57 IS OBSOLETE

1. Date document prepared.
2. Name of Unit to receive Supplies.
3. Unit's home location.
4. ETS/EAS Date. (If an ETS date is earlier than the expiration date, the card will be void on the ETS date).
5. Last name, first name, middle initial and Rank.
6. Yes or No for authority to request. (Note: Only E-5's and above or civilian equivalent can request).
7. Yes or No to receive supplies. (Note: Only E-5's and above or civilian equivalent mat receive Category I and II arms and ammunition Ref: AR 190-11). See foot note.
8. Signature of Individual.
9. Initials of individual.
10. Enter "NOT USED" in the first unused block.
11. Place an "X" in this block to indicate that individuals are delegated to request or receive supplies.
12. Enter statement, " request and receive class V supplies."

13. Enter "ASP #39, Ft. A.P. Hill VA" and the statement, "Authorized representatives listed above have passed security screening IAW AR 190-11."
14. UIC of unit to receive supplies.
15. DODAAC of unit to receive supplies.
16. Responsible person.
17. Responsible persons rank.
18. Responsible persons telephone number.
19. Date of expiration. (Note: not to exceed one year i.e. DA Form 1687 prepared 01 OCT 2004 must expire by at least 30 sep 2005).
20. Signature of responsible person. DA Forms 1687 must be accompanied by assumption of command order.

NOTE: DALO-AMZ MESSAGE R060843Z SEP 01 SUBJ: AUTHORIZATION FOR RECEIPT FOR CAT I AND II A&E.

APPENDIX D

DA FORM 1687 – for Approvers of DA Forms 581

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES					DATE
<i>For use of this form, see DA PAM 710-2-1. The proponent agency is ODCSLOG.</i>					01 OCT 04 (1)
AUTHORIZED REPRESENTATIVE(S)					
ORGANIZATION RECEIVING SUPPLIES HQ BN, 1 ST ARMY BDE (2)			LOCATION Ft. Belvoir, VA (3)		
LAST NAME-FIRST NAME- MIDDLE INITIAL	SOCIAL SECURITY NUMBER	AUTHORITY		SIGNATURE AND INITIALS	
		REQ	REC		
ETS: INDEF (4) JOHNSON, Boris L. CPT (5)		(6)	(7)	(8) SIGNATURE	(9) INITIALS
ETS: 08 Feb 06 (4) Morris, Calvin R. MSG (5)		(6)	(7)	(8) SIGNATURE	(9) INITIALS
xxxxxxxxNOT USEDxxxxxx (10)					
AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER					
THE UNDERSIGNED HEREBY [X] DELEGATES TO [] WITHDRAWS FROM THE PERSON(S) LISTED ABOVE.					
THE AUTHORITY TO: (11) Approve ammunition requests and authenticate DA Forms 581's. (12)					
REMARKS ASP #39, Ft. A.P. Hill VA "Authorized representatives listed above have passed security screening IAW with AR 190-11." (13)					
I ASSUME FULL RESPONSIBILITY					
UNIT IDENTIFICATION CODE WAABC1 (14)			DODAAC/ACCOUNT NUMBER W26ABO (15)		
LAST NAME-FIRST NAME-MIDDLE INITIAL RESPONSIBLE PERSON	GRADE LTC	TELEPHONE NUMBER DSN 655-1234	EXPIRATION DATE 30 Sep 05	SIGNATURE SIGNATURE	
(16)	(17)	(18)	(19)	(20)	

DA FORM 1687, JAN 82

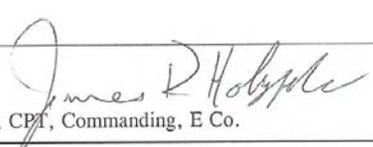
EDITION OF DEC 57 IS OBSOLETE

THIS FORM IS TO BE USED TO AUTHORIZE DELEGATES TO APPROVE DA FORMS 581 IN BLOCKS 14a thru c.

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. Date document prepared. 2. Name of Unit to receive Supplies. 3. Unit's home location. 4. ETS/EAS Date. (If an ETS date is earlier than the expiration date, the card will be void on the ETS date). 5. Last name, first name, middle initial and Rank. 6. Leave blank. 7. Leave blank. 8. Signature of Individual. 9. Initials of individual. 10. Enter "NOT USED" in the first unused block. 11. Place an "X" in this block to indicate that individuals are delegated to request or receive supplies. 12. Enter statement, " Approve ammunition requests and authenticate DA Forms 581's." | <ol style="list-style-type: none"> 13. Enter "ASP #39, Ft. A.P. Hill VA" and the statement, "Authorized representatives listed above have passed security screening IAW AR 190-11." 14. UIC of unit to receive supplies. 15. DODAAC of unit to receive supplies. 16. Responsible person. 17. Responsible persons rank. 18. Responsible persons telephone number. 19. Date of expiration. (Note: not to exceed one year i.e. DA Form 1687 prepared 01 OCT 2004 must expire by at least 30 sep 2005). 20. Signature of responsible person. DA Form 1687 must be accompanied by assumption of command order. <p>Note: Commanders may not authorize the same individuals to both request and approve DA Forms 581.</p> |
|--|--|

APPENDIX E

Example of DA Form 5811-R

CERTIFICATE - LOST OR DAMAGED CLASS 5 AMMUNITION ITEMS						
For use of this form, see DA PAM 710-2-1; the proponent agency is DCSLOG						
PART I - CERTIFICATION						
<i>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.</i>						
1. STOCK NO.	2. DESCRIPTION	3. QUANTITY	4. ITEM WAS (Check)		5. DAMAGED BY NEGLIGENCE? (Check)	
			a. LOST	b. DAM-AGED	a. YES	b. NO
1305-00-182-3217 A080	Ctg, 5.56mm blank, Sngl Rd	2500	X			
Nothing Follows						
6. CIRCUMSTANCES OF LOSS OR DAMAGE Blank ammunition was expended during maneuver exercises. A police call was performed whenever possible, but all rounds could not be recovered due to the nature of the exercise.						
7a. SIGNATURE  James D. Holyfield, CPT, Commanding, E Co.					7b. DATE 15 SEP 05	
PART II - ACTION						
8. I have reviewed the evidence pertaining to the loss or damage as stated. I agree that the loss or damage to the class 5 item (s) was <input type="checkbox"/> was not <input checked="" type="checkbox"/> do not agree due to negligence, willful <input type="checkbox"/> misconduct, or deliberate unauthorized use. The following actions shall be taken.						CHECK ALL THAT APPLY
9. No further action is required.						
10. An administrative adjustment shall be made in the property book for the class 5 item (s) that were not lost through negligence, willful misconduct, or deliberate unauthorized use.						
11. The damaged class 5 item (s) shall be repaired as fair wear and tear as the damage was not caused by negligence, willful misconduct, or deliberate unauthorized use.						
12. The circumstances surrounding the loss or damage warrant the processing of a formal Report or Survey that will be initiated immediately by the responsible property officer.						
13a. SIGNATURE 			13b. TITLE Morris B. Douglas, LTC, Cdr, 421st FSB		13c. DATE 17 SEP 05	

DA FORM 5811-R, AUG 89

USAPPC V1.04

APPENDIX G

LATE AMMUNITION REQUEST



DEPARTMENT OF THE ARMY

A TROOP, 1/99 CAV
9TH ARMORED CAVALRY REGIMENT
FORT BELVOIR, VA 22060-5555

AFVA-3ACR-1-15

15 September 2006

MEMORANDUM THRU Commander, 3rd Armored Cavalry Regiment, ATTN: Regimental
Ammunition Officer, Fort Belvoir, VA 22060-6666

FOR Directorate of Logistics, Fort A.P. Hill; ATTN: Chief, Ammunition Supply Point, 12274
Campbell Road, Fort A.P. Hill, VA 22427

SUBJECT: Late Ammunition Request

1. Request DA Form 581 DOC# W56HYT6258-5001 be processed as a late ammunition request to be issued on 20 September 2006.
2. Ammunition was not requested in a timely manner due to an un-forecasted training event. Range conditions have been RED for the past two months, but due to the sudden rainfall, range conditions have been upgraded to GREEN. The unit cannot afford to miss this training opportunity to conduct night fire qualification with tracers.
3. The unit understands that all DA Form 581s must normally be submitted to the Fort A.P. Hill Training Ammunition Manager (TAM) thirty working days prior to issue date. The unit also understands that the ASP can only fill non-forecasted requests based on available excess.
4. POC for this action is CPT Jones at DSN 805-0000.

PAUL E. TURNER
LTC, AR
Commanding

APPENDIX H

EXTENSION OF TURN-IN



DEPARTMENT OF THE ARMY
555th TRANSPORTATION BATTALION
FREDERICKSBURG, VA 22403

AFVG-TB-CDR

20 August 2006

MEMORANDUM FOR Chief, Ammunition Supply Point (IMNE-APH-LGA), Fort A.P. Hill, VA
22427

SUBJECT: Request for Turn-In Extension

1. Due to unforeseen training requirements at Gunpowder Falls, MD, request that reconciliation of document numbers W55DRE6227-0001 and 0002 be extended. The new training dates are as follows: 25 SEP - 29 SEP.
2. I understand that these documents are required to be reconciled within five working days from the completion of the training event.
3. Point of contact for this request is SFC Wilson at DSN 666-5555.

RALPH R. KUBERT
LTC, TC
Commanding

APPENDIX I

COMPATIBILITY CHART FOR CLASS I (EXPLOSIVES) MATERIAL TRANSPORT

(Source: 49 CFR)

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

1. Instructions for using the compatibility table for Class 1 (explosive) materials are as follows:

(1) A blank space in the table indicates that no restrictions apply.

(2) The letter "X" in the table indicates that explosives of different compatibility groups may not be carried on the same transport vehicle.

(3) The numbers in the table mean the following:

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

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

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

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

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

(vi) "6" means explosive articles in compatibility group G, other than fireworks and those requiring special handling, may be loaded, transported and stored with other explosive

articles of compatibility groups C, D and E, provided that explosive substances (such as those not contained in articles) are not carried in the same vehicle.

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

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

[Amdt. 177-78, 55 FR 52712, Dec. 21, 1990]

Editorial Note: For Federal Register citations affecting §177.848, see the List of CFR Sections Affected which appears in the Finding Aids section of the printed volume and on GPO Access.

APPENDIX J

COMPATIBILITY CHART FOR CLASS I (EXPLOSIVES) MATERIAL STORAGE

(Source: DA PAM 385-64, Table 4-3)

Group	A	B	C	D	E	F	G	H	J	K	L	N	S
A	X	Z											
B	Z	X	Z	Z	Z	Z	Z					X	X
C		Z	X	X	X	Z	Z					X	X
D		Z	X	X	X	Z	Z					X	X
E		Z	X	X	X	Z	Z					X	X
F		Z	Z	Z	Z	X	Z					Z	X
G		Z	Z	Z	Z	Z	X					Z	X
H								X					X
J									X				X
K										Z			
L													
N												X	X
S		X	X	X	X	X	X	X	X			X	X

Notes:

1 "X" indicates that these groups may be combined in storage; otherwise, mixing is either prohibited or restricted according to note #2.

2 "Z" indicates that, when warranted by operational considerations or magazine non-availability and when safety is not sacrificed, logical mixed storage of limited quantities of some items of different groups may be approved. These relaxations involving mixed storage shall be approved by the MACOM and are not considered waivers. However, DA shall determine which items within Group K may be stored together and which must be stored separately. Group K requires not only separate storage from other groups but may also require separate storage within the group.

3 Compliance with compatibility criteria is not required for mission essential or operationally necessary quantities of explosives in Class/division 1.4 or 6.1 (excluding toxic chemical munitions); up to 100 lbs. NEW Class/division 1.3; and up to 50 lbs. NEW Class/Division (04)1.2. See paragraph 5-1b for Q-D requirements and additional information concerning small quantities of explosives.

4 Equal numbers of separately packaged components of complete rounds of any single type of ammunition may be stored together. When so stored, compatibility is that of the assembled round; for example, WP filler in Group H, HE filler in Groups D, E, or F, as appropriate.

5 Ammunition items without explosives that contain substances properly belonging to another U.N. hazard class may be assigned to the same compatibility group as items containing explosives and the same substance, and be stored with them.

6 DA may authorize ammunition designated "practice" by National Stock Number (NSN) and nomenclature to be stored with the fully loaded ammunition it simulates.

7 The MACOM may authorize the mixing of compatibility groups, except items in Groups A, K, and L, in quantities not exceeding 1,000 lbs. NEW per storage site. This is independent of note #2 and the exception found in paragraph 4-4b.

8 For purposes of mixing, all items must be packaged in approved storage/shipping containers. Items shall not be opened for purposes of issuing unpackaged munitions in storage locations. Outer containers may be opened in storage locations for inventorying; for removing munitions still inside an approved inner package in limited amounts, and for magazines storing only hazard division 1.4 items, unpacking, inspecting, and repacking the hazard division 1.4 ammunition.

9 Articles of compatibility Groups B and F shall each be segregated in storage from articles of other compatibility groups by means that are effective in preventing propagation of those articles.

10 If dissimilar HD 1.6, SCG N munitions are mixed together and have not been tested to ensure non-propagation; the mixed munitions are considered to be HD 1.2, SCG D for purposes of transportation and storage. When mixing SCG N munitions with SCGs B through G, see chapter 5, paragraph 5-2f through 5-2i about changing quantity-distance (QD) class/divisions.

11 For storage purposes, fuses assigned to SCG D are also compatible with fuses assigned to SCG B.

APPENDIX K

DD FORM 626 EXAMPLE

MOTOR VEHICLE INSPECTION (TRANSPORTING HAZARDOUS MATERIALS)										
<i>(Read Instructions before completing this form.)</i>										
This form applies to all vehicles which must be marked or placarded in accordance with Title 49 CFR.					1. GOVERNMENT BILL OF LADING/TRANSPORTATION CONTROL NUMBER					
SECTION I - DOCUMENTATION					ORIGIN a.		DESTINATION b.			
2. CARRIER/GOVERNMENT ORGANIZATION					HQ 529th FWD SUP BN.					
3. DATE/TIME OF INSPECTION					1 OCTOBER 2004 1300					
4. LOCATION OF INSPECTION					FT. A. P. HILL					
5. OPERATOR(S) NAME(S)					Dixes, David D. / Cates, Cathy C.					
6. OPERATOR(S) LICENSE NUMBER(S)					236-54-7283 / 765-67-2315					
7. MEDICAL EXAMINER'S CERTIFICATE*										
B. <i>(X if satisfactory at origin)</i>					9. CVSA DECAL DISPLAYED ON COMMERCIAL EQUIPMENT*					
a. MILITARY HAZMAT ENDORSEMENT		<input checked="" type="checkbox"/>		d. ERG OR EQUIVALENT COMMERCIAL:		YES		NO		
b. VALID LEASE*				e. DRIVER'S VEHICLE INSPECTION REPORT*				<input checked="" type="checkbox"/>		
c. ROUTE PLAN				f. COPY OF 49 CFR PART 397				a. TRUCK/TRACTOR		
								<input checked="" type="checkbox"/>		
SECTION II - MECHANICAL INSPECTION										
<i>All items shall be checked on empty equipment prior to loading. Items with an asterisk shall be checked on all incoming loaded equipment.</i>										
10. TYPE OF VEHICLE(S)					11. VEHICLE NUMBER(S)					
12. PART INSPECTED <i>(X as applicable)</i>										
		ORIGIN (1)		DESTINATION (2)		ORIGIN (1)		DESTINATION (2)		COMMENTS (3)
		SAT UNSAT		SAT UNSAT		SAT UNSAT		SAT UNSAT		
a. SPARE ELECTRICAL FUSES						k. EXHAUST SYSTEM		<input checked="" type="checkbox"/>		
b. HORN OPERATIVE		<input checked="" type="checkbox"/>				l. BRAKE SYSTEM*		<input checked="" type="checkbox"/>		
c. STEERING SYSTEM		<input checked="" type="checkbox"/>				m. SUSPENSION		<input checked="" type="checkbox"/>		
d. WINDSHIELD/WIPERS		<input checked="" type="checkbox"/>				n. COUPLING DEVICES		<input checked="" type="checkbox"/>		
e. MIRRORS		<input checked="" type="checkbox"/>				o. CARGO SPACE		<input checked="" type="checkbox"/>		
f. WARNING EQUIPMENT		<input checked="" type="checkbox"/>				p. LANDING GEAR*				
g. FIRE EXTINGUISHER*		<input checked="" type="checkbox"/>				q. TIRES, WHEELS, RIMS		<input checked="" type="checkbox"/>		
h. ELECTRICAL WIRING		<input checked="" type="checkbox"/>				r. TAILGATE/DOORS*		<input checked="" type="checkbox"/>		
i. LIGHTS AND REFLECTORS		<input checked="" type="checkbox"/>				s. TARPULIN*		<input checked="" type="checkbox"/>		
j. FUEL SYSTEM*		<input checked="" type="checkbox"/>				t. OTHER <i>(Specify)</i>				
13. INSPECTION RESULTS <i>(X one)</i>					ACCEPTED					<input checked="" type="checkbox"/>
					REJECTED					
<i>If rejected give reason under "Remarks". Equipment will be approved if deficiencies are corrected prior to loading.</i>										
14. SATELLITE MOTOR SURVEILLANCE SYSTEM: <i>(X one)</i>					ACCEPTED					<input type="checkbox"/>
					REJECTED					<input type="checkbox"/>
15. REMARKS										
16. INSPECTOR SIGNATURE <i>(Origin)</i>					17. INSPECTOR SIGNATURE <i>(Destination)</i>					
SECTION III - POST LOADING INSPECTION										
<i>This section applies to Commercial and Government/Military vehicles. All items will be checked prior to release of loaded equipment and shall be checked on all incoming loaded equipment.</i>										
		ORIGIN (1)		DESTINATION (2)		COMMENTS (3)				
		SAT UNSAT		SAT UNSAT						
18. LOADED MAW APPLICABLE SEGREGATION/COMPATIBILITY TABLE OF 49 CFR		<input checked="" type="checkbox"/>								
19. LOAD PROPERLY SECURED TO PREVENT MOVEMENT		<input checked="" type="checkbox"/>								
20. SEALS APPLIED TO CLOSED VEHICLE; TARPULIN APPLIED ON OPEN EQUIPMENT		<input checked="" type="checkbox"/>								
21. PROPER PLACARDS APPLIED		<input checked="" type="checkbox"/>								
22. SHIPPING PAPERS/DD FORM 836 FOR GOVERNMENT VEHICLE SHIPMENTS		<input checked="" type="checkbox"/>								
23. COPY OF DD FORM 626 FOR DRIVER		<input checked="" type="checkbox"/>								
24. SHIPPED UNDER DOT EXEMPTION 868		<input checked="" type="checkbox"/>								
25. INSPECTOR SIGNATURE <i>(Origin)</i>					26. DRIVER(S) SIGNATURE <i>(Origin)</i>					
27. INSPECTOR SIGNATURE <i>(Destination)</i>					28. DRIVER(S) SIGNATURE <i>(Destination)</i>					

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 (AW Part 383).

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

Item 8.a. APPLIES TO MILITARY OPERATORS ONLY. Military Hazardous Materials Certification. In accordance with applicable service regulations, ensure operator has been certified to transport hazardous materials.

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

c. Route Plan. Prior to loading any Hazard Class/Division 1.1, 1.2, or 1.3 (Explosives) for shipment, ensure that the operator possesses a written route plan in accordance with 49 CFR Part 397. Route Plan requirements for Hazard Class 7 (Radioactive) materials are found in 49 CFR 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 (Hazardous Materials Driving and Parking Rules). If military operators do not possess this document, shipper may 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.

SECTION II - MECHANICAL INSPECTION

General Instructions.

All items (12.a. through 12.t.) will be checked on all incoming empty equipment prior to loading. All UNSATISFACTORY conditions must be corrected prior to loading. Items with an asterisk (*) shall be checked on all incoming loaded equipment. Unsatisfactory conditions that would affect the safe off-loading of the equipment must be corrected prior to unloading.

SECTION II (Continued)

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

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

INSTRUCTIONS

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)

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 and 396 Appendix G)

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 and 396 Appendix G)

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 396 Appendix G)

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 396 Appendix G)

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 tested properly and safety latch is engaged. Pintle Hook, Drawbar, Towbar Eye and Tongue and Safety Devices: Inspect for unsecured mounting, cracks, missing or ineffective fasteners (welded repairs to pintle hook is prohibited). Ensure safety devices (chains, hooks, cables) are in serviceable condition and properly attached. (49 CFT 396 Appendix G)

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 tight and free from holes. Floor shall not be permeated with oil or other substances. (49 CFR 177.815(e)(1) and 398.94)

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 396 Appendix G)

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))

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

Item 14. For AA&E and other shipments requiring satellite surveillance, ensure that the Satellite Motor Surveillance System is operable. Shipper will instruct the driver to send a "test" emergency message to DTTS by having the driver activate the "emergency (panic) button". Shipper will contact DTTS at 1-800-826-0794 to verify that test message was received. Message must be received by DTTS for system to be considered operational.

SECTION III - POST LOADING INSPECTION

General Instructions.

All 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 177.848 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 seal(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 Part 172 Subpart F.

Item 22. Check to ensure operator has been provided shipping papers that comply with 49 CFR Part 172 Subpart C. For shipments transported by Government vehicle, shipping paper will be DD Form 838.

Item 23. Ensure operator(s) sign DD Form 626, are given a copy and understand the hazards associated with the shipment.

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

APPENDIX M

OFF-POST MOVEMENT REQUEST

The requesting unit's company commander or an individual in an equivalent position should submit the following information. The information may be emailed or printed, signed and faxed to the ASP at DSN 578-8388 or Comm. (804) 633-8388.

Request for Off-Post Movement of Ammunition and Explosives from Fort A.P. Hill

1. Unit, POC, and telephone number:

2. Date and time of movement:

3. Route of ammunition movement:

4. Type and quantity of Class V:

5. Purpose of Movement:

6. Higher HQ:

7. Has coordination with the local police/PMO been made to assess the security threat? agency contacted:

8. Commander's approval

Printed name _____ Signature _____

Notes: [^](#)

Appendix N

Points of Contact

DSN 578-XXXX
Commercial (804) 633-XXXX

(1) Chief, ASP	-8801
(2) Munitions Handler Leader	-8802
(3) Stock Control	-8197/8198
(4) Ammunition Inspector	-8803
(5) Storage, ASP	-8813
(6) QASAS	-8805
(7) ASP FAX	-8388
(8) Director of Logistics	-8204
(9) Chief, Supply and Services	-8424
(10) Training Ammunition Manager	-8122
(11) Range Control	-8224/8410/8203
(12) DOD Police	-8239/8888
(13) Installation Safety Office	-8269
(14) Physical Security	-8390