Camp Blanding Joint Training Center

Ammunition Supply Point

External SOP

16 OCT 2009

CAMP BLANDING JOINT TRAINING CENTER
STARKE, FL

AMMUNITION SUPPLY POINT

EXTERNAL

STANDING OPERATING PROCEDURES

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CAMP BLANDING JOINT TRAINING CENTER
AMMUNITON SUPPLY POINT

OPERATING HOURS
BY APPOINTMENT ONLY
07:30 – 12:00 and 12:30 - 17:00 Monday thru Friday
(Except on alternate Mondays off)

PRIOR TO YOUR ISSUE, YOU MUST HAVE THE FOLLOWING ITEMS, IN ORDER TO DRAW AMMUNITION:

1. **A current DA Form 1687 on file at the CBJTC, ASP**
2. **Approved DA Form 581 thru TAMIS-R should be submitted to the ASP within 60 days out from pick up date. (An unforecasted memo with approval will be needed if submitted in less than 30 calendar days)**
3. **Setup a 24 to 48 hour appointment DATE AND TIME from the ASP**
4. **<u>Both drivers</u> must have a HAZMAT endorsed license**
5. **DD Form 626, Motor Vehicle Inspection for (TRANSPORTING HAZARDOUS MATERIAL)**
6. **DD Form 2890, (DANGEROUS GOODS SHIPPING PAPERS) will be completed at the ASP for training off post**
7. **3 Warning triangles / Road Hazard Kit**
8. **2 each 10-BC rated or higher fire extinguishers**
9. **Covered vehicle or Tarpaulin (fire retardant) and cargo tie down straps**
10. **Required placards for transporting ammunition will be given at the ASP**

11. When drawing CAT I & II items, an E-5 or higher must be present and on the DA Form 1687, and guards must be with him prior to drawing ammo.

If you are missing ANY of the above listed items, plan on rescheduling your appointment for another day.

SECTION I INTRODUCTION

1. **Purpose and Scope**: This SOP establishes ammunition supply procedures for Camp Blanding Joint Training Center (CBJTC) identifying support to customers and their responsibilities. It adheres to Department of Defense (DoD), Department of the Army (DA), Forces Command (FORSCOM), and National Guard (NG) security, accountability, safety and logistics regulations.

2. **General:** Munitions are one of the most expensive commodities used by the Armed Forces. Because of the huge volume required for training, special procedures were implemented by the Department of the Army to insure that all organizations receive only authorized training ammunition. Army Regulation 5-13 and the Total Ammunition Management Information System-Redesigned (TAMIS-R) established guide lines to insure, all organizations received authorized requirements and to stop the misuse, abuse, and stock piling of training ammunition. It is imperative that all individuals involved with training ammunition be fully aware of these directives and their impact, if not, adhered to. This installation **will not** issue ammunition to any unit without the requirements in this SOP being met. All correspondence will be sent to either address or via email for accuracy to:

CBTJC-ASP
Attn: MSG Samuel D. Brown
5629 State Road 16 West, Bldg #5763
Starke, Florida 32091-9703
E-Mail Address: samuel.dean.brown@us.army.mil

CBJTC-ASP
Attn: SSG Maurice Edwards
5629 State Road 16 West, Bldg #5763
Starke, Florida 32091-9703
maurice.edwards2@us.army.mil

3. **Responsibilities:** The ASP Officer/Supervisor has the overall responsibility for the operation of the Installation Ammunition Supply Point and related activities. It is the responsibility of the Ammunition Supply Point to insure that all units comply with the requirements set forth in this SOP. All personnel involved in ammunition activities will comply with DoD/DA/FORSCOM/NGR and applicable SOP's governing ammunition operation. It is the user's responsibility to be aware of and in compliance.

a. AMMUNITION SUPPLY POINT (ASP) responsibilities:

(1) Prepare, revise, & publish external Class V SOP IAW current regulations, directives & policies.
(2) Sign Post Packet for units prior to issuing AA&E items and after units has cleared all ASP documents.
(3) Furnish ammunition based on quantities authorized.
(4) Manage all training ammunition using Standard Army Ammunition System-Modernization (SAAS-MOD)

(5) Strictly observe ammunition requisition procedures.
(6) Maintain stock levels for mission requirements.
(7) Consolidate monthly training ammunition forecasts from the appropriate commands.
(8) Process all requests for issue/turn-in.
(9) Receive, store, issue and retrograde ammunition.
(10) Observe & enforce explosive safety, security and accountability requirements during all operation.
(11) Shipment of ammunition and residue as directed.
(12) Temporarily issue **suspended notifications after five (5) working days** for any future DA Form 581s until old DA Form 581s have been cleared / closed to Camp Blanding Joint Training Center's satisfaction.

b. Major Subordinate Commands (MSC) or Organizations having final approving authority of DA Form 581

(1) Review & approve of all requests of ammunition (DA Form 581) submitted by subordinate units.
(2) Manage & maintain records of subordinate unit's authorizations & expenditures.
(3) Ensure that DA Form 581s are IAW DA Pam 710-2-1.
(4) Review subordinate unit's forecasts. Using TAMIS-R forward approved forecast to the CLASS V Manager.
(5) Major Subordinate Commands (MSC) or organizations having final approving authority of DA Form 581 will forward DA Form 1687 & assumption of command.
(6) Approve issues for home station/other posts.

c. Unit responsibilities:

(1) Analyze scheduled training and unit strength to eliminate unnecessary/unauthorized expenditures and ensure that class V requests are limited to items and quantities actually authorized.
(2) Monthly submission of accurate ammunition forecasts to Major Subordinate Command (MSC) for approval.
(3) Reconcile all DA Form 581s with Camp Blanding within **five (5)** working days after scheduled training date.
(4) Maintain safe practices & appropriate security when handling, transporting, storing & using ammunition.
(5) Maintain appropriate regulations and SOPs for types of ammunition and operations being performed.
(6) Maintain accountability for all ammunition and residue components under unit control.
(7) Requisitioning units will provide all transportation, working parties, and security required for the movement of the ammunition to and from the Supply Support Activity (SSA).
(8) Ensure that all personnel managing, handling and transporting ammunition have been screened, trained & certified IAW AR 190-11, AR 600-55, 49 CFR, DoD 4500.9-R, & NGR 385-64, CH 4.
(9) Ensure that the DA Form 1687 with original signatures is forwarded to the ASP. Assumption of Command orders should accompany DA Form 1687.

(10) Ensure that all vehicles transporting ammunition will be inspected prior to reporting to the ASP using DD Form 626 and will be presented to the ASP personnel before loading.
(11) Ensure that a minimum of **four (4) soldiers** are accompanying the issue and turn-in processes at the ASP.
(12) Each unit will notify the ammunition supply point within 24-hours after the scheduled training date via email that their training dates have been canceled and also cancel the DA FORM 581 in TAMIS-R.

4. **Concept of Operation**: The Post ASP will store and issue all authorized Class V (ammunition) items required to satisfy the needs of units training at Camp Blanding Joint Training Center. Some items may not be available, but every effort will be made to issue, a suitable and authorized substitute. All issues will be made from the ASP and separate DA Form 581s will be submitted via TAMIS-R for each scheduled issue.

5. **Safety and Security**: The paramount consideration in operating an ASP is the safety and security of personnel, equipment and stocks. When conflicts occur between safety, security and training realism; safety and security will be given priority, Class V items are deliberately designed to be dangerous and destructive. All personnel associated with the Post ASP must be constantly aware of the potential dangerous and destructive qualities of these items. Maintaining safety and security of each respective storage point must receive special command emphasis from all personnel involved in carrying out their assigned mission.

a. General Safety Requirements:

(1) All personnel engaged in ASP or munitions operations will be thoroughly trained in explosive safety, FORSCOM Reg 700-4, DA PAM 385-64, and be capable of recognizing explosive hazards.
(2) Improper, rough and/or careless handling of explosive materials will not be allowed.
(3) Munitions will be handled under the direct supervision of competent personnel who thoroughly understand the hazards and risks involved.
(4) The minimum number of personnel will be exposed for the minimum amount of time to the smallest quantity of explosives, consistent with safety, efficiency and unit mission. All unnecessary personnel will be barred from hazardous areas.

b. General Security Requirements:

(1) Munitions Security Areas will be established IAW AR 190-11, AR 190-13, and DoD 5100.76-M.
(2) All personnel involved with munitions are responsible for security to prevent unlawful entry, thief or intentional destruction.

6. **References and Forms:**

ASP Forms and References

a. Form (s) customer units will need to have prepared:

DA Form 581	Request for Issue and Turn-In of Ammunition
DA Form 4379	Ammunition Malfunction Report
DA Form 5515	Training Ammunition Control Document

DA Form 5692-R	Ammunition Consumption Certificate
DA Form 5811-R	Certificate - Lost or Damaged Class 5 Ammunition Items
DD Form 2890	Dangerous Shipping Goods Declaration
DD Form 626	Motor Vehicle Inspection (Transporting Hazardous Materials)

b. References used to compile information:

AR 5-13	Training Ammunition Management System
AR 75-1	Malfunctions Involving Ammunition and Explosives
AR 190-11	Physical Security of Arms, Ammunition and Explosives
AR 190-13	The Army Physical Security Program
AR 385-63	Policies and Procedures for Firing Ammunition for Training, Target Practice and Combat
AR 385-64	Ammunition and Explosives Safety Standards
AR 702-5	Missile Firing Data Reports
AR 702-6	Ammunition Stockpile Reliability Program (ASRP) and Army Nuclear Weapons Stockpile Reliability Program (ANWSRP)
AR 710-2	Inventory Management Supply Policy Below The Wholesale Level
AR 710-9	Guided Missile and: Large Rocket Ammunition Issues. Receipts and Expenditures Report (RCS AMC-193)
AR 130-400	Logistical Policies for Support (NGB)
DA PAM 350-38	Standards In Weapons Training
DA PAM 350-39	Standards in Weapons Training (Special Operations Forces)
DA PAM 385-64	Ammunition Explosives Safety
DA PAM 700-19	Army Munitions Reporting System
DA PAM 710-2-1	Customer unit Supply System (Manual Procedures)
DA PAM 710-2-2	Supply Support Activity Supply System
DoD 4500.9-R	Defense Transportation Regulation Part II
DoD 5100.76-M	Physical Security of Sensitive Conventional Arms, Ammunitions, and Explosives
FM 9-6	Munitions Support in Theater of Operations
FM 9-38	Conventional Ammunition Unit Operations
FM 19-30	Physical Security
FORSCOM REG 700-4	Training Ammunition Management
NGR 385-64	Army National Guard Ammunition and Explosives Safety Standards
SB 742-1	Ammunition Surveillance Procedures
SB 755-1	Disposition of Used Packing Material
TB 9-1300-385	Munitions Restrictions and Suspensions
TM 9-1300-200	Ammunition General
YELLOW BOOK	Hazard Classification of United States Military Explosives and Munitions
Substitution List	Conventional Ammunition Substitutability/Interchangeability List
CAPULDI	Conventional Ammunition Packaging and Unit Load Data Index

SECTION II (DETAILED AMMUNITION PROCEDURES FOR UNITS)

Section II of this SOP will provide training units critical information concerning Class V. It will take the customer unit step by step using AR's, FORSCOM Regs, DA PAMs, NGR Regs, and CBJTC Ammunition Supply Point SOP to assist with Class V supply procedures. This SOP should be read by the Unit Commander, Unit Trainer, and Unit Class V Coordinator.

The Unit Class V Coordinator should maintain this SOP for the unit. It should be treated as a living document for changes that will occur as dictated by Army Regulations. The ASP staff is here to assist and support customer units so that all training requirements for ammunition can be accomplished.

1. The ASP's hours of operation are from 0730-1700, Monday-Friday except on alternate Mondays off. Arrangements for pickup and turn-ins hours other than listed above have to be made 24 hours to 48 hours in advance.
2. All units should coordinate pick-up items at least two days in advance; this allows a final check of pick-up requirements to correct any potential problems.
3. If you are training, at any location other than Camp Blanding Joint Training Center and require ammunition to be zone delivered, YOU MUST start coordination at least 45 DAYS in advance of your training date (**This must be approved thru the Class V Manager at 904-682-3040**).
   a. Units are reminded of the requirement to comply with both physical security IAW AR 190-11, AR 190-13 and explosive safety IAW DA PAM 385-64 when storing ammunition in Arms Rooms.

4. Any questions or requests for information please call:

Ammo Storage -	DSN 822-3464 / 3529	COM (904) 682-3464 / 3529
Ammo Fax -	DSN 822-3465	COM (904) 682-3465

5. The following steps are listed in sequence to assist customer units in accomplishing their ammunition related mission smoothly and in a timely manner:

Step 1 Forecasting

It is the unit's responsibility to get an approved forecast thru their higher headquarters. Forecasts **MUST** be submitted ninety (90) days prior to require training date. Forecasting will be accomplished IAW AR 5-13, Training Ammunition Management. Chapter 2 of AR 5-13 lists the objectives, functions and requirements for the proper submitting of forecasts, by using TAMIS-R. Contact the Class V Manager at 904-682-3040 for any unforecasted requests.

Step 2 DA FORM 1687

DA FORM 1687, NOTICE OF DELEGATION OF AUTHORITY RECEIPT FOR SUPPLIES (**use the current form from the army's webpage dated May 2009 at http://www.apd.army.mil/USAPA_PUB_formrange_f.asp**)

1. Upon any element of data on this card becoming outdated, the entire card is no longer valid and must be replaced with a new card before further transactions involving Class V can continue. If the individual who assumes responsibility goes on leave then a new DA Form 1687 and Assumption of Command Orders is required.

2. All entries with the exception of the signature and initials will be typed or neatly printed in black ink and must be clearly legible.
3. Signature and initials will be written in ink on all copies.

4. When submitting your DA Form 1687 to the ASP, turn in the **original form with all signatures and initials**. No photo copies will be accepted and **no digital signatures are accepted** at this time.

5. A copy of the commanders Assumption of Command Orders must accompany the original DA Form 1687. The Unit's UIC must be present on the orders.

6. DA Form 1687 Preparation Delegation of Authority: **REQUEST AND/OR RECEIVE**.

A. Date: Enter the calendar date the document was prepared **(DD MMM YYYY)**.

B. Organization Receiving Supplies: Enter the unit/activity designation.

C. Location: Enter installation name.

D. Enter the name of personnel authorized to request and receive ammunitions.

E. Enter their rank or civilian pay grade.

F. Enter their ETS/MRD (END TERM OF SERVICE or MANDATORY RETIREMENT DATE or EXPIRATION DATE OF CAC card) date example: **12 SEP 2006 (DD MMM YYYY)**

G. Request (REQ). Enter "**YES**" or "**NO**" to indicate whether the individual is to request ammunition.

NOTE: Unit Commanders are responsible for security and control of the unit ammunition program and to ensure that only authorized personnel receipt for Class V supplies. The responsible officer may delegate only Soldiers E-5 and above to request ammunition on the DA Form 1687.

H. Receive (REC). Enter "**YES**" or "**NO**" to indicate whether the individual may receive or turn-in ammunition.

I. Original Signatures and Initials.

J. AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER:

(1) Place and "X" in the delegated block.

(2) THE AUTHORITY TO: Enter the following statement; "**Request and Receive Class V Supplies"**

(3) REMARKS: Enter the following statement: **ASP 1FL, CBJTC "Authorized representatives listed above have passed security screening required by AR 190-11".**

K. I ASSUME FULL RESPONSIBILITY

a. UIC. Enter your Unit Identification code UIC for Unit Level Ammunition Draw the UIC entered must match the UIC on the Assumption of Command orders.

b. DODAAC/Account Code. Enter your assigned DODAAC/Account Code.

c. Last Name, First Name, and Middle Initial. Enter the name of the Commander of the UIC.

d. Grade. Enter the grade of the Commander.

e. Telephone Number. Enter the telephone number where the individual in Block H can be reached.

f. Expiration Date. Enter the expiration date **(DD MMM YYYY)**, **NOT** to exceed one year from the date prepared. Note that when any ETS listed on a DA 1687 expires before the expiration date, it makes the entire DA 1687 invalid.

**** Example: Date prepared is **01 APR 2004**; the expiration date will be **31 MAR 2005**. ****

g. Signature: The Commander signs here.

7. DA Form 1687 Preparation Delegation of Authority: **APPROVE AND AUTHENTICATE.**

   ALL SECTIONS (A – F) will have the same information as the first DA Form 1687 with the exception of (REQ and REC):

   a. Request (REQ): Enter **"NO"** to indicate whether the individual is to request ammunition.

   b. Receive (REC): Enter **"NO"** to indicate whether the individual is to receive or turn-in ammunition.

   c. The person authorized to approve and authenticate TAMIS-R (e581s) may be civilian or of any military rank.

8. AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER:

   (1) Place and "X" in the delegated blocks.

   (2) THE AUTHORITY TO: Enter the following statement; **"Approve and Authenticate DA Form 581**"

   (3) Same "REMARKS" statement: **ASP 1FL, CBJTC "Authorized representatives listed above have passed security screening required by AR 190-11"**.

9. SECTION K (I ASSUME FULL RESPONIBILITY) will have the same information, blocks **a** thru **g** as the first DA Form 1687 card.

**** Example: Date prepared is **01 APR 2004**; the expiration date will be **31 MAR 2005**. ****

EXAMPLE: REQUEST AND RECEIVE - DA FORM 1687

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

DATE: 01 JAN 2010

AUTHORIZED REPRESENTATIVE(S)

ORGANIZATION RECEIVING SUPPLIES	LOCATION
153RD ASP BN	CBJTC, STARKE, FL 32091

LAST NAME-FIRST NAME-MIDDLE INITIAL			AUTHORITY REQ	AUTHORITY REC	SIGNATURE AND INITIALS
SMITH, EARNEST J.	CW4	ETS: 31 OCT 2015	YES	YES	Earnest J Smith
EDWARDS, MAURICE T.	SFC	ETS: 21 JAN 2014	YES	YES	MTE
DAVIS, ROMEY A. .	SFC	ETS: 17 APR 2013	NO	YES	Romey Davis R.D
XXXXXX XXX NOT USED XXXXXXXXXXXXXXXXX					

AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER

THE UNDERSIGNED HEREBY ☒ DELEGATES TO ☐ WITHDRAWS FROM THE PERSON(S) LISTED ABOVE,

THE AUTHORITY TO: REQUEST AND RECEIVE CLASS V SUPPLIES

REMARKS
ASP 1FL. CBJTC Authorized representatives listed above have passed security screening required by AR 190-11

I ASSUME FULL RESPONSIBILITY

UNIT IDENTIFICATION CODE	DODAAC/ACCOUNT NUMBER
W7M222	W32ABC

LAST NAME-FIRST NAME-MIDDLE INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE
GRIFFIS, TERRY L.	0-3	904-682-3464	31 DEC 2010	Terry L. Griffis

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

EXAMPLE: APPROVER – DA FORM 1687

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

DATE: 01 JAN 2010

AUTHORIZED REPRESENTATIVE(S)

ORGANIZATION RECEIVING SUPPLIES	LOCATION
153RD ASP BN	CBJTC, STARKE, FL 32091

LAST NAME-FIRST NAME-MIDDLE INITIAL	AUTHORITY REQ	AUTHORITY REC	SIGNATURE AND INITIALS
SULLIVAN, JONATHAN W. SFC ETS: 22 OCT 2015	NO	NO	JWS.
XXXXXXX NOT USED XXXXXXXXXXXXXXXX			
XXXXXXX NOT USED XXXXXXXXXXXXXXXX			
XXXXXXX NOT USED XXXXXXXXXXXXXXXX			

AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER

THE UNDERSIGNED HEREBY [X] DELEGATES TO [ ] WITHDRAWS FROM THE PERSON(S) LISTED ABOVE,

THE AUTHORITY TO: APPROVE AND AUTHENTICATE DA FORM 581

REMARKS
ASP 1FL. CBJTC Authorized representatives listed above have passed security screening required by AR 190-11

I ASSUME FULL RESPONSIBILITY

UNIT IDENTIFICATION CODE	DODAAC/ACCOUNT NUMBER
W7M222	W32ABC

LAST NAME-FIRST NAME-MIDDLE INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE
GRIFFIS, TERRY L.	0-3	904-682-3464	31 DEC 2010	Terry L. Griffis

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

Step 3 ASSUMPTIONS OF COMMAND

Assumption of Command Orders must accompany original DA Form 1687, Ref: AR 600-20.

Step 4 DA FORM 581

DA Form 581, Request for Issue and Turn-in of Ammunition, will be prepared IAW reference DA PAM 710-2-1, Fig 11-8. Block 13a: Enter name of authorized requestor as indicated by customer units' DA Form 1687, printed or typed. Block 13c: Enter signature of authorized requestor as indicated on customer unit's DA Form 1687. Block 16a: Enter the name of the authorized approving authority, depending upon the type of organization and the approving authority. The DA Form 581, prepared IAW DA PAM 710-2-1, Para 11-9d, will be received by the ASP at least 60 days prior to the requested pick-up date. **All units are required to use the electronic 581 in TAMIS-R.**

Step 5 RECEIVING TRAINING AMMUNITION

Vehicles being dispatched to transport ammunition should be inspected by unit maintenance personnel prior to arrival at the ASP. A stringent safety inspection will be performed by the ASP personnel, IAW DD Form 626 Ref: DA PAM 710-2-1, Para 11-10. ASP personnel will brief the vehicle drivers and issue them a DD Form 2890 for any ammunition being transported off post.

Step 5a AMMUNITION SHIPPING AND MOVEMENTS

Only vehicles with no unsatisfactory conditions will be accepted for loading. Vehicles arriving to pick up class/division 1.1, 1.2, 1.3 or 1.4 (other than 1.4s small arms ammunition) explosives will be inspected IAW DoD 4500 9-R, TM 9-1300-206, and FORSCOM Reg 700-4, chap 3. The required fire extinguishers for all movements of ammunition in a government vehicle are two (2) 10-BC or higher rated fire extinguishers for each vehicle, NSN 4210-00-775-0127. Ammunition in all vehicles will be strapped down securely with approved tie down straps NSN 1015-01-094-9564, IAW FORSCOM Reg 700-4, Para 3-2d or blocked and braced IAW AMC Series Drawings 19-48. All ammunition must be in a covered vehicle or covered with a (**fire retardant**) tarp.

Step 5b TRANSPORTATION OF SMALL ARMS AMMUNITION

Limited quantities (**no more than two full outer packs**) of small arms ammunition may be transported in the trunk or cargo areas of van type GSA vehicles. This applies only to hazard class/division 1.4S small arms and only when it would create a hardship on the unit to obtain the proper type vehicle required. NO ammunition may be transported in privately owned vehicles (POVs).

Step 6 DA FORM 5515

Training Ammunition Control Document DA FORM 5515 is used as a sub hand receipt for ammunition at First Line Supervisor level (FLS), Ref: DA PAM 710-2-1, Fig 11-12, 11-13. Using this Form will aid Range OIC's/NCOIC's in determining the minimum number of ammunition containers to be opened for the completion of training. 5515's are not to be used to transfer ammunition between units.

Step 7 PREPARING TO TURN-IN AMMUNITION AND RESIDUE

When units turn-in live serviceable, unserviceable and/or residue, their DA Form 581's will be completed at the ASP. Serviceable ammunition will be returned and packaged to its original configuration and **all remaining 5.56mm loose rounds will be placed on a 10-round clip**. All turn-in documents after residue has been properly screened and weighed will contain the required certification from inspections for residue. A separate DA FORM 581 will be prepared to turn-in serviceable, unserviceable and residue. Ref: DA PAM 710-2-1, Para 11-16 and Fig 11-9 and 11-10.

Units arriving at the ASP for turn-in will have serviceable ammunition separated from their unserviceable and residue components on separate vehicles, if transportation permits, before returning to the ASP. Needless time is wasted when a lack of sufficient manpower and/or the improper configuration of unused munitions or residue components are loaded on the same vehicle with live or serviceable ammunition prior to reporting to turn-in AA&E items to the ASP.

The ASP reconciles the residue turn-in quantities using the weight factors in Appendix K or ark (one for one) item count on form FNG 303. **All residue components MUST BE RETURNED to the Ammunition Supply Point**.

Complete DA Form 5811-R (Lost or Damaged class V ammunition) items for any residue shortages that exceed the allowable losses. The first **LTC (0-5)** in your chain of command signs the certificate. The Ammunition Consumption Certificate (DA Form 5692-R) is required for all Security CAT I or CAT II items and the OIC is responsible for completion of this form. The DA Form 4379 (Ammunition Malfunction Report) is required when there is a malfunction of any type, i.e. **misfire**, or **dud.**

Complete documentation to return serviceable, unserviceable and residue is required from the customer unit within five (5) working days after completion of the training. ***NOTE: When the customer unit exceeds the five (5) working days time limit without prior coordination, the ASP initiates a command notification (SUSPENSION NOTIFICATION) and WILL NOT issue more training ammunition to that unit until all documentation has been cleared IAW all applicable regulations.***

Step 8 DUAL DRIVER PROTECTIVE SERVICE (DDPS)

The following selected ammunition, in quantities shown, does not require DDPS:

a. Inert/Dummy - any quantity
b. Blank Small Arms Ammunition (1.4S) - any quantity
c. .22 Caliber Ammunition - any quantity

All other ammunition items regardless of quantity require DDPS with both drivers HAZMAT trained.

Step 9 DA FORM 4379

Ammunition Malfunction Report - The activity commander, unit commander, or senior person in charge will ensure that all available information on ammunition malfunctions is promptly obtained and reported for early determination of the cause of the malfunction and timely action to prevent similar malfunctions.

(2) The commander or person in charge of the firing unit will—

(a) Immediately cease firing suspected ammunition and notify range control at **904-682-3121** or equivalent.

(b) Immediately contact the local ammunition officer/supervisor at **904-682-3464**, installation quality assurance specialist (ammunition surveillance) (QASAS) at **904-682-3488**, supporting ammunition logistics assistance representatives (LAR), logistic support element armament LAR, and installation safety officer at **904-682-2439**.

(c) Relate all available information on the malfunction as soon as possible.

(d) Secure the malfunction site to prevent the removal or relocation of ammunition or ammunition components weapons or weapons debris, and ammunition packaging until authorized by the ammunition officer/supervisor or QASAS.

Step 10 DA FORM 5692-R

All Security Category I and II ammunition/explosives require an expenditure certificate.

Step 11 DA FORM 5811-R

Certificate - Lost or damaged class V and signed by the first LTC (0-5) in the chain of command.

Step 12 AMMUNITION PICK-UP and TRAINING REQUIREMENTS

To draw ammunition, you must meet the following criteria and coordinate with ASP personnel 2 days before pick-up date:

1. A properly comp1eted DA Form 1687 the statement **"Authorized representatives listed above have passed security screening required by AR 190-11"** must appear in the remarks block.

2. Assumption of command Order for the Individual authenticating above DA Form 1687 (Unit Commander/PBO).

3. An Approved DA FORM 581 from TAMIS-R. Block 13 & 16 must be signed by individual as authorized on current DA 1687.

4. A valid military ID card is required for person signing DA Form 581 (receipt for issue and turn-in of ammunition).

5. Commercial drivers, DoD civilians, contractors, and reserve technicians in technician status must have a valid commercial driver's license (CDL) endorsed for hazardous materiel and vehicle type.

6. Military personnel have to be in uniform and have in their possession a valid military driver's license for the type of vehicles they are driving. A CDL with HAZMAT endorsement cannot be used in lieu of a military driver's license.

7. All personnel who will be transporting, handling or using ammunition on Camp Blanding must be trained IAW all appropriate military regulations. Commanders are responsible for having their soldiers properly trained. ALL DRIVERS must have a HAZMAT endorsement on their military driver's license. Additionally, all National Guard personnel must have received the required training listed in NGR 385-64 dated Dec 2007, chapter 4.

Per Assistant to The Adjutant General (ATAG) memorandum dated 8 February 2009: "Without HAZMAT training, all personnel will be unauthorized to transport ammunition & explosives".

a. "All Soldiers and/or civilians handling ammunition and explosives must receive as a minimum ten (10) hours of required training for drivers. Upon successful completion, a certificate will be issued and use to endorse your Government Operators Drivers License for transporting Class 1 hazardous materials."

POCs for this training are CPT Benjamin L Ruffner at (904) 827-8605 benjamin.lee.ruffner@us.army.mil **and SFC Hector Ortiz at (904) 823-0575**

Hector.ortizvazquez@us.army.mil, **Camp Blanding ASP (904) 682-3464 or Tim Stine Southeast Regional QASAS at (904) 682-3488 or (808) 478-6578.**

8. Proper vehicles. NO class/division 1.1, 1.2, 1.3, l.4B, 1.4C, 1.4D and 1.4G can be transported in vans, sedans, blazers, 4 seat hummers or other passenger vehicles. Limited amounts (two, outer packs) of small arms ammunition 1.4S can be transported in the above type passenger carrying vehicles.

9. Two (2) 10-BC rated or higher fire extinguishers per vehicle regardless of the type of ammunition. (NSN 4210-00-775-0127)

10. Ample tie-down Straps and Tarp **IS REQUIRED** for securing all ammunition. Rope or other tie-down materials are not authorized. (NSN 1670-00-725-1637 / 5340-00-980-9277)

11. Dual Driver Protective Service (DDPS) requires two licensed and HAZMAT trained personnel in any vehicle transporting ammunition. The only exception being that any quantity of 1.4S blank and .22 CAL ammunition does not require DDPS.

12. An E-5 or above is required to sign for Security CAT I and II ammunition items.

13. Turn-in of all ammunition items (serviceable, unserviceable and residue) has to be done on DA Form 581. These documents MUST BE properly completed before arriving at the ASP.

14. All vehicles, both contract and tactical, to be loaded with 1.1, 1.2, 1.3, or 1.4 (other than l.4S small arms ammunition) explosives will be required to pass a safety inspection as detailed on DD Form 626.

SECTION III AMMUNITION AMMESTY PROGRAM

The **A**mmunition **A**mnesty **P**rogram is necessary to ensure maximum recovery of all military ammunition, explosives, and residue items. The program is established to provide an opportunity for individuals to return ammunition, which has been stolen, misplaced, or erroneously left in the possession of a unit after turn-in and reconciliation has been finalized. These returns can be made without fear of prosecution and **no questions asked**.

During **normal** operating hours 0730 – 1700 Monday thru Friday, ASP personnel will accept delivery of all items turned in under the **A**mmunition **A**mnesty **P**rogram. Ammunition items must be handed directly to an ASP operator at the ASP. No paperwork is required.

Suspect and/or unidentified ammunition/explosives returned under the **A**mmunition **A**mnesty **P**rogram **after** normal ASP duty hours will be handled by Range Control at (904) 682-3121 or Military Police personnel at (904) 682-3462.

The **A**mmunition **A**mnesty **P**rogram is not a substitute for normal turn-in procedures and will not be used to avoid standard supply procedures. Units discovering ammunition on hand after having reconciled their account are authorized to make an amended turn-in.

Unit Commanders should perform quarterly briefings on the **A**mmunition **A**mnesty **P**rogram procedures. A refresher should be given during pre-firing briefings. Additional information and guidance can be found in DA Pam 710-2-1, Para 11-19 and FORSCOM Reg 700-4, Chap. 5.