



WESTERN REGION

AMMUNITION SOP

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SECTION 1 GENERAL

1-1. PURPOSE: To establish procedures for managing training ammunition.

1-2. APPLICABILITY: These procedures are applicable to Western Region Junior and Senior Instructor Groups and Warrior Forge.

1-3. RESPONSIBILITIES:

a. PMS/DAI/SAI are responsible for ensuring that the provisions contained herein are compiled with.

b. Ammunition Officers are responsible for:

(1) Determining ammunition requirements based upon specific training objectives and historical usage data.

(2) Forecasting requirements and authorizations.

(3) Maintaining necessary records of authorizations.

(4) Submitting ammunition reports as required.

(5) Submitting all DA Forms 581's through Brigades to HQ, Western Region Training Branch for prior approval, safeguarding, and reconciling ammunition in accordance with applicable regulations.

1-4. TERMS: Explanations of terms used are contained in Appendix B, Glossary.

1-5. OVERVIEW:

a. Because of the huge volumes of ammunition required for training, it is one of the most expensive Army commodities. To effectively and efficiently manage training ammunition, the Department of the Army has developed the Training Ammunition Management Information System-Redesign (TAMIS-R). Under the TAMIS-R, ammunition for training will no longer be authorized by Common Table of Allowances (CTA). Department of the Army will manage training ammunition by providing guidance and establishing authorizations. Ammunition to support training has been increasingly constrained in recent years. In fact, Department of the Army has made it clear that training's future lies more and more with the use of devices, aids, and simulators for skills building. More info on TAMIS-R can be found in AR 5-13

b. Each Senior/Junior program (Unit Identification Code) and Warrior Forge has its own files. Region is provided a roll-up summary of these reports. Region inputs authorization data and the Supporting Installation G-3/DPT (Army only)

inputs all expenditure data to include serviceable turn-ins. This is all done in TAMIS-R (TAMIS-R considers ammunition expended upon issue by the ASP, not its actual consumption). The data must be complete and accurate, as previous fiscal years (FY) expenditures influence the Region's future authorizations.

c. For Senior/Junior programs to provide realistic and meaningful tactical training to cadets during field training exercises and for the Competitive Marksmanship Program we must use Training ammunition. Training ammunition is also a positive motivation factor in the recruiting and retention of cadets.

d. The process of stating and defending requirements, receiving authorizations, and determining sub-authorizations is totally in training channels. Each Senior/Junior program determines their FY training ammunition requirements by type and quantity and submits their request to this headquarters using HQWR Form 2-E (May 04 Edition) FY Ammunition Requirements Form, along with an Ammunition Justification Statement providing a short narrative justification. The types of ammunition listed on HQWR Form 2-E constitute ammunition normally used by Senior/Junior programs. Other types of ammunition may be requested, but full justification for its use must accompany the request. After reviewing and approving the requirements, they are then forwarded to TRADOC for approval/authorization.

e. Upon receipt of ammunition authorizations from HQ, TRADOC, Western Region determines the quantity for each type of ammunition to be sub-authorized to Brigades for Senior/Junior programs. If there is a shortfall in quantity for any type of ammunition that is used for both Warrior Forge and the Senior/Junior programs, Warrior Forge takes priority.

f. The Senior/Junior programs receive ammunition from their supporting Installation following the guidance contained within this regulation as well as from their Supporting Installation's forecasting and requisitioning directives.

SECTION 2 REQUIREMENTS/AUTHORIZATIONS

2-1. GENERAL: While authorizations for a particular fiscal year should derive from the requirements for the year, this is generally not the case, TRADOC bases authorizations off of prior years requirements and expenditures. Region's authorizations from TRADOC are determined based on information submitted two years prior. The Senior/Junior program's and Warrior Forge sub-authorizations are determined against the most current requirements, but the submission lag does hamper Region's responsiveness to large increases or new requirements.

2-2 REQUIREMENTS

- a. Ammunition requirements are zero based. Each Senior/Junior program determines the training it will conduct during the next fiscal year. Ammunition requirements must be based on these training objectives. The requirements should be identified for each training objective. The requirements may be fixed, i.e. iteration based; or variable, i.e. personal based.
- b. Warrior Forge requirements are prepared IAW the Warrior Forge POI.
- c. Senior/Junior program requirements are submitted on HQWR Form 2-E, along with a short Ammunition Justification Statement. Host institutions and Directors of Army Instruction will submit a consolidated HQWR Form 2-E, but may submit separate information papers for each subordinate organization (extension center).

2-3. AUTHORIZATIONS

- a. TRADOC distributes authorizations, by priority, based on the percentage of requirements funded. After receiving the ammunition authorizations from TRADOC, Region distributes the authorizations Brigades for sub-authorization to Senior/Junior programs
- b. Region enters the authorization data onto the Senior/Junior program's HQWR Form 2-E and returns it to Senior/Junior ammunition official.

2-4 PROCEDURES

- a. Instructions for completing HQWR Form 2-E, FY Ammunition Requirements Form are as follows.
 - (1). Heading - Enter the fiscal year.
 - (2). Item 1 – Enter the school's complete name, name of the ammunition official, and phone number.
 - (3). Item 2 – Enter the school's Unit Identification Code (UIC).

- (4). Item 3 – Enter the “Complete” mailing address of the primary Support Installation to which forecast and requests are forwarded. Include the attention line. Secondary Support installations should be addressed in the Ammunition Justification Statement.
 - (5). Item 4 – Lists the DOCIC and nomenclature of commonly used ammunition. Any additional requirements will be addressed in the Ammunition Justification Statement.
 - (6). Item 5 – Enter the exact quantity of each DODIC required for the next FY (1 Oct- 30 Sept).
 - (7). The PMS/DAI/SAI dates and signs in the lower left corner.
 - (8). Item 6 – Leave blank. Upon receipt of ammunition authorizations from HQ, TRADOC, Region Headquarters will enter the quantity approved for each DOCIC requested and date/sign in the lower right corner.
- b. The ammunition Justification Statement should identify the task, the projected number of personnel participating, the ammunition required to support the task, and the approximate date of the training.
 - c. Forward one copy of the HQWR Form 2-E and the Ammunition Justification Statement to the Western Region, ATTN: ATOW-TRT.
 - d. Page 36 shows an example of HQWR Form 2-E identifying the requirements and receiving the authorizations. Page 37 shows an example of the Ammunition Justification Statement.
 - e. PMS/DAI/SAI will also ensure that all ammunition authorizations have been/will be used prior to the end of the fiscal year or turned back to Region Headquarters as soon as possible, but no later than 31 June. Carry-over of ammunition authorizations between fiscal years is not authorized; however, ammunition, which is physically on hand prior to 1 Oct, may be carried over into October of the next fiscal year. All issue documents from the previous fiscal year must be reconciled by the end of the first month of the next fiscal year.
 - f. Requests for changes to authorizations can be done at any time by submitting a HQWR Form 2-2-E (FY Authorization Change Request). Page 39 shows an examples of change requests.

2-5. SUB-CALIBER AND TRAINING DIVICES

- a. A conversion kit is available allowing the M16 and M16A2 rifle to use 22 Caliber ammunition. Battle sight zero is obtained at 25 meters and at ranges up to 50 meters. The 22 long rifle ammunition has generally the same trajectory as the 5.56mm ammunition. Operating instructions are contained in TM 9-6920-363-12&P, Conversion Kit (Cal .22 rim-fire adapter) M261 for rifle: 5.56mm, M16 and M16A2 (NSN 1005-01-010-1561).
- b. DA Pam 710-2-1, paragraph 11-17d, allows units to request residue from an ASP when it is needed for a specific training purpose. This is an excellent way to increase the quantity of hand grenade practice fuses (G878) available for training. Coordinate with

your supporting ASP for expended fuse bodies, safety levers, and pull rings. Reassemble the components.

2-6 NON-TAMS AMMUNITION

a. CTA 500-909 provides the authority for requesting dummy, inert, and miscellaneous ammunition, e.g., salute ammunition and blanks for military internments. CTA ammunition is considered NON-TAMS ammunition. This ammunition is in the TAMIS-R system but should be on a separate ammunition request than all other ammo.

b. The Battalion Commander PMS/DAI/SAI must ensure that they do not exceed their CTA 500-909 authorizations. The four most common CTA DODIC's authorized for use are:

- (1). A010, 10 Gage Shotgun Shells. Considered Live
- (2). C025, 75mm Howitzer Blanks. Considered Live
- (3). G811, Hand Grenade Bodies. Considered Inert
- (4). K139, Claymore Mine Bodies. Considered Inert

SECTION 3 FORECASTS

3-1. GENERAL

- a. Forecasting is the means of transforming paper requests into tangible assets. This is especially critical for Committee for Ammunition Logistics Support (CALC) controlled items (ammunition which the Army has a shortage). The authorizations from the Region Headquarters can be used at your primary Support Installation or at any DOD ammunition facility, which is willing to provide Class V support. An Inter-Service Support Agreement (ISSA) should exist which clearly delineates responsibilities and obligations of all concerned parties. Each school should have a copy of their latest ISSA in their unit records.
- b. Unit forecasts are feeder reports for the World Wide Ammunition Reporting System (WARS). Data submitted in this system form the basis for worldwide procurement, distribution, and allocation of ammunition by Department of the Army. These forecasts are also critical because they are used to establish the supporting ASP's 90 days stockage.
- c. There are several factors, which determine ASP ammunition availability. The ammunition forecast you provide to your servicing ASP is the best way to help ensure that your training ammunition will be on hand. Once your forecast is received, your ASP will attempt to physically stock your request. Fluctuating Army priorities combined with real world situations may prevent your ASP from issuing your forecasted ammunition, even if that ASP has the ammunition physically available. Fortunately, this happens very infrequently. If your school can provide your ASP forecasts 120 days prior to your training event, you're almost guaranteed ammunition support. Whenever your school has changes to your ammunition forecasts (DA5514 page 38), the earlier you notify your brigade rep and ASP, the more likely it will be able to support these changes.
- d. All ASP's require annual requirements forecasts for the next fiscal year. This is generally submitted three to four months prior to the start of the fiscal year. This is accomplished in the TAMIS-R system. Info is passed from the school to the Brigades for input into TAMIS-R. Once it has been input into TAMIS-R, ASP's can see what the units have forecasted. You should still maintain contact with your ASP to ensure that they pull your Forecast.
- e. TAMIS-R locks out the next 90 days to forecasting increases. Quantity's can be decreased but not increased within this lockout period. Ammunition can be transferred between schools during the lockout as long as there is an authorization and the ammunition is to be picked up at the same ASP. Your supporting ASP may require you to submit a memorandum of justification, signed by an O-5, if your unforecasted requirements fall inside this 90 day window. Requirements that were not forecasted prior to this lockout are honored only if the quantity on hand at the ASP, exceeds the lock-in forecasted requirements for all supported units of that ASP.

3-2. RESPONSIBILITIES

- a. Forecasting ammunition requirements to Supporting Installations is a Senior/Junior program responsibility.
- b. Senior/Junior JROTC ammunition OIC/NCOIC will send a copy of your DA Form 5514-R to Brigade Headquarters at the same time they submit their FY requirements for the upcoming fiscal year (1 Oct – 30 Sep). Updates should be forwarded to Brigade as changes are made to training events.
- c. DA Form 5514-R, TAMIS (Training Ammunition Forecast Report), will be used to forecast your schools ammunition requirements.
- d. Region Headquarters will extract the data provided on the DA Form 5514-R to determine Region's "by quarter" cumulative estimates of anticipated training ammunition use for the current fiscal year. These estimates are consolidated and provided to HQ, TRADOC.

3-3. PROCEDURES

- a. Follow the specific procedures, for forecasting, as required by the supporting ASP.
- b. The initial forecast will be derived from the DA Form 5514-R. Any increase to forecasted quantities within ninety days will be reported by FAX to Brigade HQ's as soon as possible (the less lead time, the less chance of availability).
- c. Schools will prepare one copy of DA Form 5514-R (Ammunition Forecast) and submit this to Brigade using the quantity's submitted on HQWR Form 2-E when requirements are submitted. Schools will submit an updated copy of the DA Form 5514-R upon receipt of any changes to either the sub-authorizations or projected use. Prior to the start of the FY all information is estimated. Once into the FY, past months are considered actual use and future months are considered estimated. The sum of the months, for each DODIC, must equal the DODIC's total authorization. Unused ammunition from previous months may be forecast out for future use, but must be at least 90 days from the current date.

SECTION 4 REQUESTING AMMUNITION

4-1. GENERAL

- a. Ammunition will be requested in the minimum amount necessary for the mission or training requirement and, in unit pack configuration.
- b. Once Region resources the school's ammunition requirements in block 6 of HQWR Form 2-E, this form now becomes the school's sub-authorization document. The Region Ammunition Manager or his representative is the approving authority for **ALL** DA Form 581 ammunition requests. This means prior planning will be necessary to allow time for documents to be sent to HQ, Western Region, Training Branch, and back to your location.

4-2. DELEGATION OF SIGNATURE AUTHORITY (DA Form 1687)

- a. Noncommissioned Officers in the grade of E-7 or above, GS Civilians of equivalent grade may request ammunition. GS of grade lower than E-7 must provide the Supporting Installation with a copy of PBO appointment orders.
- b. A copy of the PMS Assumption of Command Orders SAI/DAI.PBO appointment orders must accompany each copy of the DA Form 1687, Delegation of Authority.
- c. A current, properly prepared DA Form 1687 must be on hand at the issuing ASP, Ammunition Office, and Region Headquarters. This form must be updated as necessary.
- d. Specific instructions for preparing DA Form 1687 should be contained in your installation directive. If not, follow the procedures contained in DA PAM 710-2-1, Chapter 11, and figure 11-4.

4-3. REQUEST FOR ISSUE AND TURN-IN OF AMMUNITION (DA Form 581)

- a. The DA Form 581 will be used to request ammunition from US Army facilities. Sister services may require other types of forms.
- b. Senior/Junior programs must clearly identify the duration of the training event. Some schools, due to their physical isolation, may apply for an ammunition storage exception to policy.
- c. The DA Form 581 must be correctly prepared. Many supporting ASP's are extracting data from the completed DA Form 581's and entering it directly into their TAMIS-R computers. Since the form is not designed for this, it is critical that all data on the DA Form 581 be correctly annotated. You are advised to review your Supporting Installation's directives concerning specific preparation instructions of this form, e.g. number of copies, routing, and processing time.

- d. All DA Form 581's will be sent through Brigade to Region (Training Ammunition Manager) and will be signed in Blocks 14a, b, and c, of the DA Form 581 by Region as the approving authority.
- e. TAMIS-R allows for the use of digital 581's using the Training Ammunition Request (TAR). BN's will submit Paper 581's via fax or mail to Brigade representatives for input into TAMIS-R. This process will continue until BN's have been trained on how to submit 581's in TAMIS-R.
- f. Once TAMIS-R training is complete BN's will submit Digital 581's in TAMIS-R. The approval process using digital 581's is:
- a. BN's request ammunition in TAMIS-R using the create TAR; this will generate a digital 581 which will be automatically forwarded to the next higher level for validation or approval.
 - b. BDE ammunition managers review the TAR for accuracy and sign validating the request.
 - c. Western Region ammunition manager reviews TAR for approval and forwarding to next higher level.
 - d. This is all done electronically in TAMIS-R thru the TAR function. TAMIS-R automatically forwards the request to BDE, Region for approval and to the issuing ASP for Processing. Once processing is done at each level TAMIS-R automatically sends out email notification.
- g. Your supporting ASP is responsible for entering your ammunition issues/expenditures into the TAMIS-R system. A number of these ASP's delay in accomplishing this, in some cases waiting for months to enter this data. This results in poor utilization rates on the Quarterly Ammunition Utilization Reports, both for the schools and for the Region as a whole. After the ASP provides the school a "marked up" DA Form 581 (with column 23 Quantity Issued/Received and column 24, Lot/Serial No., completed) the school will forward copies of these to Brigade, ATTN: ATOW-TRT **NLT 5 working days after completion of the issue**. Region will ensure that the expenditure is properly entered into the TAMIS database. If schools use the DD Form 1348-1, DOD Single Line Item Release/Receipt Document in lieu of the DA Form 581, a record copy of this document will also be forwarded to Region. This applies for all issues, turn-ins and reconciliation documents.
- h. In order to maintain proper accountability of DA Form 581's for Issues, Turn-ins and Reconciliation documents, schools will use DA Form 2064, Document Register For Supply Actions.
- i. Ammunition for marksmanship training should normally be requested separately from other types of training ammunition. This provides greater flexibility in both shipping (depot direct shipment) and reconciling the ammunition.
- j. NON-TAMIS (CTA) and TAMIS ammunition **"will not"** be combined on a single request. NON-TAMS items will have the following statement in the remarks block of the DA Form 581: "Authorized Under CTA 50-909". The training dates will also be provided in the remarks block

SECTION 5 TRANSPORTING AMMUNITION

5-1. GENERAL

Ammunition particularly Department of Transportation (DOT) Class B ammunition, requires special handling procedure. These procedure requirements include, but are not limited to, cargo type vehicles, fire extinguishers, and explosive placards. Specific requirements are contained in each ASP's ammunition directives. Non-compliance is a serious violation.

5-2. REQUIREMENTS

- a. The Battalion Commander PMS/DAI/SAI is responsible for ensuring adherence to all applicable DOT and local regulations when government operated vehicles are used in transporting explosive material.
- b. Vehicles will be inspected and must be deficiency-free prior to up loading. DD Form 626, Motor Vehicle Inspection Form, provides the inspection criteria.
- c. It is permissible to transport limited quantities of Hazard Class and Division 1.4S small arms ammunition in the trunk of sedan-type government-owned vehicles or in cargo compartments of government-owned van-type vehicles. (DA Pam 385-64, Para 7-11e).
- d. Vehicles transporting 1.3 thru 1.2 Hazard Class and Division must display four Explosive placards: one mounted on each side, one in the front, and one in the rear. The placards may be purchased through Label Master, Phone 1-800-621-5808 or www.labelmaster.com .
- e. Some installations require the use of placards reading "Dangerous" when transporting Class C explosives. This placard may be ordered as SF 430 (7540-01-023-5123).
- f. All vehicles will be equipped with "two" Class 10-BC rated portable fire extinguishers, 3 highway warning triangles and extra fuses for the vehicle.
- g. Ammunition will not be transferred from one vehicle to another outside the ASP in an attempt to circumvent regulatory requirements.
- h. Installation directives may contain additional requirements. Contact your supporting ASP or Installation Transportation Coordinator for detailed instructions on what you will need to transport ammunition to or from the training/storage locations.

SECTION 6 STORING AMMUNITION

6-1. GENERAL

- a. Ammunition should be stored in building designed, designated, and isolated for the specific purpose.
- b. All ammunition in the possession of Senior/Junior programs must be documented on a non-reconciled DA Form 581.

6-2. REQUIREMENTS

- a. Security provisions of AR-190-11 must be observed at all times.
- b. For ammunition which can be stored together in unit arms storage rooms within the provisions of AR 385-64 (Figure 4-4-1 and Note 2 of Tables 9-11).
- c. L594, Simulator, Projectile, Ground Burst, is not authorized for storage in unit arms rooms.
- d. Ammunition will be inventoried IAW DA Pam 710-2-1 paragraph 9-11.
- e. Accountable Officers will prepare a DA Form 5203, DODIC Master/Lot Locator Record for each DODIC received. This form provides a running balance of ammunition on hand.
- f. The “lot integrity” of your issued ammunition can prove especially challenging. Some ASP’s will issue schools DODIC’s consisting of one single lot. Other ASP’s may attempt to get rid of one loose lot or “light cans” before they issue the full (new) boxes. This may result in schools receiving two or more separate lots for one DODIC. Schools are advised to use the loose lot completely before opening the full lot. There have been cases where schools break down their ammunition and issue it all to their cadets, only to find that the cadets do not completely expend it. When the school attempts to turn this loose ammunition back to the ASP, the different lots of ammunition may become indistinguishable from each other. This could result in the ASP condition coding the entire turn-ins as condition code “H” (CC-H), with the ASP giving expenditure credit for the ammunition, even though it was unexpended. This practice is unfair to the cadets (denying them the ability to fire this ammunition), is poor supply accountability and is wasteful. Condition Code “H” is reserved for bad lots of ammunition which became damaged during training or ammunition which becomes unidentifiable due to lack of lot integrity.
- g. Range personnel will prepare an additional DA Form 5203 (DODIC Master/Lot Locator Record) for maintaining inventory status of .22 cal ammunition issued to them on a DA Form 5515. The DA Form 5203 also provided an audit trail indicating the quantity used on any particular training day. It will be attached to the DA Form 5515 and maintained in the supporting file upon close out of the DA Form 581.

h. Senior Army Instructors functioning as both PCO and Range Instructors need to maintain only the DA Form 5203 required by paragraph 6-2 F (above) and do not need to prepare DA Form 5515. This is because these individuals are already being held accountable by either a DA Form 581 or DD Form 1348-1.

6-3. SECURITY and ACCOUNTABILITY for ARMS AMMUNITION AND EXPLOSIVES (AA&E).

a. Inventories of Weapons and Ammunition.

(1) Professor of Military Science (PMS) will ensure that physical inventories are conducted IAW AR 190-11, Para 2-24.

(a) Physical count of weapons is conducted monthly.

(b) Weapons will be inventoried by serial numbers quarterly.

(c) Ammunition on hand will be inventoried by type, quantity, Lot number and serial number (if applicable).

b. Physical security inspection, IAW AR 190-11, Para 2-11 are required once every two years for ROTC facilities storing .22 Cal weapons. The biennial requirement to inspect ROTC facilities storing only .22 Cal weapons is eliminated if facilities are inspected by an applicable ROTC physical security inspection. ROTC facilities storing only demilitarized weapons do not require an inspection. Supporting installation's Command Supply Discipline Program (CSDP) inspections which must be accomplished triennial IAW AR 710-2, table B-7, page 155. If the supporting installation cannot accomplish this requirement, this must be documented via a memorandum signed by the supporting installation commander and kept on file until the next evaluation is accomplished.

c. Physical security checks of personnel are not required due to the following (AR 190-11):

(1) Training ammunition used by ROTC units fall in the Category IV.

(2) Weapons authorized and stored by ROTC units are .22 Cal rifles/Pistols and Howitzers, which are Category IV items, Ref AR 190-11, Par B-2.

d. If supporting installation and/or PMS require personnel security checks be performed then it must be done.

6-4. SECURITY CHECKS

a. Commanders (PMS) will conduct or insure that command oriented security screening of personnel prior to having access to AA&E IAW AR 190-11. The minimum required when conducting a command oriented security screening:

(1) A personal interview of the individual conducted by his or her immediate commander or supervisor.

(2) A request for medical file check of active duty military personnel.

- (3) A personal records check.
- (4) A records check of the provost marshal or security office.
- (5) A records check of local civilian law enforcement agencies in the area of the person's residence if permitted by state or local laws.

NOTE: Security screening checks will be repeated every three years. This type of check is required for submitting DA Form 1687. Additionally, some of the above are done prior to assignment. Also, many local law enforcement agencies may not perform local records check when requested.

b. Commanders (PMS) may deny access to the above personnel when doubt exists as to their reliability or trustworthiness. The following disqualifying factors will be considered:

- (1) Record of alcohol abuse.
- (2) Record of unauthorized use, sale or possession of drugs and narcotics.
- (3) Record of mental instability.
- (4) Record of judicial or non-judicial punishment.
- (5) Pattern of behavior or actions that are reasonably indicative of a contemptuous attitude toward the law.
- (6) Any other character trait, record of conduct, or adverse information, which, in the commander's judgment, would be prejudicial to reliability or trustworthiness.

SECTION 7 USING AMMUNITION

7-1. GENERAL

- a. Malfunctions will be reported through supporting ASP procedures.
- b. All residue material will be 100% inspected and accounted for prior to turn-in.

7-2. ACCOUNTABILITY

- a. Commanders will ensure that the custody of ammunition is fixed to responsible individuals at all times (E-5 or above or GS equivalent).
- b. Ammunition will remain sealed in its containers until just prior to expenditure to prevent damage, enhance accountability, and to prevent tampering attempts. Do not break out bulk small arms ammunition until necessary.
- c. Upon completion of training, all ammunition, brass, and pyrotechnics must be accounted for, and will not remain in the possession of firers or range personnel.
- d. Personnel will be inspected at the termination of training and prior to departure from the training area to ensure no ammunition is on their person. Extreme caution should be taken if ranges are conducted in conjunction with an FTX. Insure all ammunition is secured so that only authorized personnel have access.
- e. During field training or marksmanship training, DA Form 5515's must be used to maintain signature accountability down to the cadre (supervisory level). Specific instructions for preparing these forms are found in DA Pam 710-2-1, Chapter 11.

7-3. SAFETY

- a. AR 385-63 outlines the safety requirements for firing ammunition during training.
- b. Unsafe practices will be corrected immediately upon discovery. Before beginning each new operation, personnel should be thoroughly briefed on the proper handling, type and use of ammunition, to include small arms, simulators, signal devices, smoke devices, and other pyrotechnics (for those devices being handled).
- c. The only pyrotechnic device cadets are authorized to handle is: G878, Fuse practice, hand grenade.
- d. Blank ammunition will not be fired at personnel at **distances less than 25 meters.**

SECTION 8 TURNING-IN AMMUNITION

8-1. GENERAL

- a. Separate turn-in documents will be prepared for each issue document.
- b. The issue document number and any document related to the initial issue must be clearly referenced on each turn-in document.
- c. Unfired ammunition will not be expended or thrown away simply to prevent turn-in.
- d. A copy of all turn-ins will be sent to Brigade for close out of issue document.
- e. Specific procedures will be contained in Installation directives.

8-2. LIVE TURN-IN: Type, lot number, and issue document must segregate all ammunition.

8-3. RESIDUE TURN-IN: Prior to turn-in, 100% of all residue material must be inspected. The remarks block of the turn-in document must contain the signature of the individual conducting the inspection. This inspection certifies that live ammunition is not present in the residue. Some installations require a commissioned officer to conduct this inspection.

8-4. RECONCILIATION

- a. To ensure positive reconciliation against issue documents, all unused ammunition, fired ammunition cartridges, packing components and other related items will be returned to the issuing ASP. Positive reconciliation includes, but is not limited to, verification of expenditures by the responsible officer, return of all residue, return of expended ammunition, and a thorough police of training areas utilized.
- b. Turn-ins can be conducted at a non-issuing ASP if permission is obtained from the affected ASP's. Using copies of the turn-in documents, reconciliation with the issuing ASP can be completed by mail.
- c. Not later than five working days after the completion of the training event, provided an extension has been granted. All administrative and turn-in requirements must be completed and copies of all documents (issue, live/residue turn-in, 5811's, etc.) will be forwarded to the Brigade ammunition manager **within 2 working days of completion.**
- d. The combined quantities of live ammunition and residue turned in must be balanced with the quantities of ammunition initially issued by the ASP.
- e. Supporting Installations may freeze school training ammunition accounts, allowing no additional issues, if the school fails to properly account for or reconcile ammunition previously drawn. Accounts will remain frozen until proper reconciliation is made or procedures are initiated for relief from accountability (AR 15-6 or 735-11).
- f. All live ammunition must be reconciled before residue turn-ins can be allowed.

AMMUNITION TRANSACTION EXAMPLES

HQWR Form 2-E (Fiscal Year Ammunition Requirements Form): This form is used by junior schools, senior battalions and Western Region Headquarters to identify and confirm ammunition requirements. The HQWR Form 2-E is a preprinted form which depicts the DODIC's, which senior schools are authorized to request. While the junior schools are not authorized as many DODIC's, they will use this form. In our example, the HQWR Form 2-E was prepared by the Unit Ammunition Officer who sends one copy to Region NLT **01 December** (in previous FY) to document requirements for the upcoming fiscal year.

Ammunition Justification Statement: This statement provides a synopsis of planned training and the ammunition required to support it. The statement is prepared by the Unit Ammunition Officer and is submitted to Region, accompanying the HQWR Form 2-E. Region attempts to fill all school requests, but in case of constrained DODIC's, this is not always possible.

HQWR Form 2-1-E (Fiscal Year Ammunition Requirement Modifications): Region prepares this form to reflect the status of the school's FY Authorization Change Request. Region will attempt to approve all school change request. It is easier to get your ammunition if you include it in your initial **HQWR Form 2-E**.

See DA Pam 710-2-1 and the supporting installation ammunition external SOP for correct procedures on the following forms.

DA Form 1687 (Notice of Delegation of Authority-Receipt for Supplies): This form, prepared by the school supply technician or supply sergeant, is updated yearly or upon departure of an individual and submitted to the supporting installation IAW their directives. All three copies will be signed and initialed in black ink, carbon entries are not authorized. Departure date must be enter above the name of the individuals. Civilians and officers will have "Indef" for Indefinite. All Enlisted must have one of the following: ETS, PCS, Ret or Indef with the date following.

DA Form 581 (Request for Issue and Turn-in of Ammunition), DA Form 581-1 (Request for Issue and Turn-In of Ammunition Continuation Sheet): This form, prepared by the supply technician, supply sergeant or capable individual. Documents are used to request for ammunition issues from the supporting ASP or to request turn-in of live or residue ammunition items.

DA Form 5514-R (Ammunition Forecast): Send initial 5514-R with HQWR 2-E. Once the school receives the HQWR Form 2-E back from Region, they should make any changes to DA Form 5514-R submitted to Brigade Ammunition manager. All ammunition forecast quantities must reflect the quantities on the approved HQWR Form 2-E

DA Form 5515 (Training Ammunition Control Document), DA Form 5515-1 (Training Ammunition Control Document Continuation Sheet): This document is prepared by the school supply technician, supply sergeant or capable individual, and used to hand-receipt ammunition down to the individual in charge (user level).

DA Form 5811-R (Certificate of Lost or Damaged Class 5 Ammunition Items): This form is a shortage statement for ammunition which is lost and cannot be turned in. Your ASP will not clear your account until a completed shortage statement is prepared. The DA Form 5811-R is prepared by the school supply technician or supply sergeant and is submitted to the supporting ASP IAW

their directives. DA Form 581 is submitted with the original residue turn-in document. DA Pam 710-2-1, Appendix M, Table M-1, shows brass conversion factors.

AMMUNITION MANAGEMENT SEQUENCE OF EVENTS

1. Determine requirements.
 - a. Prepare information paper listing task, projected number of cadets participating, ammunition required, and tentative date.
 - b. Prepare and forward HQWR Form 2-E to Brigade Headquarters.
 - c. Submit forecast (DA Form 5514-R) to Brigade for input in TAMIS.
 - d. Submit courtesy copy of forecast from Brigade to Supporting Installation(s).
2. Region distributes sub-authorizations.
 - a. Upon receipt of sub-authorizations, compare sub-authorizations to requirements.
 - b. If shortfalls exist, review your training program to determine which tasks are to be resourced.
 - c. Determine the impact of shortfalls; if training requirements cannot be realistically met with current sub-authorizations, submit a change request for each applicable DODIC.
3. FORECAST SUB-AUTHORIZATIONS.
 - a. Determine adjusted ammunition for each month.
 - b. Prepare and submit DA Form 5514-R, to Brigade.
4. REQUEST AMMUNITION.
 - a. Prepare DA Form 581 IAW supporting installation's directives.
 - b. Forward DA Form 581 to Brigade Headquarters for review and Region approval.
 - c. Ensure that a current, properly complete DA Form 1687 is on file at both the ASP and at the authenticating office. DA Form 1687 cannot exceed one year from preparation date to expiration date. Remember to submit copy of Assumption of Command Orders or appointment orders.
5. TRANSPORT, STORE, AND USE AMMUNITION.
 - a. Comply with appropriate regulatory requirements, including:
 - (1) Supporting Installation directives.
 - (2) DA Pam 710-2-1.
 - (3) AR 190-11.

(4) AR 385-63.

(5) FM's and TM's for each weapon/ammunition or pyrotechnic/explosive.

b. Maintain signature accountability down to the supervisory level through the use of DA Form 5515.

c. Ensure that the ammunition is used safely.

6. RECONCILE ISSUE DOCUMENT(s).

a. Turn in serviceable/unserviceable ammunition.

b. Turn in expended ammunition residue.

c. Account for any shortage IAW AR 735-11 or AR 15-6.

d. Forward an information copy of all completed DA Form 581 or DD Form 1348 to brigade Headquarter.

7. TURN BACK UNNECESSARY SUB-AUTHORIZATION.

a. Monitor training for task modifications.

b. Monitor actual ammunition consumption.

c. Program unused sub-authorization into later scheduled training by updating DA Form 5514-R. Or return the unused ammunition to Brigade Headquarters, ATTN: AMMO NCO via e-mail.

8. MAINTAIN APPROPRIATE DOCUMENTATION.

a. Authorization change documents (e-mails).

b. Forecast DA Form 5514-R.

c. Completed DA Form 581 for issue and turn-ins.

d. Completed DA Forms 5515.

e. Commercial shipping documents.

TRAINING AMMUNITION MANAGEMENT INFORMATION SYSTEM (TAMIS)

1. GENERAL

- a. The TAMIS is the automated support by which the management objectives of the Training Ammunition Management System (TAMIS) are attained. AR 5-13 is the authority for TAMIS and TAMS.
- b. TAMIS is an automated tool for determining Army-wide training ammunition requirements for incorporating these requirements and supporting funds into the five-year Defense Program for authorizing fiscal year training ammunition quantities to be used in support of training; and for controlling fiscal year consumption of training ammunition.
- c. Computer support and communications network is provided through contract with Computer Sciences Corporation (CSC), Infonet Division, Rosslyn, Virginia. CSC provides a world-wide communications network connected to a central computer located in Beltsville, Maryland.
- d. Centralized databases are updated with data entered directly to the central computer by TAMIS users from remote terminals. Transactions containing types of ammunition with quantities actually used by using units are transmitted to the central computer for semi-weekly data base updating. Each input user is provided output update results which reflect audit trails for those transactions accepted and an error report for those transactions that fail TAMIS editing. Users are responsible for the correction of all rejected transactions and for subsequent TAMIS entry to update the database.
- e. Information extracted from TAMIS is used by DAMO-TR in responding to inquiries from Congress, OMG, OSD, and other ARSTAF agencies. Training managers throughout the Army, using TAMIS teleprocessing terminals and upgraded TMACS mini-computers, also extract management reports reflecting types and quantities of training ammunition authorized and used in training. Reports showing quantities used in relationship to quantities authorized and used in training. Reports showing quantities used in relationship to quantities authorized and required are available.
- f. Region inputs sub-authorization data and the Supporting Installation inputs all expenditure data to include serviceable turn-ins (TAMIS considers ammunition expended upon issue by the ASP, not its actual consumption). This data must be complete and accurate as previous FY expenditures influence the Region's future authorizations.

2. MANAGEMENT REPORTS

- a. TAMIS provides a number of training ammunition management reports. The most commonly used report at region level is the FY Authorization Report. It contains DODIC sub-authorizations, net expenditure, requirements and associated costs by UIC.
- b. A second report, TAMIS Reconciliation, allows Region to obtain expenditure data printed in input format (DA Form 581). This report allows Region to compare TAMIS input entries by Supporting Installations against the information copy of the DA Form 581 provided by each battalion.

3. REQUIREMENTS.

- a. The battalion's UIC must be included on the DA Form 581, preferably in block 8.

BATTALION CO-LOCATED TRAINING

1. Region encourages schools to conduct combined or co-located training events. Schools find it extremely worthwhile to combine training with other schools, benefiting from greater force-on force training, exposure of cadets to peers from other schools, or from the efficiencies of pooling scarce resources. Examples of such training opportunities include combined school FTX's and Ranger Challenge head-to-head competitions. The benefit derived from training co-location cannot be at the expense of Region or school ammunition expenditure rates. We can have great combined training and still achieve our ammunition expenditure goals.
2. Previously, Region has experienced over-expenditures and negative expenditures because schools have not combined their ammunition assets properly. Two situations generally caused this to occur:
 - a. All of the participating schools would draw their ammunition and would bring their ammunition to a central location,¹ where the ammo was "pooled" with the other participating schools. At the conclusion of the exercise, one school would attempt to turn-in all unexpended ammunition as well of the residue. This caused lack of accountability and both over/under expenditures for the participating schools.
 - b. Two or more schools participate in some type of combined training event for which ammunition is needed (FTX/State head-to-head Ranger Challenge Competitions). Only one school draws the ammunition form an ASP, assuming that the other school's ammunition authorizations can be drawn from the ASP. This results in an over expenditure for that school as well as under expenditure for the other schools.
3. Proper coordination with Brigade, Region and with the supporting ASP's according to the following procedures will ensure your consolidated training efforts are successful:
 - a. All schools will submit a memorandum to Brigade and a copy to HQ, Western Region Headquarters, ATTN: ATOW-TRT (Ammo), requesting combined training ammunition usage.
 - b. The memorandum will contain the following information: DODIC, Nomenclature, Quantity of ammunition is to be transferred to, the dates of the training event (to include ammunition draw date), and the purpose for the transfer.
 - c. Keep in mind the 90-day lockout for the forecast.
4. Only the required amount of ammunition necessary to conduct the training will be requested for transfer. Once the ammunition has been transferred to the gaining account of the gaining school, and will be counted against that school account for the remainder of that FY. If the gaining school has no use for the remaining ammunition, the school will turn the excess ammunition back to Region.
5. Schools are reminded that ASP's have a 90 lock-in period for ammunition requirements. While your request may be favorably supported inside of this window, schools are strongly encouraged to coordinate their consolidated ammunition requirements as early as possible.

6. Ranger Challenge Competitions will adhere to the following rules:
 - a. Battalions will forecast and coordinate their own school's Ranger Challenge ammunition needs. This includes both for team training and for competition. Schools will need to coordinate with Region to conduct co-located training as necessary.
 - b. Brigades will designate the "host" schools responsible for sponsoring the brigade level competition, notifying Region NLT 15 December for the upcoming FY's competition. This will allow the "host" school to forecast this requirement with its servicing ASP and insure Region allocated the additional Ammunition needed.

Western Region ROTC REQUIRED REPORTS

1. REQUIRED AMMUNITION REPORTS.

a. Next year's ammunition requirements (HQWR Form 2-E) are due NLT 1 December of each year to HQ, Western Region (ROTC), Training Division.

(1) Projections are based upon next FY requirements on projected student enrollment.

b. Battalion ammunition forecast (DA Form 5514-R).

(1) Due with HQWR 2-E for upcoming FY (1 Oct – 30 Sep).

(2) Monthly Forecast will be submitted **when changes occur**. Changes must be no less than 90 days out. Monthly Forecast that reflects changes will be forwarded straight to Brigades.

c. Ammunition turn back report: Due NLT 30 July. This report will list all ammunition items that you have an authorization for but are not going to use for the rest of the fiscal year.

2. REQUIRED AMMUNITION DOCUMENTS

a. All DA form 581 Request for Issue and Turn-in of Ammunition will be forward to Brigade and Region, ammunition Managers for review and approval prior to submission of ammunition request to supporting ASP's.

b. Copies of all completed issues DA Form 581 (Issues, Live turn-ins, and Residue turn-ins) and /or DD Form 1348-1 Issue Release/Receipt Document and DA Form 5811-R Certificate-Lost or Damaged Class 5 Ammunition Items. DA Form 3151 Ammunition Stores Slip must be included when no entries are shown as issued on DA Form 581.

c. DA Form 1687 Notice of Delegation of Authority – Receipt for Supplies with a copy of Assumption of Command or Appointment Orders. Are required to be updated before or upon the yearly expiration date, or when there is a change of one of the individuals the on signature cards.

HAZARDOUS MATERIALS (HAZMAT) TRAINING

BACKGROUND OF HAZMAT

In 1990, the United States Congress passed the Hazardous Materials Transportation Uniform Safety Act, which directed the Department of Transportation (DOT) to establish training standards for all U.S. employees involved in HAZMAT classification, marking, packaging, documentation, and transportation.

On 1 October 1993, two DOT final rules went into effect. Docket HM-181 brought U.S. regulations on HAZMAT in line with international standards. This training requirement has been incorporated into Title 49, Code of Federal Regulations (CFR), Part 172, subpart H.

WHAT IS HAZMAT?

According to the Hazardous Materials Transportation Act, “hazardous material” is a substance or material, designated at the discretion of Secretary of Transportation that may pose an unreasonable risk to health, safety, or property during transportation in commerce. The materials so designated include but are not limited to, explosives, radioactive materials, etiologic agents, flammable liquids or solids, combustible liquids or corrosive materials, and compressed gases.

WHO REQUIRES TRAINING?

Anyone who performs any of the following duties is subject to the training requirements of 49 CFR:

- a. Package HAZMAT.
- b. Mark or label packages containing HAZMAT.
- c. Prepare shipping papers for HAZMAT.
- d. Offer, request or accept HAZMAT for transportation.
- e. Handle HAZMAT.
- f. Mark or placard HAZMAT transport vehicles.
- g. Operate or crew HAZMAT transport vehicles.
- h. Develop policy, directives or regulations on HAZMAT shipments.
- i. Supervise employees who perform the above tasks

NOTE: Supervisors must identify the positions that require HAZMAT training (i.e. those that involve performance at the above duties), and ensure that personnel currently filling or hired for these positions are trained.

WHAT TRAINING IS REQUIRED?

Three categories of training apply:

- a. **General awareness and familiarization training** to provide familiarity with requirements of the Hazardous Materials Regulations (HMR) and to enable the employee to recognize and identify HAZMAT.
- b. **Function specific training** concerning requirements of the HMR which are specifically applicable to the functions each employer performs.
- c. **Safety training** concerning emergency response information, measures to protect the employee from the hazards associated with the HAZMAT to which they may be exposed, and methods and procedures for avoiding accidents.

In order to avoid unnecessary duplication, training provided to comply with Occupational Safety and Health Act (OSHA) or Environmental Protection Agency (EPA) requirements may satisfy the DOT training requirements if that training includes the three categories listed above.

WHERE CAN YOU GET TRAINING?

There are several training programs available to meet the HAZMAT training requirements of Title 49:

- a. Locally-developed training.
- b. Contractor training.
- c. Commercial training kits.
- d. The DOT Transportation Safety Institute.
- e. 3Western Technical Training Squadron, Lackland AFB, TX.
- f. Defense Logistics Agency (DLA)
- g. The School of Military Packaging Technology, APG, MD
- h. DAC, Savanna, IL.

Installations should also contact their MACOM for information on MACOM-developed by other installations that may be available.

A new interactive computer based training course designed to meet the general awareness/familiarization and safety training aspects of Subpart H of Title 49 has been developed by DAC. This course, called HAZMAT Familiarization and Safety Training, covers hazard classes, hazardous materials tables, and the communications and safety requirements of Title 49 for transporting HAZMAT. The course is self-paced and designed to be locally administered with a minimum of supervision. It can be completed in less than 16 hours and includes an on-line exam. The course can be ordered from DAC, ATTN: SIOAC-ASL, Savanna IL 61074-9639, by fax at DSN 585-

8799 or from www.dac.army.mil Look under CBT (Computer based training) for AMMO 67. Western Region Ammunition Manager can give further guidance if needed.

ADDITIONAL REQUIREMENTS FOR “CERTIFIERS”

In addition to the DOT training requirements, DOD requires persons who certify HAZMAT on shipping papers to receive training from one of the following schools:

- a. The United States Navy Supply Corps School, Athens, GA
- b. 345th Technical Training Squadron, Lackland AFB, TX.
- c. School of Military Packaging Technology, AGG, MD.
- d. DAC, Savanna, IL

REMEMBER

In summary, the following should be remembered regarding HAZMAT training:

- a. All HAZMAT employees must receive training.
- b. Three categories of training apply.
- c. Successful HAZMAT training must be completed within 90 days after the official date of employment.
- d. The HAZMAT training is required every two years for DOD employees and up to three years for other than DOD employees.
- e. Several training programs are available to meet the HAZMAT training requirements of Title 49.
- f. In addition to the Title 49 training requirements, DOD requires additional, specialized training for persons who certify HAZMAT on shipping papers.
- g. Successful training and testing must be recorded for each employee.
- h. Ammunition supply points should assure that personnel arriving at the ASP to receive ammunition or explosives have proof of HAZMAT training.

GLOSSARY

ALLOCATION: The amount of a CALS controlled ammunition which an ASP is permitted to requisition to support forecasted requirements.

AMMUNITION: A device loaded with explosives, propellants, pyrotechnics, initiating compositions, or chemical material used in offense or defense, to include demolition items.

AMMUNITION SUPPLY POINT (ASP): Refers to an ammunition storage facility issuing ammunition to using units.

AUTHORIZATION: A fixed quantity of ammunition listed by Department of Defense Identification Code (DODIC) approved by higher headquarters for expenditure by a using unit during a Fiscal Year (FY).

COMMITTEE FOR AMMUNITION LOGISTIC SUPPORT (CALS): A DA agency charged with identifying, controlling, and allocating the distribution and /or redistribution of conventional ammunition items in actual or potential short supply.

DEPARTMENT OF DEFENSE AMMUNITION CODE (DODAC): An eight character code number, consisting of the stock class and DODIC (i.e., 1305-A071), assigned to ammunition and explosive items of supply.

DEPARTMENT OF DEFENSE IDENTIFICATION CODE (DODIC): A letter and three numerals or two letters and two numerals assigned to a description within the Federal Supply Class of Ammunition; e.g., A071, assigned to: Cartridge, 5.56 Ball.

HAZARD CLASS/DIVISION AND STORAGE COMPATIBILITY GROUP (HC/DIV/SCG):

- a. The Hazard Classes used in this publication are numerical designations denoting the material hazard classification. For example, Class 1 identifies explosives, Class 4 identifies flammable solid, and Class 6 identifies poisonous material.
- b. The Hazard Division is a numerical designator denoting the character and predominance of associated hazards and the potential for causing personnel and property damage. For example, within the Hazard Class 1 (explosives), there are six Hazard Divisions.
- c. A numerical designator in parenthesis is placed to the left of the Hazard Class/Division for 1.2, and certain 1.1 and 1.3 items to designate the minimum separation distance, in hundreds of feet, for protection from hazardous fragments and firebrands.
- d. The Storage Compatibility Group (SCG) is designated by an alpha character appearing after the Hazard Class/Division. Ammunition and explosives are assigned to 1 of 13 compatibility groups. For information on permitted mixing of groups in storage, refer to (XXXX).

FEDERAL SUPPLY CLASS (FSC): The Federal Supply Classification utilizes a 4-digit coding structure; e.g., 1305, designates: Small Arms.

FORECASTS: Projected ammunition requirements for training. Ammunition forecasts are feeder reports for the Worldwide Ammunition Reporting System (WARS). On a local level, forecasts establish an ASP's 90 day stockage level.

FRAGMENT DISTANCE: The range to which a hazardous fragment density may be created by an explosion of a particular ammunition or explosive item. A hazardous fragment is one having an impact energy of at least 58 foot-pounds and a hazardous fragment density is constituted by at least one hazardous fragment in an area of 600 square feet.

HAZARD CLASS DIVISION: United Nations Organization (UNO) hazard classification system, consisting of nine classes for dangerous goods, with ammunition and explosives included in UNO class 1, Explosives. Class 1 is further subdivided into divisions based on the character and predominance of the associated hazards and of the potential for causing personnel casualties or property damage, not upon compatibility groupings or intended use. The divisions are:

- (1) **1.1 – Mass-detonation**
- (2) **1.2 – Explosion with fragmentation**
- (3) **1.3 – Mass Fire**
- (4) **1.4 – Moderate Fire**

HAZARD CLASSIFICATION: Identifies the hazardous characteristics of ammunition, explosives, and pyrotechnic material items by assignment to established hazard categories governing storage and transportation. These categories are: Hazard Class Division, Storage Compatibility Group, and Department of Transportation (DOT) Class.

RECONCILIATION: Term used when comparing issue and turn-in documents to ensure accountability of ammunition. Reconciliation is accomplished by measuring, weighing or counting expended casings or other components; then comparing the ammunition residue turned-in against the original issue.

REQUEST FOR ISSUE OR TURN-IN: Forms authorized for use by a unit, organization, or activity to request and turn-in ammunition to an ASP. Army ammunition supply points require DA Form 581 and other services will require different forms. Contact **Naval, Air Force and Marine ASP's for forms.**

RESIDUE: All items remaining after ammunition and missiles are used. Ammunition residue includes such items as steel, plastic, or brass cartridge cases, links, safety wires, pull rings and lever, safety clips, cardboard and wooden boxes, cans, banding strips, pallets, and other items used to package ammunition and missiles.

SECURITY RISK CATEGORIZATION: A method the Department of Defense uses to determine the degree of protection for specific arms, ammunition, and explosives based on their relative utility, attractiveness, and availability to criminal elements.

STORAGE COMPATIBILITY GROUP: Ammunition and explosives that can be stored together without significantly increasing either the probability of an accident or, for a given quantity, the magnitude of the effects of such an accident.

TRAINING AMMUNITION MANAGEMENT INFORMATION SYSTEM (TAMIS): The ADP information system that processes, stores, and retrieves data on sub-authorizations and use of training ammunition.

TRAINING AMMUNITION MANAGEMNT SYSTEM (TAMS): The Army-wide system (AR 5-13) developed to manage conventional training ammunition at all levels for maximum training and combat readiness with the ammunition resources available.

ABBREVIATIONS

AA&E	Arms, Ammunition, and Explosives
ASP	Ammunition Supply Point
CALS	Committee for Ammunition Logistic Support
CFR	Code of Federal Regulations
CSC	Computer Sciences Corporation
CSDP	Command Supply Discipline Program
CTA	Common Table of Allowances
DA	Department of the Army
DAI	Director of Army Instructors
DOD	Department of Defense
DODIC	Department of Defense Identification Code
DOT	Department of Transportation
FTX	Field Training Exercise
FY	Fiscal Year
HAZMAT	Hazardous Materials
HMR	Hazardous Materials Regulation
IAW	In Accordance With
ISSA	Inter-Service Agreement
NLT	No Later Than
PMS	Professor of Military Science
POI	Program of Instruction
QASAS	Quality Assurance Specialist Ammunition Surveillance
ROTC	Reserve Officers' Training Corps
SAI	Senior Army Instructor
SOP	Standard Operating Procedures
TAMIS-R	Training Ammunition Management Information System-Redesign
TAMS	Training Ammunition Management System
TAR	Training Ammunition Request
TEC	Training Event Code
UIC	Unit Identification Code
WARS	World Wide Ammunition Reporting System

REFERENCES

PUBLICATIONS

AR 5-13	Training Ammunition Management System
AR 55-355	Military Traffic Management Regulation
AR 190-11	Physical Security of Arms, Ammunition, and Explosives
AR 190-13	The Army Physical Security Program
AR 350-4	Qualifications and Familiarizations with Weapons and Weapons Systems
AR 385-63	Policies and Procedures for Firing Ammunition for Training, Target Practice, and Combat
AR 385-64	U.S. Army Explosive Safety Program
AR 700-19	U.S. Army Munitions Reporting Systems
AR 710-2	Supply Policy below the Wholesale Level
AR 735-11	Accounting for Lost, Damaged, or Destroyed Properties
TRADOC Reg 350-8	Ammunition
DA PAM 350-38	Standards in Weapons Training
DA PAM 385-64	Ammunition and Explosive Safety Standards
DA PAM 710-2-1	Using Unit Supply System (Manual Procedures)
CTA 50-909	Field and Garrison Furnishings and Equipment
TC 25-3	Training Ammunition (Training Ammunition Guidelines)

FORMS

DA FORM 581	Request for Issue and Turn-In of Ammunition
DA FORM 581-1	Request for Issue and Turn-In of Ammunition – Continuation
DA FORM 1687	Notice of Delegation of Authority – Receipt for Supplies
DA FORM 2064	Document Register for Supply Action
DA FORM 3151-R	Ammunition Stores Slip

DA FORM 5514-R	TAMIS Training Ammunition Forecast Report
DA FORM 5515	Training Ammunition Control Document
DA FORM 5515-1	Training Ammunition Control Document – Continuation
DA FORM 5811-R	Certificate – Lost or Damage Class 5 Ammunition Items
DD FORM 626	Motor Vehicle Inspection (Transporting Hazardous Materials)
DD FORM 836	Shipping Paper and Emergency Response Information for Hazardous Materials Transported by Government Vehicles
DD FORM 1348	DOD Single Line Item Release / Receipt Document
HQWR FORM 2-E	FY___ Ammunition Requirements
HQWR FORM 2-1-E	FY___ Ammunition Authorization

**WESTERN REGION (ROTC)
JUNIOR AND SENIOR ROTC INSTRUCTOR GROUPS
FY ____ AMMUNITION REQUIREMENTS**

1. School: _____ 3. Ammunition Support Installation _____
 Ammo Official: _____
 Phone Number: _____
 Email _____
 2. Unit Identification Code: _____

4. **DODIC NOMENCLATURE 5. QUANTITY 6. QUANTITY APPROVED**

A010	10Gage Blank		
A062	Ctg 5.56mm Ball F/Saw		
A064	Ctg 5.56mm 4+1 LK F/Saw		
A065	Ctg 5.56mm Plastic M862		
A071	Ctg 5.56mm Ball (M16A1)		
A075	Ctg 5.56mm Blank LK F/Saw		
A080	Ctg 5.56mm Blank M16		
A091*	Ctg Cal .22 LR Match		
A106*	Ctg Cal .22 Ball LR		
A111	Ctg 7.62mm Blank LKD		
A131	Ctg 7.62mm LKD 4+1		
A143	Ctg 7.62mm Ball LKD F/MG		
AA33	Ctg 5.56mm Ball (M16A2)		
AA48	Ctg 5.56mm Lead Free (M16A2)		
AA49	Ctg 9mm Ball		
C025	Ctg 75mm Blank		
G811**	Gren Hand Practice (Inert)		
G878	Fuze Hand Gren Practice		
G940	Gren Hand Smk Green		
G945	Gren Hand Smk Yellow		
G950	Gren Hand Smk Red		
G955	Gren Hand Smk Violet		
G982	Hand Gren Smk Tng		
K139**	Mines Anti Pers. & Practice (Inert)		
L306	Sig Illum Red Star Cluster		
L307	Sig Illum White Star Cluster		
L311	Sig Illum Red Star Para		
L312	Sig Illum White Star Para		
L314	Sig Illum Green Star Clust		
L495	Flare Surface Trip		
L594	Sim Proj Gren Burst		
L598	Sim Booby Trap Flash		
L599	Sim Booby Trap Illum		
L600	Sim Booby Trap Whistle		
L601	Sim Hand Grenade		

* Only DODICs authorized to JROTC Programs
 ** All DODICs are Inert

 PMS/DAI/SAI

 WESTERN REGION (ROTC)
 AMMUNITION MANAGER

 DATE
 HQWR FORM 2-E
 May 04 Previous editions obsolete

 DATE

AMMUNITION JUSTIFICATION STATEMENT

(Your School)
MAJ Trainer/xxx-xxxx

01 December 20__

SUBJECT: FY __ Ammunition Requirements

PURPOSE: To provide information on and justification for FY __ ammunition requirements.

1. Scheduled Training:

- a. Oct 2-3; State Ranger Challenge Competition; 9 cadets; 500 rounds of 5.56 ball, 200 rounds of 5.56 blank, 200 rounds of 7.62 blank, 54 hand grenade fuses and 2 artillery simulators.
- b. Oct 25; M-16 familiarization/qualification (sub-caliber), all MS classes; 180 Cadets; 10,000 rounds of caliber.
- c. Nov 21&22; Patrolling practical exercise; 40 cadets; 800 rounds of 5.56mm blank, 400 rounds of 7.62mm blank, 2 smoke grenades, 3 star clusters and 4 artillery simulators.
- d. Dec 14&15; STRAC lane familiarization/qualification; 40 cadets; 1600 rounds of 5.56mm blank, 6 smoke grenades, 6 star clusters and 5 artillery simulators
- e. Jan 17-21, M-16 familiarization/qualification (sub-caliber); 120 cadets, 14,000 rounds of .22 caliber.
- f. Feb 6&7; Winter FTX; 70 cadets; 1400 rounds of 5.56mm blank, 400 rounds of 7.62mm blank, 4 smoke grenades, 4 trip flares, 2 star clusters, 4 booby trap simulators and 4 artillery simulators
- g. Mar 5&6; Spring FTX; 45 cadets; 1800 rounds of 5.56mm blank, 1200 rounds of 7.62mm blank, 6 smoke grenades, 3 star clusters and 4 artillery simulators.
- h. Apr 20-24; Spring Mini-Camp (Camp Roberts, CA); 75 cadets: 3000 rounds of 5.56mm blank, 1200 rounds of 7.62mm blank, 75 practice grenade fuses, 10 smoke grenades, 7 star clusters, 3 star parachutes, 8 artillery simulators, 8 booby trap simulators and 8 trip flares.
- i. Sep 17; M16 and M60 familiarization and MILES fire and maneuver training; 70 cadets; 2520 rounds of 5.56mm ball, 1400 rounds of 5.56mm blank, and 3500 rounds of 7.62mm ball.

2. POC for this action is SFC Ranger at (123) 555-5555 email: rangersfc@myschool.edu

TAMIS TRAINING AMMUNITION FORECAST REPORT
 FOR USE OF THIS FORM, SEE DA PAM 710-2-1. THE PROPONENT AGENCY IS DCSLOG.

RCS: CSOLD-1941

CREATION DATE:

UIC:

THRU:
SIGNATURE

LOCATION:

THRU:
SIGNATURE

TO:

DDDIC	AUTH QTY	REMAIN QTY	ASP	1st MON a	2nd MON b	3rd MON c	4th MON d	5th MON e	6th MON f	7th MON g	8th MON h	9th MON i	10th MON j	11th MON k	12th MON l		
m	n	o	P1														
			P2														
			P3														
			P4														
			P5														
m	n	o	P1														
			P2														
			P3														
			P4														
			P5														
m	n	o	P1														
			P2														
			P3														
			P4														
			P5														
m	n	o	P1														
			P2														
			P3														
			P4														
			P5														

Sample

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>					19 Oct 1997
ORGANIZATION RECEIVING SUPPLIES 223rd Aviation Battalion			AUTHORIZED REPRESENTATIVE(S) LOCATION Fort Rucker, AL		
LAST NAME-FIRST NAME-MIDDLE INITIAL	SOCIAL SECURITY NUMBER	AUTHORITY		SIGNATURE AND INITIALS	
ETS: INDEF Bryan C. Christopher	CW4	REQ	REC	<i>Bryan C. Christopher</i>	
ETS: 27 JUN 2002 Keurinty C. Chandel	MSG	YES	YES		
XXXXXXXXNOT USEDXXXXXXXXXXXXXXXX		NO	YES	<i>Keurinty C. Chandel</i>	
AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER					
THE UNDERSIGNED HEREBY <input checked="" type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE.					
THE AUTHORITY TO: request and receive Class 5 supplies.					
REMARKS ASP#4 Ft. Lee VA *Authorized representatives listed above have passed security screening required by AR 190-11					
I ASSUME FULL RESPONSIBILITY					
UNIT IDENTIFICATION CODE WA6HAA			DODAAC/ACCOUNT NUMBER WK4AKC		
LAST NAME-FIRST NAME-MIDDLE INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE	
Timothy L. McManus	LTC	(804) 734-4592	18 Oct 1998	<i>Timothy L. McManus</i>	

DA FORM 1687, JAN 92 EDITION OF DEC 57 IS OBSOLETE

Figure 11-3. Sample of a completed DA Form 1687

Legend for Figure 11-3:

Completion instructions by block number for DA Form 1687 when used to request class 5 items

- (1) **Date** Enter the calendar date the form is prepared.
- (2) **Organization Receiving Supplies** Enter the name of the unit and, if prepared by a hand or sub-hand receipt holder to delegate authority to request or receipt for ammunition items, the hand receipt number or name of the section involved.
- (3) **Location** Enter the name of the installation on which the unit is located.
- Authorized Representative(s)**
- (4) **Last Name, First Name, Middle Initial** Enter the name and rank of the person(s) authorized to request or receive ammunition. Also enter the person's rank, and above the person's name, enter their ETS date. Ensure that the rank of the representative matches the scope of his/her responsibilities.
- (5) **Social Security Number** Leave blank. Enter "not used" on next available line when all lines are not used.
- (6) **REQ/REC** Enter "YES" in this block for each person authorized to request supplies. Otherwise, enter "NO." Enter "YES" in this block for each person authorized to receipt for supplies. Otherwise, enter "NO."
- (7) **Signature and Initials** Enter the signature and initials of authorized representatives.
- Authorization by Responsible Officer or Accountable Officer**

(8) **Delegates To** Enter an "X" in this box to show that the authorized representative is delegated to request/receipt for supplies. Enter the statement, "Requisition or receipt of class 5 supplies as indicated above."

Withdraws From Leave blank. Procedures for adding and deleting persons are not authorized for class 5 supplies.

(9) **Remarks** Enter the ASP or other activity to which form is being sent. Enter following statement: "Authorized representatives listed above have passed security screening required by AR 190-11."

(10) **Unit Identification Code** Enter UIC.

(11) **DODAAC/Account Number** Enter the unit DODAAC and any locally assigned account number.

(12) **Last name - first name - middle initial** Enter name of responsible person.

(13) **Grade** Enter grade or rank of responsible person.

(14) **Telephone Number** Enter telephone number of responsible person.

(15) **Expiration Date** Enter expiration date of the card, not to exceed one year. Review cards quarterly for accuracy.

(16) **Signature** Enter signature of responsible person.

Note: Upon any element of data becoming outdated on this card, the entire card is no longer valid and will be replaced with a new card. All entries except the signature and initials, will be either printed in ink or typewritten. The signatures (payroll) and initials will be written in ink.

CERTIFICATE - LOST OR DAMAGED CLASS 5 AMMUNITION ITEMS

For use of this form, see DA PAM 710-2-1; the proponent agency is DCSLOG

PART I - CERTIFICATION

I certify that the items described in blocks 1-5 below were as stated. Circumstances of the loss or damage are accurately described below.

1 STOCK NO	2 DESCRIPTION	3 QUANTITY	4. ITEM WAS (Check)		5. DAMAGED BY NEGLIGENCE? (Check)	
			a. LOST	b. DAMAGED	a. YES	b. NO

6. CIRCUMSTANCES OF LOSS OR DAMAGE

7a. SIGNATURE

7b. DATE

PART II - ACTION

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

13c. DATE