

## UNIT AMMUNITION GUIDE

**This list is not all-inclusive. Know your command and local guidance.**

**FORCE PROTECTION** • Frequent risk assessment • Implement all directed risk minimization/management actions • SOP for all ammo operations • Do only what is authorized, not "what is not prohibited" • Keep fuel parking and operations downhill from ammo site • Keep heat sources and flames away • Do not modify ammo items • Comply with explosive weight limits • Report accidents • NO EXCEPTIONS •

**ACCOUNTABILITY** • Issue, receive, and account for ammo/missiles/explosives by lot number and serial number • Inventory upon receipt, when issuing to troops and upon return • Count the total quantity of ammo on hand (stored and issued to troops) monthly • Reconcile all counts • Retain documentation of all accountability actions • List all non-training items on Property Book • Mark boxes (containers) with changed quantities • Do not allow units or individuals to abandon ammo •

**SERVICEABILITY** • Inform supporting QASAS of ammo/missile/explosives lot # & serial # in your unit & attached elements • Brief ammo users to handle ammo carefully to avoid damage • Critically examine items for visible damage/deterioration each time items are handled • Remove damaged/degraded items from use immediately and report them to the supporting QASAS • Report malfunctions •

**SECURITY** • Practice two-person rule • Antitank and Antiaircraft rockets & missiles require increased measures • Plan & implement access control & barriers • Protect against pilferage • Report suspicious personnel, vehicles, occurrences • Personnel security screenings •

**STORAGE** • Only where authorized (licensed, sited) • Protect from elements - dunnage, tarps, sun shades, MILVANS, etc • Stack stability • Know the location of specific lot numbers in storage • Improve conditions as time progresses • Plan for captured/confiscated ammo • Plan separated receiving/marshalling areas • Establish an ammo amnesty program • Provide HAZMAT training to operators • Store by compatibility group until directed otherwise • Keep all boxes (containers) sealed in storage •

**TRANSPORTATION** • Provide HAZMAT training to operators • Trucks must pass DA (or MACOM) 626 inspection • Drivers know hazards of their specific loads and actions in an accident • Prescribe routes to avoid inhabited areas and potential ambush sites • Provide comms and escorts if possible • Preplan safe havens • Maintain enroute visibility •

**SUSTAINMENT** • Anticipate needs and inform log chain • Know your ASP/ATP staff • Maintain signature cards • DA Form 581 to requisition and pickup • Know unit preferences for substitute items • Monitor net explosive weight as stockage increases •

**ENVIRONMENTAL** • Don't destroy ammo without an order to do so and detailed technical directions • Note and report grid of contaminated areas • Retain packaging for retrograde • Provide HAZMAT training to operators •

**TRAINING OPERATIONS** • Know the supporting ASP External Operating Procedure • Special documentation for expenditure of Cat I & II items • Special documentation for transfer of all ammo items • Residue turn-in requirements •

## **TECHNICAL ASSISTANCE**

**S4/G4/DAO CONTACT**

**LOGISTICS ASSISTANCE REP CONTACT**

**S2/PMO/MP CONTACT**

**QASAS (AMMUNITION SURVEILLANCE) CONTACT**

**LOCAL SAFETY OFFICE CONTACT**

**DEFENSE AMMO CENTER CONTACT**

EMAIL [ammohelp@dac.army.mil](mailto:ammohelp@dac.army.mil)

## **UNIT AMMUNITION GUIDE - INTRODUCTION**

This guide has been prepared to provide unit commanders and unit ammunition managers the basics of long-term ammunition management while basic, operational or training ammunition is in the custody of unit personnel. Procedures and requirements are applicable in both garrison and deployed situations. Since the guide is designed to be tailored to local unit support structures, local reproduction and distribution is encouraged.

Since there may be no Ordnance units present in the areas of operations, unit logisticians and operators will be expected to perform these functions. Deployed technical experts and the chain of command are your main source of practical information. They should be contacted to discuss any actions you anticipate taking prior to initiating them. Include them in your planning processes.

The top portion of the guide is subdivided into the main functional areas of unit ammunition management with key requirements listed as bullets within each functional area.

The bottom portion of the guide provides space for you to enter contact information for deployed/local functional area experts and chain of command personnel tasked to assist you in performance of unit ammunition management duties. In the event local personnel are unable to provide the assistance you require, or if these personnel are not available to you, the US Army Defense Ammunition Center (DAC) contact information is also provided.

The following primary references provide the details of unit ammunition management.

AR 385-10	Army Safety Program
AR 385-64	Army Explosives Safety Program
DA PAM 385-64	Army Ammunition and Explosives Safety Standards
AR 385-40	Accident Reporting and Records
AR 190-11	Physical Security of Arms, Ammunition & Explosives
AR 75-1	Malfunions Involving Ammunition and Explosives
AR 710-2	Inventory Supply Management Policy Below the Wholesale Level
DA PAM 710-2-1	Using Unit Supply System
AR 380-67	Army Personnel Security System
SB 742-1	Ammunition Surveillance Procedures
AR 420-90	Fire and Emergency Services
DOD Reg 4500.9-R	Defense Transportation Regulation